



Barham Park Trust Committee

Wednesday 27 January 2016 at 6.00 pm

Board Room 2 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

Councillors:

Pavey (Chair)

Denselow

Hirani

McLennan

Southwood

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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 - 4

3 Matters arising

4 Property Update, Barham Park Building Complex, 660 Harrow Road, Wembley 5 - 12

Ward Affected: **Contact Officer:**
Sudbury

5 Amendments to 2014/15 Barham Park Report and Accounts 13 - 14

6 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 in accordance with Standing Order 64.

Date of the next meeting: **Date to be agreed**



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 Wednesday 28 October 2015 at 6.00 pm

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

Also Present: Councillor Perrin

Apologies were received from: Councillor Denselow

1. **Declarations of interests**

None declared.

2. **Minutes of the previous meetings (8 September and 8 October 2015)**

RESOLVED:-

that the minutes of the previous meetings held on 8 September and 8 October 2015 be approved as an accurate record of the meetings, subject to the following correction to the 8 October minutes:

Minute 5 – The letting of Unit 4, The Lounge, Barham Park Building Complex
8th paragraph, 4th sentence replace ‘...I should.... ‘ with ...’he should....’
(amendment incorporated)

3. **Matters arising**

None.

4. **Presentation by Sudbury SNT**

Sgt Lorraine Warren and PC Paul McCauley introduced themselves to the meeting. Sergeant Warren reported in the past year there had been 20 crime incidents recorded around the park, the year before 24 and the before that 18. These mainly related to possession of drugs from stop and search; there were also two robberies and two theft from persons. These figures showed that the level of crime in and around the park was not too serious for such a large open space. She mentioned the proposed location of the outdoor gym and expressed a concern that located within a dip in the park meant it could not be seen clearly. Sgt Warren stated that her and PC McCauley had walked through the park at 6pm that evening and were struck by how dark it was.

A view was submitted that a lot of single men and groups of men tended to congregate in the park on Sunday mornings and some people found this intimidating. Sgt Warren replied that they would ensure they patrolled the park at this time when they were on duty. Mention was also made of the absence of the

gardener in the park following an attack on him. He had provided some reassurance to people using the park. It was confirmed that the Safer Neighbourhood Team now only comprised Sgt Warren and PC McCauley

PC McCauley reported on some wider activities that had taken place in the area. This had involved taking action regarding road traffic issues/offences. Two drugs related warrants had been carried out and of the two burglaries carried out one perpetrator had been caught. He added that incidents of anti social behaviour were generally dealt with through outreach work.

In response to being asked if the Council could do anything to assist with crime prevention in the area, the police representatives stated that areas of the park were very dark and might benefit from the provision of some lighting. They also agreed to provide regular updates to the Trust Committee and were always happy to speak at other community meetings.

It was suggested that key contact numbers could be displayed on the noticeboards in the park but it was recognised that the noticeboards first needed repairing.

The Chair thanked Sgt Warren and PC McCauley for their attendance.

The Chair referred back to the comments regarding the proposed location of the outdoor gym. Following further discussion on this it was confirmed that the chosen location should be confirmed.

RESOLVED:

- (i) that updates to the Trust Committee from the Safer Neighbourhood Team be programmed in to future meetings;
- (ii) that the suggestion made for provision of lighting in parts of the park be considered and a report on the matter be submitted to a future meeting;
- (iii) that the location of the outdoor gym as agreed at the meeting of the Trust Committee on 8 September 2015 be confirmed;
- (iv) that repairs to the noticeboards in the park be carried out and key contact information be posted on them.

5. **Update on Barham Park Veterans Club**

Members considered the briefing note on the Barham Park Veterans' Club and expressed the view that whilst they were more satisfied with the position set out in the note, it was the practical operation of the constitution and membership profile that concerned them. It was agreed to await the outcome of the work to be undertaken by 30 November to update the club's constitution, membership documents and communication materials and to review the equality and diversity clause in all leases to ensure it was fit for purpose. After this a report was to be submitted to the next meeting of the Trust Committee on how the undertakings given by the club could be monitored taking account of the views of club members. This should include information on the stage at which it would be appropriate to grant a new lease, what the sanctions might be if the club did not meet its equality

and diversity obligations and how a review of the lease could be carried out in the event of there being future concerns.

RESOLVED:

- (i) that the briefing note on the Barham Park Veterans' Club be received and welcomed in respect of the undertaking given by the club to review the its constitution and provide an up to date membership list;
- (ii) that a report be submitted to the next meeting of the Trust Committee on the outcome of the work described above.

6. **Barham Park Trust Annual Report for the year 2014/15**

Members considered the Trust's Annual Report for 2014/15 and the Examiner's report circulated under cover of a supplementary agenda.

Eamonn McCarroll (Operational Director, Finance) amended the figures shown in paragraph 3.4 of the report as follows:

£14,174 - £15,796

£32,578 – £27,091

£18,610 – £24,097

He stated these amendment were as a result of the Examiner's report but did not affect the bottom line figures. However, Trust Members expressed concern that significant changes to the figures in the report were being made without a clear explanation being given for the changes.

Eamonn McCarroll drew attention to section D of the annual report which set out the main activities of the trust during 2014/15 and stated that following consideration by the Trust Committee the annual report would be submitted to the Charity Commissioners.

RESOLVED:

- (i) that annual report for 2014/15 be approved;
- (ii) that a note be circulated to Trust Committee members explaining the changes reported to the figures in paragraph 3.4 of the report;
- (iii) that Trust Members be informed of the status of the application to the Charity Commission for consent to lease the former library building comprising the Children's Centre to the Council;
- (iv) that a report be submitted to the next meeting providing a mid year update of the accounts, a review of expenditure and suggesting an updated financial strategy for the Trust to adopt.

7. **Any other urgent business**


None.

8. **Date of next meeting**

It was agreed to hold the next meeting on a date to be arranged in January 2016.

The meeting closed at 7.15 pm

M PAVEY
Chair

 <p>Brent</p>	<p>Barham Park Trust Committee 27 January 2016</p> <p>Report from the Barham Park Trust Property Adviser</p>
<p style="text-align: right;">Wards affected: Sudbury</p>	
<p>Property Update, Barham Park Building Complex, 660 Harrow Road, Wembley</p>	

1.0 Summary

1.1 To update the Trust with regard to progress on:

The marketing of Unit 1 The Card Room,

The granting of three leases for Unit 2 The Snooker and Billiard Rooms, Unit 4 The Lounge and Unit 8 The Children's Centre,

The marketing of Unit 7 The Mess Room and Store,

The installation of an integrated fire alarm system, and

The maintenance plan for the building complex.

2.0 Recommendations

2.1 That the Trust approves the marketing of Unit 7 for a use that fulfils the Trust's charitable objectives providing for a leisure related use. The terms of the proposed letting to be agreed between the Property Adviser and the Chair of the Trust.

2.2 That the Trust approves expenditure of £13,251 for the installation of an integrated fire alarm system throughout the complex of buildings.

2.3 That the Trust approves the Project Brief for the procurement of a consultant to draw up the Maintenance Profile Plan for the external fabric of the Complex

of Buildings, providing delegated authority to the Property Advisor to agree the final terms of the consultants commissioning agreement.

3.0 Detail

- 3.1 The Trust approved of the marketing of Unit 1 the Card Room on 28th January 2015, agreeing on 7th July 2015 that it be marketed under Brent Council's Community Asset Transfer (CAT) policy. Property particulars have been drawn up and approved by the Chair of the Trust. Marketing commenced on the 21st January 2016 for a 6 week period, closing on 3rd March 2016.
- 3.2 With regard to the Snooker and Billiard Rooms, (Unit 2), at the meeting on 28th October 2015 the Trust resolved that a report be submitted to the next meeting (27th January 2016), on the outcome of the work carried out by the Council's Equality Team with the Barham Park Veterans' Club, (the Vets), before a decision is taken on leasing Unit 2 to the Club, (please see Appendix I containing the report). The draft lease is being finalised and the draft will be sent to the Vets, subject to the Trust's approval to proceed with this letting. Please see Appendix I
- 3.3 On 8th October 2015 the Trust approved of the granting of a 15 year lease to the Friends of Barham Library for Unit 4. Heads of Terms are still the subject of negotiation, after which, the draft lease will be drawn up. The lease terms will be negotiated and agreed by the Property Advisor, who it is envisaged will be the new the Head of Property following the recent Council restructure.
- 3.4 The Trust has now received Charity Commission consent to lease Unit 8, (the Children's Centre), to Brent Council. The lease is in the process of being drafted for comments by the surveyor acting for the Council in this regard. The licence to Barnardos and the service level agreement has now been finalised, with Barnardos now running the service at the Children's Centre.
- 3.5 Veolia Plc has now vacated Unit 7, the Mess Room and Store. The Unit has an approximate Gross Internal Area of 51 sqm and the planning designation of the Unit is B8. To increase the rental income received by the Trust, it is proposed that the unit is marketed for a use that fulfils the Trust's charitable objectives.
- 3.6 An integrated fire alarm system needs to be installed that will service the 10 Units within the Complex of Buildings. This is a legislative and health and safety requirement under British Standards Institute BS 5839 Part 1 2013, (Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises), now that the Units will all be let out to various organisations. The Council's approved contractor has drawn up a schedule of works at a cost of £13,250.60.
- 3.7 The previous Property Adviser to the Trust drew up a project brief for the procurement of the Maintenance Plan for the Complex of Buildings, (please see Appendix II). If this Project Brief is agreed by the Trustees it will be sent to three approved consultants and the preferred tender bidder will be reported

back to the Trust Chairman with the fee. The terms of the appointment will be in accordance with Brent Council's standard consultant commission agreement, with site specific amendments. It is proposed that final terms be agreed by the Property Advisor.

4.0 Financial Implications

- 4.1 The Trust will receive a rental income from the letting of Unit 7 at a commercial rent which will be ascertained and disclosed in the required pre marketing "Qualified Surveyor's Marketing Report to the Trustees".
- 4.2 The proposed expenditure on the integrated fire alarm system and the Maintenance Profile Plan is necessary to ensure that the Units are aligned with current legislation and that the integrity of the building fabric is maintained will be £13,250.60.
- 4.3 It is anticipated that the fee for the consultant to draw up the Maintenance Plan will be no more than £6,000.

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:
 - (i) 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.
 - (ii) 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 There are no direct equalities implications arising from this report, other than the ones already mentioned above and in previous reports.

8.0 BACKGROUND PAPERS

1. Charity Commission Guidance.
2. 28th January 2015, 2nd July 2015 and the 8th October 2015 Barham Park Trust Committee Reports.
3. British Standards Institute BS 5839-1:2013-Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises

Contact Officer

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Briefing Note on the Work Carried Out by Brent Council's Equality Team with the Barham Park Veterans' Club

For information

1.0 Summary

This is a progress update on the work carried out by the Council's Equality team with the Barham Park Veterans' Club.

2.0 Recommendations

To note the contents of this briefing note and the progress to date.

3.0 Detail

3.1 Background

3.1.1 At its July meeting the Barham Park Trust resolved that the decision to proceed to complete the approved letting of Unit 2, the Snooker and Billiard Rooms, to the Barham Park Veterans' Club (Wembley) be deferred to the next, (8th September 2015), meeting.

3.1.2 At the September meeting Trust Members resolved that a report be submitted to their next meeting, (on 28th October 2015), on the outcome of the work carried out by the Council's Equality team with the Barham Park Veterans' Club before a decision is taken on leasing the Snooker and Billiard Rooms, (Unit 2), to the Club.

3.1.3 At the October meeting the Head of Equality submitted a briefing update on the outcome of her meeting with the Chair and Secretary of the Club, held on 15th October 2015. At their meeting, also attended by the Operational Director of Community Services, the Chair and Secretary gave their verbal assurance that they would work with the Council to resolve any concerns of the Trust, and agreed to review the Club's constitution and make any necessary amendments.

3.1.4 At their meeting on 28th October the Trust resolved that a report be submitted to the next meeting, (27th January 2016), on the outcome of the work described above.

3.2 Progress to date

Meeting
Date

Version no.
Date

- 3.2.1** Following the review of the information provided by the Club, (Constitution document, membership list and membership diversity profile), and her subsequent meetings with the Operational Director of Community Services and the Operational Director of Property and Projects, on 15th November 2015 the Head of Equality posted a letter to the Chair of the Club containing her suggested changes to the Constitution for consideration and approval by the Club.
- 3.2.2** In her letter the Head of Equality asked that a revised copy of the Club's Constitution document be sent to her, along with a supporting written explanation of the reasons as to why the suggested changes, if any, haven't been incorporated. She also requested additional information to enable her to support the Club in increasing the diversity of their membership profile, in line with the charitable objects and purposes of the Club.
- 3.2.3** In the meantime, the Head of Equality reviewed the draft lease for Unit 2 and sent her suggested track changes to the Property Adviser and the Senior Property Lawyer working on the lease. The draft lease is currently being finalised.
- 3.2.4** Following her meeting with the Chair of the Barham Park Trust at the end of November, the Head of Equality sent a second letter to the Chair of the Club inviting him to attend the next meeting of the Trust on 27th January 2016. She also used the opportunity to advise the Chair of the Club that she hadn't received a response to her previous letter, a copy of which was also attached.
- 3.2.5** A response by the Secretary of the Club was received on 5th January 2016 acknowledging the receipt of the letters sent out to the Chair in November and December 2015. The secretary advised that at the present moment the Chair and many of the Club's members are away on long winter holidays and therefore there is nothing to update the Trust on, at the January meeting.
- 3.2.6** The Secretary of the Club provided assurance that the suggested changes to the Constitution will be considered but these changes have to be put before AGM for unanimous approval. The next AGM meeting will be held in the middle of March 2016.

Contact Officer

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Project Brief for the Procurement of a Consultant to Draw up A Maintenance Profile Plan for the External Fabric of the Complex of Buildings.



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Barham Park Building Condition Survey

1 Project Definition

1.1 Background

Barham Park has been a community building in the HA0 postcode for many years. The site is composed of 10 units with a number of tenants within the building complex.

1.2 Project objectives

Maintenance of the Barham Park Complex of Buildings

1.3 Desired outcomes

To draw up a Maintenance Profile Plan for the external fabric of the buildings.

1.4 Project scope

In Scope

To invite at least 3 contractors to quote for the provision of a Maintenance Profile Plan

1.5 Constraints and assumptions

Report to be received by 14th March 2016

1.6 Project tolerances

Fee to be not more than £6,000

1.7 Stakeholders

London Borough of Brent

Trustees of Barham Park

Tenants

Members of the public

2 Outline Business Case

The Trustees have requested this to be procured. This to ensure that the external building fabric is maintained and that any future costs in this regard can be quantified. It is also envisaged that the Plan will allow a schedule of works to be drawn up over a five year period to ensure that the funding is

January 2016

1

available. The Trust needs to be made aware of the works required to maintain the long term integrity of the property asset, and to ensure that it does not fall into disrepair; and to repair and renew any urgent items

3 Specification of works:

Report requirements

The reports should cover all 10 units with a unit by unit breakdown and should include as a minimum:

1. A visual inspection of the external fabric of the property including 10 units outlined in the attached plans and hard landscaping.
2. Condition survey that covers a structural building and mechanical and electrical survey with element by element description and condition (using standard condition A to D grades and priority 1 to 4 grades).
3. To report findings as to the building's general features, forms of construction and state of repair along with the production of a 5 year planned maintenance programme with estimated annual costs. Mechanical and Electrical maintenance programme to be included.
4. We will ask for the report to be submitted in PDF and Excel formats.
5. We will ask for the report to be completed by w/c 14th March 2016.



Barham Park Trust Committee
27 January 2016

Report from Finance Advisor

Amendments to 2014/15 Barham Park Report and Accounts.

Briefing Note

Following the verbal update provided by Eamonn Mccarroll, the Operational Director of Finance at Barham Park Trust Committee meeting on 28 October, it is confirmed that:

The following changes/amendments were made to the Barham Park Trustees Accounts after initial submission to the Trust for the meeting scheduled on the 28th October 2015:

1. Gross Income – initially reported that this had increased by £18,404, however after additional review by the internal auditor this was revised to an increase of £15,795 compared to 2013/14 accounts.
2. Brent Council Net Contribution – The above adjustment lead to an increase in the council's net contribution from £18,610 to £24,097.
3. The 2013/14 Council's contribution was £51,188. Given that the final net contribution in 2014/15 was £24,097, the movement compared to previous year was £27,091 and not £32,578 as previously stated.

These changes were implemented following review from the new Head of Audit and Investigations. It is important to note the above changes did not affect the Trust's overall net cash position as at 31st March 2015 reported at £444,708.

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