



Barham Park Trust Committee

Wednesday 12 April 2017 at 7.00 pm

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

Membership:

Members

Councillors:

McLennan (Chair)
Hirani (Vice-Chair)
Farah
Miller
Southwood

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democracy.brent.gov.uk

The press and public are welcome to attend this meeting

Agenda

Introductions, if appropriate.

Item	Page
1 Apologies for Absence	
For the Committee to note any apologies for absence.	
2 Declarations of Interests	
Members are invited to declare at this stage of the meeting, any relevant personal and prejudicial interests and discloseable pecuniary interests in any matter to be considered at this meeting.	
3 Minutes of previous meetings	1 - 6
The committee is asked to consider and approve the minutes of the meeting held on 2 February 2017 and an extract of the minutes of the meeting held on 7 September 2016 setting out a correction to the record.	
4 Matters Arising (If Any)	
5 Update on Operational Issues Relating to Barham Park	7 - 8
This report presents a summary of the latest operational issues relating to Barham Park.	
6 State of Finances	9 - 14
The purpose of this report is to update members on the state of finances of Barham Park Trust and to clarify the split between the Council's responsibility and the Trust's. The report explains the level of subsidy given to the Barham Park, as spend on Barham Park is significantly greater than the income generated.	
7 Options for future investment in park infrastructure at Barham Park	15 - 40
This report presents a summary of recent investment in the parks infrastructure at Barham Park, and provides options for future investment, for consideration by the Trust.	

8 Property Update, Barham Park Building Complex, Unit 2, 660 Harrow Road, Wembley 41 - 44

To update the Trust on the granting of a lease for Unit 2, The Snooker and Billiards Room.

9 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: to be confirmed following the Annual Council Meeting in May 2017.



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.

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MINUTES OF THE BARHAM PARK TRUST COMMITTEE Held on Thursday 2 February 2017 at 7.00 pm

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

1. **Chair's opening remarks**

The Chair welcomed all those present to the meeting and extended particular welcome to Councillor Miller, who had been appointed to the committee by the Cabinet at its meeting on 12 December 2016.

2. **Declarations of Interests**

In the interest of openness, the Chair declared that the Trust had received an email from a member of the public regarding the following item of business on the agenda and officers had responded accordingly: 'Property update, Barham Park Building Complex, 660 Harrow Road, Wembley'.

3. **Minutes of the Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting held on 7 September 2016 be approved as an accurate record of the meeting.

4. **Matters Arising from the Minutes**

None.

5. **Property Update, Barham Park Building Complex, 660 Harrow Road, Wembley**

Sarah Chaudhry (Property Adviser to the Trust / Head of Property) introduced the report to the committee which updated members on property matters in respect of the Barham Park building complex and proposed that a lease for Unit 1 be granted to Tamu Samaj UK (TSUK) for a seven year term. The Trust was informed that as per the committee's decision of 2 July 2015, Unit 1 had been marketed under the Council's Community Asset Transfer (CAT) policy. Members' attention was drawn to Appendix 1 to the report which detailed the evaluation of the four bids received. Two of the bids which had most closely met the criteria had progressed to an interview stage; Tamu Samaj UK (TSUK) and Shree Vishwakarama Association (SVAUK). It was highlighted that the bid from TSUK had received a greater social value measure, whilst the bid from SVAUK presented a stronger financial proposal. The recommendation before the committee reflected the importance placed on social value within the Council's CAT policy.

In the subsequent discussion, members reflected on the impact of considering social value as a key part of the evaluation process. Noting the significant financial figures set out against social value for the TSUK bid, the committee sought an overview of what these included and questioned what monitoring arrangements would be in place to ensure that the successful organisation delivered the benefits promised.

In response, Amin Soorma (Estate Surveyor) reported that TSUK proposed to operate in partnership with the local community and a range of groups across the borough including church organisations. It was highlighted that the figures set out in the application evaluation under social value were divided under headings which reflected the priorities of the Brent Borough Plan. Addressing the committee's query regarding monitoring arrangements, Amin Soorma confirmed that monitoring would be undertaken annually.

Acknowledging the stringent process followed and affirming a commitment to making social value a key consideration in the management of Barham Park, the Trust RESOLVED:

- i) that a lease for Unit 1 (the Card Room) of the Barham Park buildings complex be granted to Tamu Samaj UK (TSUK) for a seven year term;

Having considered the remainder of the report, the Trust RESOLVED:

- ii) that officers ask the Barham Park Veterans Club to sign the lease for Unit 2 (the Snooker and Billiards Room) of the Barham Park buildings complex within one month of the current meeting or provide an explanation for the delay;
- iii) that the Trust meet to consider the matter further if the lease for Unit 2 of the Barham Park buildings complex remained unsigned after the deadline detailed in ii).

6. **Park Matters - Infrastructure Projects**

RESOLVED: that consideration of this item be deferred to the next meeting of the Trust at which time a full report should be provided to the committee in good time before the meeting.

7. **Finance Matters - Maintenance Costs**

Gareth Robinson (Head of Finance) provided a brief update on financial matters to the Trust and advised that a full report would be prepared in collaboration with the Head of Environmental Improvement for the next meeting of the committee.

8. **Any Other Urgent Business**

None.

The meeting was declared closed at 7.41 pm

COUNCILLOR MARGARET MCLENNAN
Chair

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**EXTRACT OF THE
MINUTES OF THE BARHAM PARK TRUST COMMITTEE
Wednesday 7 September 2016 at 6.00 pm**

6. Barham Park Trustees Annual Report 2015-16

The Trust considered its Annual Report for 2015/2016, which showed that, as at 31 March 2016, the Charity held cash reserves of £457,085 and that, in accordance with the decision of the Trustees, any future receipts would be used for improvements within Barham Park.

The Trust noted the achievements and performance of the Charity during the year and that these were the subject of a separate report and discussion later in the Agenda.

In conjunction with the Annual Report, the Trust also considered an independent examiner's report who was responsible for:

- (a) Examining the accounts under Section 145 of the Charities Act 2011;
- (b) Following the procedures laid down in the general directions given by the Charity Commission under Section 145(5)(b) of the Act; and
- (c) Stating whether particular matters had come to his or her attention.

The Independent Examiner's Statement, contained within his report, highlighted that there had been approximately £20,000 expenditure on repairs and maintenance which, in his view, had not been fully accounted for and which should have been recharged by the Council but was not.

The Statement also highlighted that improvements in processes with regards to the recording of income by Parks Services would be made by the Council's Head of Finance to ensure that all income for the current year, and beyond were being correctly recorded by the Service.

In summary, the Independent Examiner concluded that, with the exception of the minor issue highlighted, she had found no indication* that the requirements to keep accounting records and to prepare accounts which accorded with those records in accordance with the requirements of the Act, had not been met.

In addition, a Trustee said he was uncomfortable with the Trust rolling forward in excess of £400,000 and asked how this money was to be spent.

It was reported that a spreadsheet was to be produced, quarterly, to show any movements incurred.

RESOLVED that a report be prepared and circulated to Trustees in good time prior to the next meeting of the Committee to detail any significant movements in income or expenditure.

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**Barham Park Trust Committee
12 April 2017**

**Report from Strategic Director
Regeneration & Environment**

For Information

Update on Operational Issues Relating to Barham Park

1.0 Summary

1.1 This report presents a summary of the latest operational issues relating to Barham Park.

2.0 Recommendations

2.1 That the Barham Park Trust Committee note these issues.

3.0 Operational Issues

3.1 Barham Park remains regularly patrolled by Sudbury Safer Neighbourhood Team (SNT).

3.2 The SNT report that general anti-social behaviour within the park has been curtailed by these regular patrols, and that these have particularly helped remove a small group of street drinkers that had begun to frequent the park.

3.3 A strong message has been issued with respect to the street drinking problem in general through the recent 'can marking scheme' implemented by the SNT team.

3.4 There was a recent report of a 'rough sleeper' in the park. The local PCSO made contact with the individual and undertook a welfare check, making a further referral to the council and its homelessness charity partner.

3.5 The Parks Team are currently sourcing new plant stock to fill gaps throughout the perennial beds.

3.6 Areas of dense foliage within the park have been opened up. This will help to prevent anti-social behaviour and give sight lines for safety.

- 3.7 The grass area used for events is currently being repaired. This includes the application of verti-drain to help with drainage, the reinstatement of worn areas and the levelling off of sunken areas using soil and seed.
- 3.8 Improvements to the play area will be undertaken by June before school summer holidays.

4.0 Financial Implications

- 4.1 There are no financial implications.


5.0 Legal Implications

- 5.1 There are no legal implications.

Contact Officers

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AMAR DAVE
Strategic Director Regeneration & Environment

 <p>Brent</p>	<p>Barham Park Trust Committee 12 April 2017</p> <p>Report from the Chief Finance Officer</p>
<p>Ward Affected: Sudbury</p>	
<p>State of Finances</p>	

1.0 Summary

- 1.1 The purpose of this report is to update members on the state of finances of Barham Park Trust and to clarify the split between the Council's responsibility and the Trust's. The report explains the level of subsidy given to the Barham Park, as spend on Barham Park is significantly greater than the income generated.

2.0 Recommendations

- 2.1 To note the spend income in 2016/17 and the anticipated financial position in future years
- 2.2 To note the spend on Barham Park funded by non-Trust resources.
- 2.3 To note the split between Barham Park and the Council and the standardisation of recharges.
- 2.4 To recommend that officers produce a report reviewing the cost of officer time spend on Barham Park matters.

3.0 Detail

- 3.1 Barham Park has significant unrestricted reserves of £457,085, as at the end of March 31st 2016. These reserves were generated from the sale of two properties within the Park and this is held as a liability on the Council's Balance Sheet.
- 3.2 Every year, an interest charge is calculated on the average cash balance and credited to the account. In 2015/16, the interest rate was 2%, an amount that is higher than the Council's current interest rate.

- 3.3 Each year, the spend and income attached to Barham Park is recorded in the Annual Accounts. Last year, the Trust recorded £87,838 of income (including interest) and recorded £75,462 of expenditure, leading to a net £12,377 surplus, which increased the Reserves accordingly.
- 3.4 Barham Trust generates income from a variety of sources, including funfairs from using the Park, Virgin media, ACAVA and renting out various rooms. In future years, this income might exceed £100k/annum.
- 3.5 Expenditure on Barham Park Trust includes day-to-day Park maintenance of £50k (VEOLIA's calculation) and varying building maintenance that might easily range from £0 to £30k. It further includes utilities and insurance costs that historically have been approximately £6k but would likely increase due to greater opening hours. So far, the cost of Planting and tree maintenance has not been easy to estimate as it changes year to year and it is difficult to split it out from the contract.
- 3.6 Expenditure on Barham Park Trust does not include other one-off costs that have been traditionally funded by revenue such as can be seen in Table 2. A further detailed report will be produced to examine officer time and how it is utilised in dealing with Barham Park issues.

Table 1: Expenditure funded by Barham Park Income (in 2016/17 prices)

Income	2016/17	Estimated Future Years
Funfair (est.)	(20,000)	(20,000)
Virgin	(6,500)	(6,500)
ACAVA	(43,000)	(43,000)
Interest	(9,000)	(9,000)
Ad hoc Lettings	?	0
Children's Centre	(11,300)	(11,300)
The Lounge (full year effect)		(7,000)
The Card Room (est.)		(1,500)
Snooker & Billiard's Room (est.)		(2,000)
Mess Room (est.)		(1,000)
Total Income	(89,800)	(101,300)
Expenditure		
Condition and M & E Survey	2,247	
Utilities & Insurance	6,000	
Alarm	13,250	
Parks Basic Maintenance	50,231	50,231
Planting and other Maintenance Costs (Est. till new Year)		50,000
Tarmac Repairs at top entrance, Path repairs & Interim Damage to event field, Maintenance Works	20,000	
Total Expenditure	91,728	100,231
Net Position	1,928	(1,069)

- 3.7 As can be seen below, the Council has extensively used its revenue budget and used Section 106 that might have been used for other projects.

Table 2: Works Funded from Trust Reserves or Other Resources

2015/16	(£)	Source of Funding
Phase 1 works (new perimeter path, tree removals, etc.)	151,638	Trust
Outdoor Gym	48,000	Non-Trust
Tarmac by old library entrance	26,812	Trust
Outdoor Gym Fencing	4,000	Non-Trust
Security Measures	12,000	Non-Trust
Fence Repairs	1,000	Non-Trust
Path to Outdoor Gym	9,000	Non-Trust
Car Park Wall Repair	14,000	Non-Trust
Path Repairs	21,000	Non-Trust
Total	287,450	

2016/17	(£)	Source of Funding
Play Area	110,000	Non-Trust
Total	110,000	

- 3.8 While Table 1 details some of the significant annual costs borne by Barham Park Trust, as detailed in 3.9 through 3.15, this is not the total cost to running the Park. Just as it would be important that the Trust is not subsidizing the Council, it is important that the Trust pays a fair share of costs that the Council incurs to ensure that the Barham Park is kept to an appropriate standard. Where it is possible to standardize these costs through an SLA, they will be but this may not always be advisable.
- 3.9 In the future, all Park maintenance costs will be fixed at current levels of £50,231, with the amount of inflated on a yearly basis. This is because they are part of the larger VEOLIA contract. To ensure that the amount is fair and reasonable, an outside source, VEOLIA's costing for the Park, was used. The Council intends to show the cost of plantings in the Trust accounts, if the cost can be reasonably split out from the contract.
- 3.10 Until the full detail of the condition and M&E survey is digested, it is proposed that maintenance costs are based on invoices. It might be that larger capital works need to be funded or that a standardised maintenance charge would be excessive. A separate investment paper explores this in greater detail and it is important to take a considered position over this matter, so no immediate recommendations are made.
- 3.11 All income and interest will be based on actuals and 2% of average Reserve balances. This is higher than the Council obtains but the Council wants to ensure that the Trust is treated fairly.

Officer Time

- 3.12 Officer time in the future will be recorded as a memorandum item in the Accounts, so that there is clarity around the cost of managing the Park, even if the Council chooses to subsidise the Trust. For the purposes of clarity, a more detailed analysis is proposed by officers, so that the Trustees can understand how that time is being spent and determine if that is value for money or appropriate
- 3.13 It is also worth noting that the Council has paid out millions on tree related insurance claims over the years and a proportion of that inevitably relates to Barham Park. However, splitting out such amounts would generate a lot of additional officer time and it is recommended just to note that the Council plans to keep on subsidising this item.
- 3.14 Nevertheless, if a large-scale project took place within the Park, requiring direct day-to-day project support, the directly attributable costs of such an officer should be charged to the Trust.
- 3.15 The Trust is responsible for contributing to standard day-to-day costs, such as maintenance and planting. However, the Council can choose to subsidise one-off costs and supporting officer time, if it so decides. Larger works might utilise the entire Reserves quickly, so the Trust might need to apply for additional sources of external funding, potentially including a Heritage Lottery Fund bid and/or other Grants and contributions.

Process Improvement

- 3.16 The Council is implementing a new process of identifying Barham Park Funfair Income. In future, all invoices must be recorded directly to the relevant cost centre, rather than held in Parks and being recharged. Furthermore, officers will ask Funfairs that this corresponds directly to the financial year to aid clarity.
- 3.17 In respect of Barham Park alone, as this a separate organisation, when funfair income is raised, Finance must be contacted directly each and every time to ensure that it is correctly recorded.

4.0 Financial Implications

- 4.1 There are no direct financial implications beyond the clarity between the responsibility of the Council and the Trust.
- 4.2 It is however important to recognise that the Council has traditionally chosen to subsidise Trust activities for the benefit of the wider community. However, the Council needs to be compensated for works done in Barham Park, even if it decides not to recharge overheads or senior officer time spent supporting the Committee.

5.0 Legal Implications

- 5.1 It is the responsibility of the Trust in accordance with its own internal regulations to update members at least once per year. More specifically, in accordance with its terms of reference, the Committee has to carry out an annual review of its finances.
- 5.2 It is a legal requirement to submit an Annual Report (with Accounts) to the Charity Commission.

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.

7.0 Staffing/Accommodation Implications

- 7.1 None

8.0 Background Papers


- 8.1 Annual Report 2015/16

Contact Officers

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CONRAD HALL
Chief Finance Officer

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 Brent	<p>Barham Park Trust Committee 12 April 2017</p> <p>Report from Strategic Director Regeneration & Environment</p>
For Information	
Options for future investment in park infrastructure at Barham Park	

1.0 Summary

- 1.1 This report presents a summary of recent investment in the parks infrastructure at Barham Park, and provides options for future investment, for consideration by the Trust.

2.0 Recommendations

- 2.1 That the Barham Park Trust Committee notes the extent of recent investment in the park and considers options for longer term investment.
- 2.2 The Trust approves the appointment of a project officer, on a fixed term basis, to oversee the development of the park, manage budgets and seek external funding, and take the proposed projects forward over the coming 18 months

3.0 Background

- 3.1 At its meeting on 2 February 2017, the Barham Park Trust Committee requested that a report be brought to its next meeting, setting out options for future investment in the infrastructure of the park for its consideration.
- 3.2 By way of background, this report sets out, in headline terms, the infrastructure projects (and approximate spend) that have taken place over the past two financial years; and then goes on to set out a range of proposals for future investment.
- 3.3 A project was commissioned in 2012, which sought to establish a Strategic Vision, and Concept Design for the park, and to develop a Ten Year Management and Maintenance Plan.
- 3.4 The improvements proposed at that time were subject to local consultation, and included the headline aims of:

- (i) Increasing the nature conservation and biodiversity value of the Park through the creation of meadow/ wildflower areas
- (ii) Carrying out improvements to the central and walled gardens (the 'historic core')
- (iii) New seating
- (iv) Restoration of the historical features
- (v) Removal of redundant roads and kerbs
- (vi) Opening the park up for a wider number of uses- including provision of a new path around the Park.
- (vii) Considering creating opportunities for the growing of food, a community orchard, etc.
- (viii) Creating additional opportunities for the park to host community events, religious festivals, markets, etc.
- (ix) Providing increased and improved activities for children and young people, including informal sports.
- (x) Strategic tree removal to improve safety, and selective tree planting elsewhere on site
- (xi) Provision of more information/ interpretation material on the history of the site

3.5 It was envisaged that these works could be phased according to available funds.

4.0 Recent investment in Barham Park

4.1 Between April 2015 and the end of March 2017, Barham Park has benefited from over £400,000 of investment in its infrastructure, alongside more routine day-to-day maintenance activities. The funding for these works has come from a variety of sources, including a significant contribution from the Council itself.

4.2 The improvements that have taken place include the agreed 'Phase 1' works from the above exercise (involving the installation of the new perimeter footpath and selected tree removals), as well as the installation of an outdoor gym and, more recently, major improvements to the children's play area, alongside a number of smaller pieces of work, as follows:

2015/16	(£)	Source of Funding
Phase 1 works (new perimeter path, tree removals, etc.)	151,638	Trust
Outdoor Gym	48,000	Non-Trust
Tarmac by old library entrance	26,812	Trust
Outdoor Gym Fencing	4,000	Non-Trust
Security Measures	12,000	Non-Trust
Fence Repairs	1,000	Non-Trust
Path to Outdoor Gym	9,000	Non-Trust
Car Park Wall Repair	14,000	Non-Trust
Path Repairs	21,000	Non-Trust
Total	287,450	

2016/17	(£)	Source of Funding
Play Area	110,000	Non-Trust
Total	110,000	

4.3 This work has been variously funded via LBB revenue funding, Section 106 funding, external grants and the Barham Park Trust's own budgets.

5.0 Future Investment Options

5.1 The trust is keen to build on the work that has taken place over the past two years and develop a programme of works for future investment.

5.2 Officers have consequently drawn together a list of potential projects, and provided some initial indicative costs for these, as follows:

	(£)
Planting improvements	35,000
Event field and playground drainage improvements	64,000
Improvements to walls in QE Inc. some tarmac repairs	84,000
Improvements to pergola	2,000
Removal of greenhouse	6,000
Planting improvements Inc. sensory plants	40,000
	231,000

5.3 Future plans should take into the account any investment need identified in the building condition and M&E survey.

5.4 Rider Levett Bucknall have completed a survey to provide broad costs over a 10 year time period. This report which is attached to the report identifies at a head line level the following:

Area/Year	1	2	3	4	5	6-10	Total
External	£70,000	£42,950	£51,550	£49,925	£57,300	£288,575	£560,300
Internal	£20,878	£3,520	£19,123	£19,650	£81,728	£91,844	£236,742
Mechanical and Electrical (M&E)	£41,950	£44,400	£41,200	£0	£3,400	£21,650	£152,600
Total	£132,828	£90,870	£111,873	£69,575	£142,428	£402,069	£929,642

5.5 It should be noted that all the works identified as Internal are those that will need to be undertaken by the tenants which are mainly decorative works (£226K). A very small allowance has been made within the sums below (£5K). In addition a high sum has been allowed for the fitting of more modern and up to date light fittings in the Mechanical and Electrical Sections totalling around £39K.

5.6 There is also the cost of scaffolding each year for 5 years estimated at £37,500. It is therefore recommended that this cost is removed and that all external decorations are done in the first year.

5.7 Revised costs are set out in the table below:

Area/Year	1	2	3	4	5	6-10	Total
External	£70,000	£5,450	£14,050	£12,425	£19,800	£288,575	£410,300
Variation	£0	-£37,500	-£37,500	-£37,500	-£37,500	£0	-£150,000
Variation due to scaffolding costs.							
Internal	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000	£10,000
Variation	-£19,878	-£2,520	-£18,123	-£18,650	-£80,728	-£86,844	-£226,743
Variation due to costs to be met by tenants							
Mechanical and Electrical	£32,500	£20,500	£7,200	£0	£4,400	£1000	£65,600
Variation	-£9,450	-£23,900	-£34,000	£0	£1,000	-£20,650	-£87,000
Reason for variation is that many of these costs will fall on the tenant – in particular lighting							
Total	£103,500	£26,950	£22,250	£13,425	£25,200	£294,575	£485,900
						5 year forecast	
						External £121,725	
						Internal £5,000	
						M&E £64,600	
						10% fees £18,632	

- 5.8 The provisional analysis of the condition and M&E survey has identified costs of about £186,325 (external work £121,725 + M&E £64,600) in order to meet compliance standards and to protect the fabric of the building over the next 5 years. An allowance of £5,000 has been allowed for internal repairs. Fees of about 10% should be allowed equating to £18,632. Therefore a total of £209,957 is needed over 5 years.
- 5.9 All of the external works are not a priority for compliance and health and safety with only about £25k being urgent this year, these relate to rotten external timbers. It would be poor use of resources to try and phase the external works given the need for scaffolding to be erected. This is best done only once with all works picked up in a single contract. This should be adequate to keep the building in good repair for the next 5 years. Fortunately no major capital replacement of roofs is expected. There is a need to replace a boiler which is about 30 years old along with associated pumps and electrical gear this forms the bulk of the costs. A more detailed analysis is required upon which to base a firm recommendation.
- 5.10 The costs in year 6 to 10 assume window replacement and a further cycle of external redecorations.
- 5.11 It should be noted that the costs are likely to vary and some works might need to be brought forward whilst some can be delayed.
- 5.12 The Council is not sufficiently resourced to develop and take these investment projects forward, and therefore, if the Trust wishes to pursue these (or other) improvements, it is suggested that a fixed-term project officer should also be employed to develop the proposals further, in consultation with the Trust, Park and Building users and the wider community, and to work with the Council's Parks, Property and Procurement Teams to procure and implement them.
- 5.13 Although a Job Description has yet to be drafted and evaluated, for illustrative purposes, the cost of a project officer at PO4 in 17/18 would be £60k.

6.0 Financial Implications

- 6.1 The immediate financial implication of this report is the decision to commit to spend £60k on procuring a project officer for 2017/18. Moreover, there is a clear intent to produce an investment strategy that spends most if not all of the Trust Reserves. Having a dedicated officer resource to ensure that there is someone committed to ensuring the Trust achieves value for money in its investment seems prudent.
- 6.2 This officer may discover that the investment is greater than the Reserves and may need to search for external resources, particularly exploring the opportunities presented by the Heritage Lottery Fund, to achieve the Trust objectives or alternatively recommend that the ambitions of the Trust are scaled back to meet the scale of the internal resources.

7.0 Legal Implications

- 7.1 There are no specific legal implications arising from this report.

Appendix

Rider Levett Bucknall Planned Preventative Maintenance Schedule for the Barham Park Complex.

Contact Officers

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AMAR DAVE
Strategic Director Regeneration & Environment

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Planned Preventative Maintenance Schedule for
the Barham Park Complex
London Borough of Brent
0011511015
February 2017

Prepared By: **Dominic Wall**

Rider Levett Bucknall UK Limited | 60 New Broad Street | London | EC2M 1JJ

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Introduction

This Planned Preventative Maintenance Schedule was commissioned by Richard Ubertowski of Brent Council on 24 January 2017 based on the RLB fee proposal date 12 August 2016.

An inspection of the property was undertaken on the 8th February 2017. The weather at the time of the inspection was cold and sunny.

The inspection was undertaken by a team of surveyors which included; Dominic Wall and Phil Reeves (M&E)

Access and Scope

All inspections were undertaken from ground level unless safe access was provided. Any permanent Mansafe or gantry/cradle access systems were not used during our inspection. Roof access was provided to the majority of the roof areas to the main building.

An inspection was undertaken of all visible areas of the main structure, external fabric and internal communal areas. The building has been separated into zones or areas taking an overview of condition, rather than a room by room survey. As such not all risers, cupboards etc have been accessed as part of our inspection.

The report details the M&E systems as whole systems rather than on an area or room by room or component basis.

Methodology

All descriptions of building elements have been standardised across the survey to ensure that works can be analysed by element type in the future.

The below condition types are defined and used throughout this report:

- 1 - Replace - The element is life expired and has failed or is beyond repair.
- 2 - Poor - The element is showing major defects or is not performing as required.
- 3 - Reasonable - The element is functioning as designed however it is showing minor defects or deterioration which does not affect its overall performance.
- 4 - Good - Although not new these elements will have been recently installed and are performing as required.
- 5 - New - The element is new and has been installed within the last year.

The report includes for a prioritisation of the requirement to undertake the works based on a number of categories, these are as follows;

- A - Legal/Statutory/Health and safety
- B - Threat to Operational Use
- C - Cyclical Maintenance
- D - Low risk - low impact of failure; maintenance may be deferred
- E - Environmental Reasons

The priority of each item is based on the condition and classification of a specific line item. The prioritisation grade is given as alphanumeric code which although has its limitations can be used as a useful tool to access the need for undertaking an item of work. Every item should still be considered on its own merit.

The code is split into two parts the letter relating to the prioritisation and the number to the condition of the element. The Priority classification is graded from A-E (A being Legal/Statutory/health and safety and E relating to Environmental Reasons. The condition is given as a number with 1 being poor and 5 being as new. An example of this coding is A1, this is an item that is in a poor condition and is a health and safety concern, where as a E5, is an item which is new but requires attention to improve its environmental performance.

All comments on condition, classification and priority have been based on our inspection these are likely to change in the future and will be impacted on what works are undertaken.

All costs have been given at today's rates, estimated access costs have been allowed for separately itemised. Quantities are estimates based upon available access and information at the time of survey. All costs exclude fees, VAT and OHPs etc.

Our review assumes that period testing and inspection of the electrical installations and routine service schedule is in place and will continue to be maintained through out the review period of this report.

Summary Page

Area/Year	1	2	3	4	5	6 - 10	Total
External	£70,000	£42,950	£51,550	£49,925	£57,300	£288,575	£560,300
Internal	£20,878	£3,520	£19,123	£19,650	£81,728	£91,844	£236,742
Mechanical and Electrical	£41,950	£44,400	£41,200	£0	£3,400	£21,650	£152,600
Total	£132,828	£90,870	£111,873	£69,575	£142,428	£402,069	£949,642

Building: Barham Park Complex
 Area: External Areas

Area 10Y works cost total: 560,300

Unit/Location	Category	Element	Component	Condition	Priority	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 1	Fabric	Roofs	Natural slate tiles inc. ridge tiles.	Reasonable	Threat to Operational Use	A number of ridge tiles are missing and should be replaced. Ivy/Detritus should be removed.	500						B3
Unit 1	Fabric	Roofs	Timber soffit	Poor	Cyclical Maintenance	The timber soffit is damaged in places, creating an opportunity for water ingress. Replacement advised during year 1.	600				900	900	C2
Unit 1	Fabric	Walls	Timber cladding	Poor	Cyclical Maintenance	The timber cladding is in poor condition, with paint peeling to most areas and sections of major damage. Allowance to overhaul, repair and redecorate.	9,000				2,250	2,250	C2
Unit 1	Fabric	Windows	Timber framed windows	Poor	Cyclical Maintenance	Number of broken glazing panes require replacement during year 1. All windows should be redecorated to coincide with repair works in year 1 and replacement considered during year 8.	1,700					6,600	C2
Unit 1	Fabric	Doors	Timber entrance door	Poor	Cyclical Maintenance	Replacement advised during year 1 to increase letting potential. Redecoration should be carried out in year 6.	1,200					200	C2
Unit 1	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Threat to Operational Use	Detached section to south east corner should be reattached. Generally in reasonable condition but replacement should be considered during year 6. The gutters should be jet washed through in year one and annually thereafter.	400	300	300	300	300	3,000	B3
Unit 1	Fabric	Rainwater Goods	Lead lined valley gutters.	Reasonable	Cyclical Maintenance	Generally in reasonable condition, the gutters should be cleaned through in year 1 and annually thereafter.	250	250	250	250	250	1,250	C3
Unit 2	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs and cleaning down in year 1.	250				1,000	1,000	C3
Unit 2	Fabric	Walls	Brickwork structure.	Reasonable	Threat to Operational Use	Reasonable condition, allowance should be made to remove the ivy/vegetation during year 1 and repoint during year 10.	250					1,250	B3
Unit 2	Fabric	Windows	UPVC double glazed.	Reasonable	Cyclical Maintenance	Both the frames and glazing are in reasonable condition, replacement should be considered during year 6.						24,000	C3
Unit 2	Fabric	Doors	Painted timber.	Reasonable	Cyclical Maintenance	Reasonable condition, redecoration is advised in year 4 and should be considered in year 8.				200		500	C3
Unit 2	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Cyclical Maintenance	Although currently in reasonable condition, replacement is advised in year 4. Allowance should be made to clean through within year 1 and annually thereafter.	400	300	300	750	300	1,500	C3
Unit 3	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs and cleaning down in year 1.	500				1,000	1,000	C3
Unit 3	Fabric	Walls	Brickwork wall with pebbledash finish.	Reasonable	Cyclical Maintenance	Generally the walls are in reasonable condition, allowance should be made to remove all ivy/vegetation within year 1 and repoint during year 10.	250					3,500	C3
Unit 3	Fabric	Windows	Painted timber single glazed.	Reasonable	Cyclical Maintenance	Generally the windows are in reasonable condition, allowance should be made to redecorate during year 4 and again in year 9.				3,600		3,600	C3
Unit 3	Fabric	Windows	UPVC double glazed.	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allowance should be made to replace during year 10.						24,000	C3
Unit 3	Fabric	Doors	UPVC plastic coated.	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allowance should be made to replace during year 10.						2,000	C3
Unit 3	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Cyclical Maintenance	Although currently in reasonable condition, replacement is advised in year 4. Allowance should be made to clean through within year 1 and annually thereafter.	400	300	300	2,500	300	1,500	C3
Unit 4	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs and cleaning down in year 1.	200				1,000	1,000	C3
Unit 4	Fabric	Walls	Brickwork structure.	Reasonable	Cyclical Maintenance	Reasonable condition, no works are currently required, however the condition should be monitored to avoid vegetation growth similar to other units. Repointing allowed for during year 10.						3,300	C3
Unit 4	Fabric	Windows	Painted timber single glazed	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allowance should be made to redecorate within year 5.					3,800		C3
Unit 4	Fabric	Doors	Painted UPVC entrance doors.	Reasonable	Cyclical Maintenance	Entrance doors are in reasonable condition, allowance to replace within year 8.						2,000	C3
Unit 5	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs and cleaning down in year 1. Inspection from ground level only.	250				1,000	1,000	C3
Unit 5	Fabric	Walls	Brickwork structure.	Reasonable	Cyclical Maintenance	Reasonable condition, no works are currently required, however the condition should be monitored to avoid vegetation growth similar to other units. Repointing allowed for during year 10.						2,500	C3

Building: Barham Park Complex
 Area: External Areas

Area 10Y works cost total: 560,300

Unit/Location	Category	Element	Component	Condition	Priority	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 5	Fabric	Walls	Mock tudor framed and rendered panels to east/south east/south elevations.	Poor	Threat to Operational Use	Areas of patch repair required and overall redecoration within year 1 in coordination with unit 6. Allowance for further redecoration within year 10.	1,750					1,250	B2
Unit 5	Fabric	Windows	Painted lead bay window with timber frame.	Replace	Threat to Operational Use	Allowance should be made to repair the lower left corner of the east elevation bay window. A hole has been created which creates an opportunity for water ingress which could affect the structure of the bay window. Repair with stucco render or equal and decorate. Additionally 1000 for timber treatment of assumed damp.	1,500						B1
Unit 5	Fabric	Windows	Painted Crittall windows with stone cills.	Reasonable	Cyclical Maintenance	Generally the windows are in reasonable condition, allowance should be made to redecorate during year 3 and replace with new UPVC during year 8.			2,750				C3
Unit 5	Fabric	Doors	UPVC entrance doors.	Reasonable	Cyclical Maintenance	Entrance door in reasonable condition, allow for replacement during year 8/9.						2,000	C3
Unit 5	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Threat to Operational Use	Although currently in reasonable condition, replacement is advised in year 4. Allowance should be made to clean through within year 1 and annually thereafter.	400	300	300	1,250	300	1,500	B3
Unit 6	Fabric	Walls	Mock tudor framed and stucco rendered panels to east/south east elevations. Facing brickwork to other elevations.	Poor	Cyclical Maintenance	Large sections of blown render requiring areas of patch repair and overall redecoration within year 1. Allowance for raking out and repointing mortar within year 10.	1,875					875	C2
Unit 6	Fabric	Windows	Painted timber single glazed	Reasonable	Cyclical Maintenance	Painted timber window over main entrance door. Appears to be in reasonable condition, allowance to be made for redecoration within years 3 and 8.			250			250	C3
Unit 6	Fabric	Windows	Painted timber single glazed	Poor	Cyclical Maintenance	Replace broken glazing pane in year 1, with allowance to redecorate in year 3 and replace in year 8.	100		1,750			7,700	C2
Unit 6	Fabric	Doors	External timber double door	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allow for replacement within year 5.					1,800		C3
Unit 7	Fabric	Walls	Mock tudor framed and stucco rendered panels to south elevation.	Reasonable	Cyclical Maintenance	Areas of patch repair required and overall redecoration within year 1 in coordination with unit 6.	825						C3
Unit 7	Fabric	Walls	Facing brickwork.	Reasonable	Cyclical Maintenance	The brickwork is in reasonable condition, no works are currently anticipated however repointing may be considered within year 10.						500	C3
Unit 7	Fabric	Windows	Painted timber single glazing.	Reasonable	Cyclical Maintenance	Generally the timber windows are in reasonable condition, allowance to be made for redecoration within years 3 and 8			1,000				C3
Unit 7	Fabric	Windows	UPVC double glazed.	Reasonable	Cyclical Maintenance	UPVC windows are in reasonable condition, allowance to replace within year 10.						20,000	C3
Unit 7	Fabric	Doors	Painted timber with vision panel.	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allowance to replace within year 5.						1,200	C3
Unit 7	Fabric	Doors	Painted timber.	Reasonable	Cyclical Maintenance	Generally in reasonable condition, allowance to redecorate within year 5.						200	C3
Unit 8	Fabric	Roofs	Mineral felt flat roof	Good	Cyclical Maintenance	Mineral felt covering appeared to be in good condition, no works are currently anticipated approx 12 years remaining.							C4
Unit 8	Fabric	Walls	Mock tudor framed and stucco rendered panels.	Reasonable	Cyclical Maintenance	Areas of patch repair required and overall redecoration within year 1.	875						C3
Unit 8	Fabric	Windows	Painted steel double glazing.	Reasonable	Cyclical Maintenance	In reasonable condition, make allowance to replace within year 6.						36,000	C3
Unit 8	Fabric	Windows	Painted timber bay window	Reasonable	Cyclical Maintenance	Make allowance for minor repairs and redecoration within year 3 and again in year 8.			650			650	C3
Unit 8	Fabric	Windows	Large steel polycarbonate rooflight; appears to be powder coated frame.	Reasonable	Cyclical Maintenance	The large central rooflight over the Children's Centre appears to be in reasonable condition, allowance should be made to clean down during year 1 and annually thereafter with replacement within year 10.	200	200	200	200	200	8,800	C3
Unit 8	Fabric	Doors	Painted timber external door	Reasonable	Cyclical Maintenance	Generally in good condition, make allowance to redecorate within year 6.						250	C3
Unit 9	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs and cleaning down in year 1. Inspection from ground level only.	450					1,000	C3
Unit 9	Fabric	Walls	Mock tudor framed and stucco rendered panels.	Reasonable	Cyclical Maintenance	Areas of patch repair required and overall redecoration within year 1.	1,750						C3
Unit 9	Fabric	Windows	Painted timber single glazing.	Reasonable	Cyclical Maintenance	Make allowance to redecorate during year 3 and consider replacement within year 9. Allowance should also be made to replace the cracked glazing pane to the Eastern reveal within year 1.	250		3,500			30,800	C3
Unit 9	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Cyclical Maintenance	Although currently in reasonable condition, replacement is advised in year 4. Allowance should be made to clean through within year 1 and annually thereafter.	500	500	500	1,500	500	2,500	C3

Building: Barham Park Complex
 Area: External Areas

Area 10Y works cost total: 560,300

Unit/Location	Category	Element	Component	Condition	Priority	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 9	Fabric	Rainwater Goods	Valley gutters	Reasonable	Cyclical Maintenance	Guttering appeared to be in reasonable condition from ground level. Full investigation required and allowance given for cleaning through in year 1 and every two years thereafter.	500		500		500	1,000	C3
Unit 10	Fabric	Roofs	Mineral felt flat roof	Reasonable	Cyclical Maintenance	Mineral felt covering appears to be in reasonable condition, however there are a small number of internal leaks which require patch repairs. These should be carried out in year 1 and monitored to ensure they are resolved. Minor allowance for further repairs to be made within year 5 and 10.	2,000				1,000	2,000	C3
Unit 10	Fabric	Roofs	Natural slate roof tiles.	Reasonable	Cyclical Maintenance	Generally the slates are in reasonable condition, allowance should be made for minor repairs to slipped slates and cleaning down in year 1 and 10. Inspection from ground level only.	500					1,000	C3
Unit 10	Fabric	Walls	Mock tudor framed and stucco rendered panels.	Reasonable	Cyclical Maintenance	Areas of patch repair required and overall redecoration within year 1.	1,875						C3
Unit 10	Fabric	Windows	Painted timber single glazed	Reasonable	Cyclical Maintenance	Generally in reasonable condition, make allowance for minor patch repairs and redecoration within year 2 and consider replacement within year 7.		2,000				17,600	C3
Unit 10	Fabric	Windows	Painted steel bay window	Reasonable	Cyclical Maintenance	Generally in reasonable condition, make allowance for redecoration within year 2 and consider replacement within year 7.		300				2,000	C3
Unit 10	Fabric	Windows	Metal rooflights (3no)	Reasonable	Cyclical Maintenance	All 3 rooflights appears to be in reasonable condition, allowance should be made to clean down during year 1 and annually thereafter.	500	500	500	500	500	2,500	C3
Unit 10	Fabric	Doors	Painted timber with assisted opening	Reasonable	Cyclical Maintenance	The door and associated opener is in reasonable condition, allowance should be made for redecoration within year 3 and again in year 8.			250			250	C3
Unit 10	Fabric	Doors	Painted timber entrance door with vision panels	Reasonable	Cyclical Maintenance	Generally the door is in reasonable condition, allowance should be made for redecoration within year 3 and again in year 8.			250			250	C3
Unit 10	Fabric	Rainwater Goods	UPVC Rainwater downpipes and gutters.	Reasonable	Cyclical Maintenance	Although currently in reasonable condition, replacement is advised in year 4. Allowance should be made to clean through within year 1 and annually thereafter.	500	500	500	1,375	500	2,500	C3
Boiler Room	Fabric	Roofs	Mineral felt flat roof	Good	Cyclical Maintenance	Mineral felt covering appeared to be in good condition, no works are currently anticipated.							C4
Boiler Room	Fabric	Walls	Brickwork	Reasonable	Cyclical Maintenance	Structure appears to be sound, small allowance made for repointing during year 10.						250	C3
Boiler Room	Fabric	Windows	Painted steel double glazing.	Reasonable	Cyclical Maintenance	In reasonable condition, make allowance to replace within year 6.						6,600	C3
Boiler Room	Fabric	Doors	Painted timber panel door	Reasonable	Cyclical Maintenance	In reasonable condition, make allowance to replace within year 6.						1,200	C3
						Scaffolding/Access costs.	37,500	37,500	37,500	37,500	37,500	37,500	
						Area sub total	70,000.00	42,950.00	51,550.00	49,925.00	57,300.00	288,575.00	
						Total						560,300.00	

Building: Barham Park Complex
 Area: Internal Areas External Areas

Area 10Y works cost total: 236,742

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 1	Fabric	Ceiling	Suspended mineral fibre tiles and associated metal grid to main 'Card Room'	Poor	Threat to Operational Use	The ceiling is generally in poor condition, the tiles are stained/damaged throughout and appear to be bowing in sections. Replacement of both the tiles and grid is advised during year 1.	3,870						B2
Unit 1	Fabric	Ceiling	Painted plasterboard ceiling to toilets and circulation area	Poor	Threat to Operational Use	The ceiling is generally in poor condition, the boards are stained/damaged throughout and replacement is advised during year 1.	2,100						B2
Unit 1	Fabric	Walls	Painted plasterboard wall with brickwork structure; appears to be rising damp to the south elevation.	Poor	Threat to Operational Use	Rising damp to the south elevation, allowance should be made for opening up the plasterwork to inspect prior to patch repairs to the affected areas.	3,625						B2
Unit 1	Fabric	Walls	Painted plaster/plasterboard to the toilet and circulation area.	Reasonable	Cyclical Maintenance	Generally the walls are in reasonable condition, however redecoration should be considered alongside the ceilings to coordinate decoration. Decoration should be carried out on a 5 year cyclical basis thereafter.	473					473	C3
Unit 1	Fabric	Walls	Tiles to toilets	Reasonable	Cyclical Maintenance	All tiling is in reasonable condition, make allowance to clean down and regrout within year 5 before replacement within year 10.					200	1,800	C3
Unit 1	Fabric	Floors	Carpet tiles to the 'card room'	Poor	Threat to Operational Use	Tiles are generally worn; replacement is advised during year 1 to coincide with the remedial damp repairs.	3,010						B2
Unit 1	Fabric	Floors	Safety vinyl to toilets and access ramp.	Reasonable	Cyclical Maintenance	Generally the safety vinyl is in fair condition, replacement is advised during year 3.				1,430			C3
Unit 1	Fabric	Doors	Painted timber internal door	Reasonable	Cyclical Maintenance	The internal doors are in reasonable condition, redecoration is advised during year 2 and again in year 7.		1,250				1,250	C3
Unit 1	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware is in reasonable condition, allowance should be made to replace within the overhaul in year 3.			4,100				C3
Unit 2	Fabric	Ceiling	Painted plasterboard to billiard room	Poor	Threat to Operational Use	Urgent repairs are required to the billiard room to avoid further damage, which appears to be caused by water ingress from the roof. Allowance to inspect the upstands at junction with the second floor roof further and carry out repairs to ensure the area is watertight.	500						B2
Unit 2	Fabric	Ceiling	Painted plasterboard ceiling to remainder of Unit 2.	Reasonable	Cyclical Maintenance	Generally the plasterboard ceilings are in fair condition, replacement is advised during year 3.			1,998				C3
Unit 2	Fabric	Walls	Painted brickwork wall	Reasonable	Cyclical Maintenance	Brickwork wall to the Billiard Room appears to be in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					270	675	C3
Unit 2	Fabric	Walls	Painted plaster wall	Reasonable	Cyclical Maintenance	Painted plaster to the lounge appears to be in reasonable condition, redecoration advised during year 5 and on a 5 year cyclical basis thereafter.					450	450	C3
Unit 2	Fabric	Walls	Plasterboard wall, likely brickwork structure. Damp at low level.	Reasonable	Cyclical Maintenance	Plasterboard wall to the snooker room/toilets & kitchen etc. appear to be in fair condition, investigation and associated repairs to low level damp required year 1. Full redecoration advised in year 5 and on a 5 year cyclical basis thereafter.	1,250				675	675	C3
Unit 2	Fabric	Floors	Sheet vinyl flooring to billiard/snooker	Reasonable	Cyclical Maintenance	Generally the sheet vinyl is in reasonable condition, replacement advised during year 3.			2,970				C3
Unit 2	Fabric	Floors	Sheet vinyl flooring to toilets/kitchen.	Reasonable	Cyclical Maintenance	Although the vinyl to the kitchen/toilets is in fair condition, it is beginning to wear and should be replaced during year 4.				1,375			C3
Unit 2	Fabric	Floors	Sheet fitted carpet to the lounge.	Reasonable	Cyclical Maintenance	The fitted carpet to the lounge is in reasonable condition, however replacement is advised during year 5.					1,050		C3
Unit 2	Fabric	Doors	Painted timber internal doors.	Reasonable	Cyclical Maintenance	The internal doors are in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					1,800	1,800	C3
Unit 2	Fabric	Fixtures and Fittings	Stainless steel sink to the kitchen.	Reasonable	Cyclical Maintenance	The sink to the kitchen is beginning to wear and will require replacement within year 3.			600				C3
Unit 2	Fabric	Sanitaryware	Ceramic sanitaryware to the toilets.	Poor	Threat to Operational Use	The sanitaryware to the toilets is currently in poor condition and should be refurbished in year 1.	2,350						B2
Unit 3	Fabric	Ceiling	Painted plaster ceilings to the circulation areas.	Reasonable	Cyclical Maintenance	The ceilings are in reasonable condition, however redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					564	564	C3

Building: Barham Park Complex
 Area: Internal Areas External Areas

Area 10Y works cost total: 236,742

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 3	Fabric	Ceiling	Painted plasterboard/wallpaper to studios & 1/030.	Reasonable	Cyclical Maintenance	All studios and Circa 1/030 are in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					3,480	3,480	C3
Unit 3	Fabric	Ceiling	Painted timber beams in Room 3.3	Reasonable	Cyclical Maintenance	The timber beams appear to be in reasonable condition; redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					432	432	C3
Unit 3	Fabric	Walls	Painted plaster/wallpaper to all areas	Reasonable	Cyclical Maintenance	All walls are in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					8,500	8,500	C3
Unit 3	Fabric	Floors	Timber floorboards	Reasonable	Cyclical Maintenance	All timber floorboards are in fair condition and decoration. Redecoration is advised during year 5 & a five year cyclical basis thereafter.					3,000	3,000	C3
Unit 3	Fabric	Floors	Painted plyboard flooring	Reasonable	Cyclical Maintenance	All painted plyboard is in fair condition and decoration. Redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					500	500	C3
Unit 3	Fabric	Doors	Painted timber	Reasonable	Cyclical Maintenance	All painted timber doors are in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					4,400	4,400	C3
Unit 3	Fabric	Fixtures and Fittings	Stainless steel sink to the kitchen.	Reasonable	Cyclical Maintenance	The sink is in reasonable condition, however replacement should be considered during year 5.					1,200		C3
Unit 3	Fabric	Sanitaryware	Ceramic sanitaryware to the toilets.	Reasonable	Cyclical Maintenance	The sanitaryware is in reasonable condition, however replacement should be considered during year 5.					1,900		C3
Unit 4	Fabric	Ceiling	Painted plasterboard to all areas	Reasonable	Cyclical Maintenance	All ceilings are in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					2,628	2,628	C3
Unit 4	Fabric	Walls	Painted plaster/plasterboard to the main spaces.	Reasonable	Cyclical Maintenance	Generally in fair condition, redecoration should be allowed for during year 5 and on a 5 year cyclical basis thereafter. Allowance should be made for further investigation and associated repairs to the low level damp in the kitchen.	3,250				5,625	5,625	C3
Unit 4	Fabric	Walls	Tiling to the toilets	Reasonable	Cyclical Maintenance	All tiling is in reasonable condition, make allowance to clean down and regrout within year 5 before replacement within year 10.					500	1,800	C3
Unit 4	Fabric	Floors	Sheet vinyl (timber finish)	Reasonable	Cyclical Maintenance	All sheet vinyl appears to be in reasonable condition, replacement is advised during year 6.						9,000	C3
Unit 4	Fabric	Floors	Safety vinyl to toilets.	Reasonable	Cyclical Maintenance	All safety vinyl appears to be in reasonable condition, replacement is advised during year 6. Allowance should be included to carry out patch repairs to the high skirtings within year 2.		1,050				1,100	C3
Unit 4	Fabric	Floors	Fitted carpet	Reasonable	Cyclical Maintenance	Fitted carpet to the former staircase. No works are currently anticipated due to lack of usage.						225	C3
Unit 4	Fabric	Doors	Timber veneer	Reasonable	Cyclical Maintenance	All doors are in reasonable condition, allowance should be made to overhaul ironmongery within year 5.					800		C3
Unit 4	Fabric	Sanitaryware	2 No. toilets and 2 No. ceramic sinks	Reasonable	Cyclical Maintenance	All sanitaryware is in reasonable condition, allowance should be made to replace within year 5.					1,900		C3
Unit 5	Fabric	Ceiling	Wallpaper, likely plasterboard structure	Reasonable	Cyclical Maintenance	All wallpapers appears to be in reasonable condition, allowance should be made to redecorate within year 5 and on a 5 year cyclical basis thereafter.					1,044	1,044	C3
Unit 5	Fabric	Ceiling	Painted plaster to WC	Reasonable	Cyclical Maintenance	Allowance should be made to redecorate within year 5 and on a 5 year cyclical basis thereafter.					132	132	C3
Unit 5	Fabric	Walls	Painted plaster	Reasonable	Cyclical Maintenance	Generally the walls are in reasonable condition, however redecoration should be allowed for within year 5 and on a 5 year cyclical basis thereafter.					1,688	1,688	C3
Unit 5	Fabric	Floors	Painted timber floorboards	Reasonable	Cyclical Maintenance	All timber floorboards are in fair condition and decoration. Redecoration is advised during year 5 & a five year cyclical basis thereafter.					1,392	1,392	C3
Unit 5	Fabric	Doors	Painted timber	Reasonable	Cyclical Maintenance	All timber doors are in reasonable condition, allowance should be made for redecoration within year 5 and on a 5 year cyclical basis thereafter.					1,500	1,500	C3

Building: Barham Park Complex
 Area: Internal Areas External Areas

Area 10Y works cost total: 236,742

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 5	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware is in reasonable condition, allowance should be made to replace within the decoration cycle in year 5.					1,450		C3
Unit 6	Fabric	Ceiling	Painted plaster ceiling	Reasonable	Cyclical Maintenance	The painted plaster appears to be in reasonable condition, allowance should be made for redecoration within year 5 and on a cyclical basis thereafter.					540	540	C3
Unit 6	Fabric	Walls	Painted plaster wall	Reasonable	Cyclical Maintenance	All paint/plasterwork appears to be in reasonable condition, allowance should be made to redecorate within year 3 and on a 5 year cyclical basis thereafter.			675			1,688	C3
Unit 6	Fabric	Floors	Painted concrete	Poor	Threat to Operational Use	The concrete structure appears to be in reasonable condition, however redecoration is required within year 2 and on a 5 year cyclical basis thereafter.		720				2,700	B2
Unit 6	Fabric	Windows	Internal single glazed window with timber frame	Reasonable	Cyclical Maintenance	Internal window appears to be in reasonable condition, allow for redecoration within year 5 and on a 5 year cyclical basis there forth.					250	250	C3
Unit 6	Fabric	Doors	Timber frames only, no doors appear present.	Reasonable	Cyclical Maintenance	All frames are in reasonable condition, allow for redecoration within year 5 and on a 5 year cyclical basis thereafter.					200	200	C3
Unit 6	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware and associated units are in reasonable condition, replacement should be allowed for within year 5.					2,000		C3
Unit 7	Fabric	Ceilings	Painted plasterboard	Reasonable	Cyclical Maintenance	Generally Unit 7 is unused, however the painted plasterboard is in reasonable condition and redecoration should be considered within year 5 and on a 5 year cyclical basis thereafter.					2,700	2,700	C3
Unit 7	Fabric	Walls	Painted plasterboard	Reasonable	Cyclical Maintenance	Generally Unit 7 is unused, however the painted plasterboard is in reasonable condition and redecoration should be considered within year 5 and on a 5 year cyclical basis thereafter.					900	900	C3
Unit 7	Fabric	Floors	Safety vinyl	Reasonable	Cyclical Maintenance	Generally Unit 7 is unused, however the safety vinyl is in reasonable condition and redecoration should be considered within year 5.					3,300		C3
Unit 7	Fabric	Doors	Painted timber inc. 1x sliding timber	Reasonable	Cyclical Maintenance	The internal doors are in reasonable condition, redecoration should be considered within year 5 and on a 5 year cyclical basis thereafter.					1,000	1,000	C3
Unit 7	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware is in a fair condition, however replacement should be considered within year 3.			1,500				C3
Unit 8	Fabric	Ceilings	Suspended mineral fibre tiles and associated metal grid to store room.	Poor	Cyclical Maintenance	The grid appears to be in poor condition and poorly fitted to the ceiling. Replacement is advised during year 1 to ensure business continuity for the Children's Centre.	450						C2
Unit 8	Fabric	Ceilings	Suspended mineral fibre tiles and associated grid.	Reasonable	Cyclical Maintenance	Generally the ceiling tiles are in fair condition, allowance should be made to replace the tiles in year 4.				4,500			C3
Unit 8	Fabric	Ceilings	Painted plaster	Reasonable	Cyclical Maintenance	Generally appear to be in reasonable condition, allowance should be made for minor isolated repairs and redecoration within year 5 and on a 5 year cyclical basis thereafter.					500	500	C3
Unit 8	Fabric	Walls	Painted plasterwork	Reasonable	Cyclical Maintenance	The plasterwork appears to be in reasonable condition, allowance should be made for redecoration within year 5 and on a 5 year cyclical basis thereafter.					1,688	1,688	C3
Unit 8	Fabric	Floors	Safety vinyl	Reasonable	Cyclical Maintenance	All safety vinyl appears to be in reasonable condition, replacement is advised during year 5.					5,500		C3
Unit 8	Fabric	Floors	Carpet tiles	Reasonable	Cyclical Maintenance	All carpet appears to be in reasonable condition, replacement should be considered during year 5.					350		C3
Unit 8	Fabric	Doors	Painted timber	Reasonable	Cyclical Maintenance	All doors are in reasonable condition, allowance should be made to overhaul ironmongery within year 5.					2,000		C3
Unit 8	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware is in a fair condition, however replacement should be considered within year 5.					3,250		C3
Unit 9	Fabric	Ceilings	Painted plasterboard	Reasonable	Cyclical Maintenance	All plasterboard ceilings are in reasonable condition, allowance should be made for patch repairs and redecoration within year 4 and on a 5 year cyclical basis thereafter.				2,300		1,800	C3

Building: Barham Park Complex
 Area: Internal Areas External Areas

Area 10Y works cost total: 236,742

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 9	Fabric	Walls	Painted plasterwork	Reasonable	Cyclical Maintenance	Plasterwork appears to be in reasonable condition, allowance should be made for patch repairs and redecoration within year 4 and on a 5 year cyclical basis thereafter.				2,525		2,025	C3
Unit 9	Fabric	Walls	Painted blockwork	Reasonable	Cyclical Maintenance		The painted blockwork appears to be in reasonable condition, allowance should be made for patch repairs and redecoration within year 4 and on a 5 year cyclical basis thereafter.				900		900
Unit 9	Fabric	Walls	Tiling to the toilets	Reasonable	Cyclical Maintenance	All tiling is in reasonable condition, make allowance to clean down and regrout within year 5 before replacement within year 10.					500	1,800	C3
Unit 9	Fabric	Floors	Vinyl tiles	Reasonable	Cyclical Maintenance	All vinyl tiles are in reasonable condition, allowance should be made to consider replacement within year 4 alongside the other redecoration items.				2,200			C3
Unit 9	Fabric	Floors	Carpet tiles to studios	Reasonable	Cyclical Maintenance	Generally the carpet tiles are in reasonable condition, replacement should be considered alongside other works in year 4.				3,850			C3
Unit 9	Fabric	Doors	Painted timber	Reasonable	Cyclical Maintenance	All doors are in reasonable condition, allowance should be made to overhaul ironmongery and redecorate within year 4.				2,000			C3
Unit 9	Fabric	Sanitaryware	All toilets/WHB.	Reasonable	Cyclical Maintenance	All sanitaryware is in a fair condition, however replacement should be considered within year 5.					3,000		C3
Unit 10	Fabric	Ceilings	Suspended mineral fibre tiles and associated metal grid.	Reasonable	Cyclical Maintenance	Generally the tiles and associated grid appear to be in reasonable condition. Replacement should be considered during year 6.						2,280	C3
Unit 10	Fabric	Ceilings	Painted plasterwork	Reasonable	Cyclical Maintenance	All plasterwork appears to be in reasonable condition, redecoration is advised during year 5 and on a 5 year cyclical basis thereafter.					450	450	C3
Unit 10	Fabric	Ceilings	Painted plasterboard with timber truss	Reasonable	Cyclical Maintenance	Both the plasterboard and timber truss appear to be in reasonable condition, allowance should be made for minor repairs and redecoration within year 5 and on a 5 year cyclical basis thereafter.					1,496	996	C3
Unit 10	Fabric	Ceilings	Painted plaster to staircase	Reasonable	Cyclical Maintenance	Generally the ceiling is in reasonable condition, allowance should be made to make good the minor crack in year 2 before redecoration within year 5 and on a 5 year cyclical basis thereafter.		500			600	600	C3
Unit 10	Fabric	Walls	Painted plasterboard	Reasonable	Cyclical Maintenance	All plasterboard appears to be in reasonable condition, allowance should be made for redecoration within year 5 and on a 5 year cyclical basis thereafter.					2,475	2,475	C3
Unit 10	Fabric	Walls	Painted plaster	Reasonable	Cyclical Maintenance	The painted plaster wall to the project room appears to be in reasonable condition, allowance should be made for redecoration within year 5 and on a 5 year cyclical basis thereafter.					833	833	C3
Unit 10	Fabric	Walls	Internal UPVC glazed partition	Reasonable	Cyclical Maintenance	The partition appears to be in reasonable condition, allowance to replace within year 10.						1,500	C3
Unit 10	Fabric	Floors	Painted concrete	Reasonable	Cyclical Maintenance	Generally the painted concrete is in reasonable condition. Due to the units use as an artists studio, allowance should be made to redecoration in year 10.						2,088	C3
Unit 10	Fabric	Floors	Carpet tiles to project room and circulation areas	Reasonable	Cyclical Maintenance	The carpet tiles are in fair condition, allowance should be made to replace within year 3.			3,850				C3
Unit 10	Fabric	Doors	Timber veneer	Reasonable	Cyclical Maintenance	Timber doors are in reasonable condition, allowance should be made to replace within year 10.						7,800	C3
Unit 10	Fabric	Fixtures and Fittings	Timber units and associated fixings	Reasonable	Cyclical Maintenance	The units are starting to wear and replacement should be considered within year 3.			2,000				C3
Boiler Room	Fabric	Ceilings	Painted plaster	Reasonable	Cyclical Maintenance	Generally in reasonable condition for usage, allowance should be made for minor repairs and redecoration within year 5.					300		C3
Boiler Room	Fabric	Walls	Painted plaster with blockwork structure	Reasonable	Cyclical Maintenance	Walls are in reasonable condition, redecoration should be allowed for within year 5.					518		C3
Boiler Room	Fabric	Floors	Painted concrete	Reasonable	Cyclical Maintenance	Painted concrete floor in reasonable condition, redecoration should be allowed for within year 5.					300		C3

Building: Barham Park Complex
 Area: Internal Areas External Areas

Area 10Y works cost total: 236,742

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
						Area sub total	20,878	3,520	19,123	19,650	81,728	91,844	
						Total						236,742	

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Boiler Room	Mechanical	Primary Heating Plant	Boilers	Poor	Threat to Operational Use	The single Ideal Concord sectional boiler is over 30 years old, in poor condition and understood to be very unreliable. The boiler requires replacement with a new unit sized for the significantly reduced load. Ensure that a current Gas Safety test is undertaken - nothing currently on site.	15000						B2
Boiler Room	Mechanical	Primary Heating Plant	Flues	Poor	Threat to Operational Use	The boiler flue is approaching end of life and should be replaced at the time of the boiler replacement.	2000						B2
Boiler Room	Mechanical	Primary Heating Plant	Heating Primary Pipework	Poor	Threat to Operational Use	Boiler Room primary pipework and headers approaching end of life. Replace at same time as boiler replacement, to match reduced load.	2000						B2
Boiler Room	Mechanical	Heating	Secondary Heating Pumps	Poor	Threat to Operational Use	Circulation pumps approaching end of life. Replace with variable speed pumps matched to the reduced load requirement at same time as boiler replacement. Note: Units 1, 2 and 4 are no longer supplied via the boiler room so only one of the three twin pump sets require replacement.	2000						B2
Boiler Room	Mechanical	Controls	Control Panel	Reasonable	Threat to Operational Use	The heating controls have been replaced circa 15 years go with a Honeywell Aquatrol single zone optimiser/compensator controller. Condition is reasonable but it is advised that the controller is replaced with the heating plant.	2000						B3
Boiler Room	Mechanical	Domestic Water Systems	Calorifiers	Poor	Low risk - low impact of failure; maintenance may be deferred	The central calorifier is no longer in service and no longer required. Strip out and remove from site c/w associated pipework and fittings.			500				D2
Boiler Room	Mechanical	Gas Services	Pipework	Poor	Threat to Operational Use	Local gas pipework within the plant room is approaching end of life and should be replaced when the boiler is replaced.	1000						B2
Boiler Room	Electrical	LV Distribution	Cables	Poor	Cyclical Maintenance	Electrical distribution and wiring within the plant room appears to be generally operational but will require substantial rewiring when the boiler plant is replaced.	2000						C2
Boiler Room	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Lighting within the plant room is in reasonable condition commensurate with age. Recommend upgrade lighting and associated controls during heating plant replacement.			1000				C3
Boiler Room	Electrical	Fire Alarm and Detection System	Detectors	Reasonable	Cyclical Maintenance	The fire alarm installation, including devices and wiring within the plant room appears to be fully functional. Minor modifications will be required when the boiler plant is replaced.	500						C3
Courtyard	Electrical	External Lighting	Luminaires	Replace	Legal/Statutory/Health and safety	The lighting in the courtyard has failed and requires replacement. The Courtyard is an access and emergency exit route from the boiler room, and Units 6 and 7.	1000						A1
Courtyard	Electrical	Emergency Lighting	Luminaires	Replace	Legal/Statutory/Health and safety	The lighting in the courtyard has failed and requires replacement. To include emergency lighting fittings	1000						A1
Courtyard	Electrical	External Lighting	Wiring & Wireways	Replace	Legal/Statutory/Health and safety	Replace Courtyard wiring with new, including PIR sensors and controls.	1000						A1
Unit 6 Pottery Workshop	Mechanical	Heating				No heating is installed in Unit 6 workshop and is therefore not included within this survey. A plug-in electric oil radiator is used for background heating.							#N/A
Unit 6 Pottery Workshop	Mechanical	Extract Systems	Toilet Extract Fans	Reasonable	Cyclical Maintenance	Wall fan - main room operational. Allow to replace within approx 5 years.					300		C3
Unit 6 Pottery Workshop	Mechanical	Extract Systems	Toilet Extract Fans	Reasonable	Cyclical Maintenance	Wall fan - main room operational. Allow to replace within approx 5 years.					300		C3
Unit 6 Pottery Workshop	Mechanical	Extract Systems	Toilet Extract Fans	Replace	Threat to Operational Use	Fan adjacent to sink no longer operational - Replace	300						B1
Unit 6 Pottery Workshop	Electrical	LV Distribution	Distribution Boards	Reasonable	Cyclical Maintenance	Crabtree 63amp 4way SP&N consumer unit, appears to be fully operational. Allow to replace within 10 years. Ensure all DBs are tested periodically as part of an EICR.						500	C3
Unit 6 Pottery Workshop	Electrical	LV Distribution	Cables	Reasonable	Cyclical Maintenance	Visually cabling within the Unit appears reasonable but likely to require rewiring within approximately 10 years. Ensure all fixed wiring is tested periodically as part of an EICR.						500	C3

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 6 Pottery Workshop	Mechanical	Domestic Water Systems	Point of use water heaters	Replace	Threat to Operational Use	The sink Santon EV 2001 point of use water heater is not working. Replace.	300						B1
Unit 6 Pottery Workshop	Mechanical	Domestic Water Systems	Point of use water heaters	Reasonable	Cyclical Maintenance	The WC Triton point of use water heater is functional and in reasonable condition. Allow to replace within 5 years.					300		C3
Unit 6 Pottery Workshop	Electrical	Fire Alarm and Detection System	Detectors	Reasonable	Cyclical Maintenance	The fire alarm devices and wiring within the plant room appears to be fully functional.							C3
Unit 6 Pottery Workshop	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Fluorescent Lighting within the unit is generally poor and should be replaced.		1000					C2
Courtyard	Electrical	LV Distribution	Containment	Poor	Threat to Operational Use	There is a 60Amp TP&N Utility Intake and meter located in the Courtyard. The meter box is in poor condition and can't be secured. The box will require a replacement door and locking mechanism.			250				B2
Unit 7	Electrical	LV Distribution		Poor	Threat to Operational Use	The electrical supply to Unit 7 has been isolated. We have not been advised whether there is a technical issue or it is isolated for commercial reasons as the Unit is solely used by the gardeners. We were accordingly unable to observe the functionality of any electrical items within the Unit. Ensure all electrical distribution boards, wiring and small power is periodically tested as part of an EICR. Assumed poor for reporting purposes							B2
Unit 7	Electrical	LV Distribution	Distribution Boards	Reasonable	Cyclical Maintenance	The Unit is equipped with a Wylex 200 amp 4way TP&N distribution board. The board appears to be in reasonable condition apart from missing blanking plates. Replace blanking plates. Ensure distribution board is periodically tested as part of an EICR.							C3
Unit 7	Electrical	LV Distribution	Cables	Reasonable	Legal/Statutory/Health and safety	Visually the wiring and small power appears to be in reasonable condition. This needs to be confirmed as part of a fixed wiring test (EICR).							A3
Unit 7	Electrical	LV Distribution	Electrical Heater	Reasonable	Cyclical Maintenance	Two Mikromark and one Alto electric wall heaters visually appear to be in reasonable condition. Unable to test them. Allow to replace within 10 years.						1000	C3
Unit 7	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	The fluorescent lighting is in poor condition and requires replacement throughout including emergency lighting. Owing to lack of electrical supply unable to test lights.		2000					C2
Unit 7	Electrical	Fire Alarm and Detection System	Panel	Poor	Legal/Statutory/Health and safety	We are unclear if the fire alarm is still in use as the power was isolated. It may possibly be connected to Unit 5 alarm system. The fire alarm system is now approaching end of life. Ensure fire alarm reinstated, routinely serviced and tested. Replace within next three years with system fully interfaced with other units.			1000				A2
Unit 7	Mechanical	Extract Systems	Toilet Extract Fans	Reasonable	Cyclical Maintenance	Silavent window extract fan, visually in reasonable condition (not tested). Allow to replace within 5 years.						250	C3
Unit 10	Electrical	LV Distribution	Electrical Heater	Replace	Threat to Operational Use	Thermoscreens overdoor fan heater not working. Replace.	250						B1
Unit 10	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting provided by 8watt standalone luminaires in reasonable condition. Ensure all emergency lighting is routinely tested including annual discharge test and allow for battery replacements at circa 4 year intervals.							C3
Unit 10	Electrical	Security Systems	System	Reasonable	Cyclical Maintenance	Instant Security Systems alarm system c/w panel, keypads, detectors and sounders, visually in reasonable condition. Ensure system is routinely serviced.							C3

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 10	Electrical	Fire Alarm and Detection System	System	Poor	Legal/Statutory/Health and safety	CB200 4 zone conventional fire alarm system c/w panel, detectors, sounders and wiring visually fully operational but approaching end of life. Allow to replace whole system which should include as a minimum units 8, 9 and 10 and the Boiler Room. Owing to the diverse usage of the whole site we would recommend installing a single analogue addressable fire alarm system covering the whole site. If not ensure that all fire alarm systems on the site are linked in both directions.			5000				A2
Unit 10	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Lighting within Entrance Hall typically 600x600 recessed egg crate T8 fluorescent in reasonable condition for its age.							C3
Unit 10	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	4 nr. 300x300 luminaires in entrance hall in very poor condition. Replace.			800				C2
Unit 10	Electrical	Access Control System	Door Release	Replace	Cyclical Maintenance	Front door release system not working			1000				C1
Unit 10	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Studios' lighting in poor condition approaching end of life. Replacement lighting needs to be specified to meet the requirements of artists particularly regarding Colour Rendering Index of light sources.			3000				C2
Unit 10	Mechanical	Heating	Radiators	Poor	Cyclical Maintenance	2nr full height convector radiators, entrance hall and studio poor condition not working. Replace with conventional radiators.			1000				C2
Unit 10	Electrical	LV Distribution	Distribution Boards	Poor	Legal/Statutory/Health and safety	Distribution board DB3 in poor condition with 50% taped off. Instigate a 5 yearly fixed wiring test (EICR) ASAP and allow to replace distribution board within 3 years.	1000		2000				A2
Unit 10	Electrical	LV Distribution	Cables	Poor	Cyclical Maintenance	Ensure all circuits are tested (EICR). Allow to rewire within three years.			3000				C2
Unit 10	Electrical	Lighting	Wiring & Wireways	Poor	Cyclical Maintenance	Allow to rewire all lighting at the same time as replacing luminaires including controls, occupancy sensors, etc.			2000				C2
Unit 10	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Lighting on stairs 300 x 300 poor condition. Replace with emergency fittings			1000				C2
Unit 10 - Project Room 0013	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting provided by 8watt standalone luminaires and floodlights, all in reasonable condition. Ensure all emergency lighting is routinely tested including annual discharge test and allow for battery replacements at circa 4 year intervals.							C3
Unit 10 - Project Room 0013	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Fluorescent Lighting and uplighters are generally poor and should be replaced.			2000				C2
Unit 10 - Project Room 0013	Mechanical	Heating	Radiators	Reasonable	Cyclical Maintenance	Radiators fitted with TRVs, generally in reasonable condition							C3
Unit 10 - Project Room 0013	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Office luminaires T5 fluorescent reasonable condition but two luminaires not working - investigate and repair.	200						C3
Unit 10 - Project Room 0013	Mechanical	Extract Systems	Space Extract Fan	Reasonable	Cyclical Maintenance	Xpelair Fan in reasonable condition							C3
Unit 10 - Project Room 0013	Electrical	Small Power	Outlets	Reasonable	Cyclical Maintenance	Office small power and dado trunking all in reasonable condition.							C3
Unit 10 - Project Room 0013	Electrical	Fire Alarm and Detection System	System	Poor	Cyclical Maintenance	Fire alarm beacons, detectors and call points visually functional, condition commensurate with age. Should be replaced when main Unit 10 fire alarm system is replaced.			1000				C2
Unit 10 - Project Room 0013 External		Emergency Lighting	Luminaires	Poor	Cyclical Maintenance	External emergency luminaire functional but approaching end of life. Replace within 5 years.					250		C2
Unit 9	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Lighting at top of stairs in reasonable condition.							C3
Unit 9	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting at top of stairs in reasonable condition. Ensure all emergency lights are tested on a regular basis.							C3
Unit 9	Mechanical	Heating	Radiators	Reasonable	Cyclical Maintenance	Radiators fitted with TRVs, generally in reasonable condition							C3
Unit 9	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Lighting in common areas T8 switchstart fluorescent generally in poor condition approaching end of life.			2000				C2
Unit 9	Mechanical	Domestic Water Systems	Point of use water heaters	Replace	Cyclical Maintenance	Ariston water heater not working - Replace			250				C1

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 9	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Studios' lighting in poor condition approaching end of life. Replacement lighting needs to be specified to meet the requirements of artists particularly regarding colour and rendition.			1600				C2
Unit 9	Mechanical	Domestic Water Systems	Point of use water heaters	Reasonable	Cyclical Maintenance	2nr. Santon point of use water heaters in reasonable condition. Allow to replace 6-10 years						600	C3
Unit 9	Electrical	LV Distribution	Cables	Poor	Cyclical Maintenance	No evidence of current EICR found on site. Ensure all fixed wiring is tested. Electricians visually in poor condition, allow to totally rewire including new distribution board and metering for unit 9.						2000	C2
Unit 8 Children's Centre	Mechanical	Cooling	Internal A/C Unit	Reasonable	Cyclical Maintenance	3nr. Mitsubishi PKFY-P40VHM-E wall cassette units Allow to replace years 6 - 10						12000	C3
Unit 8 Children's Centre	Electrical	Electrical Specialist	Nurse Call	Poor	Low risk - low impact of failure; maintenance may be deferred	There is a redundant 30 channel room buzzer system, no longer required. Strip out with next refurbishment.							D2
Unit 8 Children's Centre	Electrical	Telecommunications and Data	System	Reasonable	Low risk - low impact of failure; maintenance may be deferred	There is a large amount of old telecoms, data and related UPS equipment associated with previous Library and Council Office network, now surplus to requirement. Allow to strip out surplus and redundant equipment during next refurbishment.							D3
Unit 8 Children's Centre	Mechanical	Extract Systems	Space Extract Fan	Reasonable	Cyclical Maintenance	Comms Room Xpelair extract fan. Allow to replace years 6 - 10 if still required.						250	C3
Unit 8 Children's Centre	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Lighting throughout the Children's Centre consisting mainly of 600 x 600 T5 fluorescent fitting, generally in reasonable condition.							C3
Unit 8 Children's Centre	Electrical	Incoming Supply	Distribution Boards	Poor	Legal/Statutory/Health and safety	The mains electrical supply for the whole building is located in the Electrical Intake Cupboard in the Nursery consisting of 200Amp TP&N supply and Loadstar Main Distribution Board. The EICR appears to be four years out of date, we note that it was on a three year recommended inspection frequency suggesting poor condition. As a matter of urgency commission an electrical Condition Inspection Report (Legal Requirement) and allow to undertake priority C1 and C2 Works. Depending on results of EICR, allow to replace main distribution board within 5 years.	1000	2000					A2
Unit 8 Children's Centre	Electrical	LV Distribution	Distribution Boards	Replace	Legal/Statutory/Health and safety	The LV distribution board is in exceptionally poor condition, with loose disconnected wires, removed front plate and no record of recent EICR testing. As a matter of urgency undertake EICR testing and undertake all C1 and C2 remedial works. Allow to replace distribution board sized to match actual requirements.	3000						A1
Unit 8 Children's Centre	Electrical	LV Distribution	Cables	Poor	Legal/Statutory/Health and safety	Loose disconnected cables in distribution board, many appearing to now be redundant. Rationalise circuits, strip out redundant circuits and bring up to the standard required under the Electricity Regulations. Ensure all circuits are tested (EICR) and undertake all C1 and C2 remedial works. Allow to partially rewire within three years.	2000	2000					A2
Unit 8 Children's Centre	Mechanical	Above Ground Drainage	Pipework	Poor	Threat to Operational Use	There is a water leak in the drain pipework located in the cleaners cupboard requiring repair. Believed to be the A/C condensate pipework.	250						B2
Unit 8 Children's Centre	Mechanical	Domestic Water Systems	Electric Storage Water Heater	Replace	Threat to Operational Use	Dimplex 15 litre electric water heater in cleaners cupboard has failed and requires replacement. Currently no hot water in either the children's toilet, kitchen wash hand basin or cleaners sink.	800						B1
Unit 8 Children's Centre	Mechanical	Domestic Water Systems	Electric Storage Water Heater	Reasonable	Cyclical Maintenance	The kitchen under sink storage water heater appears to be in reasonable condition. Allow to replace years 6-10.						800	C3

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 8 Children's Centre	Mechanical	Domestic Water Systems	Thermostatic Mixing Valves	Reasonable	Cyclical Maintenance	The children's centre TMVs are believed to be operational. (We were unable to test as no hot water). Service and test TMVs on a regular basis to ensure compliance with L8 and ensure water temperature maintained within prescribed limits.							C3
Unit 8 Children's Centre	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting visually in reasonable condition. Ensure all emergency lighting is tested on a routine basis and allow to replace batteries at approximate 4 year intervals.							C3
Unit 4 Volunteer's Library	Electrical	Fire Alarm and Detection System	System	Reasonable	Cyclical Maintenance	The unit is equipped with a CTEC 8 zone fire alarm panel c/w sensors, sounders, manual call points and associated wiring. All functional and in reasonable condition. No alarm link to other units.						4000	C3
Unit 4 Volunteer's Library	Electrical	Security Systems	System	Reasonable	Cyclical Maintenance	The unit is equipped with a Texecom intruder alarm system c/w panels, keypads, sensors and alarm sounder.							C3
Unit 4 Volunteer's Library	Electrical	Lighting	Luminaires	Reasonable	Cyclical Maintenance	Lighting is generally in good/reasonable condition.							C3
Unit 4 Volunteer's Library	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting visually in reasonable condition. Ensure all emergency lighting is tested on a routine basis and allow to replace batteries at approximate 4 year intervals.							C3
Unit 4 Volunteer's Library	Mechanical	Primary Heating Plant	Boilers	Good	Cyclical Maintenance	The unit is equipped with a i35 combi gas condensing boiler. Ensure boiler is maintained and certificated on an annual basis.							C4
Unit 4 Volunteer's Library	Mechanical	Extract Systems	Toilet Extract Fans	Reasonable	Cyclical Maintenance	Primeline window extract fan in reasonable condition.							C3
Unit 4 Volunteer's Library	Mechanical	Heating	Radiators	Reasonable	Cyclical Maintenance	Radiators fitted with TRVs, generally in reasonable condition							C3
Unit 4 Volunteer's Library	Mechanical	Heating	Pipework	Reasonable	Cyclical Maintenance	Heating pipework generally in reasonable condition.							C3
Unit 4 Volunteer's Library	Electrical	LV Distribution	Distribution Boards	Good	Cyclical Maintenance	The unit is equipped with a Europa distribution board, generally in good condition.							C4
Unit 4 Volunteer's Library	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	There are a number of old T8 fluorescent fitting in the children's library now approaching end of life.					2000		C2
Unit 4 Volunteer's Library	Mechanical	Extract Systems	Space Extract Fan	Reasonable	Cyclical Maintenance	Silavent window extract fan, visually in reasonable condition							C3
Unit 4 Volunteer's Library	Electrical	Small Power	Outlets	Poor	Legal/Statutory/Health and safety	Inadequate power points in kitchen. Library overloading kitchen with two kettles on one 13 amp extension lead. This could lead to overheating and is likely to blow the extension fuse. Provide additional outlets in kitchen.	300						A2
Unit 4 Volunteer's Library	Electrical	Small Power	Outlets	Reasonable	Cyclical Maintenance	Remaining electrical small power installation in good or reasonable condition following recent refurbishment works.							C3
Unit 4 Volunteer's Library	Electrical	LV Distribution	Cables	Reasonable	Cyclical Maintenance	Wiring generally in good or reasonable condition following recent refurbishment works.							C3
Unit 2 Veteran's Club	Mechanical	Domestic Water Systems	Point of use water heaters	Replace	Legal/Statutory/Health and safety	No hot water in the kitchen. Triton hand wash unit has failed. Replace as matter of urgency.	300						A1
Unit 2 Veteran's Club	Mechanical	Primary Heating Plant	Boilers	Poor	Threat to Operational Use	Potterton Profile boiler probably installed circa 1992, currently operational but approaching end of life. Replace within 5 years maximum.				3000			B2
Unit 2 Veteran's Club	Mechanical	Heating	Secondary Heating Pumps	Reasonable	Threat to Operational Use	Grundfos Selectric heating circulation pump currently fully operational but approaching end of life. Replace with boiler.				400			B3
Unit 2 Veteran's Club	Mechanical	Heating	Expansion Vessel	Poor	Threat to Operational Use	Zilmet expansion vessel manufactured 1992 approaching end of life. Replace with boiler.				300			B2
Unit 2 Veteran's Club	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Fluorescent lighting generally in very poor condition throughout, now life expired. Replace all fitting and associated wiring and controls as part of refurbishment works.				6000			C2
Unit 2 Veteran's Club	Electrical	Emergency Lighting	Luminaires	Poor	Legal/Statutory/Health and safety	Inadequate emergency lighting. Install compliant emergency lighting system with the lighting refurbishment works including exit signage.				2000			A2


Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score
Unit 2 Veteran's Club	Mechanical	Heating	Radiators	Reasonable	Environmental Reasons	The radiators are in reasonable condition. Recommend retrofitting TRVs as part of boiler works.				1000			E3
Unit 2 Veteran's Club	Electrical	LV Distribution	Cables	Reasonable	Cyclical Maintenance	The Snooker Room is understood to have been rewired and in reasonable condition.							C3
Unit 2 Veteran's Club	Electrical	LV Distribution	Cables	Poor	Threat to Operational Use	The remaining wiring within the unit appears to be in poor condition and should be rewired as part of the refurbishment works.				3000			B2
Unit 2 Veteran's Club	Electrical	LV Distribution	Distribution Boards	Replace	Cyclical Maintenance	Power to the unit is fed from a distribution board in the adjacent card room. As this will no longer form part of the Veteran's Club, a new distribution board should be installed within the unit as part of the refurbishment and rewiring works.	1000		2000				C1
Unit 2 Veteran's Club	Electrical	LV Distribution	Meters	Replace	Environmental Reasons	Ensure all circuits are tested (EICR) and remedial works undertaken. A new MID sub-meter should be installed on the supply to the Veteran's club.				1000			E1
Unit 2 Veteran's Club	Electrical	Small Power	Outlets	Poor	Cyclical Maintenance	All small power including outlets, wiring, etc. in poor condition approaching end of life. Rewire and replace as part of the refurbishment works.				3000			C2
Unit 2 Veteran's Club	Electrical	Fire Alarm and Detection System	System	Poor	Legal/Statutory/Health and safety	There is no fire alarm within the unit. We would recommend installing as a minimum an L3 fire alarm installation as part of the refurbishment works, to be linked to other fire alarms within Barham Park.				2000			A2
Unit 1 Card Room	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting is generally in reasonable condition.							C3
Unit 1 Card Room	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	Fluorescent lighting generally in poor condition and approaching end of life and should be replaced together with associated wiring and controls.				4000			C2
Unit 1 Card Room	Mechanical	Domestic Water Systems	Storage Tanks	Reasonable	Legal/Statutory/Health and safety	Water tank appears to be reasonable condition. Ensure system is chlorinated prior to re-occupation							A3
Unit 1 Card Room	Mechanical	Domestic Water Systems	Pipework	Poor	Threat to Operational Use	The cold water pipework is subject to severe water hammer. Investigate and undertake remedial measures as required. Allow for new pipework installation within toilets are refurbishment	250		2000				B2
Unit 1 Card Room	Electrical	Electrical Specialist	Accessible Toilet Alarm	Poor	Legal/Statutory/Health and safety	Accessible toilet alarm not working - investigate and repair/replace.	250						A2
Unit 1 Card Room	Electrical	LV Distribution	Distribution Boards	Poor	Legal/Statutory/Health and safety	Distribution board in poor condition, numerous disconnected cables. Replace distribution board with small SP&N consumer unit supplying Unit 1 only. Ensure all electrics undergo an EICR inspection prior to reoccupation and all C1 and C2 faults are rectified.			1000				A2
Unit 1 Card Room	Electrical	LV Distribution	Cables	Poor	Legal/Statutory/Health and safety	Wiring appears to be in poor condition with numerous loose cables. Allow to rationalise all wiring, separating out circuits to adjacent unit 2. Ensure all circuits are tested.			2000				A2
Unit 1 Card Room	Electrical	LV Distribution	Meters	Replace	Environmental Reasons	Allow to install an MID electrical submeter as the unit is no longer part of the Veteran's club.				1000			E1
Unit 1 Card Room	Mechanical	Heating	Radiators	Reasonable	Environmental Reasons	Radiators are in reasonable condition. Recommend retrofitting TRVs as part of the refurbishment works.			500				E3
Unit 1 Card Room	Electrical	Fire Alarm and Detection System	System	Replace	Legal/Statutory/Health and safety	There is no fire alarm within the unit. We would recommend installing as a minimum an L3 fire alarm installation as part of the refurbishment works, to be linked to other fire alarms within Barham Park.				2000			A1
Unit 1 Card Room	Mechanical	Extract Systems	Toilet Extract Fans	Reasonable	Cyclical Maintenance	Primeline wall extract fan in reasonable condition.							C3
Unit 1 Card Room	Mechanical	Primary Heating Plant	Boilers	Good	Cyclical Maintenance	Relatively new HeatLine Capriz Plus gas boiler. Ensure boiler is serviced and certificated in line with manufacturer's recommendations and statutory requirements.							C4
Unit 5 Art Studios	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	T8 fluorescent fittings with egg crate diffusers, approaching end of life. Replace with 5 years			4000				C2

Building: Barham Park Complex
 Area: External Areas

Unit/Location	Category	Element	Component	Condition	Prioritisation	Remedial Works (User Defined)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 - 10	Score	
Unit 5 Art Studios	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting visually in reasonable condition. Ensure all emergency lighting is tested on a routine basis and allow to replace batteries at approximate 4 year intervals.							C3	
Unit 5 Art Studios	Electrical	LV Distribution	Distribution Boards	Reasonable	Cyclical Maintenance	The unit is equipped with 1nr. Europa distribution board, DB1 generally in reasonable condition but missing front plastic cover.							C3	
Unit 5 Art Studios	Electrical	LV Distribution	Distribution Boards	Good	Cyclical Maintenance	The unit is equipped with 2nr. Europa SP&N distribution boards, DB1A and DB1B							C4	
Unit 5 Art Studios	Electrical	LV Distribution	Cables	Reasonable	Cyclical Maintenance	We have not seen the EICR certificate but visually the wiring appears reasonable.							C3	
Unit 5 Art Studios	Electrical	Fire Alarm and Detection System	System	Poor	Legal/Statutory/Health and safety	The fire alarm consists of a 4 zone conventional fire alarm c/w panel, detectors, sounders and manual call points that although appearing to be operational is now approaching end of life. The alarm panel appears to also serve unit 7 although we were unable to confirm that this is still working. Ensure fire alarm panel is routinely tested and certificated. Allow to replace fire alarm system within the next 5 years.			2000				A2	
Unit 5 Art Studios	Mechanical	Primary Heating Plant	Boilers	Good	Cyclical Maintenance	The Unit is equipped with a relatively new i35 condensing gas combi boiler.							C4	
Unit 5 Art Studios	Mechanical	Domestic Water Systems	Pipework	Reasonable	Cyclical Maintenance	The hot and cold water pipework is generally in reasonable condition.							C3	
Unit 5 Art Studios	Mechanical	Heating	Radiators	Reasonable	Cyclical Maintenance	Radiators generally in reasonable condition c/w Drayton TRVs							C3	
Unit 5 Art Studios	Mechanical	Heating	Pipework	Reasonable	Cyclical Maintenance	Heating pipework generally in reasonable condition.							C3	
Unit 5 Art Studios	Electrical	Emergency Lighting	Luminaires	Poor	Legal/Statutory/Health and safety	Although generally in reasonable condition, one of two external emergency lights on staircase was not working. Investigate and repair.	250						A2	
Unit 3 Art Studios	Electrical	Fire Alarm and Detection System	System	Poor	Legal/Statutory/Health and safety	The unit is equipped with a conventional fire alarm panel originally serving both units 3 and 4 (unit 3 now separated out). System c/w 4 zone panel, detectors, sounders and manual call points. System appears to be operational, but now approaching end of life. Ensure system is routinely tested and certificated. Allow to replace within 5 years linked to remainder of site.			2000				A2	
Unit 3 Art Studios	Electrical	Lighting	Luminaires	Poor	Cyclical Maintenance	T8 fluorescent fittings with egg crate diffusers approaching end of life. Replace with 5 years			6000				C2	
Unit 3 Art Studios	Electrical	Emergency Lighting	Luminaires	Reasonable	Cyclical Maintenance	Emergency lighting visually in reasonable condition. Ensure all emergency lighting is tested on a routine basis and allow to replace batteries at approximate 4 year intervals.							C3	
Unit 3 Art Studios	Electrical	Security Systems	System	Reasonable	Cyclical Maintenance	Chubb intruder alarm system c/w panel, keypads, detectors and sounders visually in reasonable condition. Ensure managed under security contract.							C3	
Unit 3 Art Studios	Mechanical	Primary Heating Plant	Boilers	Good	Cyclical Maintenance	i30 gas combi boiler provides heating and hot water to the unit. Ensure annual service and certification.							C4	
Unit 3 Art Studios	Mechanical	Heating	Radiators	Reasonable	Cyclical Maintenance	Panel radiators with TRVs in reasonable condition.							C3	
Unit 3 Art Studios	Mechanical	Extract Systems	Space Extract Fan	Reasonable	Cyclical Maintenance	Marley wall fan in reasonable condition							C3	
All Units	Mechanical	Domestic Water Systems	Legionella	Poor	Legal/Statutory/Health and safety	Although the site is reasonably low risk it is nevertheless important that the whole site including all Units has an up to date legionella/water hygiene risk assessment, a responsible person is appointed and control measures are documented and managed.	1000						A2	
Area sub total							41950	44400	41200	0	3400	21650		
Total														

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 <p>Brent</p>	<p>Barham Park Trust Committee 12 April 2017</p> <p>Report from the Strategic Director Resources</p>
<p>Ward Affected: Sudbury</p>	
<p>Property Update, Barham Park Building Complex, Unit 2, 660 Harrow Road, Wembley</p>	

1.0 Summary

- 1.1 To update the Trust on the granting of a lease for Unit 2, The Snooker and Billiards Room, to the Veterans.

2.0 Recommendations

- 2.1 That the Trust accede to a request by the Veterans for a statutory right to an automatic renewal of the lease at the end of the proposed 4 year term of the lease provided that it is completed within six weeks of the date of this meeting.
- 2.2 If a lease is not completed within that period, the Trust delegate to the Strategic Director Resources the power to take such steps as are necessary to terminate the current basis of the Veterans' occupation of Unit 2 including taking, or responding to, any formal action or legal proceedings.

3.0 Detail

- 3.1 At its meeting on 28 January 2015, the Trust confirmed that a lease to the Veterans should be granted subject to matters on equalities being resolved. The heads of terms were agreed on 2 April 2016. There was a delay as the equalities section had to be approved by the Veterans at their AGM in April 2016. At its meeting on 7 September 2016 the Trust confirmed that they were content with the revised equalities and diversity section of the lease.
- 3.2 The draft lease for Unit 2 was sent on 10 November 2016 to the Veterans and the terms have been negotiated with their agent and solicitors. On 20 March 2017 the Veterans requested a statutory right to

renew the lease at the end of the term. This would be a variation to the previously agreed terms as the lease was to be contracted out of the Landlord and Tenant Act 1954 security of tenure provisions. With a contracted out lease, the tenant would have no statutory right to a new lease. Further, the landlord would have an automatic right to recover possession of the property even if legal action is necessary to enforce that right.

- 3.4 Given that the Veterans have been in occupation of Unit 2 for over 40 years, it is recommended that the Trust accede to the request by the Veterans provided that the lease is completed within six weeks of the date of this meeting. In all the circumstances, this is considered to be fair and reasonable and the Veterans' solicitors have confirmed on 4 April 2017 that this is a realistic timeframe for completion. Although there are some damp issues to the interior of Unit 2, these will be addressed and do not prevent the completion of the lease within the six weeks timeframe.
- 3.5 If a lease is not completed within that period, the Trust is requested to delegate to the Strategic Director Resources the power to take such steps as are necessary to terminate the current basis of the Veterans' occupation of Unit 2 including taking, or responding to, any formal action or legal proceedings.

4.0 Financial Implications

- 4.1 There are no direct financial implications beyond that delays in the lease would delay any payments made to the Trust, reducing the resources available to fund Trust activities.

5.0 Legal Implications

- 5.1 The legal implications are discussed in the body of the report.

6.0 Diversity Implications

- 6.1 The diversity implications have been addressed in previous reports.

7.0 Staffing/Accommodation Implications

- 7.1 None.

8.0 Background Papers

- 8.1 None.

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