



Barham Park Trust Committee
8th October 2015

**Report from the Barham Park Trust
Property Adviser**

Ward(s) affected:
Sudbury

**The Letting of Unit 4 The Lounge, Barham Park Building Complex,
660 Harrow Road, Wembley, HA0 2HB**

1.0 Summary

To update the Trust on the marketing campaign and to make a decision regarding the letting of Unit 4 The Lounge. (Shown Green on the plan at Appendix I)

2.0 Recommendations

That the Trust Committee decide to lease the Lounge either to Pivot Point Community Development Foundation or Friends of Barham Library in accordance with the published criteria and to instruct the Trust's Property Adviser to complete the lease on the main terms as set out in the marketing particulars for a term of up to 15 years .

3.0 Detail

3.1 The marketing of Unit 4, The Barham Park Lounge commenced on Thursday 21st May 2015 with the deadline to receive the non-binding open market tenders ending on Friday 10th July 2015 at 12.00pm.

3.2 Advertisements for the Unit were placed in the Brent and Kilburn Times on the 21st May 2015 and the 11th June 2015. An advertisement was also placed in the Brent Magazine that is distributed to residents throughout the borough. A marketing board was also placed on the site.

3.3 Over 130 sets of marketing particulars were distributed to individuals and organisations. These consisted of applicants for similar properties held on the Council's Property and Projects Unit's data base; community groups, borough wide voluntary organisations and charities held on the Council's Ward Working Unit's data base; relevant individuals and organisations who took part in the Trust's previous marketing exercise in 2012; individuals and organisations who have rung up requesting the marketing particulars.

The marketing particulars were also sent to CVS Brent who were asked to distribute them to any relevant organisations who they considered would be interested. A number of individuals and organisation also downloaded the marketing particulars directly from the Council's web page.

- 3.4 Eleven Tenders were received by the deadline. The tenders were opened under Council procedures on the 13th July 2015 by a senior officer from the Council's Democratic Services Unit and a senior officer from the Council's Property and Projects Unit.

Bids were received from the following organisations and individuals:-

1. Goodnews Ministries International.
2. Zahua Chang (Twinkle Stars Nursery School).
3. Friends of Barham Library.
4. The Alpha and Omega Christian Fellowship.
5. Markuz Us Sunnah.
6. Marcia Williams (Bellamy Centre).
7. Yasanthini and Perumal Reddiar.
8. Pivot Point Community Development Foundation.
9. The Science of Spirituality Charitable Trust UK.
10. Fulah community.
11. Community Café.

- 3.5 On the 14th July 2015 the received tenders were given to the Trust's Property Adviser and the Trust's Chair, both of whom had been authorised to select a suitable tenant at the 28th January 2015 Barham Park Trust Committee meeting.

- 3.6 The 11 bids received were evaluated by the Trust's Property Adviser who submitted his scoring and ranking of bids to the Trust Chair. Subsequently the Chair confirmed he had also reviewed all bids and concurred with the ranking order. The top four bids were from Friends of Barham Library, Markuz Us Sunnah, Pivot Point Community Development Foundation and The Science of Spirituality Charitable Trust UK.

- 3.7 Following this initial evaluation and in accordance with the marketing particulars, Application Assessment Form (Appendix II) which stated, "After the initial process, the Barham Park Trust reserves the right to introduce additional processes at which stage, applicants will be re-scored based on the criteria in this scoring sheet.", it was decided by the Trust Chair and Trust Property Adviser that the top four evaluated tender bidders would each be invited to make a 15 minute presentation to the Members of the Barham Park Trust Committee, followed by an interview lasting 30 minutes.

- 3.8 On the 11th August 2015 the seven tender bidders who did not progress to the next stage of the evaluation process were informed by letter, that their tender bids would not be progressed.

- 3.9 The top four evaluated tender bidders made their presentations to Members on Friday 21st August 2015. The outcome of this process was that the Trust's

Property Advisor and the Chair of the Trust Committee decided that the top two bids had been received from The Friends of Barham Library and Pivot Point and that their bids should be taken forward. The scores of the two final bids are shown in Appendix III. The other two short-listed bids, Science of Spirituality Charitable Trust UK and Markaz Us Sunnah were informed on the 9th September 2015 that their tender bids would not be taken any further.

3.10 Accordingly the Trust Chair announced at the 8th September 2015 Barham Park Trust Committee meeting that the decision as to who would be the preferred tender bidder and therefore the tenant of the Unit, was between the Pivot Point Community Development Foundation and the Friends of Barham Library. He also advised the meeting that the decision as to the selected tenant would be taken post-meeting and reported back to the Trust Committee.

3.11 Subsequent to that meeting of 8 September 2015, in the interests of greater openness, transparency and accountability it was decided that the final decision should be made by the Committee itself.

4.0 Property Adviser's review and opinion

4.1 Following the above decision the Property Adviser reviewed the two original bid proposals and assessed both bids against the original criteria used at Stage 1 to short list the bids and taking into account the information resulting from the presentations and the interviews.

4.2 **Financial Standing** – Both bidders have passed a credit check and are considered suitable for the rent. Pivot Point is considered a slightly stronger bid due to stronger landlord references. No change to original score.

4.3 **Proposed Use of Building** – Both bids were particularly strong in this area. The Friends bid was slightly stronger as the Pivot Point bid, as highlighted by the Presentation to Members, appeared to suggest a focus on term time usage. No change to original score.

4.4 **Deliverability and Viability** – Pivot Point is considered to be the stronger bid in this category due to their track record of community engagement in the Borough over a number of years and therefore their proven experience and the set up of the organisation. No change to original score.

4.5 **Financial Offer** - Both bidders offered a rental of £7,000 per annum. No change to original score.

4.6 **Commitment to Equalities and open to use by all of the Community** - Both bidders satisfactorily confirmed their commitment to equality. No change to original score.

4.7 In conclusion the Property Adviser remains of the opinion that Pivot Point bid is the stronger of the two short-listed bids.

5.0 FINANCIAL IMPLICATIONS

Meeting
Date

Version no.
Date

5.1 The Trust will receive a rental income from the letting of this Unit at a commercial rent.

6.0 LEGAL IMPLICATIONS

6.1 A disposal or letting of Trust land to another charity for similar charitable purposes is not subject to the procedural requirements in the Charities Act 2011, (applicable to a disposal to any other third party or a connected person like the Council). In this case it is noted that Pivot Point Community Development Foundation and the Friends of Barham Library do have similar charitable purposes to the Barham Park Charitable Trust.

6.2 The statutory requirements under the Charities Act 2011 relating to any other disposal or letting of land are summarised as follows:

6.2.1 Any disposal or letting of Trust land for more than 7 years to a third party, (who is not a charity with similar purposes), can only be authorised by the Trustees after considering a written report prepared by a qualified surveyor as to the marketing and the valuation of the land on the basis that the terms proposed for the disposal are the best that can be reasonably obtained.

6.2.2 Any disposal or letting of Trust land for 7 years or less to a third party (which is not a charity with similar purposes) can be authorised by the Trustees after considering the advice of a suitably qualified person.

7.0 DIVERSITY IMPLICATIONS

7.1 Positive impacts have been identified in respect of age, pregnancy and maternity, race, religion or belief and sex as the property and services provided will be inclusive for everyone. In respect of the Unit, Trust Officers will encourage the tenant to advertise and promote their services in a manner ensuring the Unit and services are inclusive for all. A commitment to equalities and for the lounge to be open to everyone was one of the criteria that was used in the selection process.

7.2 The principle aim of this letting is to lease an under utilised valuable property asset and aligning its use and occupation with the charitable objectives of the Barham Park Trust, for provision of recreational facilities for the benefit of members of the public.

8.0 STAFFING/ACCOMMODATION IMPLICATIONS

8.1 None.

9.0 BACKGROUND PAPERS

1. Charity Commission Guidance.
2. 28th January 2015 and the 2nd July 2015 Barham Park Trust Committee

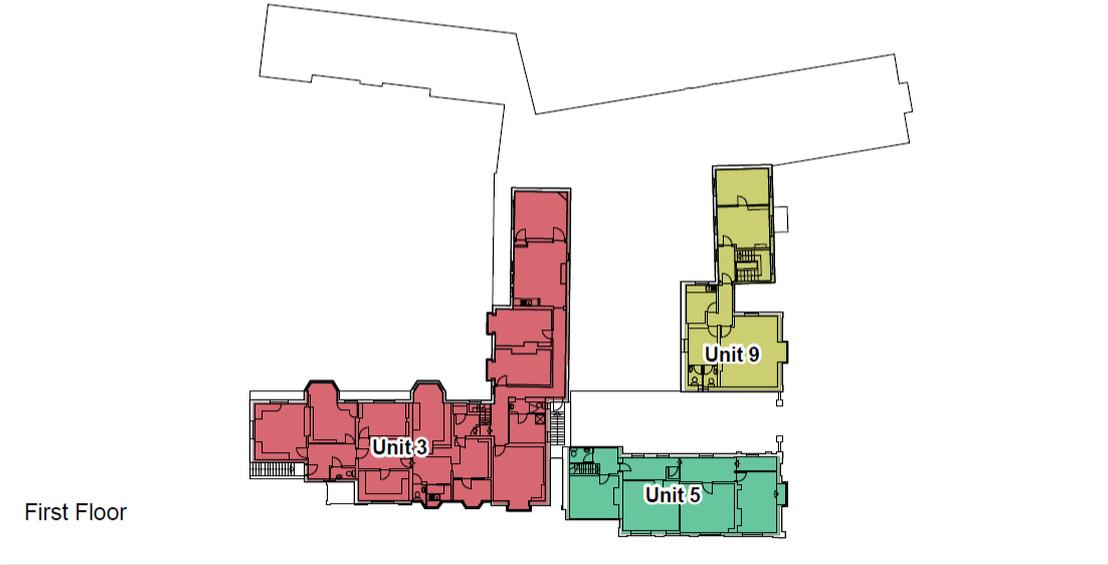
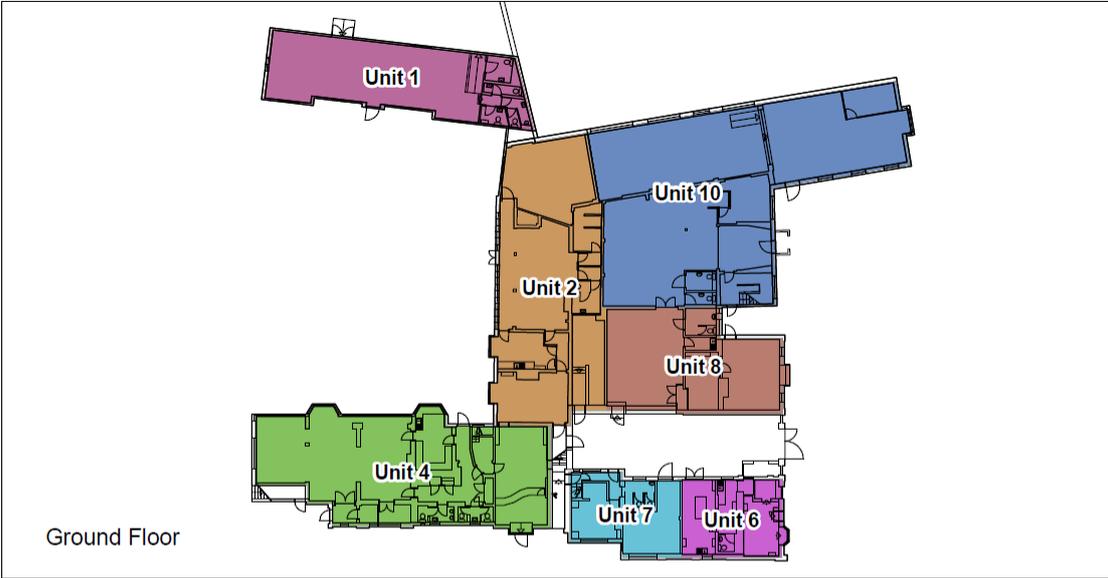
Reports.

Contact Officers

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Barham Park Buildings, Barham Park, 660 Harrow Road, Wembley, HA0 2HB



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|--|---|
|  Unit 1, Barham Park Charitable Trust |  Unit 6, ACAVA |
|  Unit 2, Barham Park Veterans' Club (Wembley) |  Unit 7, Veolia |
|  Unit 3, ACAVA |  Unit 8, Brent Council Children's Centre |
|  Unit 4, Barham Park Charitable Trust |  Unit 9, ACAVA |
|  Unit 5, ACAVA |  Unit 10, ACAVA |



Barham Park Unit 4 Application Assessment Form

Applicant's Name	
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Scoring Explanation	Score
Very Poor	1
Poor	2
Average	3
Good	4
Very Good	5

1. Financial Standing 10%

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

Total Score out of 25		% Score	
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2. Proposed use of building 25%

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

Total Score out of 10		% Score	
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3. Deliverability and Viability 25%

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

Total Score out of 15		% Score	
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4. Financial Offer 15%

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

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

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

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

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

Barham Park Unit 4 The Lounge – Tender Evaluation Scoring for final two short-listed bids

	Criteria	Pivot Point	Friends of Barham Library
Criteria			
1	Financial Standing (out of 10)	6.8	6
2	Proposed Use of Building (out of 25)	20	22.5
3	Deliverability & viability (out of 25)	21.66	16.66
4	Financial Offer (out of 15)	3	3
5	Commitment to Equalities and open for use by all of the Community (out of 25)	25	25
Total		76.46	73.16