

Supplemental Note from the Barham Park Trust Property Adviser to the Barham Park Trust Committee of 8 October 2015

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

1. The purpose of this supplemental note is to give further background information into the process of appointing a bidder to grant the lease so that the Trust Committee has all the relevant information to enable it to make an informed decision.
2. On 28 January 2015, The Trust Committee decided to delegate authority to the Property Adviser in conjunction with the Chair of the Trust Committee to select and let the Lounge (Unit 4) to a suitable tenant on terms to be agreed.
3. The eleven bids that were submitted were scored by the Property Adviser and the Chair of the Trust Committee concurred with the ranking order of the eleven bids by the Property Adviser. The scorings for all 11 bids are set out in Appendix 1.
4. As set out in paragraphs 3.6 and 3.7 of the main report to the Trust Committee meeting of 8 October 2015, it was agreed by the Chair of the Trust Committee and the Property Adviser that the four bidders who scored highest in the Property Adviser's scoring would be invited to an interview meeting so they could submit a presentation and answer questions from members of the Trust Committee who were assisting in advisory capacity only to assist the Property Adviser and the Chair of the Trust Committee. The Property Adviser did not attend this interview meeting. Three of the Trust Committee members were present at three of the four presentation and subsequent interviews and two of the Trust Committee members (including the Chair of the Trust Committee) attended all of the four presentations and interview meetings. There was no requirement for the Trust Committee members to score the four bids and their comments, feedback and scores were advisory as the decision lay with the Property Adviser and the Chair of the Trust Committee. The following documents are set out regarding the presentations and interview meetings.

Appendix 2: Notes of Bryony Gibbs of Democratic Services who attended the interview and presentation meeting and took notes of the questions and answers of all four bidders;

Appendix 3: Agreed note of the Panel regarding the assessment of the presentations and interviews by the four bidders;

Appendix 4: Notes of Councillor Pavey regarding the presentations and interviews;

Appendix 5: Notes of Councillor Denselow regarding the presentations and interviews;

5. Thereafter, the Chair of the Trust Committee and the Property Adviser discussed the outcome of the presentation and interview meeting and they agreed that the two preferred bidders out of the four bidders would be short-listed. The identity of the two remaining bidders are Pivot Point Community Development Foundation (“Pivot Point”) and Friends of Barham Library.
6. The Science and Spirituality Charitable Trust UK scored highest in the Property Adviser’s initial tender evaluation scoring, as can be noted in Appendix 3. However, the members of the Trust Committee who attended the presentation and interview meetings were concerned that although this group was well-organised and had an excellent ethos and performed well in the interview, their proposal did not contain as many linkages with the local community or as much use of the building as the Trust would like. As for Markus Uz Susannah, members of the Trust Committee who attended the interviews took the view that the organisation was not yet ready to take on this asset. It was noted that a group with a strong commitment to deradicalisation did not have links to the Prevent programme.
7. As stated above and in paragraph 3.9 of the main report, the Property Adviser decided in conjunction with the Chair of the Trust Committee that following the presentation and interview process, the bids of Friends of Barham Library and Pivot Point would be taken forward and the other two bids would not be taken any further.
8. Thereafter, the Property Adviser reviewed his scoring for Pivot Point and Friends of Barham Library and his advice is that his initial scorings remained unchanged as set out in section 4 of the main report. It was decided by the Property Adviser and the Chair of the Trust Committee to submit the final decision to grant the lease between the two remaining bidders to the Trust Committee.
9. As stated in section 3.11 of the main report, it was decided that the decision as to whether to grant the lease of the Lounge (Unit 4) to the remaining two bidders, either Friends of Barham Library or Pivot Point, would be made by the Barham Park Trust Committee.
10. As for Pivot Point, it is registered as a company limited guarantee as Pivot Point Community Development Limited registration number 7448527. It should be clarified that that organisation is not a charity which is registered with the Charities Commission. Consequently, if the Trust Committee decides to grant the lease to Pivot Point, the granting of the lease will be subject to an independent valuation of the Lounge and the approval of the Charities Commission. In such a scenario, if an independent valuation states that the rental value is more than £7,000, this will be submitted to the Charities Commission for approval if Pivot Point is agreeable to pay the rental value set out by an independent valuation. If Pivot Point is not agreeable to pay the higher amount as set out in the independent valuation (i.e. if the independent values the Lounge at more than £7,000 per annum), then the grant of the lease will not proceed. As the Friends of Barham Library is a charity, a decision to grant a lease to that organisation will not require an independent valuation or approval of the Charities Commission.
11. Members of the Trust Committee need to consider afresh, having regard to all the relevant information before them to enable them to make an informed decision, as to

which of the two remaining bidders the Trust Committee should decide to lease The Lounge (Unit 4) to.

Appendices:

Appendix 1 – Initial Scorings by the Property Adviser

Appendix 2: Notes of Bryony Gibbs of Democratic Services who attended the interview and presentation meeting of 21 August 2015;

Appendix 3: Agreed note of the Panel regarding the assessment of the presentations and interviews by the four bidders;

Appendix 4: Notes of Councillor Pavey regarding the presentations and interviews;

Appendix 5: Notes of Councillor Denselow regarding the presentations and interviews which he attended;

Contact Officers

Richard Barrett
Operational Director, Property and Projects
Regeneration and Growth