

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

1.0 Summary

1.1 To update the Trust with regard to progress on:

The marketing of Unit 1 The Card Room,

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

The marketing of Unit 7 The Mess Room and Store,

The installation of an integrated fire alarm system, and

The maintenance plan for the building complex.

2.0 Recommendations

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

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

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

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

3.0 Detail

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

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

4.0 Financial Implications

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

5.0 Legal implications

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

6.0 Diversity implications

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

8.0 BACKGROUND PAPERS

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

Contact Officer

Sarah Chaudhry
Head of Property
Resources Department
sarah.chaudhry@brent.gov.uk
020 8937 1705.



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

For information

1.0 Summary

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

2.0 Recommendations

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

3.0 Detail

3.1 Background

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

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

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

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

3.2 Progress to date

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

Contact Officer

Andreyana Ivanova

Head of Equality

andreyana.ivanova@brent.gov.uk

020 8937 3154

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



Brent Civic Centre,
Engineers Way,
Wembley
Middlesex HA9 0FJ
TEL 020 8937 3231
EMAIL saboor.nasar@brent.gov.uk
WEB www.brent.gov.uk

Barham Park Building Condition Survey

1 Project Definition

1.1 Background

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

1.2 Project objectives

Maintenance of the Barham Park Complex of Buildings

1.3 Desired outcomes

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

1.4 Project scope

In Scope

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

1.5 Constraints and assumptions

Report to be received by 14th March 2016

1.6 Project tolerances

Fee to be not more than £6,000

1.7 Stakeholders

London Borough of Brent

Trustees of Barham Park

Tenants

Members of the public

2 Outline Business Case

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

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

3 Specification of works:

Report requirements

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

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