

THE COMMUNITY SPACE – INFORMATION PACK

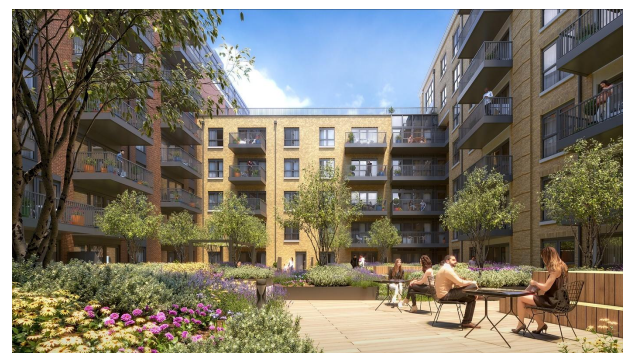
ROYAL EXCHANGE, KINGSTON

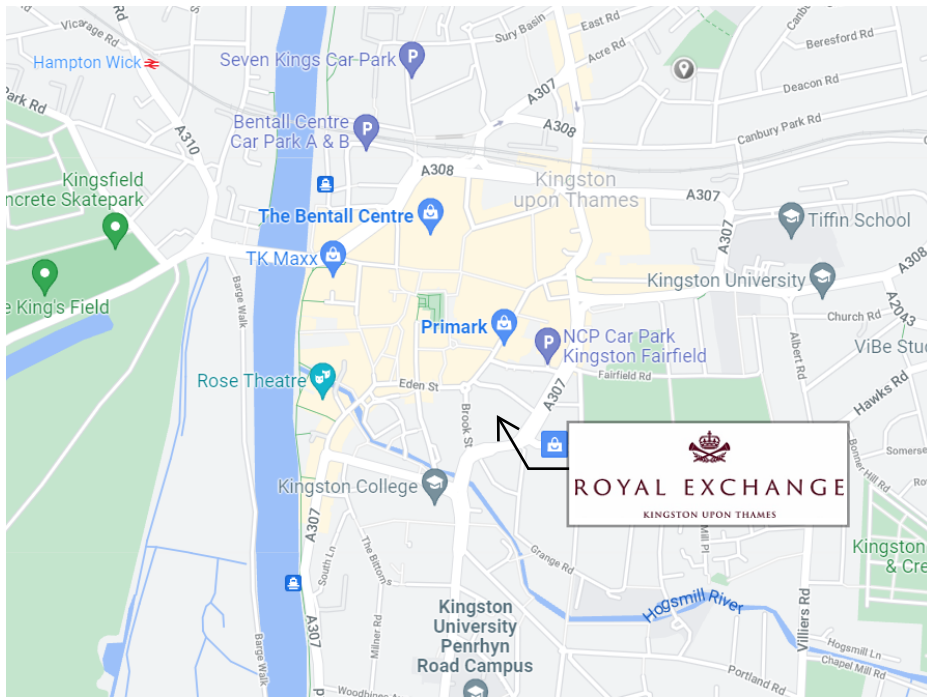
Information Pack for Community Organisations

- Overview of Royal Exchange
 - CGIs of the Development
 - Location Plans
 - Aerial of the site with Kingston Town Centre
 - Masterplan of Royal Exchange
- Details of the Community Space
 - CGI of The Old Post Office Building
 - Plans of the Community Space
 - The Community Space Fit Out Specification
- The Community Space Lease Terms (Annex 3 of Section 106 Agreement)
- The Community Space Service Charge Estimates
- The Community Space Suitability Criteria



ROYAL EXCHANGE







The site at the heart of the Eden Quarter



Wheatfield Way

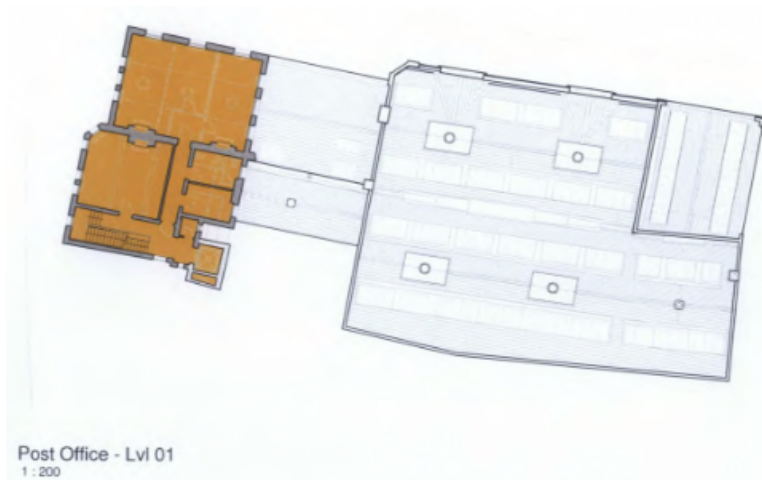
Brook Street

Community Space in
The Old Post Office
(Levels 1 and 2)

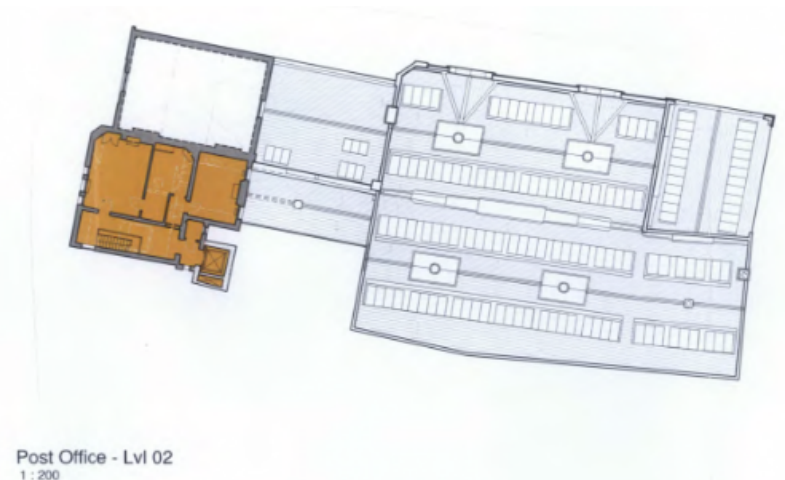
Ashdown Road

The Old Post Office Building
Community Space - Levels 1 & 2





Community Space
Level 1 - The Old Post Office



Community Space
Level 2 - The Old Post Office

The Old Post Office
Community Space
First Floor



Community Space

FCH-XXXX

Floor to Ceiling Height

First Floor Total Area: 165 m² (1,776 ft²)

Ground Floor access via staircase and platform lift. Double door access onto Brook Street.

The Old Post Office
Community Space
Second Floor



Second Floor Total Area: 92 m² (990 ft²)

THE COMMUNITY SPACE - FIT OUT SPECIFICATION

ROYAL EXCHANGE, KINGSTON

Fit Out Specification

- The Community Space, in the Old Post Office Building, will be delivered by St George to the specification detailed in the '*Community Space Fit Out Specification*' overleaf, which is enclosed within the Royal Exchange Section 106 Agreement.
- The *Fit Out Specification* includes toilet facilities and a kitchenette within the demise of the Community Space.
- In line with the *Fit Out Specification* and Building Regulations, a platform lift will be included within the demise of the Community Space. The Community Organisation will assume all costs and responsibility associated with the lift maintenance and insurance.
- The Community Space will be unfurnished and the Community Organisation will be responsible for sourcing their own furniture and contents of the Community Space, beyond the *Fit Out Specification*.
- It should be noted that the Old Post Office building is Grade II listed, in order to ensure that the special architectural and historic interest of the building is safeguarded.
- Details of the building services, including hot water, cold water and electricity, will be provided to the Community Organisation in due course.
- Telephone and data supply is to be negotiated directly between the Community Organisation and their service provider. St George is to be kept informed and sign-off proposals.



ST GEORGE WEST LONDON LTD

THE OLD POST OFFICE SITE, KINGSTON

**THE COMMUNITY SPACE
FIT OUT SPECIFICATION**

12th April 2016



1.0 Structure

- 1.1 Existing or repaired floors, walls, columns and blockwork. Columns and walls will generally be located as current survey drawings. Designed to take a live load of 2.5kPa.

2.0 Building Envelope

- 2.1 External windows as existing subject to refurbishment.
- 2.2 External walls will be as existing subject to refurbishment.
- 2.3 Any partitions to be of lightweight construction not exceeding 2.5kN/m2.

3.0 General Requirements

- 3.1 The Specification will be subject to Building Regulations and materials can be substituted as equal and approved.
- 3.2 A fire detection system is to be provided including a door hold open system where required.
- 3.3 Lifts to be provided as appropriate for building regulations disabled access requirements.
- 3.4 Emergency lighting system to be installed to comply with Part B of the Building Regulations.

4.0 The Community Space (including circulation space)

- 4.1 Floor - carpet finishes.
- 4.2 Walls - emulsion paint.
- 4.3 Ceiling - emulsion paint finish.
- 4.4 Windows – see building envelope.
- 4.5 Skirtings – timber faced MDF.
- 4.6 Doors - internal doors to be solid core gloss painted softwood with stainless steel ironmongery and vision panels as required by the Building regulations Part M.
- 4.7 Heating – wall mounted electric panel heaters.
- 4.8 Lighting - will comply with IEE regulations for office use.
- 4.9 Small Power – double gang sockets.

5.0 Toilet Facilities

- 5.1 Male / female / disabled WC located off circulation area.
- 5.2 Floor - welded vinyl floor finish including skirting.
- 5.3 Walls – emulsion paint.
- 5.4 Ceiling – emulsion paint finish.
- 5.5 Windows – see building envelope.
- 5.6 Doors - doors to be gloss painted with gloss painted timber trim and stainless steel ironmongery.
- 5.7 Heating - wall mounted electric panel heaters.
- 5.8 Lighting - will comply with IEE regulations.
- 5.9 Small Power - hot air hand dryers.
- 5.10 Fittings - white sanitary fittings with chrome brassware. Tiled splash backs and mirrors. Extract fan.

6.0 Kitchenette

- 6.1 Floor - welded vinyl floor finish including skirtings.
- 6.2 Walls - emulsion paint.
- 6.3 Ceiling – emulsion paint finish.
- 6.4 Windows – see building envelope.
- 6.5 Doors - doors to be gloss painted with gloss painted timber trim and stainless steel ironmongery.
- 6.6 Heating - wall mounted electric panel heaters.
- 6.7 Lighting - will comply with IEE regulations.
- 6.8 Small Power - double gang sockets.
- 6.9 Fixtures – storage cabinet, hot and cold water supply and double gang sockets.

7.0 Services

- 7.1 Heating – wall mounted electric panel heaters.

- 7.2 Electricity – double gang sockets to be provided as drawn.
- 7.3 Telephone and data - supply to be negotiated directly between the tenant and their service provider. Landlord to be kept informed / and sign off proposals.
- 7.4 Water - hot and cold water supply to be provided to kitchenette and WC.



THE COMMUNITY SPACE - LEASE TERMS
ROYAL EXCHANGE – S106 AGREEMENT, ANNEX 3

ANNEX 3

Community Space Lease Terms

1. DEMISED PREMISES

Community Space (to include the Community Space Works)

2. RIGHTS GRANTED

All rights of access on foot to and from the Demised Premises, and the passage of services and other rights reasonably necessary for the beneficial use and enjoyment of the Demised Premises

3. RIGHTS RESERVED

The passage of services and other rights reasonably necessary for the carrying out of the Development and the beneficial use and enjoyment of the landlord's retained land

4. COMMENCEMENT OF TERM

In accordance with the provisions of paragraph 9 or 16 (as the case may be) of Schedule 7 to this Deed

5. TERM

Twenty five years

6. RENT

One pound per annum

7. OUTGOINGS

Tenant to bear the cost of uniform business rate and all other outgoings

8. INSURANCE

Tenant to contribute a fair and reasonable proportion of the cost of the landlord insuring the Old Post Office against loss or damage by fire and other usual risks

9. PAYMENT OF SERVICE CHARGE

The tenant to pay a fair and reasonable proportion of:

- 9.1 the cost of undertaking structural repairs and maintenance to the Old Post Office; and
- 9.2 the cost of providing other necessary services to the Demised Premises

10. REPAIR, MAINTENANCE AND REDECORATION

Tenant to repair, maintain and redecorate the interior of the Demised Premises

11. ALTERATIONS

Tenant not to undertake any structural alterations; but internal non structural alterations permitted without consent

12. USER

12.1 Class D1 use as a community hall/space for community use to support the local area and those living in it.

12.2 No change of use outside Class D1 is to be permitted and the following uses are to be specifically prohibited:

- Rehabilitation Centre
- Medical facility, clinic or analogous treatment facility or centre for distributing needles
- Job centre
- use as or in connection with public worship or religious instruction
- use as or in connection with political organisations
- Funeral Parlour
- Disco or nightclub
- Bingo hall
- Bowling alley

12.3 In the event that the Demised Premises are unused at any time for a period of more than 6 months, the landlord may terminate the lease.

13. ALIENATION

An absolute prohibition against assigning or charging part only of the Demised Premises

Assignment or charging of the whole of the Demised Premises to be permitted with consent (such consent not to be unreasonably withheld or delayed)

Sub-letting of the whole (or any part) of the Demised Premises to be permitted with consent (such consent not to be unreasonably withheld or delayed) Provided that in either case the sub-letting is contracted out of the renewal provisions of Part II of the Landlord and Tenant Act 1954

14. SIGNS

The tenant not to attach signs to the Demised Premises, except with the consent of the landlord (such consent not to be unreasonably withheld or delayed)

15. FORFEITURE

Usual provision for forfeiture in case of failure of the tenant to pay rent within 21 days of falling due; insolvency of the tenant; or other breach of covenant of the lease

16. **QUIET ENJOYMENT**

Landlord's usual covenant for quiet enjoyment

17. **STRUCTURAL REPAIRS**

The landlord to be responsible for carrying out structural repairs to the Old Post Office subject to the tenant paying a fair and reasonable proportion of the costs of doing so via a service charge

18. **INSURANCE**

The landlord to insure the Old Post Office against damage by fire and other usual risks

19. **TENANT'S BREAK CLAUSE**

A right for the tenant to terminate the lease after the expiry of the third year of the term upon giving not less than 6 months notice

20. **OTHER TERMS**

Such other terms as shall usually be included in a lease of the nature of the premises being leased, as the landlord shall reasonably determine

THE COMMUNITY SPACE – SERVICE CHARGE ESTIMATIONS ROYAL EXCHANGE, KINGSTON

Service Charge Estimations

Estimated Service Charge: £2.01 per square foot (c.£5,560 estimated annual cost)

Size of the Community Space demise (first and second floors)

First Floor Community Space Demise	165 m ² GIA	1,776 ft ² GIA
Second Floor Community Space Demise	92 m ² GIA	990 ft ² GIA
Total Community Space Demise	257 m²GIA	2,766 f² GIA

Included within Service Charge estimates:

Sitewide Costs	Staff costs <i>including Development Manager, Maintenance Operative, Security, and Uniforms, Management Office costs and insurance</i>	£0.75
	Estate Costs <i>Including, computer equipment associated with running Estate systems, Estate vehicle insurance, communal Estate electricity supply, Waste Management, Door Entry systems, Estate General Maintenance, CCTV maintenance, Pest Control, Estate Accountancy Fees, Health & Safety Costs, Estate reserves.</i>	£0.40
The Old Post Office Costs	Building Insurance	£0.61
	Communal electricity supply	£0.02
	Communal water supply	£0.04
	Communal area cleaning	£0.08
	General communal maintenance	£0.06
	Contribution to reserves (non-annual expenditure)	£0.04
	Management Fees	£0.01
	TOTAL	£2.01

Excluded from Service Charge estimates:

Sitewide	Concierge Costs	-
The Old Post Office Costs	External window and façade cleaning – <i>albeit we are obtaining quote for a reduced window cleaning service (x2 visits a year), to provide as an option</i>	-
	Lift Maintenance and Insurance	-
Community Space	Building Services, including hot water, cold water and electricity supply	-
	Cleaning and maintenance within Community Space demise	-

Lift Maintenance & Insurance

A platform lift and shaft will be included within the demise of the Community Space. The Community Organisation will assume all costs and responsibility associated with the lift maintenance and insurance, separate from Service Charge.

Building Services

Anticipated costs of building services, such as hot water, cold water and electricity are not included within the estimated service charge costs detailed above. These will be shared with the incoming Community Organisation in due course, and will be payable separate to Service Charge.

THE COMMUNITY SPACE – SUITABILITY CRITERIA ROYAL EXCHANGE, KINGSTON

Community Organisations: Criteria

Community Organisations will be considered if they meet the following definition:

“A recognised local community organisation (not being a national charity) supporting the community in the Royal Borough of Kingston upon Thames”.

Community Space: Use Class

Class D1 only– as a community hall / space for community use to support the local area and those living in it.

The following uses are strictly prohibited:

- Rehabilitation Centre
- Medical facility, clinic or analogous treatment facility or centre for distributing needles
- Job centre
- Use as or in connection with public worship or religious instruction
- Use as or in connection with political organisations
- Funeral Parlour
- Disco or nightclub
- Bingo Hall
- Bowling Alley