The Mustard Tree
110 Oldham Road
Manchester

Building Usage Statement
February 2013

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The Applicant

The Mustard Tree was established as a charity in 1994 started simply by taking food and drink onto the streets and spending time listening to those sleeping rough.

The Mustard Tree charity is now based in a warehouse in Ancoats and has over 6500 registered clients from across Greater Manchester. The majority of clients are referred from statutory agencies such as Manchester City Council teams, the Probation Service, the NHS and housing associations.

Clients are individuals who find themselves without a home, food, dignity or hope. The Mustard Tree offers assistance in the form of:

- Providing access to second hand furniture, household items, electrical goods and clothing.
- Providing access to food parcels.
- Providing employment training and monitoring.
- Providing courses in basic life skills including speaking english.
- Providing counselling.
- Providing workshops and creative art, gardening classes.
- Providing food through soup runs.
- Working in partnership with similar charitable bodies, such as the Boaz Trust (assisting refugees and asylum seekers), Image (assisting pregnant ladies and families with young children), Rocksalt (assisting charities with computer support).

The Application

The Mustard Tree has leased the building at 110 Oldham Street for many years. With the increase in families and individuals finding themselves in need of their help, the work of the charity has considerably grown recently.

The Mustard Tree's original lease consisted of 1 floor within the building mainly for the storage of second hand furniture and assoicated office space. This has recently developed into all 3 floors of the building, as this statement later describes.

The purpose of this application is to formally apply for the Planning status of **'Sui Generis'** use.
This will both formalise the use of the building and provide the required flexibility for the charity to continue to use the building and serve the community as needs arise.

The Site Description

The building is a large 2 storey warehouse, with a basement at 110 Oldham Road, Ancoats.

To the West of Oldham Road is the Wing Yip chinese supermarket and restaurant. Also directly to the West is the Royal mail depot. Both buildings are large warehouse scale businesses. This area of Oldham Road predominantly comprises of large business premises such as Eurocar, Plumbase, etc.

To the South of the site is Victoria Square. This is a sheltered housing scheme above first floor level. At ground level, along Oldham Road this area comprises a mix of businesses and retail units.

Directly to the North of the site is a repeat of small businesses and retail units of differing scales and conditions along Oldham Road.

Previously, the building was used as a wholesale retailers/storage with office space above. The building requires basic general ongoing repairs but has been maintained by the Landlord in an effort to support the work of the Mustard Tree.

The Building Usage

Please refer to the following 'Schedule of Building Use'. This describes in detail each use that takes place within the building, it's frequency of use and the no. of people involved. This should be read in conjunction with the submitted Plans locating each use.

In summary, the main use of the space to the basement consists of the storage of items (mainly clothing and food) which has yet to be sorted and displayed on the ground floor.

The main use of the ground floor consists of the storage and display of bulky furniture items. It is here where referred Clients may have access to low-cost furniture, clothing and household items. This area is also open to the general public. Through the sale and refurbishment of these items, the Mustard Tree also provides employment training for individuals to return to work. Bulky items are delivered to and from the rear loading bays, as indicated on the drawings. Other ancillary space is dedicated to office space, training/ counseling rooms.

New initiatives are anticipated to be developed on this floor, including a bicycle workshop, where bikes will be restored for re-sale and a music recording room, where a modest studio facility can be offered to Mustard Tree Clients. This would also allow creative music workshops and music therapy to be offered as a service.

The main use of the first floor consists of various office space and training rooms. Within the offices are located charitable bodies who work in partnership with The Mustard Tree. All share in the general flexible open area, where staff, volunteers and Clients are able to meet, eat, according to needs. This general space is sometimes open to the public for soup runs, which is catered for in the adjacent kitchen by the help of volunteers.

Also located on this floor are artist's studios, where the resident Mustard Tree artist is located. Art classes and workshops take place in these areas.

	Location	Usage			
		Activity	**Frequency**	**No. Of people**	**Times**
Basement					
	Storage & Clothes sorting	sorting and storage of clothes and bric-a-brac	9.00-17.00 Mon-Fri	4	9.00-17.00
	Foodstore & server room	storeroom	n/a	0	n/a
	Quiet space	rest area for volunteers	8.00-18.00 Mon-Fri	max. 12	
1st floor					
	Artist's studio	studio for resident artist	7 days per week	1	8.00-20.00
		location of art classes	twice per week	12	10.00 -17.00
	Kitchen	soup runs	3 evenings per week	max 6 cooks	16.00-21.00
		lunches	daily Mon-Fri	max 6 cooks	10.00-15.00
		events	once per qtr	max 6 cooks	10.00-23.00
		cookery classes	ad hoc	max 6 cooks	10.00-15.00
	Internet stations	volunteer internet access	daily Mon-Fri	6	8.00-17.00
		IT classes	2 afternoons per wk	6	14.00-16.00
		Job club	one morning per wk	30	9.00-13.00

	Foodstore	storeroom	n/a	0	n/a
	Office 1	office of charity for refugees & asylum seekers	daily Mon-Fri	6 staff	8.00-17.00
	Training room1	meetings & training courses	Mon-Sat	max 12	9.00-17.00
	Office 2	office of computer support company assisting charities	Mon-Fri	max 8	8.00-18.00
	Training room 2	meetings & training courses	Mon-Sat	max 12	9.00-17.00
	Office 3	office of charity assisting pregnant ladies and families with young children	Mon-Fri	3	10.00-16.00
	Flexible room	room for expanding developments within the charity, such as an exercise space/ larger meetings/workshops	Mon-Sat	30	8.00-20.00
	Artist's studio	community of artists	7 days per week	max16	8.00-20.00
	Informal cafe area & flexible open area	soup runs	2 evenings per week	80	16.00-21.00
		lunches	daily Mon-Fri	40	10.00-15.00
		events	once per qtr	max 150	10.00-23.00

		Narcotics Anonymous	Tuesday evening each wk	60	19.30-21.30
Ground floor					
	Bulky furniture display & sales area	sale of low-cost furniture, electricals, clothing & bric-a-brac to our 11,000 disadvantaged clients	Mon-Sat	average occupancy 30	10.00-16.30
	Training room 3	meetings & training courses	Mon-Sat	max 12	9.00-17.00
	Music recording studio				
	Offices	clerical work	Mon-Fri	6	9.00-17.00
	Bicycle workshop	recycling bicycles	Mon-Fri	1	9.00-17.00
	Loading bay	handling of furniture delivery vans	Mon-Fri	3	9.00-17.00
	Goods In/Out area	processing of collections & deliveries	Mon-Sat	max 6	9.00-17.00
	PAT Testing area	PAT & function testing of electrical items	Mon-Fri	1	9.00-17.00
	Counselling rooms	Counselling of clients & volunteers	Mon-Fri	4	10.00-16.00
	Main Office	administration of Mustard Tree	Mon-Sat	average occupancy 13	8.00-17.00