

Appendix A

Abbotshall Playing Fields & Healthy Lifestyles Centre

Information and Application Guidance

November 2019

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Appendices

- A. Community stakeholders and users of the site**
- B. Building condition survey**
- C. Site plan**

1. INTRODUCTION

Abbotshall Playing Fields was leased out by Lewisham Council at a peppercorn rent in 2014, paving the way for a building and refurbishment programme costing in the region of £500,000 and involving the regeneration of the playing fields and removal and replacement of a dilapidated pavilion.

The site was opened in its current form in May 2015 as Abbotshall Healthy Lifestyle Centre. The playing fields are Metropolitan Open Land and are approximately 1.2 hectares in size. Provision is currently made for junior football - two mini pitches (66M x 37M) and junior cricket – a synthetic strip (30M x 3M) and an arena for primary school sports activity and multi-sport activity for children and their families during the school holidays. There is also a community garden to grow fruit and vegetables. The modular building comprises of changing rooms, a community café space, an exercise, dance and movement studio, community meeting rooms, training facilities and offices.

The Council is the freeholder and is offering a lease with full responsibility for the costs of the building, including the costs of building insurance, repairs and maintenance as well as any national non domestic rates liability to the new occupier. The lease would be for a peppercorn rent and would normally be for a period of 25 years. However, we realise that this level of commitment may be intimidating for some organisations and we feel that it would be appropriate to leave this open for negotiation in this instance.

The Council is seeking proposals on how the site can be used that will make best use of the facilities as a community hub to promote sport, physical activity and wellbeing as well as providing other benefits to the local community. There is strong interest from local residents and community organisations in the site and any successful application will need to put forward a partnership approach that demonstrates how local people will contribute to the management and development of the centre. A list of community stakeholders and users of the site can be found at Appendix A. The site is in a residential area with no off street parking. Any application for a late license is likely to be unsuccessful and there was an informal agreement between the previous operator and local residents that activities would not go on beyond 9pm.

The information available for the building includes:

- Community stakeholders and users of the site (Appendix A)
- A condition survey of the building (Appendix B)
- A site plan of the building and playing fields (Appendix C)

Abbotshall Playing Fields & Healthy Lifestyles Centre is designated, for planning purposes, as use class D1 Non Residential Institutions. Where applicants anticipate a change of use they will be responsible for discussing any relevant issues likely to arise with the Council's Planning Service.

Any successful application will also need to demonstrate support for Lewisham Council values around equalities and the London Living Wage. Sport England has a legal interest in the site having provided a grant towards the cost of refurbishments that have taken place

and will need to approve the successful application before a lease can be issued by the Council. Approval will be conditional on the successful organisation demonstrating that it is committed to continuing to use the site for the purposes of increasing participation in sport and physical activity.

2. KEY DATES

Key dates are set out in the table below. The proposed timetable is subject to change and is provided by way of guidance only. Lewisham Council reserves the right to amend this timetable at its absolute discretion at any time during the tendering process.

EVENT	DATE
Application Pack available	18 November 2019
Deadline for Applications	13 January 2020
Interviews	w/c 15 February 2020
Agreement of lease with preferred Applicant(s)	March 2020
Start of lease/transition arrangements with successful Applicant(s)	tbc

3. SUBMITTING AN APPLICATION

The Application must be completed and delivered to the **Cultural Development Manager, 3rd Floor Laurence House, SE6 4RU** for receipt by no later than noon on 13 January or such later date as notified by the Council. Any Application or any accompanying documentation submitted after such time and date may not be considered for acceptance by the Council.

The Application should be submitted to the above address by registered post, recorded delivery or by hand. The Application and all other accompanying documentation should be submitted in the form of one unbound copy delivered to the address above and a digital copy emailed to cultural.development@lewisham.gov.uk

Your Application must remain valid and open for acceptance by the Council three (3) calendar months after the date specified for the return or such longer period as may be agreed with the Council.

Applicants are responsible for obtaining all information necessary and shall bear all costs, expenses and liabilities incurred with the preparation and delivery.

Any questions or clarification about the process can be raised through cultural.development@lewisham.gov.uk. The date by which such questions should have been received is 9 January 2020. There is also an opportunity to book a meeting during the week commencing 9 December 2019 where you can discuss your application with council officers. To book an appointment please email cultural.development@lewisham.gov.uk .

4. IMPORTANT NOTICE

This document has been prepared by Lewisham Council for the purpose of seeking proposals to take over the management of Abbotshall Playing Fields & Healthy Lifestyle Centre. No warranties or opinions as to the accuracy or completeness of any information provided in, or which accompanies this document or otherwise or as to the powers and/or status of Lewisham Council shall be given at any stage by Lewisham Council and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by Lewisham Council.

Any person considering making a decision to enter into an agreement with Lewisham Council or any other person on the basis of the information provided by or on behalf of Lewisham Council must make their own investigations and form their own opinion in relation to the status, completeness and accuracy of all such information and in relation to the status and/or powers of Lewisham Council.

Your attention is drawn to the fact that by seeking proposals to take on management of the specified site and buildings, Lewisham Council is in no way committed to entering into any agreement and reserves the right to cancel the process at any point. Lewisham Council shall not be liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those expressing an interest in or submitting an application.

5. LEGAL ISSUES

The lease agreement

The terms required by Lewisham Council will be determined on a case by case basis following the selection of the preferred Applicant(s).

Insurance

Lewisham Council will insist upon the successful Applicant(s) ensuring sufficient insurance is or will be in place. Applicants must state that they are insured to the required levels, or confirm, if they do not already hold the necessary level of insurance, that they will procure it. Minimum insurance levels for all buildings include Public and Third Party Liability Insurance for not less than £5 million pounds with a minimum of £2 million pounds in respect of any one claim. Applicants will also be required to confirm that they are able to arrange adequate buildings insurance for the building or buildings in joint names with Lewisham Council in respect of the usual perils.

Equal opportunities

Lewisham Council is an equal opportunities employer and has various statutory duties to ensure that it carries out its business in a way that promotes equality and eliminates

discrimination; in particular Lewisham Council must adhere to equality legislation. Lewisham Council also expects that the successful Applicant will promote equality, comply fully with all UK equality legislation, or European equivalent, and have an adequate equalities policy and be an equal opportunities employer. Applicants will need to demonstrate that they have relevant Equal Opportunities policies in place.

Freedom of information

In addition to Lewisham Council's commitment to public disclosure, transparency and accountable government, Applicants should note that Lewisham Council is subject to the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). This means that, subject to certain exemptions, an individual may request access to any information held by Lewisham Council and Lewisham Council may disclose the information sought. This may include information on an application or details relating to the procurement process.

If you consider that any specific information supplied by you is either commercially sensitive or confidential in nature, please clearly state this in your Application and mark it as such. You must also give us the reasons for the sensitivity or confidentiality. Block marking of whole Applications is not acceptable. Please note, however, that Lewisham Council may still be required to disclose such information in accordance with FOIA or EIR.

Lewisham Council will use reasonable endeavours to consult with you prior to making its decision on whether to disclose under FOIA or EIR information you have identified as commercially sensitive or confidential. If you are unsure as to Lewisham Council's obligations under FOIA and EIR regarding the disclosure of commercially sensitive or confidential information please seek independent legal advice.

Conflict of interest

Lewisham Council expects Applicant(s) to have due consideration for the Council's interests and to declare any actual or potential interest which might conflict with our interests. If, in our opinion, there is a conflict of interest that cannot be mitigated, this may result in an Application being rejected.

6. INFORMATION REQUIRED

General

Your Application must contain a response to all of the questions set out in this section, clearly referenced following the order set out in this section.

Your Application response should also include:

- Constitution/Trust Deed/Memorandum and Articles of Association (as applicable)
- Most recent audited accounts demonstrating that the organisation is a going concern
- Details of an adequate equal opportunities policy
- Evidence of Insurance held or undertaking to obtain necessary insurance

You should note that your Application will be evaluated according to the criteria set out in section 7.

If Applicants wish to seek clarification in relation to any provision, they should do so by asking a clarification question and submitting that question in accordance with section 5 above. Applicants should note that responses to clarification questions may be provided to all Applicants.

Information to be provided

Applicants must provide the following information in their Application and should respond with clear and concise responses. Your Application should follow the same sequence below.

Proposed use of the building and playing fields

Provide details of the proposed use of the building and playing fields including:

- a) The services that would be delivered, with reference to how those services will support local people in participating in sport and physical activity and specifically target inactive people.
- b) The number of years you would like the arrangement to run for.
- c) If relevant, the estimated number of residents benefiting from each of the services identified and what the community benefit will be.
- d) An identification of the key risks and factors that will affect delivery and/or cost.

Capacity

Provide details of the lead organisation that would be responsible for entering into the lease and overall management of the site and details of partnerships and other arrangements that would be in place to deliver the services and activities.

- a) The name of organisation.
- b) Copy of constitution/Trust Deed/Memorandum and Articles of Association (as applicable)
- c) The names of partner organisations, what their role would be and whether this arrangement is confirmed or proposed.
- d) The solicitors you intend to instruct if your application is successful.
- e) Details (including names and/or job titles where possible) of the individuals or organisations involved in delivering your proposal.
- f) Confirmation of the relevant accreditation, licences, skills and any other requirements in order to deliver these services.
- g) Details of previous property and playing fields management experience.

Forecast 5 year revenue and expenditure

Provide details of the revenue expenditure anticipated in relation to the buildings:

- a) Expected income and expenditure for each of the first five years operation including staffing, management, fees, rates and all other operating costs – add rows as required.

b)

Annual costs for each of years 20/21 to 25/26			
Expenditure		Income	
Identify expenditure type	Amount	Identify source of income	Amount
Total		Total	

b) Forecast income and expenditure in a typical year after 5 years operation.

Typical year 2025/26 onwards			
Expenditure		Income	
Identify expenditure type	Amount	Identify source of income	Amount
Total		Total	

Description of plans to involve the local community

Provide details of contact within the local community to date and plans to involve local people and organisations in the design and delivery of services. This may include plans for recruiting and supporting volunteers, service user groups and links with local voluntary and community groups, clubs and associations.

Additional information

Applicants can, if they wish provide any relevant additional information to their submission not covered by the preceding headings.

7. APPLICATION EVALUATION

Applications which are not substantially complete or which do not comply with the requests set out in this guidance will give sufficient grounds to be rejected. There is no right of appeal where applications are rejected.

Evaluation criteria and weighting

Applications will first be evaluated against the following requirements which will be scored on a pass/fail basis. Any Application that scores “fail” against any of these requirements may be deemed non-compliant and rejected without further evaluation.

Confirmation of receipt of audited accounts demonstrating that the organisation is a going concern	Pass/Fail
Confirmation of an adequate equal opportunities policy	Pass/Fail
Confirmation relating to required insurances	Pass/Fail

Remaining Applications will then be evaluated in accordance with the evaluation criteria and the information requested in section 8.

Each question will be scored between 0-10.

A score of 0 to 2 = not acceptable or major areas of weakness

A score of 3 to 4 = less than acceptable more weaknesses than strengths

A score of 5 to 6 = acceptable but with some minor areas of weakness

A score of 7 to 8 = highly acceptable strong with few weaker areas

A score of 9 to 10 = extremely competent, many strengths no weaknesses

Criteria reference	Question title	Weighting criteria
1	Proposed use of the site and associated community benefits	25%
2	Organisational Capacity	25%
3	Ability to take on financial responsibilities of running the site including income and expenditure forecast	25%
4	Plans to involve the community	25%

8. Ongoing Monitoring

The successful applicant will be required to attend an annual monitoring meeting with Council officers and provide an annual report outlining how the organisation has met its commitments in managing the site, including service delivery, community benefit and maintenance.