

Expression of Interest

Community Facility Stanway COLCHESTER **(Western side of the Stanway Western Bypass)**



**Brief for organisations wishing to submit an
Expression of Interest for a lease of the new
Community Facility Stanway.**

The purpose of this process is to identify Community based organisations or management groups, who wish to take on a lease of the new Community Facility in Stanway.

Organisation / management group specification

- Organisations interested in leasing the property for community use are asked to submit an Expression of Interest.
- This opportunity is open to voluntary, community, social enterprise organisations and charities which are suitably qualified and meet the criteria set out in this brief.
- Proposals by a consortium of community-based organisations are welcomed, however, should clearly show who will be responsible for areas such as maintenance, marketing, community liaison and point of contact with the Council.
- The tenant should also have:
 - A track record of successfully managing a community building.
 - Experience and expertise of financial planning and control.
 - A track record of successful fundraising.

The Expression of Interest must include:

1. Completed Expression of Interest Questionnaire online and;
2. Business Plan or other documents to support the funding / costs of the building (To be submitted at the same time as the questionnaire)

The Expression of Interest Questionnaire needs to be answered in full, referring to the information supplied in this brief.

An outline plan of how the building will be used, when not in use by the primary leaseholder, is of major significance.

The expression must show evidence that financial obligations mentioned below can be met.

By seeking expressions of interest from organisations and partnerships, the Council is not obliged to accept the best or any offer.

Background

The “Development” will provide a community hub situated on the edge of a forthcoming country park creating new green space for Stanway. There has been significant development in the area over the past few years and the demographics and geography of the area has changed significantly. We want the new community facility to be accessible and available for all residents both new and old to enjoy. Section 106 funding accrued from multiple developments in the Stanway area can now enable an exciting new community space to be realized.

The Developer intends to create a community facility offering flexible hall space suitable for hire by community groups. Whilst being an adaptable space intended for multiple uses, we would like to see sporting and wellbeing provision included. These may be included inside or outside the building and will ideally incorporate a multi-use surfaces for different activities.

There is a likelihood that the anchor tenant will operate from the site and therefore some office provision will be included, which could also be used as further meeting or hireable space in future.

Parking will also be provided on the site.

There will be an opportunity for the successful tenant to input into the final design brief for the new Stanway Community Facility.

It is planned that construction will commence in March 2020, with a completion date of February 2021.

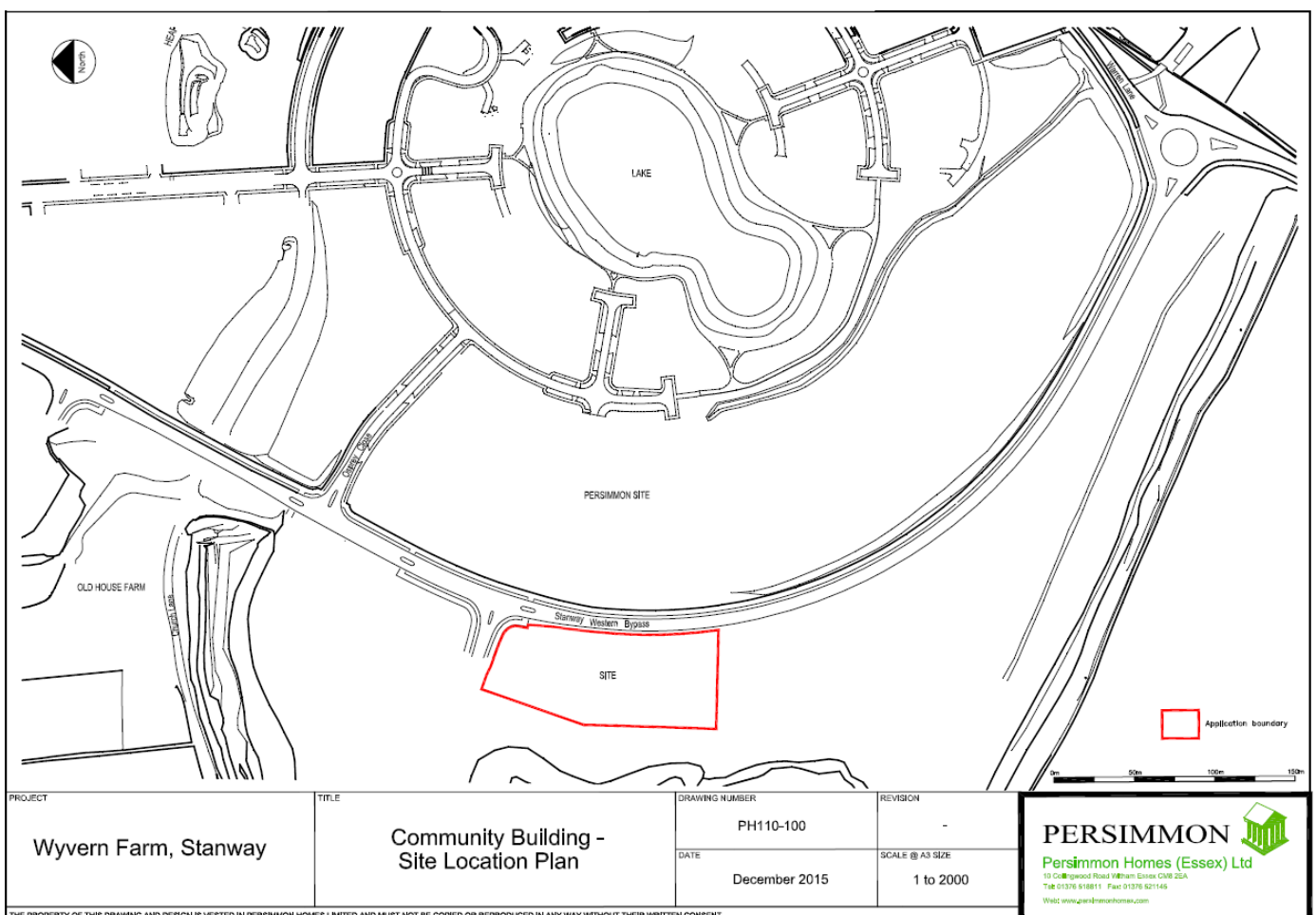
Location

The development site is located on the western side of the Stanway Western Bypass, a busy through road connecting South Colchester with the A12. Extensive new housing developments run along the eastern side of the road.

Physical Description

The site is 1.8 Acres and is rectangular in shape. The site is surrounded by space allocated for a country park.

The plot plan for the site is as follows:



Overview of Lease Terms:

The length of the term would be for a maximum of 25 years; this would be dependent on the level of experience, expertise of the organisation and on the needs of the local community.

The Council will grant a lease of the premises at a peppercorn rent, on a full repairing basis, subject to a schedule of condition and a sinking fund contribution of up to £25,000 per annum.

Terms set out in the table below:

<u>Terms</u>
Full repairing basis: The future tenant will be required to carry out all necessary repairs and maintenance throughout the term of the lease subject to the schedule of condition and a sinking fund contribution of up to £25,000pa
The Building is required to be used for Community and/or Health uses. This means use for any of the following purposes: <ul style="list-style-type: none">• Community group meetings, activities and conferences• Childcare / nursery provision• Skills training / education classes• Social functions• Cultural / sports / leisure activities• Religious or charitable organisations• Medical and health facilities• Ancillary offices• Such other uses or activities may be agreed• Ancillary commercial uses will be considered providing they are well balanced with the community need
The tenant will be responsible for paying all outgoings, including utility bills, rates and general running costs in respect of the premises.
The Lease will be within the security of tenure provisions of the Landlord and Tenant Act 1954.
The Council will insure the building and will subsequently re-charge the tenant.

Viewing Day

An opportunity to view the site will be held on the morning of Thursday 21st November 2019. This will provide organisations wishing to submit an expression of interest with an opportunity to ask questions. The viewing is aimed at organisations considering a bid, their partners and their professional teams.

Organisations need to be aware that the site is currently waste land and will therefore need to respect relevant health and safety restrictions.

There will be no charge for attending the viewing.

Appointment viewing

To request an appointment to visit the site either on the scheduled viewing day or for an alternative date, please contact Alison Fogg, Development Manager by either email or telephone

alison.fogg@colchesteramphora.com or 01206 508906

If you would like a surveyor, architect or advisor to visit the property with you, please mention this when you contact us, giving their details as well as your own.

Application Process

Interested organisations wishing to express an interest in taking a lease in the new Community Facility Stanway should submit their completed questionnaire (pdf version only), along with business plan, no later than midday Friday 13th December 2019.

Should you have any issues with your application, please telephone Sam Goodman on 01206 282539.

Next Steps

1. Expressions of Interest will be considered by a panel (additional information to support an application could be requested by the panel).
2. Successful applicants will be invited to present their offer to the panel and answer any questions.
3. A final decision on whether to grant a lease will be made at the sole discretion of the Panel.

Timetable for expression of interest process for new Community Facility Stanway

Action	Date
Expression of Interest for the lease of the new Community Facility Stanway opens and application information is available on the Colchester Borough Council website for application.	15 th November 2019
Site is open for interested parties to view.	21 st November 2019 (am)
The Expression of Interest process closes	13 th December 2019 (midday)

Interviews and Colchester Borough Council decision period	w/c 20 th January 2020
Successful applicant to enter into negotiations for a lease subject to contract of new Community Facility Stanway	w/c 28 th January 2020

Colchester Borough Council gives notice that:

- particulars are set out as a general outline for the guidance of intended applicants and do not constitute, nor constitute part of, an offer or contract;***
- all descriptions, dimensions, reference to condition and necessary permissions for the use and occupation, and other details are given without responsibility and any intended applicants should not rely on them as statements or representations of fact but must satisfy themselves by inspection or otherwise as to the correctness of each of them;***
- the Council does not bind itself to accept the highest or any offer.***