

Expression of Interest

Stanway Lakelands Centre

2 Western Approach, Stanway, Colchester, CO3 8DX

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-Stanway Lakelands Centre.

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, building and facilities management, marketing, community liaison and point of contact with the Council.
- The tenant should be able to demonstrate or show one or more of the following:
 - A track record of successful fundraising.
 - A track record of successfully managing a community building.
 - Experience and expertise of financial planning and control.

The Expression of Interest must include:

1. Completed Expression of Interest Questionnaire online
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

Colchester Borough Council has received S106 Developer contributions to develop a new community facility on the Western Approach which is due to be completed in November 2022.

The building features a large main hall with a sprung floor, a smaller function room, meeting and interview rooms alongside a large kitchen and Changing Places facility.

There is parking provision alongside an overflow car park for events.

Outside there is a terrace with views to the south over the forthcoming country park. The centre will have an all-exclusive play space and Petanque rink. The overall site is very large with lots of green space which will be turfed. The bottom half of the site and detention basin will be fenced off leaving it to the tenant to develop later. Until this time, the area will be left wild to allow nature to flourish.

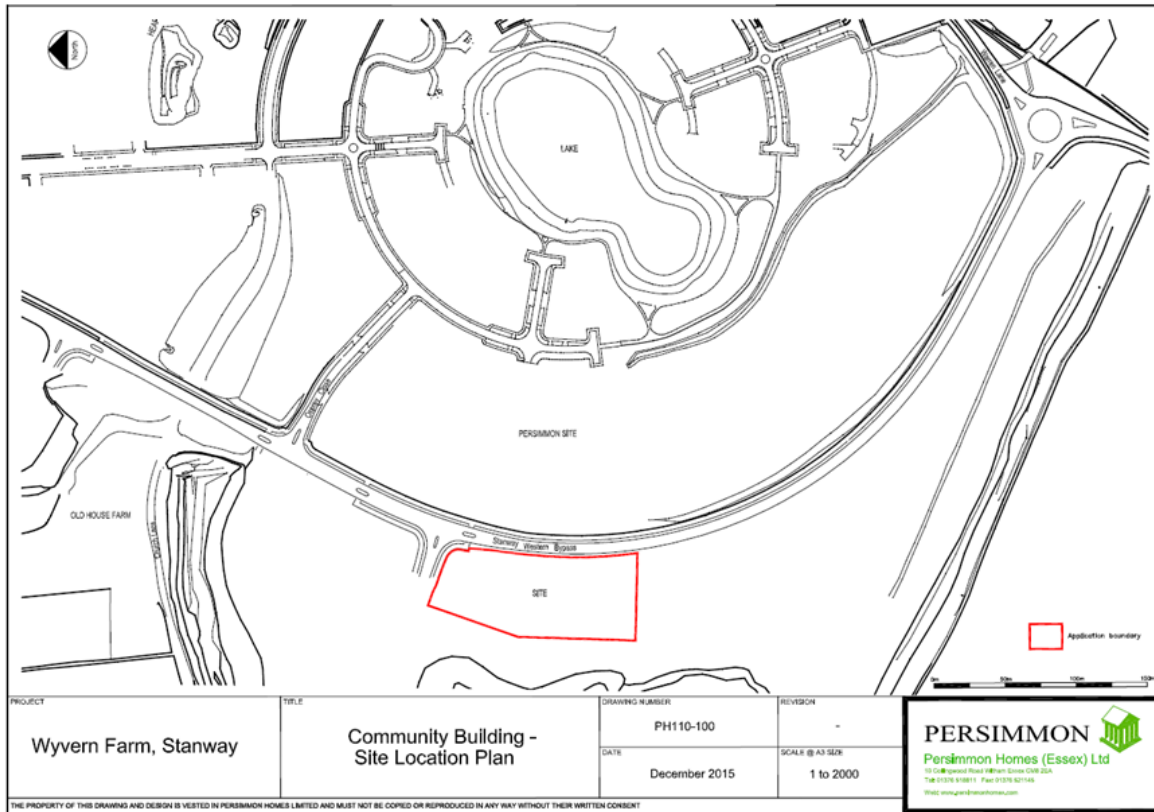
Location

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.

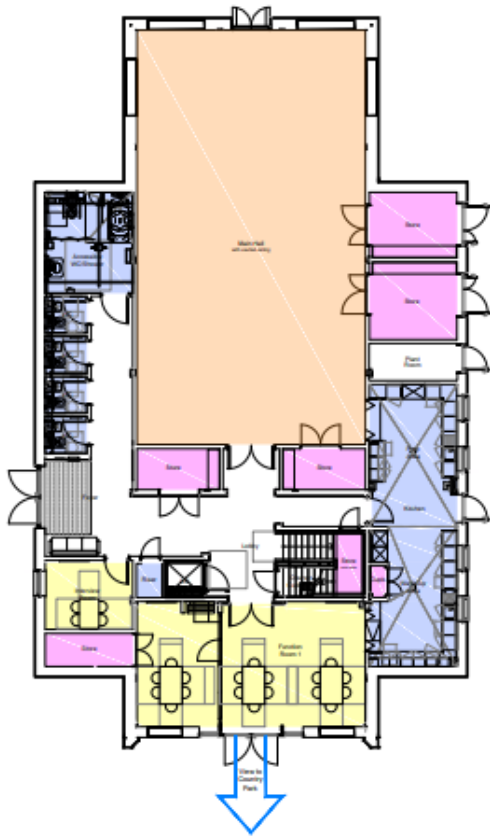
Physical Description

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

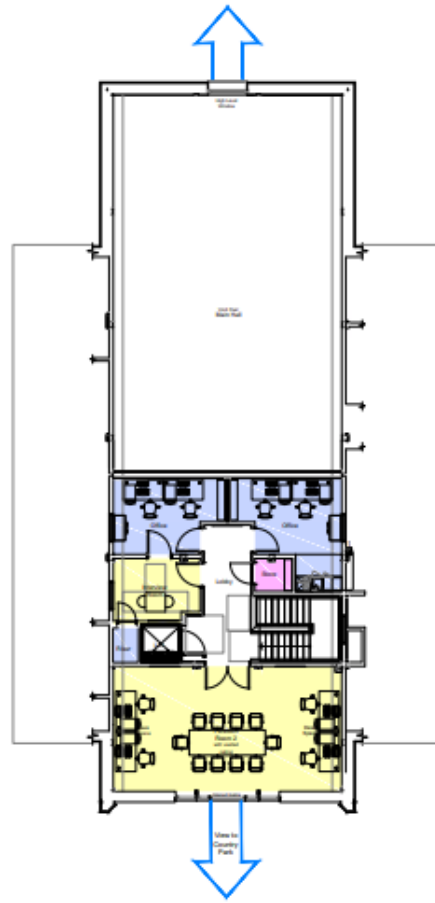
Site Plan:



Indoor Floorplan Plan:



GROUND FLOOR PLAN
390.5 m2 GIA



FIRST FLOOR PLAN
113.5 m2 GIA

Room name	Size in m2
Main Hall	150
Ground Floor Function Room	44
Ground Floor Office	9
First Floor Function Room	44
Office 2	14
Office 1	12
First Floor Interview Room	8

Outdoor plan:



Main features:

- The building provides approximately 504.0 sqm and can cater for a maximum of 217 people.
- Downstairs the building offers a Main Hall, Kitchen, Office room, Function room, 4 toilets and a changing places facility with hoist and shower.
- The main hall of the property has a sprung floor and measures 151 sqm with 3 storage spaces off the hall, 2 leading directly to the outside space and storage shed.
- The property has a fully functional kitchen, with 2 cooker points and a serving hatch into the main hall and the ground floor function room.
- The ground floor function room is fitted with a room divider to offer the space as 1 or 2 areas. The room leads out onto the paved terrace.
- The property has the benefit of its own delivery road, a 3 phase 100amp electricity supply, solar panels, gas and water supplies (rough estimates can be provided on request). A wooden gate secures the building, and 2 CCTV cameras cover the site.
- Hearing loop will be installed in the main hall and upstairs meeting room with portable devices available for other spaces.
- The property has a total of 23 car parking spaces, 3 disability spaces, 4 EV charging stations, 22 overflow car park, bike shed and charging point for an electric bike.
- Lift access to the first floor
- First floor space measures 113.5 sqm and consists of 4 rooms: a Function room overlooking the country park, 2 smaller offices that can operate independently or as a conjoined space and a further office space with a tea point area.
- Outside there are additional ecological features: bat box, hedgehog house,

- owl box and wildflower area.
- Gigabit connectivity is available to the property at an estimated cost to the tenant of £300.00 per month.
- Energy Performance rating of B (EPC available on request).

Overview of Lease Terms:

The property is available on flexible lease terms. The length of lease offered would be dependent on the level of experience and expertise of the organisation and the needs of the community.

Please include as much information as possible in your application regarding the type of lease agreement you would be seeking

Terms set out in the table below:

<u>Terms</u>
Lease term to be agreed, any length considered between 10 years (minimum) and 125 years (maximum)
A sinking fund contribution would be required dependant on the length of the lease of up to £25,000pa
<p>The Building is required to be used for Community and/or Health uses. This means use for any of the following purposes:</p> <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.

Viewing Day

An opportunity to view the site will be held on Wednesday 23rd November 2022 and Monday 12th December 10am-2pm. 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.

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

Application Process

Interested organisations wishing to express an interest in taking a lease in the new Stanway Lakelands Centre should submit their completed questionnaire (pdf version only), along with business plan, no later than midday on Monday 9th January 2023.

Should you have any issues with your application, please telephone Cathy Doyle on 07795084328 or email Catherine.doyle@colchester.gov.uk

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 opens and application information is available on the Colchester Borough Council website for application.	14 th November 2022
Site is open for interested parties to view.	23 rd November and 12 th December 10am-2pm 2022
The Expression of Interest process closes	9 th January 2023-midday
Interviews and Colchester Borough Council decision period	Interviews:26 th January 2023 Decision period w/k com 28 th January 2023
Successful applicant to enter into negotiations for a lease subject to contract of new Stanway Lakelands Centre	w/c 13 th February 2023

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.***