

**Expression of Interest**

**Community Asset Transfer Pilot Scheme for**

**Grove Activity Centre**

**15 Ballinderry Park, Lisburn**

30 November 2022

**Expression of Interest, Community Asset Transfer for**

**Grove Activity Centre, 15 Ballinderry Park, Lisburn**

Lisburn and Castlereagh City Council is seeking Expressions of Interest from a third party or parties for the lease of Grove Activity Centre. The Council under the auspices of its Community Plan wants to empower and invest in our local community organisations. We want to increase community participation and ownership and to that end Council wishes to lead on a pilot project to consider how best Community Asset Transfer can complement this. Council is inviting applications for this pilot from local community and sporting organisations.

The building accommodation includes an indoor sports hall, changing facilities, fitness suite, kitchen, meeting room and manager’s office. The all-weather multi-use sports pitch may also be available at an additional rent, subject to Council Member approval.

In order to understand the facilities available a site visit should be arranged to view the space prior to the submission of an Expression of Interest *(see contact details to arrange a site visit at the end of the form).*

It is the Councils preference to lease the site to one tenant, or to a consortium of tenants led by one tenant, offering the delivery of an integrated complementary programme of activity. The lead or single tenant will be responsible for key holding, and inspection and maintenance of the site and building.

The Council anticipates entering into a negotiated rental agreement for the property, which reflects the benefit to the community and also the initial outlay required by the occupier. The annual rental does not include rates, utilities or maintenance costs for which the tenant will also be directly liable in addition to the rental. The tenant will have responsibility for all day-to-day maintenance and compliance and the Council will retain responsibility for major structural repairs and renewals. This will include maintenance of the grounds. Alternatively the Council may consider a rental lease with the additional costs for associated building utility, building inspection and maintenance costs recovered as an annual service charge.

The current net annual value of the facility is £46,900 and rates payable are currently £23,713. The operating organisation will be responsible for the payment of Rates, if applicable.

Current guide budget expenditure for utilities and maintenance is as follow.

|  |  |
| --- | --- |
| **Electricity** | **\*£7,180** |
| **Gas** | **\*£6,620** |
| **Water** | **£450** |
|  | | |  |

**Maintenance and contract materials £4,300**

*\*Given the recent increases in energy costs the in-year costs are likely to be substantially higher*

It is proposed that the lease be for a period of thirty years and subject to five yearly rent reviews. The tenant will be granted an option to break from the lease on every fifth anniversary of the term upon giving to the landlord a minimum of six months’ notice in writing.

The lease will include restrictive clauses with regard to advertising and promotion on site.

**Location and Venue**

Grove Activity Centre – 15 Ballinderry Park, Lisburn. BT281ST

**Property details**

**Site Plans - Area for lease shaded in blue**

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**Floor Plans**

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**Opportunities for Social Enterprises**

There is an opportunity for voluntary/community groups, social enterprises and community sports clubs amongst others to demonstrate how they can provide added value to the services currently provided at Grove Activity Centre. This could include how they embrace an work with the local community, assist Lisburn & Castlereagh City Council in delivering its Community Plan and objectives whilst simultaneously reducing the economic burden of running Grove Activity Centre to the ratepayers of Lisburn & Castlereagh City Council.

Potential also exists to demonstrate partnership working with local organisations including the Council to develop activities and programmes at Grove Activity Centre and help alleviate any potential displacement although Council will work with existing user groups who are displaced to ensure they can access other Lisburn & Castlereagh City Council facilities.

**Queries**

Please contact [eoigrove@lisburncastlereagh.gov.uk](mailto:eoigrove@lisburncastlereagh.gov.uk) if you require any clarification.

**Closing Date**

Expressions of interest should be completed and returned electronically by Friday 23 December 2022.

Applicants should be aware that this is a two stage process.

**Guidance on how to complete the form and how the received Expressions of Interest will be assessed**

The Council is seeking expressions of interest from organisations with innovative ideas on how best to utilise the newly created space. We welcome submissions that can see an opportunity for delivering initiatives on the site and can use this space for the wider Lisburn and Castlereagh community benefit.

This is a two stage process with successful applicants being asked to prepare a more detailed business plan for consideration by the Council.

Applicants should consider both the Council’s Corporate Plan and Community Plan and should demonstrate how their proposal meets the objectives of both plans when detailing the wider community need.

**Corporate Plan** [click here](https://www.lisburncastlereagh.gov.uk/uploads/general/CORPORATE_PLAN_2018_FINAL_ARTWORK_FOR_WEB_UPLOAD.pdf)

**Community Plan** [click here](https://www.lisburncastlereagh.gov.uk/uploads/files/Community_Action_Plan_-_OPT.pdf)

Applicants should note that the Council will not be providing any additional revenue funding and the tenant/s will be responsible for covering all rent and running costs.

All sections of the form must be completed and returned by the specified deadline. Any applications returned after the specified deadline or not fully completed will eliminate the submission from the process.

The Council reserves the right to enter into negotiations with the successful third party applicant or parties before deciding on its preferred course of action.

Submitted Expressions of Interest will be assessed by the Council against the following criteria;

Scoring against the criteria will be based on the following:

|  |  |
| --- | --- |
| **Score** | **Scale of Evidence** |
| 0 | No evidence |
| 1-2 | Little or limited evidence |
| 3-4 | Some evidence but also some weaknesses |
| 5-6 | Sufficient evidence |
| 7-8 | Good to strong evidence |
| 9-10 | Very strong evidence |

|  |  |
| --- | --- |
| **Criteria** | **Maximum score** |
| **How the proposal meets the Project Objectives as outlined above** | 20 |
| **Capacity to deliver**  Applicants must demonstrate any previous experience in running a facility for community benefit outlining how long for, the scale of the facility and any other relevant information. | 20 |
| **Evidence to support the sustainability of your organisation**  Applicants must demonstrate a track record over a period of time of maintaining and developing their organisation plus current financial standing and experience in accessing additional funding to develop their offering to local residents. | 20 |
| **Impact on Health & Wellbeing of Residents**  Applicants must highlight any experience managing facilities and/or delivering programmes and activities that have had a positive impact on the Health & Wellbeing of local residents. Applicants should also outline how access to a facility such as Grove Activity Centre would allow them to further develop these activities. | 10 |
| **Linkages to the Council’s Corporate Plan and Community Plan**  Using the links to the Lisburn & Castlereagh City Council Corporate and Community Plans provided applicants should demonstrate how access to a facility such as Grove Activity Centre would allow them to deliver a programme of activities that would assist the Council in delivering the Corporate and Community Plans. | 10 |

|  |  |
| --- | --- |
| **Evidence of need of applicant**  Applicants should demonstrate any existing barriers / challenges they face in relation to access to facilities and how access to Grove Activity Centre would not only help overcome these but also enhance their programmes moving forward. | 10 |
| **Ability to monitor and ensure maximum quality**  Applicants should highlight how they will monitor their programme including qualitative information to facilitate the Council in producing relevant reports both in relation to the impact of the users of Grove Activity Centre and Community / Corporate Plan. | 5 |

|  |  |
| --- | --- |
| **Experience of partnership working**  Applicants should demonstrate any experience of partnership working that has had a positive impact on the delivery of the programmes. This may include partners in the voluntary, statutory and private sector. | 5 |
| **Total** | **100** |

* Please note the panel’s decision is final and there will be no appeal process
* Submissions achieving a score of over 70 will be invited to submit a business case
* A maximum of three sides of A4 in additional information or evidence will be accepted with expression of interest forms.

**Closing Date**

Expressions of interest should be completed and returned electronically to [eoigrove@lisburncastlereagh.gov.uk](mailto:eoigrove@lisburncastlereagh.gov.uk) by Friday 23 December 2022.

**Application Form.**

Name of Business/ Community Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please provide a brief description of what you propose to deliver at Grove Recreation Centre:

**Pricing**

Please complete the table below detailing your proposed annual rental value to be paid to the council. Please provide a detailed explanation to support your proposal outlining the benefits your project will bring to the area, offering value for money socially and economically, and how this is reflected in your proposed annual rental value.

|  |  |
| --- | --- |
| **Proposed annual rental value** | **£** |
| **Supporting statement;** |  |

* It is recommended that you avail of a site visit prior to submitting your expression of interest; please contact Grove Activity Centre on 028 9267 1131 to arrange an appointment.
* Once all of the applications have been assessed, an invitation will be issued to the successful applicants to submit a full business case.