

Community Development of Parkfield House & Grounds

Frequently Asked Questions

1. Does the offer include MyPlace?

The building at MyPlace (also known as “New Parkfield”) is occupied by the Medical Tuition School, and therefore will not be included. The surrounding woodland, gardens, BMX track and skate park are included. Please refer to the Framework for Development for more details.

2. Has a survey been done on Parkfield House?

A full Asset Condition Survey is being undertaken and will be published in time for the Open Day on 11th June 2022. A printed copy of the report will also be made available to partners attending the Open Day.

3. Would partners taking on the Lease have to pay rent?

The arrangement is offered rent-free if requested. The Leaseholder will be responsible for revenue costs associated with their proposals including utilities, insurance, day to day maintenance, volunteer expenses, and salaries of any paid staff.

4. Who is responsible for repairs and maintenance?

The Leaseholder will be responsible for ensuring the property is kept in repair and maintained.

5. Can the site be used to generate income?

In order to make the site financially self-sustaining, it is expected that partners will factor an element of income generation within their proposals. This may include sub-letting or renting out of facilities/space.

6. How would a collaborative proposal work?

Collaborative proposals can involve as many partners as you like. We recognise that proposals may need to adapt and evolve with changing community needs over time, and so the partners involved in delivery may change accordingly. However, we do need a specified “Lead Partner” to liaise with regarding proposals, and ultimately, to hold the lease.

7. Why doesn't the Framework specify what should be delivered on the site, and by when?

Torbay Council's priority is that the site can be used to deliver a set of agreed outcomes for local people, in a way which is financially and environmentally sustainable. We recognise that our community partners are creative and resourceful; and are best placed to decide how those outcomes should be delivered. It will be for partners to decide on a timeline which is achievable for them, and this will depend on many factors.

8. Will Torbay Council provide any funding?

Torbay Council is unable to provide funding for development of the site at this stage. However, financial support may be available via the Torbay Community Renewal Fund, subject to eligibility (see Framework for Development for more details). Partners are also encouraged to apply for any other Torbay Council grant funding opportunities which may

arise in future. Partners are encouraged to seek and apply for external funding opportunities.

9. How long would the lease be for?

Torbay Council intends to offer the site on a 25-year lease. A clause will be included which allows the lessee to withdraw from the arrangement at three-yearly intervals.

10. What are the insurance requirements?

The leaseholder will be responsible for providing the following insurances:

- Public Liability – minimum requirement of £5m any one incident.
- Employers' Liability – minimum requirement of £5m any one incident.
- Contents
- Any other particular insurances the lessee deems necessary

Torbay Council will continue to arrange and pay for buildings insurance, for the buildings within scope of the lease arrangement.

11. The building at Parkfield House is listed, what does this mean?

Parkfield House is a Grade II listed building, which brings both opportunities and challenges. A Grade II listing means that buildings are of special interest which warrant every effort being made to preserve them. As an owner or occupier of a listed building you become a custodian of a unique and protected building. This comes with responsibilities and a duty of care which must be followed, to preserve the special character that led to the building being listed. The Council has provided a separate guidance note on what the occupier should expect with occupying a listed building.

12. What is the process and timeline for this?

To ensure a fair and robust decision-making process, and to comply with the Council's own policies and regulatory obligations, the process will be facilitated by the Council's Procurement team.

Proposals must be submitted by 12 noon on 19th August 2022. After this, the process is as follows:

- (i) **Stage One:** A "technical review" of proposals will be undertaken by Torbay Development Authority and Torbay Council, to ensure that plans demonstrate legal compliance and financial viability. During this stage, which we aim to complete by mid-August, partners may be contacted to provide additional detail or clarification so that proposals can move to the next stage.
- (ii) **Stage Two:** All proposals which have passed the "technical review" stage will then be reviewed by Parkfield Project Board and scored against the Framework. The same methodology will be used for each proposal to ensure fairness. The proposal which scores most highly will then be put forward to Cabinet as a recommendation from the Project Board. We aim to achieve this by the end of September 2022.
- (iii) **Stage Three:** Our aim is that the Project Board's recommendation will go to Cabinet for a decision in November 2022.

13. Will furniture or IT infrastructure currently in the building be left behind?

Office furniture is to be put into storage, so has the potential to remain in situ if partners request this. There is a magnetic door security system and a CCTV system, which we intend to leave in place for the benefit of the new occupants. The server will need to come out for security reasons, but the telephone network will remain. Non-fitted white goods will be removed.