# Statement of Requirements

1. You are required to take pre-planning advice on your proposed design and use of the facility prior to submitting your bid.

2. Produce a final design for the development of Whitecliff Pavilion, taking account of the vision for the facility and the proposals and conditions of planning application APP/17/01146/P, within 20 working days of the contract offer. The design should be such that it allows for cricket and football play to continue on the recreation ground.

3. The plant/boiler room contains an irrigation tank which is essential for the maintenance of the cricket pitch. This could be moved, by agreement, at the operators cost. The irrigation tank will require a separate water meter.

4. Following Council and Fields in Trust approval of detailed designs and full planning permission from the Local Planning Authority, undertake mobilisation attending site meetings and submitting all pertinent documentation including adherence to regulations including, but not limited to, Building Control Regulations and CDM.

5. Prepare the site for the construction phase including, but not limited to, the supply of suitable welfare provision for staff, safety fencing and site signage and ensure provision is in place to safeguard and secure the site throughout the construction phase.

6. Undertake construction to deliver a modern facility, completed and operational preferably 1st August 2021.

7. Provide sporting, recreation, catering and other community services to local residents, sports teams and visitors to Whitecliff Recreation Ground including spectators, dog walkers and the passing cyclists and walkers including those on the Poole Harbour Ride or Poole Harbour Trail. Operating hours of the café should align with the Service Standards for the Operation and Management of Sports Pitch Bookings, Changing Rooms and Public Toilets (Appendix C) but no less than 10.00-16.00 from Monday to Sunday 1 April to 30 September and between 10.00-14.00 on Saturday and Sunday from 1 October to 31 March in each year, preferably opening earlier and closing later, unless otherwise agreed. The maximum operating hours will be 07.00-18.00 (1 October to 31 March) and 07.00-21.00 (1 April to 30 September).

8. Provide an accessible, high quality café with a mix of hot and cold, freshly prepared and packaged, food and drink to eat-in or take-away. A selection of healthy food options should be available.

9. Provide, manage and maintain public toilet facilities and provide access no less than the minimum operating hours of the concession and available at all times during these hours, ensuring the obligations as outlined in the Service Standards for the Operation and Management of Sports Pitch Bookings, Changing Rooms and Public Toilets (Appendix C) are met. NB. The toilet facilities are for all users of Whitecliff Recreation Ground and cannot be restricted to customers of Whitecliff Pavilion only.

10. Deliver the obligations as outlined in the Service Standards for the Operation and Management of Sports Pitch Bookings, Changing Rooms and Toilets (Appendix C) to accommodate sports clubs/organisations to make effective use of the sports pitches. Provide fit-for-purpose changing spaces for up to four teams, each accommodating

up to 14 people. Each space will need to measure no less than 16 square metres inclusive of shower provision. Separate provision should be made available for match officials. This changing space could be a multi-functional space although primary use is sports changing.

11. The building must comply with all requirements of Building Control including fire detection system & emergency lighting. Additionally the council requires that the building is secure during non-operational hours and fitted with an appropriate intruder alarm.

12. Seek to minimise the impact of its activities on the environment. The key points to achieve this are:
    - Minimise waste by evaluating operations and ensuring they are as efficient as possible.
    - Actively promote recycling both internally and amongst its customers.
    - Source and promote a product range to minimise the environmental impact of both production and distribution. Food products should comply with Government Buying Standards for Food and Catering, Mandatory Standards.
    - Meet or exceed all the environmental legislation that relates to the business.

## Quality Requirements

1. Contribute to increasing recreational and casual play on Whitecliff Recreation Ground by promoting opportunities to be physically active in an informal environment.

2. Proactively work with and accommodate the existing users of the facility, notably sports clubs, and provide services to support their operation including catering for players, officials, spectators, etc.

3. Produce a suitable marketing programme to actively promote the services available at Whitecliff Pavilion.

4. Ensure, where appropriate, compliance with the Equality Act 2010.

5. Ensure compliance with the conditions of the Local Planning Authority and Building Regulations.

Further detailed information is contained within the formal contracts – Appendix D1, D2, D3 and D4 enclosed within the tender pack.