



Fleet Leisure Development Opportunity
Nelson Road, Gravesend, Kent, DA11 7EE.

Prospectus
September 2017



Introduction

- 1.1 The Fleet Leisure site (shown in the photograph above), is an old industrial sports and social club. In 2005 former owner Kimberley-Clark sold the site, which was then known as Bowater Leisure, to Gravesham Borough Council (the Council) while Fleet Leisure took on the lease.
- 1.2 The 50 year lease had 42 years to run when Fleet Leisure Limited went into administration in April 2013, after a “deterioration in trading conditions”.
- 1.3 Lloyds Bank subsequently sold the Lease to the Council who now has the entire facility back in its ownership.
- 1.4 Since acquiring the land the Council has undertaken various investigations and feasibility studies relating to the future use of the site. It is clear that the Council’s intention is that the site be used for some form of recreational use and not housing; in line with the National Planning Policy Framework, Sport England guidance and local planning policy guidance, including the recent Open Space, Sport and Recreation Study findings.
- 1.5 Proposals will be invited for a sporting and recreational development on the site, with a focus on football but with possibly other complementary facilities. The Council is looking for innovative and exciting proposals for the site development that will address not only the site’s use but also the development of the local community.
- 1.6 The Council will not be providing any investment into the scheme but is willing to offer a lease of up to Fifty (50) Years plus option to extend for a further Fifty Years.
- 1.7 For the avoidance of doubt this opportunity is for the long term lease of the proposed site including the development of sporting and recreational facilities. There are no employees associated with this opportunity.
- 1.8 Proposals that are submitted following the selection of a select list of operators/developers, will be evaluated on the basis that they provide a suitable solution meeting set criteria. This prospectus requires the selected organisations to submit:
 - 1.8.1 Detailed proposals for the facility mix proposed which include provisional designs, costs and operational philosophy.
 - 1.8.2 Business Plan, including revenue projections, investment provided.
 - 1.8.3 How the organisation will address the Council’s objectives for the opportunity.
 - 1.8.4 Proposals for undertaking ground condition surveys.
 - 1.8.5 Proposals for addressing any planning issues including light pollution etc.
 - 1.8.6 Commentary on the proposed HoT and User Agreement.

Site Description and Accommodation

- 2.1 The site comprises of circa 11 acres and is rectangular in shape. The site currently comprises three grassed football pitches, 4 x 5 a side 3G pitches and associated changing accommodation, all in poor condition.
- 2.2 The entrance to the site is adjacent to the former clubhouse (now removed) with a hard

surface car park for approximately 40 spaces.

- 2.3 Mains drainage, water, electricity and gas supplies are on site, but their status is unknown.
- 2.4 The current rateable value is £38,250 (includes the former clubhouse), but the actual rateable value will be dependent upon the proposal and the re-evaluation of the site and any developments.

Council Objectives

- 3.1 The Council has identified some key conditions for the site. Any development shall continue the sporting and recreational use of the site with an emphasis on various football activities.
- 3.2 This should include a mixture of pitches capable of accommodating football and other sporting activities including a full size artificial pitch. In addition the Council will be looking for complementary activities that enhance the provision and underpin the financial robustness of the proposal.
- 3.3 The Council's planners should be consulted with to ensure compliance with local and national requirements via the pre-application service.
- 3.4 As the site is located in a residential area the Council would expect the successful scheme to consult with local residents to ensure any local requirements/ concerns are addressed.
- 3.5 The Council will not be providing any revenue or capital funding for the project so all proposals must be self-funding. The Council will maintain the freehold of the site and will be offering the lease at a peppercorn rent in lieu of any financial involvement in the site.

Evaluation

- 4.1 The evaluation of proposals will be based on an Investment/Quality split which address the key elements of the Council's vision for the site, e.g.

Method Statement Number	Evaluation Area	Weighting
Commercial		
1	Commercial	35%
2	Funding	10%
Technical		
3	Concept	15%
4	Scheme design	10%
5	Facility Mix	15%
6	Access and car parking	5%
7	Operational	5%
8	Planning	5%

- 4.2 The ITT will include the detail criteria associated with each element (Ref Paragraph 10 and Appendix C of the ITT).

Proposed Timetable

- 5.1 In terms of timescales, 30 days will be given for the selection of a shortlist and then a minimum 6 weeks for the selected parties to develop their ideas and outline business cases. The evaluation process for the tender should take approximately 4 weeks. The table below identifies the recommended timeline:

Task	Date
Draft and place OJEU notice	29 September 2017
Selection Questionnaire	29 September 2017 to 30 October 2017
SQ evaluation	November 2017
Invitation to Participate issue	29 November 2017
Receipt of Proposals	17 January 2018
Evaluation of Proposals & Clarifications	Mid-January 2018 to Mid-February 2018
Report and Recommendations	March 2018
Award of Preferred Bidder	End-March 2018
Mobilisation and Finalising Contract	April 2018
Land transfer and Contract Commencement	May 2018

Process

- 7.1 The Council is undertaking a formal tender process for this opportunity and all prospective organisations will have to:
- Respond to the advertisement and request a Selection Questionnaire via the Kent Business Portal. This is a standard Crown Commercial Service Selection Questionnaire (SQ). The SQ must be used by contracting authorities in England and those in Wales and Northern Ireland that exercise wholly or mainly reserved functions for procurements above the EU thresholds. The SQ requires prospective suppliers to self-certify their status against the exclusions grounds and the selection criteria. The SQ process will include a financial standing evaluation of the prospective supplier.
 - Provide references where applicable
 - The shortlisted suppliers will be required to provide the detailed proposals as listed at 1.8 above at the Invitation to Submit Proposals stage.
 - The Council will undertake a formal evaluation of proposals in line with the state evaluation criteria.
 - The Council will select a Preferred Bidder and complete final negotiations /contract terms “fine tuning” and agree a Contract Commencement Date.
 - The preferred Bidder will be required to complete all planning applications, site surveys and any other regulatory requirements before the Commencement Date.

Draft Heads of Terms

- 8.1 These draft heads of Terms will form the basis for the lease of the site and the user agreement conditions that apply to the operation of the development.

Draft Heads of Terms	
1 Property	Fleet Leisure, Nelson Road, Northfleet, Kent, DA11 7EE
2 Transaction	Grant of a new lease of the proposed site.
a) Parties	Landlord, Gravesham Borough Council Tenant TBA
b) Annual Rent	Peppercorn
c) Term	Fifty (50) Years plus option to extend for a further Fifty Years
d) Use	<p>Use as a sports and social club including sport social health fitness education and nursery / crèche facilities in support of the local community and offices ancillary thereto including opportunities for free informal recreational use .</p> <p>The following activities may not be carried on upon the Premises:</p> <ul style="list-style-type: none"> • events of a political nature; • events that by their nature are likely to cause offence: • circuses fairground amusements and any event involving animals (save for any domestic animals); • the consumption or sale of illegal substances; • the consumption or sale of alcohol other than in any part of the Premises which may be licenced for such purpose;
e) Development, Repair, decoration, maintenance of grounds and site security	<p>Tenants Responsibility</p> <p>Tenant's has the right to make structural and non-structural alterations and improvements, subject to obtaining all appropriate consents in writing, including Landlord's, prior to commencing works on site.</p>
f) Alienation	The Tenant can assign the whole or sublet the whole or part with landlord prior consent. Assignment of part is

	not permitted.
g) Public Liability	Tenant to keep the landlord fully indemnified and include liability insurance at least [£]10 million
h) Fixtures and Fittings	Tenant's Responsibility
i) Charging	Not to charge the Premises without the Landlord's prior consent
j) Other terms	As agreed between the parties
3 Costs	Each party is responsible for its own costs
4 Any other information	<p>This lease is to be considered alongside the User agreement which shall be reviewed from time to time in line with changes in Council policy.</p> <p>In the event that the tenant does not substantially complete all the agreed works by the fifth anniversary of the lease that the landlord can forfeit the lease.</p>
User Agreement	
Parties	As Above
Term	As above with Review dates each [10] Years
Grant/Rent	Peppercorn Rent, no Grant
Facility and Site Use	<p>Sporting and Recreational Use only with selected Performance Indicators and target users e.g.</p> <ul style="list-style-type: none"> • Young People, Male/Female split, number of core teams, total user numbers at site, number of core activities etc. • Football development - small sided games and full size provision, including coach development schemes, player pathways, holiday activities etc ▪ Complementary sporting and recreational activities that address some of Council priorities ie. <ul style="list-style-type: none"> ▪ Safer Gravesham: <i>where local residents and visitors can live, work and travel in a safe, clean and green borough;</i> ▪ Stronger Gravesham: <i>a healthier more cohesive community where children have the best start in life and people are proud to call home;</i> ▪ Sustainable Gravesham: <i>a thriving and</i>

	<p><i>sustainable local economy, built on the foundations of high quality regeneration and development projects;</i></p> <ul style="list-style-type: none"> ▪ Sound and self-sufficient council: <i>a well-run and innovative council supporting its staff to realise commercial opportunities whilst transforming its services to deliver at the best possible value for money.</i>
Termination	<p>The Council shall have the right to terminate the Agreement in the event of material breach (e.g. liquidation of lessee etc.).</p> <p>In the event of termination the lease shall automatically terminate.</p>
Assignment	As per lease provisions.

Summary and Conclusion

- 9.1 This prospectus outlines the Council requirements, process and restrictions on the site. Prospective suppliers should undertake their own investigations into the site, its condition and their own research into the proposed developments.
- 9.2 Any proposals must include the full funding sources for any development and address the conditions contained herein. Submissions will be evaluated on the quality of the proposals and the revenue and capital sustainability.

Site visits can be arranged by contacting;

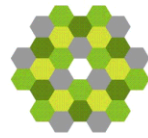
Adrian Hickmott,
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Gravesham Borough Council,
Civic Centre, Windmill Street,
Gravesend,
Kent DA12 1AU
Tel. 01474 337322
Email: adrian.hickmott@gravesham.gov.uk

- 9.3 All prospective suppliers must complete a standard Selection Questionnaire and those selected for the shortlist will be sent an Invitation to Submit Proposals documents and all necessary forms for completion. This is a formal tender process conducted under EU procurement regulations

Appendix 1 - Plan of Site

HM Land Registry
Official copy of
title plan

Title number **K493275**
Ordnance Survey map reference **TQ6372NE**
Scale **1:2500 reduced from 1:1250**
Administrative area **Kent : Gravesham**



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