

**LONDON BOROUGH OF LEWISHAM**

**EXPRESSION OF INTEREST**



**Ladywell Arena – Community Lease**

**August 2021**

**LADYWELL SPORTS ARENA**

**Introduction**

Lewisham Council is reaching out to the community in order to see if there is an appetite to commence negotiations with the Council around entering into a lease arrangement for the continued provision of sporting and other community use at Ladywell Arena.

A simple form is attached to this EOI and it should be completed and submitted to lewisham.procurement@lewisham.gov.uk by 5pm on 4th October. EOI’s that meet the expected criteria (explained below) will be invited to engage in a tendering exercise which will include submissions of a business plan and method statement.

At this stage it is very much an exploratory exercise with little in the way of pre-determined requirements. We would however expect the booking arrangements of existing clubs to be honoured, that the facility supported the objectives of the (draft) Lewisham sports and physical activity strategy and that the successful organisation brings additional social value.

We would also hope that the successful organisation invested their time and energy in developing ideas about diversifying and extending the use of Ladywell Arena to new audiences through creative solutions and establishing new partnerships. The Council has an expectation that the successful organisation will generate inward investment during the term of the lease and we fully anticipate that existing groups may come together and work in partnership.

We expect interested parties to discuss their plans with London Sport before submitting an EOI, who are on hand to provide support and mentoring for all interested organisations. This is to ensure that interested parties aims/intentions align with local and national plans for sports development.

Organisations that are invited to engage in the should also work with London Sport to develop a community model of operation at Ladywell Arena to ensure that the facility serves the needs of the local community and encourages an increased usage of the facility for diverse audiences and markets. Communications with London Sport should be directed to Chris Donkin - Strategic Lead for Facilities and Urban Spaces – Chris.Donkin@londonsport.org and Janna Scott – Relationship Manager (Lewisham) - Janna.Scott@londonsport.org

**Location:**

Ladywell Arena is located on Silvermere Road in Catford within a central position within the London Borough of Lewisham, close to the centre of Catford in the SE6 postcode.

The Arena is served by the Catford and Catford Bridge railway stations and several local bus services. It is close to the South Circular Road (A205) and there is limited car parking to the front of the pavilion. On street parking exists (payment required).



**The Facility –**

Ladywell Arena has its own single storey pavilion building which was opened in 1997. The Arena has the following core facilities:

* A six-lane floodlit all-weather 400 metres athletics track (10 lane straight) and ancillary field events (surface refurbished in August 2010)
* A Southern Counties East League floodlit football pitch Step 5 (floodlights upgraded September/October 2010)
* A 27 station fitness centre with a combination of cardio-vascular and resistance equipment – pat tested
* Male and Female Changing facilities
* Club room with servery
* An Equipment store
* 2 shipping containers for storage
* A Staff office.
* 100 seater covered stand

**Condition Surveys**

 The Council commissioned a building condition survey in 2020 and that will be shared with successful groups once the EOI stage has been completed. It will be accompanied with a schedule of works that have been completed since along with certifications for statutory inspections.

 Furthermore the athletics track has commenced the process of seeking accreditation through the Trackmark scheme. Finally, the Council will be able to share an indicative grounds maintenance plan for the grass infield.

**Throughput figures**

 Ladywell Arena has a steady footfall of visitors throughout the year. The main user groups are individuals using the track and gym, school curriculum and sports day use, club athletes and those associated with the football clubs.

|  |  |  |  |
| --- | --- | --- | --- |
|   | 2018/19 | 2019/20 | 2020/21 |
| Users | 38,100 | 33,300 | Not available due to COVID |

**Financial performance**

The operational figures for the Facility for the last three financial years (excluding any management fee received by the current operator) is shown in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2018/19** | **2019/20** | **2020/21** |
| Income £ | £58,000 | £60,000 | £57,200 |
| Expenditure £ | £249,000 | £227,000 | £243,700 |
| Net Cost £ | £190,000 | £167,000 | £186,500 |

According to the data provided by our previous leisure management contractor, which had charitable status, the largest income headings in 2020/21 were Memberships (£31,000) and outdoor sports (£22,700). Of the £243,700 expenditure in 2020/21, the main items of cost was staff related costs at £122,400, £27,000 was PPM, £19,700 utilities, £18,100 equipment, £17,200 cleaning and £16,900 irrecoverable VAT.

The National Non Domestic Rating (NNDR) costs are excluded from the calculations above. The current Rateable Value of the premises is £35,000. Subject to qualifying, the lessee will not be required to pay costs associated with NNDR. 80% mandatory relief is available and the Council has allowed for the remaining 20% discretionary relief in its calculations.

**Lease details**

A Lease will be drafted with the intention of providing a fair and equitable share of risk between the community organisation and the Council. The Council is committed to working with community groups and local people to ensure that the management of these community facilities is successful and sustainable in the long-term

We envisage that the term of the Lease will be a minimum of ten (10) years. A longer term lease may be considered to reflect the need for security of tenure to assist with the application of capital grants. The lease will contain break clauses aligned with agreed milestones.

The rent for the lease has been valued in the region of c£35,000 to £45,000 per annum. However, the Council is prepared to consider a reduced rent for the right partner, with the right proposal.

It is anticipated that the lessee will take on full repairing responsibilities for the buildings and attached facilities. It is recognised that some groups may need time to develop the asset to its full potential and therefore, where appropriate a phased approach may be adopted for rental and repairing obligations.

**Grant Funding**

The site has been the beneficiary of several grants over the last 15 years. Any obligations to the grant giving organisations will be shared directly in negotiations.

**Outputs and Outcomes**

It is expected that Ladywell Arena will continue to contribute towards the borough wide priorities for sport and physical activity in Lewisham. Our (draft) Physical Activity Strategy outlines the vision for the next ten years and is replicated below.

The vision for this strategy over the period up to 2031 is set out below.

|  |
| --- |
| **Get Lewisham Moving – Our Vision for a More Active Borough****To create a whole systems approach to physical activity which will transform the health, well-being and quality of life of all Lewisham residents by supporting them to become more active in their daily lives** |

Through this, the Council will, in partnership with other organisations, seek to:

1. **Encourage an active lifestyle for all residents across their life-course.**
2. **Develop active environments for physical activity that are welcoming, engaging and easy to access for all people.**
3. **Tackle (mental and physical) health inequalities across the Borough by facilitating opportunities to increase physical activity levels.**
4. **Provide a physical activity offering that matches the needs of our diverse community and enables our least active residents to become more active.**
5. **Promote activities that support the almost active population to make healthy choices and develop sustainable activity habits for life.**
6. **Support those who are already active to sustain their active lifestyle habits.**

Alongside this overarching strategy is a (draft) built facilities strategy which recommends that Lewisham Council investigates the opportunities for a community asset transfer of Ladywell Arena.

Enhancing social value for the local community is an integral part of any partnerships Lewisham Council enters into; as such a number of EOI submissions should make reference to the additional social value the organisation will offer to Ladywell Arena. The following heading should be considered when filling in the below EOI form.

* Employment, skills and the Economy
* Greener Lewisham
* Making Lewisham Healthier
* Training Lewisham’s Future

Examples include the number of Lewisham residents employed or on apprenticeship/work experience schemes, reduction in carbon footprint, support of healthy living initiatives and involvement in accreditation schemes.

The Council is committed to protecting the interest of existing users. Any incoming organisation would be expected to honour the bookings of the current facility users (noted below):

* Lewisham Borough Football Club
* Forest Hill Park Football Club
* Kent Athletics Club
* and S Factor Athletics Club

New groups from all sections of the community should be encouraged (especially for traditionally under-represented groups) to ensure a wide and varied programme whilst protecting the quality of the playing surfaces.

**EXPRESSION OF INTEREST GUIDANCE**

The Council has a strong focus on developing community facilities within the borough and is committed to working with community groups and local people to ensure that the management of these community facilities is successful and sustainable in the long-term.

Ladywell Arena already has strong local community links and would expect that these connections will continue. Whilst the selected organisation will be allowed some flexibility in how it approaches matters, those organisations which can demonstrate a desire to build capacity and attract further investment to the site would be treated favourably. As previously mentioned, we would strongly encourage all interested parties to make contact with London Sport to discuss plans and to explore how the site can be used to get more people active from the local community.

The Council is seeking the selected organisation to provide financial security, increased recognition of the Sports facility and organizational capacity. In return for this, the Council wishes to grant a lease to the chosen operator.

Following the final tender exercise, we would expect the successful bidder to have either a good track record in delivering these sort of services and / or can demonstrate a detailed business plan with expenditure and future income projections and longer term site objectives.

The criteria set out below allow the council to judge whether an application is likely to satisfy each of these factors in an objective and consistent manner and are based on our standard criteria used for assessing proposed schemes.

Please use the form below to submit your Expression of Interest. Where the Expression of Interest is being submitted on behalf of more than one organisation working in a consortium or partnership, please provide relevant information for all of the organisations involved.

If you wish to submit any other documents with your Expression of Interest please ensure that these are listed at the end of this form.

Any further questions on the EOI process or about the building and facilities available should be directed to the following contacts within the Council.

**EXPRESSION OF INTEREST FORM**

1. **NAME OF ASSET:**

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| --- |
|  |

1. **YOUR DETAILS:**

|  |
| --- |
| **Full name of your group / organisation**  |
|  |
| Other names commonly used:  |
| Address: |
| Telephone: |
| Post code: |
| Email address: |
|  |
| Website: |

|  |
| --- |
| **Main contact**  |
| Full name:  |
| Position:  |
| Address: |
| Post code:  |
| Email address  |
| Daytime phone number:  |
| Evening phone number:  |
|  |

1. **WHAT TYPE OF ORGANISATION / GROUP ARE YOU?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Please tick (√)** | **Type** | **Please tick (√)** |
| Partnership | [ ]   | Constituted Group | [ ]   |
| Company Limited by Guarantee | [ ]  | Newly formed group for asset transfer | [ ]  |
| Charity (what is the charity number?) | [ ]  | Voluntary Organisation | [ ]  |
| Community Interest Company | [ ]  | Friendly Society | [ ]  |
| Public Sector | [ ]  | Co-operative society | [ ]  |
| Industrial and provident society | [ ]  | Unincorporated association | [ ]  |
| Unincorporated social enterprise | [ ]  | Other [please state] | [ ]  |

1. **WHAT SKILLS DOES YOUR GROUP / ORGANISATION HAVE?**

Please provide evidence that you will be able to provide the service in future if successful. (E.g. relevant experience, current or planned organisational development)

|  |  |  |
| --- | --- | --- |
| **Skills** | **YES/NO** | **IF ‘YES’, PLEASE GIVE FURTHER DETAILS** |
| Management |  |  |
| Financial Management |  |  |
| Marketing |  |  |
| Community Knowledge |  |  |
| Partnership Working |  |  |
| Managing facilities  |  |  |
| Human Resources |  |  |
| Business Planning |  |  |
| Legal |  |  |
| Fund Raising |  |  |

1. **WHAT RESOURCES DOES YOUR GROUP / ORGANISATION HAVE ACCESS?**

This section should include of any financial support such as grants.

|  |  |  |
| --- | --- | --- |
| **Resources** | **YES/NO** | **IF ‘YES’, PLEASE GIVE FURTHER DETAILS** |
| Finance [own] |  |  |
| Finance [Grant sources] |  |  |
| Marketing |  |  |
| People |  |  |
| Time |  |  |
| Capital |  |  |
| Revenue |  |  |

1. **WHAT ARE YOUR PLANS FOR THE ASSET?**

Include details of activities and services you are proposing to undertake. This should include the plans you will develop, resources will you apply and what outcomes would you seek to achieve in running the service. (Limit 2000 words)

|  |
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|  |

1. **HOW WILL THE COMMUNITY BENEFIT FROM THE PROPOSAL?**

Please be specific about activities/sessions that will benefit the demographics of the local area. Please align this section to the Outputs and Outcomes section above paying particular attention to the physical and mental health benefits on offer. (Limit 2000 words)

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1. **Please explain any facility management experience your organisation has.** (Limit 1500 words)

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1. **FURTHER SUPPORTING INFORMATION**

Please make reference to any relevant research and consultation, including any that you have carried out. Please also note here any attachments which are included with this form. (Limit 1500 words)

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|  |

1. **SIGNATURE**

I confirm that the information contained within this form and any appendices are a true and accurate representation of the organisations submitting this Expression of Interest.

|  |
| --- |
| **Name (print) (Sign)** |
| **Position in organisation:** |
| **Date:** |

**Please return completed form to:**

|  |
| --- |
| *Communities to add* |