



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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BIDS INVITED

PROVISION OF A NURSERY AND PRE-SCHOOL SETTING

THORPE ASTLEY COMMUNITY CENTRE

Lakin Drive, Thorpe Astley, Leicester, LE3 3RU.

BIDS ARE INVITED from suitably experienced providers for a license to occupy at Thorpe Astley Community Centre, LE3 3RU for the provision of a nursery and pre-school from Tuesday 26th August 2025:

- The Early Years provider shall provide a nursery/pre-school and pay Braunstone Town Council a fixed fee for the license to occupy during the hours of operation.
- The provider will be in receipt of all incoming monies to the Early Years Childcare.
- The Council will bear the cost of the general rate, heating, lighting, general power and water rates.
- The provider will bear the cost of leaving the Main Hall, outside play area and the kitchen in a clean and tidy state after use by the nursery/pre-school.
- General cleaning will be undertaken by the Council and all other areas of the premises will be cleaned at the expense of the Council.
- The provider shall be responsible for the payment of all Government dues involved in running the Service, including VAT, Income Tax, National Insurance etc and shall, if requested provide the Council with evidence of having done so.

Specification and bidding documents are available from Braunstone Civic Centre, Thorpe Astley Community Centre and the Braunstone Town Council's Website: www.braunstonetowncouncil.org.uk

Bids must be in the form prescribed by the Council and delivered enclosed in a plain, sealed envelope, endorsed "Bid – Thorpe Astley nursery/pre-school" to the Office of the Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP, not later than:

9am on Monday 30th June 2025

For further questions and a site visit, please contact the Office of the Chief Executive & Town Clerk (contact details above).

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

Signed:

Darren Tilley, Chief Executive & Town Clerk

Dated: 13th June 2025

Location

Braunstone is the largest civil parish within the district of Blaby in Leicestershire and one of the largest parishes in England (494 hectares). The electorate is 12,473 and there are 7,112 households.

Braunstone Town is suburban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is the Braunstone Park estate. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley.

The Council

Braunstone Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader of the Council and Deputy Leader of the Council.

The Town Council provides a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

We exist to ensure that local services and the environment reach the highest possible standards, within the resources available, for citizens, visitors and those who work in Braunstone Town:

- *to provide a focus for civic pride;*
- *to listen, identify and respond to agreed local needs; and*
- *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

The Council was granted Quality Status in February 2004, re-accredited in January 2009 and was awarded Foundation status under the Local Council Awards Scheme in January 2014.

Thorpe Astley Community Centre

The Thorpe Astley Community Appraisal in 1999, received survey responses from over 500 Thorpe Astley residents of all ages, this appraisal identified a potential need for a Playgroup/pre-school.

When the community centre opened in October 2010, an early years' pre-school was provided during school term time from the main hall by Kidaroo Childcare Ltd. Kidaroo operated the setting until July 2017.

At that point the Council reviewed options and determined that it would invite prospective organisations who provided Early Years Childcare to bid for a bespoke hire contract from September 2017.

Pop Up Care Clubs (Thorpe Astley) was awarded the contract and operated an early years' childcare setting through to May 2025.

Vacancy

Given there has been early years childcare provision, which has been in place since the opening of the Community Centre in 2010, and has been popular among local residents, Braunstone Town Council is seeking a new early years' provider. Provision of early years childcare would meet the aspirations of the community appraisal and the primary purpose of the building as a local community centre.

From Tuesday 26th August 2025, a regular slot is available any time between 8am and 6pm Monday to Friday (excluding Bank Holidays) for an Early Years' Provider who is able to run a setting from Thorpe Astley Community Centre.

Bidding Process

The approach, whereby potential providers bid for a license to occupy the premises during the hours of operation under a tailored set of contractual terms allows for a balance to be struck between operational sustainability for a provider, fairness of opportunity for potential providers and protection of public resources.

Setting

The pre-school is provided from the Community Centre using the Main Hall (maximum room capacity 80); with access to an outdoor play area, storage space, shared use of the kitchen and children's toilet facilities.

The Main Hall is hired to other parties outside the hours of provision.

Contract Provisions

The bespoke template contract, for a pre-school provider to operate a setting from Thorpe Astley Community Centre includes:

- use of the Main Hall during the operating hours for the setting (approximately 30 children),
- exclusive access to Children's Toilet facilities,
- a secure private outdoor play area,
- storage, and
- the following shared facilities: staff kitchen, foyer, general toilets and free onsite car parking.

The Council meets the cost of Non-Domestic (Business) Rates, utilities (electricity, heating, water), maintenance, general cleaning and general waste and recycling collection.

Payment can be made monthly or weekly and in different proportions over the academic year.

A copy of the proposed template Licence Agreement is enclosed with the bidding documents and will be tailored to the specific needs and offer of the successful nursery/early years' provider.

Context

The current Standard Hire Cost for the Thorpe Astley Main Hall is £13.70 (exempt from VAT) per hour.

Illustrations based on the above example: Monday to Friday (excluding Bank Holidays) per annum:

- 51 Weeks of the Year at 10 hours per day, excluding Christmas Day to New Years day (inclusive): £34,250
- School Term Time (38 Weeks) at 10 hours per day: £25,893
- 51 Weeks of the Year at 6.5 hours per day, excluding Christmas Day to New Years day (inclusive): £22,263
- School Term Time (38 Weeks) at 6.5 hours per day: £16,830

However, Braunstone Town Council recognises the financial pressures and regulatory environment faced by the Early Years sector; therefore, in negotiating and agreeing a bespoke hire agreement and a price it will strike a balance between covering costs, income and meeting the demand in the community for access to nursery and pre-school provision.

Bidding and Appointment Process

The following is the timescales for bidding, assessing and awarding the bespoke hire agreement to a suitable provider to provide early years childcare from Thorpe Astley Community Centre:

- a) advertising the opportunity and inviting suitable providers – June 2025;
- b) Town Council officers will be available for meetings and showing prospective providers around the premises;
- c) **Closing Date for submission of bids – 9am Monday 30th June 2025;**
- d) Interview Panel (two Councillors and the Chief Executive & Town Clerk) to be scheduled – Thursday 3rd, Friday 4th or Monday 7th July;
- e) By Tuesday 8th July, Chief Executive & Town Clerk, having received interview panel recommendations, to determine tenders received and determine awarding the contract to a suitable provider;
- f) By Wednesday 9th June – successful provider contacted and offered the contract;
- g) Before the end of July – arrangements made to sign the contract;
- h) **Tuesday 26th August 2025 earliest date for License to Occupy Agreement to commence.**