

SCHEDULE I

Hervey Road Playing Field

Specification /Project Brief, June 2015

I. Background

Hervey Road Playing Field is located in the Kidbrooke with Hornfair ward and covers an area of 4.8 hectares. It was used as a sports ground until 2002 and has since had limited and informal use by Blackheath Bluecoat school and the local community. Due to the closure of the school in August 2014 this informal use has ceased.

The site is bound on all sides by residential housing and is the subject of considerable local interest, with a prominent Friends of Hervey Road Playing Field group being established to maintain and protect the field. The previous buildings which occupied the site were demolished in 2002 and included a two storey sports pavilion and a grounds keeper's house. Since this time the field has been maintained by the Councils Parks Department. However, no replacement sports pavilion was ever built, which meant the field went into disuse from organised sports and physical activity.

A feasibility study was undertaken by consultants Sports Solutions in 2012 on behalf of RBG in order to assess the potential re-opening of Hervey Road and to provide options for the sites' development and improving the delivery of sporting opportunities (Appendix 1).

A further feasibility study on the condition and potential of the field ground conditions was completed in October 2011 by TGMS Ltd. (Appendix 2). The pitch layout suggested within the report by TGMS is not fixed and the council is looking for innovative proposals which will ensure the fields sustainability.

2. The Council's Vision

To deliver the Council's ambition of delivering a high quality, inclusive and accessible community sports facility for Royal Greenwich residents. The playing field will need to offer a wide range of sporting activities for all age ranges and abilities and improve opportunities for people to participate in sport and physical activity.

It is the ambition of the council to bring the playing field back into use and be fit for purpose. Consequently, capital funding of £995K has been secured for the restoration of the field. And will be carried out by the council prior to the preferred bidder being in operation. The site will need to be self-sufficient as no subsidy will be given by the authority.

The proposed facilities to be provided at the site, subject to funding include:

- Resurfaced car park and entrance
- Centre hub building including café facilities (modular building)
- Floodlit MUGA to include cricket nets
- Drainage system
- Grass cricket table and artificial table.
- Inclusive playground

Alongside sports facilities the Council welcomes proposal for the development of part of the site to be allocated for inclusive play facilities that are accessible for children with moderate to severe disabilities. The Council will be responsible for the project management and construction of the modular building, MUGA, car park and general field conditions and infrastructure.

The selected operator(s) will be responsible for the day to day management of the site. Due to the project timeframes it is anticipated that the preferred operator will be involved with the final layout and design of the field. Therefore, suggested designs for the field are welcomed within bidder's submissions, any suggestions need to be fully priced.

3. Desired Outcomes

- A new high quality building to provide sports facilities at the site by May 2016.
- The provision of high quality, inclusive and accessible sports opportunities for all.
- Fully functional and successful operational management of Hervey Road Playing Field.
- A sustainable project that will self-fund and provide continuous improvement.
- Maximise future funding bid opportunities and benefits for RBG and site users.

The Council is keen for the site to include a full size floodlit 3G pitch to the north of the field and the cricket pitch re-located to the south of the field, subject to field conditions.

The Council is open to considering an approach by which there is more than one delivery partner involved with the operation of Hervey Road.

4. The Council is looking for an organisation(s) that will:

- Work in partnership with the Council
- Actively engage with local stakeholders during the life time of the contract to improve the service offering
- Access external funding through partnership working with clubs, National Governing Bodies and funding agencies
- Provide a certain level of investment, to be determined through the bid submission process.
- Establish facilities and sports programmes for the benefit of the community and in so doing increase sports participation.
- Facilitate access to local schools.
- Develop a sustainable facility that can operate without public subsidy
- Deliver a year round sports programme that promotes community integration, health and well-being.

The Council in partnership with the London Marathon Charitable Trust has allocated £600,000 partnership funding for a capital development programme that can deliver on some of these objectives. To clarify, this funding has already been designated for the construction element of the project and is not available for alternative uses by bidders.

The Council's preferred bidder will be required to manage the day to day operation of the site once the capital developments have been completed. The day to day operation includes but is not limited to:

- Grounds maintenance (to include litter picking)
- Site security
- Programming the site
- Cleaning
- Facility maintenance
- Café/social space
- Site bookings
- Administration and back office functions, to include financials

Under no circumstances will the Council reimburse the Organisation for time or resources allocated for the purpose of, delivering this tender or wider project objectives.

5. Future Development of the Site

The Council is seeking a 10-year business plan, suggested field layout proposals and appropriate method statements, as part of the submission for the site.

The operation of the site must be self-sufficient, the council will not consider a subsidy position.

The Council advocates that bidders consult with local stakeholders, community organisations and where appropriate NGB's and funding agencies in the development of a submission.

Consideration will be given into any innovative proposals for the site as long as the proposals take into account the Deed of Dedication to protect the field in perpetuity and any grant funding conditions.

Any added value proposals are required to be fully costed, with narrative surrounding the benefit of any proposals as part of bidder's submissions.

6. The Lease

The Council advocates that bidders consult with local stakeholders, community organisations and where appropriate NGB's and funding agencies in the development of a submission.

Subject to the tender submission, the Council will enter into discussions and agree draft Heads of Terms for the lease and a Service Level Agreement with the Preferred Supplier.

The proposed lease, terms and annual rental will be subject to further discussion with the preferred bidder. The Council will consider a lease up to 30 years to meet external funding requirements.

A rent subsidy is available to community organisations. The criteria used to evaluate a request for subsidised rent are that; the organisation must meet the Council's service and/or strategic objectives and its aims must be in line with the Council's vision and values.

1. Account should be taken of the organisations resources, how well it is organised, and its stability and future prospects.
2. Consideration of whether the organisations require full-time occupancy of the premises. Opportunities to share premises will be considered.
3. Consideration of the consequences for the Council if the organisation does not receive subsidised premises.
4. For sports clubs, Club Mark or NGB equivalent standard.

7. Construction Timescale

The new provision and services are planned to open in May 2016. An indicative programme assuming a single stage design and build approach has been compiled giving the following key milestones;

Appointment design team	June 2015
Specification & design sign off	July 2015
Planning submission	Aug 2015
Tender	Sept 2015
Contract award	Oct 2015
Works commence	Nov 2015
Sign off and handover	Mar 2016

Works to the playing field drainage will be seasonally dependant and the works programme should reflect this requirement.

8. Budget

The budget for the building provision within the overall scheme requirements is £500,000 and has been estimated by benchmarking against a similar recently tendered project. The overall project budget is £850,000.

An early cost appraisal will be required against the initial design brief to guide the project board on the budget allocation available for the procurement of the building in the first instance and the project plan for the subsequent delivery of other project elements. It is recognised that an initial order and works may be required to take advantage of the growing season for any fields based work.

9. Monitoring requirements

Regular reports on the delivery of the requirements set out in the Agreement will be made at quarterly intervals via agreed monitoring and reporting channels to the Council.

The information provided shall include but shall not be limited to the following set out:

- Sports delivered at the Playing Fields under all funding streams;
- Numbers of Service Users and percentage of these who are:
 - Greenwich Residents, with breakdown by postcode;
 - Gender;
 - Ethnicity; and

- Disability
 - Detailed information on the Schools engagement programme including , which Schools, and curriculum activities undertaken
 - Details of any other community engagement work undertaken

10. Guidance Note

The London Marathon Charitable Trust (LMCT) has confirmed that a grant of £600,000 is available to develop the site. However, the grant will be subject to approval from LMCT for the overall site development including operational management supplied as part of this tender package. The grant will be provided to Royal Greenwich for the project management and construction elements of the project, with the terms and conditions attached to the grant novated to the successful operator. Therefore, to confirm, all obligations attached to the grant conditions the operator will need to comply with in their entirety.

An additional £345,000 grant funding from Sport England has been secured. This includes £65,000 for protecting the playing fields and will be solely for the purpose of ground works needed to ensure the site is fit for purpose. Again, the terms and conditions associated with both grants will novate to the operator.

Both LMCT and Sport England Terms and Conditions can be found in Appendix 3.

A further £50,000 has been allocated by RBG for the development of inclusive play facilities at Hervey road that will enable children with moderate to severe disabilities to access sport.

The Council has also entered into a deed of dedication with Fields in Trust therefore the site “London Marathon Playing Field, Hervey Road” is now protected in perpetuity through a Deed of Dedication with Fields in Trust. This can be provided on request.

Please also note as part of the terms and conditions of the LMCT the site is to be called “London Marathon Playing Field, Hervey Road”.

11. Breakdown of Secured Funding

Source	Amount
London Marathon	£600,000
Sport England improvement fund	£280,000
Sport England playing fields	£65,000
RBG (disability play area)	£ 50,000

Total	£995,000
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12. Sport Development Plan

Please amend, adapt and populate as appropriate to your specific offering.

Sport/area	Where we want to be	Action/How we are going to get there?	
		Year	KPI
		Year 1	
		Year 2	
		Year 3	
		Year 1	
		Year 2	
		Year 3	
		Year 1	
		Year 2	
		Year 3	