



Invitation to Bid for the Provision of

A Sports and Community Hub at Langton Green at the Pavilion Building

Speldhurst Parish Council (SPC) and Langton Green Community Sports Association (LGCSA, a Registered Charity)



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1 - INTRODUCTION / OVERVIEW

The Pavilion building is a community for purpose building and sports hub. We are seeking a provider to hire the building on weekdays (Monday to Friday) for a minimum of 43 chargeable hours, within the general operating window of 8am to 9pm, with the potential to operate at weekends too but **only** providing the weekend operation is agreed with LGCSA, which is not a given. The provider may propose the detailed pattern of those weekday hours, subject to agreement and the existing community user arrangements set out under Policies. The building has permitted use for *“Community and Social Uses (as well as a sports pavilion) to be used for the benefit of the local community, including the Parish, the local public at large, or a local club, society, group or individual”*. As such, we would like a CIC to provide an inclusive service for the benefit of the whole community from babies, teens, adults, elderly, and particularly those who are vulnerable and need support.

Physical and mental wellbeing is a key driver for the hub, and we are very keen to provide a place that is welcoming, where people feel comfortable using the hubs services for both physical and mental wellbeing.

It is envisaged that the hub will consist of a café that is relaxed, inviting and provides good quality healthy food in line with our wellbeing values.

Phase 1

A clear description of the community hub, including its location, size, and function, within the building layout is detailed below.

The Langton Green Pavilion is a building located at What3Words [///outfitter.vowing.gently](https://www.what3words.com/#!/outfitter.vowing.gently) - within the Langton Green Recreation Ground, TN3 0JJ.

style classrooms, and works of that nature. These refurbishments have the potential to increase footfall to the space in general, but also for the chosen operator to assist in the advertisement, hire or direct usage of the new spaces created.

Community hub purpose and operational model including measures for success.

As a community hub we envisage that the provider would work with SPC and LGCSA to help secure grants and donations to subsidise running of the hub. We understand that the social enterprise income is important, and we would like you to think about your business operating model and how this will help the community hub become sustainable.

Some activities can generate income to cover their costs in full. Some will cost money and generate no income but provide significant social value. Many will fall somewhere in between, generating some income but not covering costs in full.

What we call the “value proposition” is the hub providing benefits to the local community. The “revenue model” is the hub providing a venue or activity that people or organisations are willing to pay for. This might also be income from grants and donations. The aim is to balance delivering what the community needs whilst bringing in enough income to sustain the hub over the long term.

Community hubs have an important role to play in supporting local communities. Developing a sustainable business model means that you are more likely to survive and thrive for generations of local people. The most common activities are:

- Community hall or meeting space.
- Health or wellbeing activities.
- Educational activities.
- Skills and employment training.
- Community cafe.

Activities delivered by others, using the community hub space include.

- Health or wellbeing activities.
- Educational activities.
- Sports or fitness activities.
- Other arts or cultural activities.
- Skills and employment training
- Private events
- Indoor craft and food markets

Our Vision

To embrace different ways of strengthening the Langton Green Community. We seek a partner to work with LGCSA on an ever-moving journey allowing the hub to grow with a clear aim of providing a community space that is:

- Open and accessible to the local community
- Provides services that the local community wants and needs
- Shaped by the local community and their needs
- Sustainable and providing value to all parties

2 - TIMESCALES

Stage	Activity / Milestone	Responsible Party	Target Date
1	Publication of bid documents and opening of process.	SPC	April 14 th , 2026
2	Clarification period – bidders may submit written questions; responses will be circulated to all bidders.	SPC	May 1 st
3	Deadline for submission of bids (no later than 12:00 noon on June 5th).	Potential Providers	June 5 th
4	Evaluation of submitted materials.	Evaluation Panel	June 15 th
5	Shortlisted bids invited to interview and present	SPC / LGCSA	July 15 th
6	Finalisation and approval of the hire agreement including terms and conditions.	SPC / LGCSA	August 3 rd Full Council
7	Evaluation report finalised and submitted for formal approval and appointment of preferred bidder.	SPC / LGCSA	August 15 th to August 30 th
8	Notification of award decision.	SPC	September 8 th
9	Finalisation and signing of Hire Agreement and Service Level Agreement.	SPC / Preferred Bidder	September 15 th
10	Mobilisation and transition period including stakeholder engagement and handover.	Provider/SPC/LGCSA	By October 19 th
11	Official Go-Live – commencement of Community Hub operations under appointed provider.	Provider	By October 19 th
12	CIC Formation Deadline.	Provider, if applicable	January 19 th , 2027

3 - SELECTION QUESTIONNAIRE

Pass / Fail Criteria

You must pass the below minimum requirements before completion of the Weighted Quality Questionnaire. Those who fail to meet the below minimum criteria will not be considered. The following will be disqualified:

- Applicants with a criminal record or CCJ
- Applicants who fail to produce one good quality reference from similar project or employer
- Applicants who have failed a DBS check or are unable to obtain one.

The following documents are required to be presented to us prior to the CIC Formation Deadline (approx. 3 months after notification of acceptance). We don't expect bidders to have these ready-to-go on day one – due to the work required to stand them up (and pay for insurances). Should any of these documents not be producible by the deadline, the contract will fail out.

- CIC registration details, including names of Directors
- Public indemnity Insurance
- Copy of relevant licences for proposed activities
- Food hygiene certificate min level 3

Financial

Answers to financial questions are needed for evaluation purposes. Previous business failures are not necessarily disqualifying and can be informational.

- Credit checks and scores
- Insolvency
- Your bid for hourly hire of the space. We are inviting bids for the hourly use at a minimum of, or in excess of, £12.50 an hour, which we believe to be competitive value for money compared to similar spaces in the local area. However, SPC will be heavily considering the social value delivered, and not only the income that the space may bring us.
- The agreed hire rates under this arrangement will be reviewed annually and set each March and may be increased in line with the Retail Prices Index (RPI).
- The building is shared occupancy, and the hirer will be responsible for 25% of the total energy cost of the building, subject to review; this aligns roughly with the minimum hours in this agreement. This is currently approximately £450 a month. We have a fixed rate for energy until December 2028. Attempts to lower the background use of energy for the building are actively under investigation.

Policies

Hire Agreement Term

The intended long-term arrangement is a three-year hire agreement.

Where the successful bidder is already operating through an established CIC, SPC may enter into the full three-year hire agreement from commencement.

Where the successful bidder is not yet operating through an established CIC, SPC expects to enter into an initial six-month agreement, to be followed by a further two-and-a-half-year term once the CIC is established and the required documentation has been provided to SPC's satisfaction.

The hire agreement will include appropriate break clauses and review provisions to protect the delivery of the Hub's community purpose and to address any failure to meet the standards required by SPC, including delivering community value.

Operating hours/existing community use

The minimum requirement for hire is 43 chargeable hours each week within the general operating window of 8am to 9pm, Monday to Friday.

The provider may propose the detailed pattern of those hours, but that pattern will be subject to agreement and must accommodate existing charitable and community commitments that the provider should continue to accommodate in the building.

By way of example, Mondays from 5pm onwards will remain reserved for existing LGCSA and dance class use and will not be available for the provider's exclusive use. This is currently the only reserved weekly slot, but a degree of flexibility is expected of the provider, as they should be aiming to enable charitable usage of the space outside of regular operating hours.

Those continuing activities form part of the Hub's overall community value and bidders should reflect them in their operating model and community benefit proposals.

Enabling others to use the space, and extended hire of the space.

Enabling charities to run events in the space is permitted at no more than the provider's own agreed hourly hire rate plus the 25% energy contribution for regular charitable users. This scenario will count positively towards your SLAs for charitable enablement and provision, both as one-off events and regular slots.

It is also permissible for the provider to take bookings for the venue for private functions during their nominal 43 hours a week at an hourly rate of their own discretion.

The provider may also request additional hire hours outside its regular 43 hours, for example for a private party or other one-off event, but those hours will be charged to the provider at a higher hourly rate than agreed in the bid, and will always be subject to prior approval and

availability checks with LGCSA, which may take time to secure, or be unknown far in advance.

Any use of the space not detailed in your submission must remain incidental to the operation of the Community Hub and must not become the provider's main income model.

The provider will remain fully responsible for all building access they arrange, including cancellations, supervision, unlocking and locking the building, cleaning, and any loss, damage or breakages arising from the use.

Other than the continuing LGCSA use arrangements, the appointed provider will be responsible for creating and managing any regular hire slots for the space, and SPC does not wish to separately create hire bookings for the space except with prior approval from the provider.

The provider is also expected to make themselves aware of, and create where necessary, the following policy documents which are to be made available to SPC on request:

- Any third-party use agreements and policies
- Risk assessments for the space and likely activities
- Equal opportunities
- Health and Safety policy
- Volunteering policy
- Data protection policy
- Children and vulnerable adults safeguarding protocol
- Managing conflict of interest (<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>) policy

Regulatory

- Evidence of Staff and Directors with DBS Certs and Safeguarding Training
- All providers of services for children are to provide DBS certs and evidence of safeguarding training

4 - KPIS / SERVICE LEVEL AGREEMENT

Adherence to our Service Level Agreement including Deliverables and Reporting arrangements.

The SLA will represent the minimum acceptable standards of delivery for the Community Hub; it will not be an exhaustive statement of the provider's obligations or aspirational targets. Performance approaching or falling below those minimum standards will indicate that the provider is failing to enable adequate community provision.

Our proposed SLAs include:

- 20 minimum charitable hours per month – defined as either a charity's use of the space, or the space being used in a non-commercial, community-first, manner.
- Ensure that the metrics defined under Annual Review are met (see below)

Annual reviews:

- Hire Agreement (charges and Terms of engagement)
- Annual review of your CIC accounts - Directors salaries to be reasonable and fair

Trimester Reviews for SLA Reporting

Stakeholder meetings between SPC and LGCSA and provider

These define your performance in the space and are the metrics by which the success of the space will be judged by SPC.

- Hub Activities in line with proposed operating model
- Operating hours = delivery of the agreed number of operating hours, including the minimum 43 chargeable hours per week
- Review of value proposition
- User satisfaction surveys, run by SPC in collaboration with the provider
- Services amended in line with customer feedback
- Social value impact
- Staff competence - e.g. food safety and training, safeguarding certs
- Grants, donations, fundraising
 - Do you strive to have a good mix of funding sources?
 - Please describe which sources, you will work with to access these funds.
 - Do you have examples of where you have done this before?
 - Are you prepared to support SPC and LGCSA to access relevant funding to subsidise the community hub?

5 - EVALUATION CRITERIA

- **Quality 65%**
- **Cost 35%**

Score	Criteria - Quality Questionnaire (65%)
0	Response is absent or wholly fails to address the requirements, providing no relevant information.
1	Insufficient response demonstrating minimal understanding of requirements with little or no supporting evidence.
2	Limited response with inadequate evidence and weak comprehension of key requirements. Provides little assurance of ability to deliver the contract.
3	Satisfactory response demonstrating moderate understanding, meeting basic requirements with some supporting evidence. Provides moderate assurance that the bidder has a methodology and capability to deliver.
4	A well-supported response with a clear grasp of the requirements, underpinned by relevant evidence and examples. The bidder provides a structured methodology and good assurance of delivery but does not demonstrate innovation or an outstanding level of expertise.
5	An exceptional response demonstrating a deep understanding of the requirements, fully supported by extensive evidence of experience and commitment to best practices. The response showcases a well-established methodology, innovation, and an outstanding level of expertise, providing maximum assurance of successful delivery.

1 – QUALITY; The evaluation team will agree a score for each quality question based on the scoring criteria above allowing for a maximum score of **65%**

The available scores for each question are shown next to each question

2 – COSTS; submissions will be evaluated using the following formula which is based upon scoring of the hourly hire rate of each bid allowing for a max score of **35%**

Please be mindful that whatever you propose in your quality response will be binding and will be reviewed in line with our Service Level Agreements and Key Performance Indicators.

6 – QUALITATIVE QUESTIONS AND INSTRUCTIONS TO COMPLETE

- Please submit a PDF or Word Document in size 12pt Arial font
- You must pass the minimum criteria to qualify for the bid process. Failure to do so will result in disqualification from this bid process.
- The overall evaluation is weighted 65% quality and 35% cost. Please refer to word count requirements for each question and max word count per question. Each quality question has a % mark allocated within the quality assessment.

Please respond to each quality question adhering to the maximum word limit per question.

Quality Questions	% of score	Max word count
<p>1 - Organisation Information</p> <p>About the bidder</p> <ul style="list-style-type: none"> - Legal status if applicable (CIC Limited by Guarantee / Shares) - CIC Regulator objectives, Community Benefit Statement summary (or proposed) - Mission and purpose - Governance structure 	5%	500
<p>2 - Relevant Experience</p> <ul style="list-style-type: none"> - Previous projects with local authorities - Track record delivering community benefit - Evidence of impact - Character or business references 	10%	500
<p>3 - Understanding of Parish Council Requirements</p> <p>Summarise your understanding of the project or specification issued by the Parish Council. Include:</p> <ul style="list-style-type: none"> - Purpose - Outcomes expected - Local needs addressed - Compliance with parish and local policies 	5%	500
<p>4 - Proposed Approach and Methodology. Delivering the service</p> <p>a. Explain how the work will be carried out, including:</p> <ul style="list-style-type: none"> - Activities - Timeline - Staffing - Risk management - Safeguarding (as applicable) 	15%(overall) 5%	500 500

<p>Key Stakeholder engagement</p> <p>Stakeholder engagement is essential to ensuring that the operation of the provider runs smoothly. Please specify who the key stakeholders for the operation will be and how you will engage and keep the communication lines open between these parties.</p>	10%	1000

Please note that SPC is not liable for any costs that the provider has incurred while completing this bid process.