

KIDWELLY TOWN COUNCIL

TENDER OVERVIEW DOCUMENT FOR THE

MANAGEMENT LEASE

OF

THE PRINCESS GWENLLIAN CENTRE SPORTS HALL

AND ANCILLARY FACILITIES

AT

HILLFIELD VILLAS, KIDWELLY.

1 INTRODUCTION

- 1.1 The Princess Gwenllian Centre comprises two linked buildings that accommodate the Sports Hall with ancillary facilities along with the offices of Kidwelly Town Council.
- 1.2 The site is made up of the buildings and land outlined in red on the site plan in Appendix A. Additional land outlined in blue is supplementary land to be included in the lease if agreed to by both parties. Buildings and land outlined in green will not be part of the lease, being retained by Kidwelly Town Council for its sole use. **Note that these plans are indicative at this stage, being open to negotiation and agreement prior to signing of lease.**
- 1.3 The main Sports Hall building was constructed prior to its official opening in 2000, being run by an operating trust, now dissolved. The rear of the building was extended by constructing a first-floor extension serviced by an external lift and internal stairs in 2008. In 2016, construction began on the adjoining building which houses ancillary space for the Hall asset, along with permanent offices and storage for Kidwelly Town Council. Plans of the two building are in Appendix B.

2 PROPOSAL

- 2.1 The facility will be let on the basis that the consolidation and expansion of the existing community centre will be undertaken to develop a successful and sustainable community orientated resource, based upon seeking to add to the range of events and activities at the community centre, by offering a range of facilities for public and private use, meeting local needs for active volunteering, and identifying gaps in local provision.

2.2 It is proposed that the successful tendering Management Company will be granted a long-term lease of the property - the term to be agreed between both parties. Under the terms of the lease, Kidwelly Town Council will be responsible for insuring, repairing and maintaining the external and structural envelope of the buildings only. The Management Company will be responsible for paying all outgoings and utility charges for the property to include service contracts and appropriate insurances to cover fixtures & fittings and land features under its remit, third party liability etc.

2.3 The Management Company will be allowed to operate a Licencing system to engage other long-term users, for example, the Sports development section of Carmarthenshire County Council has expressed an interest in block booking for providing facilities for its local communities in order to meet wellbeing targets.

2.4 Interest has also been expressed by a private individual in constructing a stand-alone gymnasium. Also, previous interest has been expressed by a volunteer/action group for the provision of a skateboard facility.

3 **THE TENDER**

3.1 Your tender documentation will consist of the tender reply form and documentation based on the business plan template, provided in Appendix C.

3.2 The price you submit for the annual rental is to allow for a ___% premium of the annual net profit to be paid to KTC at the end of each trading year's certified accounts. (Certified Accounts to be made available to KTC). **This item is negotiable.**