

# Community Asset Transfer opportunity

July 2023 – October 2023

**new community centre**  
10 St Peter's Way, Manor Farm  
Bristol  
BS10 5FQ



**Bristol City Council is inviting community-focused organisations or partnerships to submit an Expression of Interest in managing the new community facility in Manor Farm.**

**This document explains what is on offer and what we require from the successful bidder.**



## Prospectus for organisations wishing to express an interest in managing the proposed St Peter's community facilities, Bishopthorpe Road, Bristol.

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Bristol City Council would like to invite expressions of interest from suitably experienced and constituted organisations or partnerships that may wish to take a Lease of the new community facilities that are currently under construction on the St Peter's site in Bishopthorpe Road. This document sets out what is on offer and what we require from the successful bidder.



*View along Bishopthorpe Road, new houses on the left*

### **Background**

St Peter's was an elderly persons' home that was constructed in the 1950s on a 0.83 acre site on the corner of Bishopthorpe Road and Maskelyne Avenue. The home was closed in April 2014 as part of the Review of Residential Care. The building has since been demolished, but photographs of the old building can still be viewed on [Google Streetview](#).

When the home was closed, an expression of interest was received from the local community for the creation of a community centre as part of any future development on the site. The local community had for many years raised the lack of community facilities in the Manor Farm area, the residential community between the new Southmead Hospital and Horfield Common. The area has historically suffered from high levels of deprivation and continues to rank highly in the Indices of Multiple Deprivation. Following a campaign by the local community, supported by local councillors and the local MP, the Council agreed to fund the inclusion of a new community facility within the proposed housing development.

Community-focused organisations or partnerships interested in managing the new community centre are asked to submit a written Expression of Interest as part of the CAT process (see below). The community centre will need to be entirely self-financing and will not receive any funding or support from the Council.

## About the property

The St Peter's development consists of 28 social housing units and a community facility. Construction started in November 2022 and is scheduled to be completed by March 2024, but this could be subject to change. It is located in a residential area in North Bristol, opposite a convenience store and two fast-food outlets, and approx 0.4 mile from the Gloucester Road (A38) and transport links. Please [click here](#) for a Google Streetview photo of the site whilst under construction.

The new community centre will be located on the ground floor of a small two storey block of residential units that forms part of the St Peter's development. The site is Council-owned and the development, including the community centre, will be managed by the Council.

The provision of a community centre on the site takes up the space of three residential units. The building has been designed so that the space can be converted into additional housing units relatively easily, should the community facility prove not to be viable in the future.

The internal floor area will be approx 140m<sup>2</sup> and facilities will include:

- Main hall – 96m<sup>2</sup> (circa 45m<sup>2</sup> and 51m<sup>2</sup> with movable wall in place)
- Kitchen – 15m<sup>2</sup>
- Conference room – 14.8m<sup>2</sup>
- Lobby area, with cleaner's cupboard
- Three toilets, including one accessible toilet
- Exclusive use of the garden area on the west side of building, adjacent to the Maskelyne Avenue play area
- Access to a small external area at the rear of the building, accessed via the kitchen.

The community centre benefits from vehicular access along a new road, St Peter's Way, and from access to on-street car parking. There will be no dedicated car parking bays for the community centre.

There will be a cycle rack at the front of the centre and a bin store with a cleaners cupboard accessed from the corridor.

The community centre will have its own metered water and electricity supplies.

### Restrictions and Limitations:

No Public Rights of Way are known to exist over any part of the property.

The new St Peter's Way (currently under construction) will be adopted highway.

Any new tenant is advised to seek independent, professional advice in respect of any restrictions or limitations and their possible impact on the future use of the property.



Fit-out, repairs, and maintenance:

The property will be newly constructed and will be offered in unused condition. As this is a new property, for the first twelve months following completion the new tenant will need to liaise with the Council's Housing department about any snagging issues or defects.

The new centre will be completed to a basic but functional standard, using new equipment and materials. The basic fit-out will include:

Kitchen	Range of Premiere kitchen cabinetry, shelved wall and base units Worktops – laminate in Brasil or Granite White ceramic tiling in cooker space, above worktops to underside of wall units and behind sink Single stainless-steel sink with mixer tap and drainer
Between kitchen and main hall	Shutter – fire rated, roller shutter, galvanised finish
Kitchen	No white goods supplied Space for freestanding cooker, dishwasher and fridge freezer Electric cooker point (no gas supply to property) Water, waste and electricity supply for dishwasher
Heating and hot water	Ground source heat pump – supplying central heating via radiators and hot water boosted by immersion element
Cooling/Ventilation	Openable windows; extractor fans to toilets and kitchen as required by Building Regulations
Door Access	Access control system with programmable fobs
Toilets	Twyfords standard pedestal basin with mixer tap Twyfords close coupled WC pan and cistern
Main hall	Movable dividing wall enabling main hall to be separated into two areas
Decoration	Paint to walls and woodwork

It will not contain any furniture, kitchen equipment or portable items, other than those listed above. Any additional fitting-out works or alterations by the new tenant will require prior approval by the Council.

The future tenant will be responsible for all internal maintenance and repairs including external spaces exclusively used by the community centre, throughout the Lease term. The Council will be responsible for external repairs & maintenance of the building structure, and the tenant will be required to pay a share of the Council's total costs. This will be in the form of a service charge, which will be calculated and invoiced annually.

The Council is not able to offer any financial assistance towards the purchase cost of furniture or equipment, nor to any additional works that the tenant chooses to carry out, nor to the cost of future repairs and maintenance. The applicant will therefore need to describe how they intend to fund any fitting-out costs and the future repairs & maintenance costs of the new community centre.



Any improvements or alterations to the property by the tenant will be subject to securing planning consent and other statutory consents, such as building regulations and permissions, where applicable.

#### Business rates:

The rateable value of the new facility is not yet known. It is anticipated that this will be determined by the [Valuation Office Agency](#) following completion of the development.

Mandatory rate relief of 80% is available to tenants that are a registered charity, Community Amateur Sports Club, or who have similar charitable aims. Discretionary rate relief, or other types of rate relief may also be available in some cases. Any future tenant is advised to make its own enquiries - see: <https://www.bristol.gov.uk/business-rates/business-rates-reductions-exemptions-and-changes>

## **The Vision for the new St Peter's community centre**

The St Peter's community centre will be a brand new, purpose-built community building that is heated using renewable sources, which are generally cheaper than traditional heating sources. It will provide high quality facilities at prices that are anticipated to be affordable for community-based organisations.

This community centre is the first new community facility built by Bristol City Council in many years. This is a recognition of the fact that the Manor Farm area is one of very few neighbourhoods in Bristol that does not have a dedicated community centre or community-managed meeting space.

The area is densely populated and contains a high proportion of Council housing. Most of the area falls within the Bristol 004D LSOA, which ranks in the 15% most deprived areas in England. The area has similarly high levels of multiple deprivation as parts of Southmead, St Paul's, Lawrence Hill, and Avonmouth.

The Council is looking for a reliable partner organisation that can maximise the use of this new community centre and make a real difference to people living in and around the Manor Farm area. The centre should become the focal point of the local community. It should be a place that is easily accessible, affordable, welcoming, and open to the whole community.

It is important that the centre is a place where residents from all socio economic and ethnic backgrounds want to visit and feel at home. It should deliver a wide range of facilities that meet the needs of the local community, both through self-organised activities and through activities delivered by others.

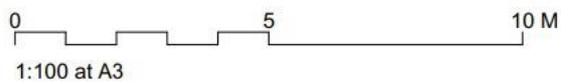
The Council is looking for a community-based tenant and operator who will deliver towards the Council's strategic priorities and outcomes, as set out in the Corporate Strategy and the Bristol One City Plan (see next section for more details).



Front Elevation A (South)



Side Elevation B (West)



## The organisation we are seeking to work with

The tenant should meet the criteria set out in Sections 4 and 5 of the Council's Community Asset Transfer Policy (see Appendix A) and in particular:

- Needs to be a properly constituted organisation.
- Must generate social, economic, and environmental benefits.
- Must directly benefit the people of Bristol, and the local community in particular.
- Should benefit as wide and diverse a range of local people as possible.

- Must have a proven track record of successfully managing a community building, with trustees or board members who have the necessary expertise or experience of successfully managing a property for community-based activities.
- Should describe their operating model for the facility, including their expertise and background in running a community facility.
- Needs to meet all the basic requirements for a good 'community organisation' as set out in the [pre-VISIBLE quality improvement](#) standard – see Appendix B within the Community Asset Transfer Policy.

More details about the CAT Policy can be found at [www.bristol.gov.uk/cat](http://www.bristol.gov.uk/cat)

The tenant should also:

- have a clear vision for the future use of the building.
- set out how the Council's vision for the site can be addressed
- demonstrate a clear community/social demand for the proposed Lease.
- provide evidence that it has a track record of engaging the community and working in partnership with local residents and community organisations.
- have experience and expertise of financial planning and control.
- present a well-prepared and financially viable business case.
- provide a proposed programme of pre-planned maintenance and show that it can finance an ongoing programme of repairs and improvements of the building.
- be able to evidence a full understanding of current Health & Safety legislation, Fire Safety legislation, and all other relevant statutes, laws and requirements relating to the management and occupation of premises.
- have a good understanding of Equalities legislation, including the Equalities Act in relation to the accessibility of public buildings.
- demonstrate how its proposals for this property support the themes and goals of the One City Plan, which can be downloaded from [the Bristol One City website](#).
- outline how their organisation aligns with the Bristol City Council organisational values – these are set out in the key principles and main themes of our Corporate Strategy, which can be downloaded from the [Council website via this link](#).

This opportunity is open to any voluntary, community or social enterprise organisation or partnership that is suitably qualified and meets the criteria set out in this prospectus.

Proposals by a consortium of different community-focused organisations are also welcome, but the Lease will be vested in one named organisation. The Expression of Interest needs to identify this lead organisation and should detail how the partnership will work in practice.

Expressions of Interest from other organisations, including statutory bodies, can also be considered, subject to such organisations meeting the Council's general CAT criteria and having a local connection.

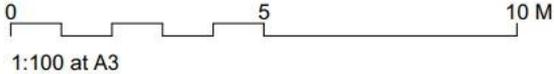
Proposals from commercial organisations, or projects that do not have a local connection, or that don't deliver social, economic, and environmental benefits for the local community are unlikely to be considered.



Rear Elevation C (North)



Side Elevation D (East)



**Our Offer**

The Council is seeking to work with an organisation that will maximise the use of this new community centre and will manage all aspects of operating the building and facilities. To ensure that this is financially sustainable without Council support and meets the needs of the wider community, the new tenant is expected to develop a business plan that demonstrates innovation and community support.

### Lease:

The Community Asset Transfer will be in the form of a Lease on preferential terms.

A Lease drawn outside the security of tenure provisions of the Landlord & Tenant Act of between 5 and 15 years will be offered, in line with the Council's Community Asset Transfer Policy, subject to a satisfactory business plan and Executive approval where necessary.

The length of the Lease term would depend on the level of investment that the incoming tenant will be making, on their experience and expertise, and on their proposed use of the property. Interested organisations are asked to clearly state in their Expression of Interest their preferred length of Lease and the justification for this. The business plan is expected to support an appropriate and realistic length of Lease.

### Costs

The tenant will be responsible for paying all outgoings, including utility bills, rates, waste collection, insurance, and general running costs in respect of the premises. The Council will insure the building, but the tenant will need to take out other insurance to cover public liability, contents, business continuity, and any other issues that may be necessary.

The tenant will pay an annual rent and a service charge to the Council. The rent will be reduced by 33% if the tenant enters into a Service Agreement with the Council. This recognises the significant social value that the tenant will deliver by operating this community centre. The rent will be payable quarterly in advance and will be subject to 5-yearly rent reviews.

The market rent for community centre use will be £9,500 pa, reduced to £6,365 pa. The rent will be reviewed at the end of the fifth year and every fifth year thereafter. The first 6 months will be rent-free. This is to enable the new tenant organisation to establish itself and to build up some regular lettings income.

The service charge is payable in addition to the rent and will be calculated annually, based on a proportion of the Council's cost for the overall building in which the community centre is located. The costs will cover Buildings Insurance, External Repairs & Maintenance, Landscaping/trees of the common parts.

The property will be offered 'as is' and without any funding for furnishings, fitting out, alterations, repairs or running costs.

### Legal

The tenant will be expected to seek independent, professional advice on the Heads of Terms, the Service Agreement, and the Lease itself.

This Lease would be granted under the Council's Community Asset Transfer Policy and would be in a standard format. Amendments will not be accepted, unless they are site specific or relate to extenuating circumstances that legally prevent the new tenant organisation from proceeding.

The Council uses a standard template for the Lease, in order to keep costs to a minimum. The Council will cover the first £1,000 of its own legal costs in preparing and completing the Lease. This should be sufficient to complete the Lease, and the

tenant will be expected to pay the Council's legal costs in the event that they exceed £1,000 such as in the case of protracted negotiations, or if the tenant requests further changes to be made to the Lease at a later stage.

The Lease will be linked to a Service Agreement, which sets out the services and social, economic, and environmental benefits that will be generated by the tenant's use of the property. This will entitle the tenant to a 33% reduction of the market rent.

Service Agreement:

The Service Agreement will be subject to annual monitoring. Continued breaches of the Service Agreement will result in the full market rent for the property becoming payable immediately and will also enable the council to bring the Lease to an end. For a sample of the future Service Agreement please see Appendix B.

Timescales:

It is anticipated that a preferred tenant will be selected at Stage 1 of the CAT process, when all expressions of interest will be considered, and that if it proceeds, a final CAT decision will be made by the end of March 2024. The property would be expected to be under new management by April 2024, subject to progress on site and programme.

Please see below for a more detailed timetable for CAT of this property.

This invitation to express an interest in managing the property does **not** commit the Council to an Asset Transfer and it is **not** a guarantee that the Council will definitely offer a Lease.

**Minimum obligations on the tenant organisation**

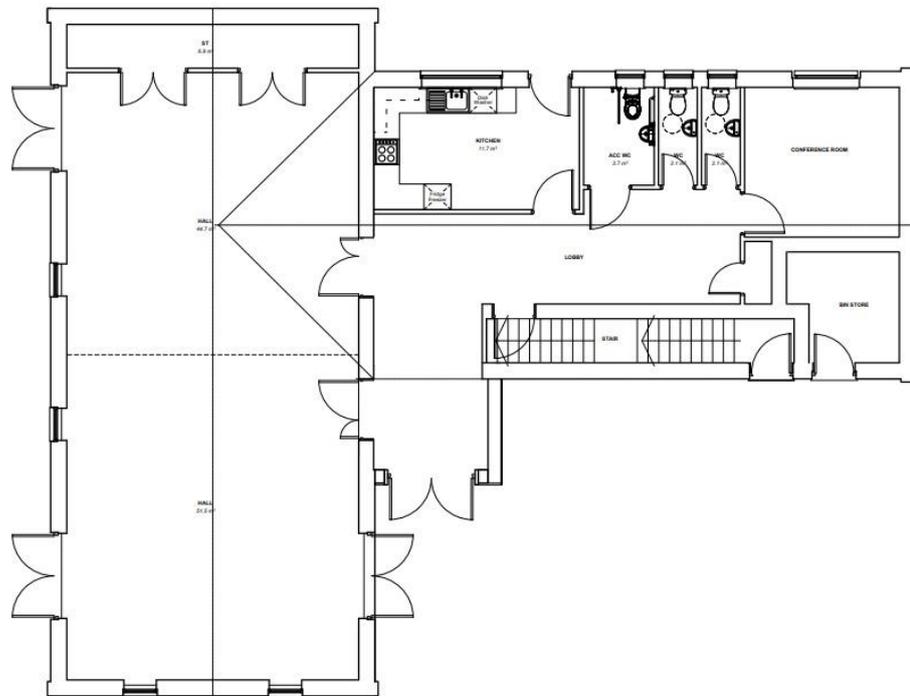
The main requirements for taking over the management of the new community centre include:
1. manage the building on a day-to-day basis and deal with all operational aspects of the property
2. work closely with other organisations to maximise the utilisation of the property
3. service a local 'User Group' that gives users, the local community, and other local stakeholders a direct voice in the decision-making process and the way in which the building and the facilities are managed
4. regularly evidence to the Council that the property is operated in a way that best serves the needs and expectations of the wider community, in accordance with the Council's criteria as set out in this document

All activities at the property must deliver measurable outcomes, in line with the draft Service Agreement, in particular:

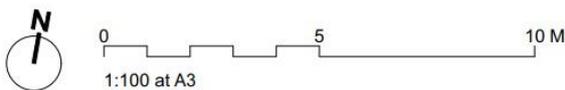
1. To ensure that the property delivers maximum community benefit, the tenant needs to ensure that the premises are used for community-based activities that directly benefit the local community and residents of the City of Bristol.

2. If parts of the property are shared or hired out, priority should be given to organisations or activities associated with the local area, or to activities that directly benefit the local community.
3. The tenant will set up and service a 'User Group' which will consist of occupants, regular users, beneficiaries, and local residents, to ensure that they have a voice and role in any future changes to the community centre, and to ensure that the overall use of the property meets local needs.
4. Particular emphasis will be placed on creating and maintaining a visually attractive and well-kept community facility that contributes positively to the character of the local area and the local environment.

Please see Appendix B for a sample copy of the draft Service Agreement. This is only an example, and the final version of the Agreement will be developed in consultation with the new tenant. Section D in the Service Agreement will contain full details of the services that the tenant organisation will be expected to deliver.



Ground Floor Plan



## Selection criteria and decision-making process

1. Expressions of Interest will need to clearly demonstrate how the running cost of the property will be met by providing details of realistic funding sources and projected income from activities and hiring out the premises.

2. Investment in the fabric of the property and the quality of the facilities will be a decisive factor in the Council's decision. The Expression of Interest should make a convincing case that the funding for furniture and fitting-out have been identified and are likely to be achieved.
3. Expressions of Interest will be considered by the Council's CAT Group, which is made up of Councillors and Council officers.
4. The Group will select a preferred tenant, who will then be invited to submit a full business plan within eight weeks (by mid-January).
5. The applicant should describe their operating model for the centre, including their expertise and background in running a community building.
6. Decisions will be made by the Group in accordance with the council's CAT Policy and the One City Plan; particular emphasis will be placed on: the capacity, governance, and financial sustainability of the applicant; on their ability to obtain funding; on their experience and ability to deliver community activities; on the local community's needs and expectations; and on the level of social, economic, and environmental benefits that will be generated by the use of the property.
7. CAT decisions will be made as quickly as possible. The St Peter's community centre is currently under construction, and we don't have a guaranteed date for completion and hand-over yet. The timetable below consists of anticipated dates and timescales. None of those dates are guaranteed and the Council reserves the right to amend the CAT process and timetable where necessary.
8. A final decision on whether or not to grant a Lease of the property is expected to be made by the CAT Group before the end of March 2024. The preferred bidder will be kept informed and notified as soon as the final decision pathway is known. Please see the timetable for full details.

## Viewing the property before submitting an Expression of Interest

Construction of the new community centre is expected to complete at the same time as the rest of the St Peter's development. Visits to the property to view the internal parts of the community centre will **not** be possible until the final construction phase. This will be **after** the deadline for expressions of interest. We regret that it is not possible to visit in time for the EOI deadline.

The preferred bidder is expected to be selected during November. Arrangements will then be made for them to property the site and to be shown around the construction site. Exact dates are still unknown, but we will try to arrange the site visit as soon as possible after the preferred bidder has been announced, well in advance of the deadline for the full business plan (January).

## Process for Expressions of Interest

- Organisations wishing to express an interest in taking a lease and in managing St Peter's community centre should submit their proposal by email only to: [community.buildings@bristol.gov.uk](mailto:community.buildings@bristol.gov.uk)
- All expressions of interest must be received by no later than **9am on Wednesday 4 October 2023**

- Please telephone us on 0117 903 6440 if you are unable to email your submission, or if you do not receive an acknowledgement within 2 hours (during standard office hours).
- You are welcome to use your own format for the EoI, or use the topic headings provided in Appendix G.
- Your proposals should have regard to the guidelines in this document and the Council's CAT Policy and should fully address all the issues listed in this prospectus.
- Your proposal should clearly state the length of lease term sought and give full details for the person(s) we may contact for more information about your application.
- It is not necessary to submit a full business plan at this stage; this will be requested from the preferred bidder in due course.
- For further information about the property and lease arrangements please contact:
  - Email: [community.buildings@bristol.gov.uk](mailto:community.buildings@bristol.gov.uk)
  - Telephone: 0117 903 6440

## Images

Please note that the photographs, plans and drawings in this document are of different ages. Due to the passage of time, some images no longer accurately depict the exact condition, size and lay-out of the building and facilities that are being constructed on the site.

None of the photographs, plans and drawings used in this prospectus may be reproduced, unless prior permission has been obtained from Bristol City Council. This document may be freely shared in full, but please contact us before re-using any part of this document.

## Future revisions of this document

This is version 1 of the St Peter's prospectus (24 July 2023). The most up-to-date version of this document can be downloaded from the Council website at [www.bristol.gov.uk/cat](http://www.bristol.gov.uk/cat)

Please regularly check our website to see if further information relating to this CAT opportunity has been added, or if an updated version of this prospectus has been published.

If you would like to receive email updates when new or revised information is published for the St Peter's CAT opportunity, please email us with your contact details: [community.buildings@bristol.gov.uk](mailto:community.buildings@bristol.gov.uk)

## Timetable (subject to timely completion of the construction work)

A prospectus is published and advertised widely and sent to those who have already expressed an interest	Monday 24 July 2023
Deadline for submission of Expressions of Interest	9am on Wed 4 October
Evaluation of EOIs by Council officers and Councillors	October/November
CAT Group's next scheduled meeting (subject to confirmation)	Wed 8 November
Stage 1 decision – the preferred bidder will be invited to submit a full business plan	by Mon 13 November
Deadline for submission of full business plan and supporting documentation	9am on Mon 15 January 2024
Evaluation of business plan by the Council	January/February
Seeking the views of the Ward Councillors and relevant Cabinet Members	during January/February
Stage 2: final CAT decision issued	by the end of March
Hand-over of the St Peter's site by the developer to the Council	March/April
Tenant organisation signs Lease with the Council and begins management of the St Peter's community centre	by the end of April 2024

### **Please note:**

1. There is a possibility that the completion of the development is delayed, due to an ongoing issue with drainage works. If that is the case, the above timescales will need to be extended and the dates highlighted in yellow are likely to be delayed. The exact dates may change and will be confirmed nearer the time.
2. The dates shown above are believed to be accurate at the time of publication, but the entire timetable is liable to changes and amendments. Please feel free to check with us that you have the most up-to-date timetable, before incurring costs or entering into any commitments.

## Appendices

Appendix A:	Bristol City Council Community Asset Transfer Policy
Appendix B:	Sample of draft Service Agreement
Appendix C:	Site plan
Appendix D:	Internal floorplan
Appendix E:	3D artist impression of exterior
Appendix F:	TO FOLLOW - Energy Performance Certificate (EPC) – Band tbc
Appendix G:	Suggested topics for Expression of Interest

## Privacy Notice Community Asset Transfer

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected.

Please download a copy of our [Privacy Notice Community Asset Transfer](#) from our website. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.