



Hull
City Council

Expressions of Interest in:

**The Mitchell Community Centre
12 Goodrich Close, Fountain Road
Hull, HU2 0NQ**



1. Mitchell Community Centre

Hull City Council is actively seeking expressions of interest from Voluntary, Community and Social Enterprise (VSCE) organisations that align with the following criteria. We invite qualified entities to explore the exciting opportunity to lease the Mitchell Community Centre and contribute to a flourishing future.

The EOI should be submitted with the Community Engagement Consultation documents by **12.00pm Friday 23rd February 2024** to wykearea.team@hullcc.gov.uk

2. The Mitchell Community Centre: Property Location and Information

Location

The Mitchell Community Centre is within the Riverside Area, Central Ward at the heart of the community covering Bridlington Avenue and Fountain Road. The Centre is surrounded by a mix of rented and private housing and is located a short distance from the A1079, approximately 1 mile north west of the City Centre. (Central Ward) (See Location Plan in Appendices) .

Accommodation

The property is a purpose built single storey Community Centre with a large hall, meeting rooms, WC'S, kitchen facilities, plant room and storage with its own enclosed car park . (See Layout Plan in Appendices) .

- Gross internal area (approx): 614 sq/m.
- Extent of Site Boundary (approx): 2871 sq/m

(Note: Should the successful applicants Community Engagement show that the local community want the MUGA to be brought back into use and / or community gardens and allotments developed then it may be possible to include these within the final lease demise).

EPC

The property has a current EPC rating of G. (Note: Hull City Council is currently undertaking a strategic investment review to fund works to the Centre to bring the current rating to an E. These works will run concurrently with this Expressions of Interest process and are due to commence in March 2024).

Certification and Reports

All Certificates and Reports that relate to the Mitchell Centre, will be made available, upon request, as part of the initial Expressions of Interest process. All available documents are listed in the Appendix. (Note: Any Statutory Certificates and Inspection Reports that fall out of date prior to the completion of the lease will be undertaken by Hull City Council and the new certification provided to the successful applicant).

3. Central Ward Information and Priorities.

Central Ward Plan

The purpose of a Ward Plan is to present Hull City Council's long-term vision for shaping its communities and neighbourhoods by highlighting issues that are affecting and concerning local residents the most.

Accordingly, the Central Ward Plan has been created through data and intelligence already accessible to the Council, but also through having direct local engagement through Ward Councillors, the Area / Neighbourhood Teams, the Council's website and Call Centre.

A city-wide survey (The Peoples Panel) has also been conducted to give the public of Hull an opportunity to voice their opinions on their local neighbourhoods.

The 3 main priorities identified as issues most affecting the people and residents of the Central Ward are:

PRIORITY 1: To Improve Safety, Wellbeing, Reduce Crime and Anti-Social Behaviour.

- Tackle and reduce crime and anti-social behaviour in the community.
- Ensure road and pedestrian safety of all residents.
- Improve the health and wellbeing of residents.
- Support and encourage healthy and sporting activities for residents of all ages to participate in.

PRIORITY 2: To Maintain and Improve the Environment, including Parks and Open Spaces.

- Develop and install environmental schemes to enhance areas
- Ensure Central Ward park equipment is working and complies with all H&S requirements.
- Consult with different age ranges from young children to young adults as to what they want in their parks
- Support leisure and sport activities taking place in parks and open spaces
- Tackle problems in the community such as graffiti, detritus, and litter
- Tackle issues of onsite drinking and neighbourhood nuisance within the parks and open spaces
- Support environmental regeneration i.e. Pocket Parks
- Support community organisations developing resident led allotments and gardens.

PRIORITY 3: To Improve Street Cleaning in the Ward.

- Reduce fly-tipping across the ward.
- Increase bulky item collections.
- Promote knowledge and education on bin usage and contamination.

Local Ward Councillors have identified that there is no youth provision or children's activities currently taking place on the Fountain Road estate. As most families who live on the estate are within the lower socio-economic group, the Council is keen to engage with an organisation who can support children's and young people's activities within the area. This in turn would assist with the other Ward priorities that have been identified.

The neighbourhood teamwork with local elected councillors, council services, external partners and voluntary and community groups to improve the area to make it a better place for everyone to live and enjoy.

4. Community Centre Organisational and Operational Requirements:

The Central Ward currently has 3 Council owned Community Centres within its area, namely:

- Spring Bank Community Centre
- Mitchell Community Centre
- Hull Afro-Caribbean Association (Park Street)

Accordingly, the Area Committee are keen to ensure that each of the Community Centres, whilst not only meeting the needs of the local residents, offer varied service provision and activities within the Ward that will appeal to all different demographics and people of all ages. In addition, and by not replicating existing services in each Centre, this will ensure that there is something for everyone in at least one of the Centres within the Ward, be it offering support to the BAME community, promoting community integration, cohesion and community spirit or by offering a multifunctional venue space for various activities, coffee mornings and for other organisations to access and use.

5. Organistaional Delivery Expectations

The Council are seeking any succesful applicant to engage with and develop with the local community and Area Team a programme of activities for all age groups at different times of the day, including evenings and weekends with a particular focus upon:

- maximising the use of the Community Centre.
- operate a balanced programme of uses and services which satisfy the Council's duties to deliver against the Council's Corporate and Area Plans and align with the priorities of the Central Ward residents.

Priority 1:

In order to align with this Ward priority, it is expected that the Centre will act as a point of safety for the local community. The organisation who takes on the Centre will work positively alongside statutory partners such as the Police, Humberside Fire and Rescue services, etc to allow partners to have a regular presence within the Community Centre and to host drop-in surgeries for the local community to attend to report any local issues and concerns relating to crime.

It is also expected the Centre will support internal council services such as the Neighbourhood Nuisance team, disseminate council information and policies through advertisement throughout the local community for example, supporting local campaigns ran by the Neighbourhood Policing team.

Priority 2:

In order to align with this Ward priority, it is expected that the Mitchell Centre will make full use of the MUGA connected to the centre by accessing funding bids for capital monies to restore the surface and bring this back to community use, ensuring it is in line with Health and Safety regulations. It is also expected that the MUGA will be maintained and secured, if needed, working alongside local community groups to deliver sports sessions and activities.

The Centre will work alongside the Love Your Street team to support local campaigns to tackle fly tipping in the area and support external health partners such as Renew in tackling street drinking.

The successful organisation that takes on the Centre will also be required to maintain the open space, garden areas and support planting schemes within the vicinity ensuring this is a welcoming and safe space for locals to utilise.

Priority 3:

In order to align with this Ward priority, it is expected the Mitchell Centre will support any local campaigns related to street cleaning i.e. BOYD or supporting litter pick groups in the local area.

- provide maximum opportunities for the Local Community to access the Community Centre and take part in community events.
- to establish or secure the establishment of a Community Centre to benefit the residents of Kingston upon Hull and the Local Community and to maintain, manage and co-operate with any statutory authority or other Council recognised partner in the maintenance and management of such a centre without distinction of sex, sexual orientation, race or political, religious or other opinions by association.
- to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation, with the object of improving the conditions of life for residents of the Ward
- promote such purposes which are charitable and shall be non-party in politics and non-sectarian in religion.
- promoting the expansion and growth of the use of the Community Centre by people of all ages and abilities through making the premises available to hire through affordable access to the Local Community and other service providers operating in the area.
- promote and support Community cohesion with access to learning and development opportunities, particularly to support digital inclusion and access to employment.
- facilitate access to local services for those in Priority Groups including people with disabilities.

- to work with the Council to promote the use of the Centre within the community using a variety of forms of social media, advertising and the use of a website structure provided by the Council to any support bookings.
- to maximise and apply for funding opportunities, whether by way of grant or otherwise.
- permit the Council and any recognised Association to use space within the Centre, for meetings, polling stations, exhibitions, Customer Service / Area Teams
- make the Community Centre available to the Council upon reasonable request to provide a local venue in responding to local emergencies.
- ensure that the Community Centre is operated by suitably skilled, experienced, qualified and competent members of staff and volunteers under proper management and supervision.
- ensure that all staff and volunteers involved in operation of the Community Centre are adequately trained for the roles that they undertake.

6. Meeting and Providing for the Needs of the Community.

As the Council, the Ward Councillors and Area Committee are all keen to ensure that the Community Centre operates a wide and varied range of service provisions and activities that will appeal to the local community as a whole, any Organisation submitting an EOI to operate the Centre will have to confirm if they are to operate as a Sole Provider to meet these needs, in which case they will have to set out:

- what services and activities are proposed to be delivered from the Centre on a **weekly** basis?
- what services and activities are proposed to be delivered from the Centre on a **monthly, annual or irregular** basis?

Or as Host Provider (i.e. managing the Centre) whilst also working with multiple organisations and groups to ensure increased stability, in which case they will have to demonstrate not only the above (as core services) but

- detail which organisations you already work with or have agreed plans to work in partnership with and what services they will provide and on what basis?

7. Opening Hours

The long term aim for the Centre will be to open seven days a week, but as a minimum it will be expected that the Centre will be open for at least five days a week (to include some evenings and at least one day on a weekend). Initially there may be some flexibility on this.

8. Governance.

Applications for a Community Centre lease will be considered from community and voluntary sector groups and other third sector not for profit organisations. All applicants submitting an EOI should be able to demonstrate good governance and an appropriate legal structure i.e.

- **Be appropriately constituted** – i.e., a registered charity, a community interest company or a charitable incorporated organisation, a not-for-profit company or co-operative. Such constitutions which can allow for the management/ownership of buildings and/or provision of services.
- **Demonstrate good self-governance** – i.e., by operating through open and accountable co-operative processes or set of rules, with adequate monitoring, evaluation and financial management systems, membership information, insurance provisions, training Certificates, etc. and be able to provide copies of the accounts of the organisation on request. They must be truly independent in determining their own course.
- **Have well defined community benefit objectives** – i.e., can demonstrate that it has the skills and capacity within, or available to its managing body, to effectively deliver services and manage the asset.
- **Demonstrate economic sustainability** – i.e. establish how the proposed use can maximise opportunities to ensure sustainability, for example through income generation, social enterprise and the hiring of space and facilities.

9. Community Engagement / Data Gathering

Throughout the EOI and the application process, any organisation will have to show that they are committed to gathering data, engaging and consulting with a number of interested parties, particularly the local community and evidencing these consultations i.e.

- **Demonstrate community engagement** – i.e., by proactive involvement in economic, environmental or social regeneration in Hull and / or by providing a service of community benefit in line with the Council's strategic objectives. The Applicant must also provide evidence of the need and demand for the activities being proposed within the local community.
- As a minimum, the organisation will be expected to consult and engage with:
 - Ward Councillors
 - Key / Primary community stakeholders
 - Members of your organisation (i.e. Directors, trustees, staff, volunteers, etc.).
 - The appropriate Council Service Area lead (i.e. Youth Services, Adult Social Care, Access and Wellbeing, Leisure, etc.)
 - A cross section of the community
 - Targeted audience related to your specific activities (i.e. your Service Users, volunteers, etc.).
- The evidence of the consultation must include at least:
 - Show the ways in which you engaged with the community.
 - How you adapted the consultation to meet the needs of the consultees
 - The number of people consulted.
 - Present a balanced synopsis of the consultation feedback.

10. Timescales:

Stage	Process	Timescales (Approx)	Lead(s)
Stage 1	EOI and Community Engagement	w/c 15.01.2024	Applicant
Stage 2	Expression of Interest deadline	23 rd February 2024	Applicant
Stage 3	Officer Review EOI	w/c 26 th February 2024	Hull City Council
Stage 4	Officer discussions with applicants	March 2024	Hull City Council
Stage 5	Report with recommendations to North Area Committee for upload and approval	March 2024	Hull City Council
Stage 6	North Area Committee / EOI decision	20 th March 2024	Hull City Council
Stage 7	Feedback to applicant Develop Heads of Terms Lease	w/c 25 ^h March 2024	Hull City Council Applicant

11. Support and Advice

Hull City Council's Neighbourhood Coordinator will provide a single point of contact to help navigate the Council requirements. The Neighbourhood Coordinator will work with wider Council colleagues to coordinate any support the group may require at different stages in the process.

Inspection / access to the Centre (Note: This is just for an initial viewing and not to undertake any detailed surveys, or formal inspections, etc).

Contact Details:

Jenna Robinson
Neighbourhood Coordinator
Central Ward
Hull City Council
Email: wykearea.team@hullcc.gov.uk

Appendix:

- Property Particulars for the Mitchell Community Centre
- Location Plan: (Drawing No. 3/5182-3)
- Internal Layout Plan (Drawing No . 3/5182-4)
- Asbestos Survey Report (GOO019) (dated April 2023)

- NICEIC Electrical Installation Condition Report (dated January 2020)
- Job Record Sheet in respect of the above Condition Report.
- Emergency Lighting Inspection Report (dated June 2022)
- Gas Safe Certificate (Water Heater) (dated January 2023)
- Gas Safe Certificate (Ideal Boiler) (dated January 2023)
- Intruder Alarm Service Document (dated February 2023)
- Fire Alarm Service Worksheet (dated June 2023)

(Please Note: The information that you provide is processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Hull City Council will use the information you provide to respond to your Expression of Interest. We will not routinely share your Organisations information with third parties. Where necessary we may share information with Hull City Council's partner organisations, agents and contracted providers in respect of The Community Asset Transfer process. Data is stored within our secure computer network and offices that have controlled access. It is retained for as long as there is a business and legislative need for it in accordance with the General Data Protection Regulation and the Data Protection Act 2018).

For more details about your rights and how the Council processes personal information please visit www.hull.gov.uk/privacy

(Disclaimer: Hull City Council gives notice that 1): These particulars are intended to give a general outline only, for the guidance of prospective tenants and do not constitute the whole or any part of an offer or a contract. 2. The accuracy of any descriptions, dimensions, areas, references to condition, necessary permission for use or occupation or other details cannot be guaranteed. Prospective tenants must satisfy themselves by inspection, survey or otherwise as to the correctness of each of the statements contained herein. 3. Neither Hull City Council, nor its employees have authority to make or give any representation or warranty or enter into any contract whatsoever in relation to the property. 4. No responsibility will be accepted for any expenses incurred by any intending occupiers in viewing, inspecting, making further enquiries or submitting offers in respect of the property. 5. We will not be liable, in negligence or otherwise, for any loss arising from the use of, or reliance upon, these particulars. 6. All prices and rentals quoted are exclusive of VAT unless otherwise stated.)

January 2024: