

MUNICIPAL YEAR 2013/2014 REPORT NO.

MEETING TITLE AND DATE:
Overview and Scrutiny
panel

REPORT OF:
Director of Finance,
Resources and Customer
Services

Agenda – N/A

Item:

Subject: Holly Hill Equestrian Centre

Wards: Chase

Key Decision No:

Cabinet Member consulted: N/A

Contact officer and telephone number:

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1. EXECUTIVE SUMMARY

To receive an information report on the informal tender process of Holly Hill Equestrian Centre (HHEC). The report includes a property description and the process of the tender including any evaluation criteria used.

With regards to the outcome of the tender process, at the time of this report being compiled the tender process is still ongoing and a report will be forthcoming once this is concluded.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

HHEC was created as part a review of Holly Hill farm buildings and its immediate vicinity as part of the renewal negotiations with the tenant

The 'stables' comprised 12 loose boxes, a steel portal framed indoor school and room within the yard for additional loose boxes together with surrounding fields of 25 acres approx. In addition the letting includes a 5 bedroom, 4 reception room Grade II farmhouse

HHEC provides an opportunity to generate significant additional long term income once the farmhouse is repaired.

HHEC was offered on new 25 year lease expiring on 24th March 2039 with the tenant being required to undertake the necessary repairs to the farmhouse within the first two years. The stables and associated farm buildings will also require significant works to be undertaken.

Tender Process

- **The Marketing:**

The marketing was led by Knight Frank who worked with Strategic Property Services in preparing the ITT

The ITT contained 10 Appendices:

- The Tender Form
- The Heads of Terms for the letting.
- Location plan,
- Site plan,
- Photographs,
- Copies of the Listed Building Consent for the works to the farmhouse,
- a copy of the architect's plans,
- a copy of the Quantity Surveyor's quote to refurbish the residential accommodation,
- copies of the planning permission,
- and a copy of an independent investigation of the planning status (because a copy of the decision notice cannot be located at LB Enfield's planning office although a copy of the planning consent for the existing equestrian facilities submitted in April 1974 was included)

All LBE Farm and Equestrian Tenants notified of the ITT on 26th September with all previously interested parties and local Equestrian centres notified of ITT on Monday 30th September.

On Wednesday 2nd October HHEC was advertised on the Council's website and in the Enfield Advertiser. Additionally sign boards were erected on the Ridgeway. Further adverts were placed in Horse and Hound on Thursday 3rd October and Farmers Weekly on Friday 4th October

There were 45 enquiries resulting in 14 viewings over the two open days of Fridays 18th and 25th October.

- **The Process:**

The return of the ITT by bidders was to be made no later than 12 noon on Wednesday 20 November 2013 at Knight Frank's Hertfordshire office, (*136 High Street, Town Centre, Berkhamsted, HP4 3AT*) in the form of a completed version of the tender document at Appendix 1 in an envelope clearly marked 'LBE TENDER'

The evaluation criteria are based on:

- The candidate's experience in running an equestrian enterprise;
- The candidate's experience in the repair and maintenance of rural property;
- The level of rent offered;
- The candidate's financial stability.

The tenders received were noted by Knight Frank.

Before evaluation commenced a review of the process was undertaken by Strategic Property Services in parallel with an Internal Audit of the Management of the Green Belt Portfolio.

It was noted the tender documents mistakenly omitted the weighting for the evaluation criteria. It was agreed that Knight Frank would write to all bidders to set out the weighting which is: The candidate's experience in running an equestrian enterprise, 15%; The candidate's experience in the repair and maintenance of rural property, 35%; The level of rent offered, 20% and the candidate's financial stability 30%

In the light of this bidders were asked if they wish LBE to consider the original bid as submitted or resubmit your ITT (and by doing so it will supersede your original ITT). To give all bidders sufficient time to review their submission the closing

date is now extended to Monday 17th March at 12 noon and to be sent to Knight Frank LLP, The Moat House, Thremhall Park, Start Hill, Bishop's Stortford, CM22 7WE for the attention of Alastair Paul.

Tender Result

Following the closure all bids will be evaluated by Knight Frank and Strategic Property Services applying a 1-12 score on each of the above criteria.

The bidders have been advised that clarification meetings, if required, are to be held in the Enfield Council Civic Centre, EN1 3XW on the morning of Friday 4th April. The attendees at those meetings will be provided in advance.

A detailed Delegated Authority Report will be submitted once all parties have been informed and further processes are set in motion.