

A FAIR
RECOVERY

A new space for the Woodberry Down community

 [Click to make a proposal](#)



A brand new, 8,000 sq ft ground floor space is being made available by Hackney Council in the latest phase of new development at Woodberry Down.

This site is in a key location on the ground floor of a mixed-used building, next to the recently completed Spring Park, overlooking the stunning Woodberry Wetlands and the popular New River path. The space is embedded in the Woodberry Down Community and is just a five minute walk from Manor House tube station and bus stops on Green Lanes and Seven Sisters Road.

Because of this setting, we're looking for a use, or mix of uses, that benefits the whole community. We're inviting charities, social enterprises, small business and community organisations who are looking for premises, to shape what this space becomes to make this building more than the sum of its parts: supporting smaller organisations, benefitting the local community, and aligned with the Council's work to support the local economy as it recovers from the coronavirus pandemic.



Overview

We're seeking either a mix of organisations to take on tenancies or a single operator who will sublease the space to a curated mix of organisations.

We're looking for proposals that make the most of the space and benefit residents and the wider community to create a vibrant, active and collaborative space.

This could include:

- Arts and cultural activities
- Youth engagement/outreach
- Children and family support and activities
- Activities to benefit older people, or intergenerational activities
- Employment and skills support and training
- Services to benefit health and wellbeing
- Flexible community space – this could be part of a cafe or other unit
- Proposals which activate the basement space

As the space can be divided into up to four units, there is a possibility to let the units individually or to one organisation to sublet and curate the space. We are also open to collaborative proposals from more than one tenant, either to share a unit or to run operations across two or more units. Equally, proposals could be in partnership with local community organisations or groups.

We're keen to see proposals from a range of organisations and will be taking into consideration both the activities and the overall management of the space. To guide the approach we have engaged with the wider community to explore ideas.

In order to ensure that the proposals complement the existing community we will be discussing all options with a Working Group which includes Council officers, Woodberry Down Community Organisation (WDCO) Berkeley Homes and Notting Hill Genesis.

The Council is committed to ensuring a fair recovery from the coronavirus pandemic. We are keen to ensure that this new space in Woodberry Down is a positive step on the road to recovery.

About Woodberry Down



Woodberry Down is one of Europe's biggest single-site estate regeneration projects, providing more than 5,500 new homes over a 20 year period through a partnership between Hackney Council, Berkeley Homes, Notting Hill Genesis, Woodberry Down Community Organisation (WDCO) and the Manor House Development Trust.



So far 2,000 homes have been built for new and existing residents in this growing community. But it's not just about housing – we're investing to benefit the whole Woodberry Down community, with improved public spaces, new opportunities for businesses and a range of high-quality community facilities.

This includes the Redmond Community Centre which opened in 2012, new play facilities at Spring Park, new shops and commercial spaces, and the Woodberry Wetlands which opened up the East Reservoir to the public for the first time in nearly 200 years and is now managed as a free wildlife reserve by the London Wildlife Trust.

About the space

Key features include:

- **7,900 sq ft**, with the potential to divide into up to four units
- **1,700 sq ft** outside space
- **1,900 sq ft** basement
- Floor to ceiling glass frontage overlooking Spring Park and the Woodberry Wetlands
- Less than five minutes' walk to Manor House tube station and Seven Sisters Road
- Good natural daylight
- The basement, which has some natural light, would be let with either part or all of the ground floor space
- Basic fit out for each unit, to include WCs and kitchen ('Category A')
- Permitted uses – E, F1, F2, any 'community use' – this includes, but is not limited to, community centres; care or advice centres; childcare.



Letting the space

The building is currently a shell which allows for different options to accommodate tenants.

At this stage we have not decided how the space will be subdivided. The aim is to maximise the use of the space to benefit multiple organisations and the community.

Options, for the whole or part of the space, include:

- Letting the whole space to a single tenant to subdivide and sublet
- Letting individual units to different organisations, with a mix of complementary activities
- Letting to a larger organisation in partnership with a smaller one to share facilities and benefit the community
- Letting to a group of organisations in a collective.

However the space is subdivided, it will be fitted out as described above. Tenants can further adapt the space with subdivisions and furnishings.

If you need further guidance on choosing the space or the fit-out, please do get in touch.



Rent

The property is brand new, part of a new development and in a great location.

However, it is key that use of the space provides value to the existing community and complements the local area.

Rents will be negotiated case-by-case, taking into account the nature of each proposal and the organisation. We are open to all offers and will be looking for proposals that can demonstrate their viability. If your proposal is shortlisted a more detailed conversation about rent will take place.

The Council will also consider the overall viability of the property when reviewing all proposals.

When submitting your proposal please express your offer as an annual sum.

Please also be aware that rent is subject to VAT, and that tenants will be responsible for service charges (currently £2.84/sq ft), business rates, and utility bills.

If you have any questions about making a rent offer please don't hesitate to get in touch.

Lease

Leases will also be negotiated case by case. In your proposal please let us know what length of lease you would ideally like.

The terms of the lease will reflect those of the draft head lease, a copy of which is available by request. However, there are few restrictions in the lease due to the property being located within a residential area operations are not permitted after 10pm, and the outside area must not be used before 7am or after 7pm. There are also some restricted uses set out in the lease – a list of these is included in the information pack.



Community benefit and collaboration

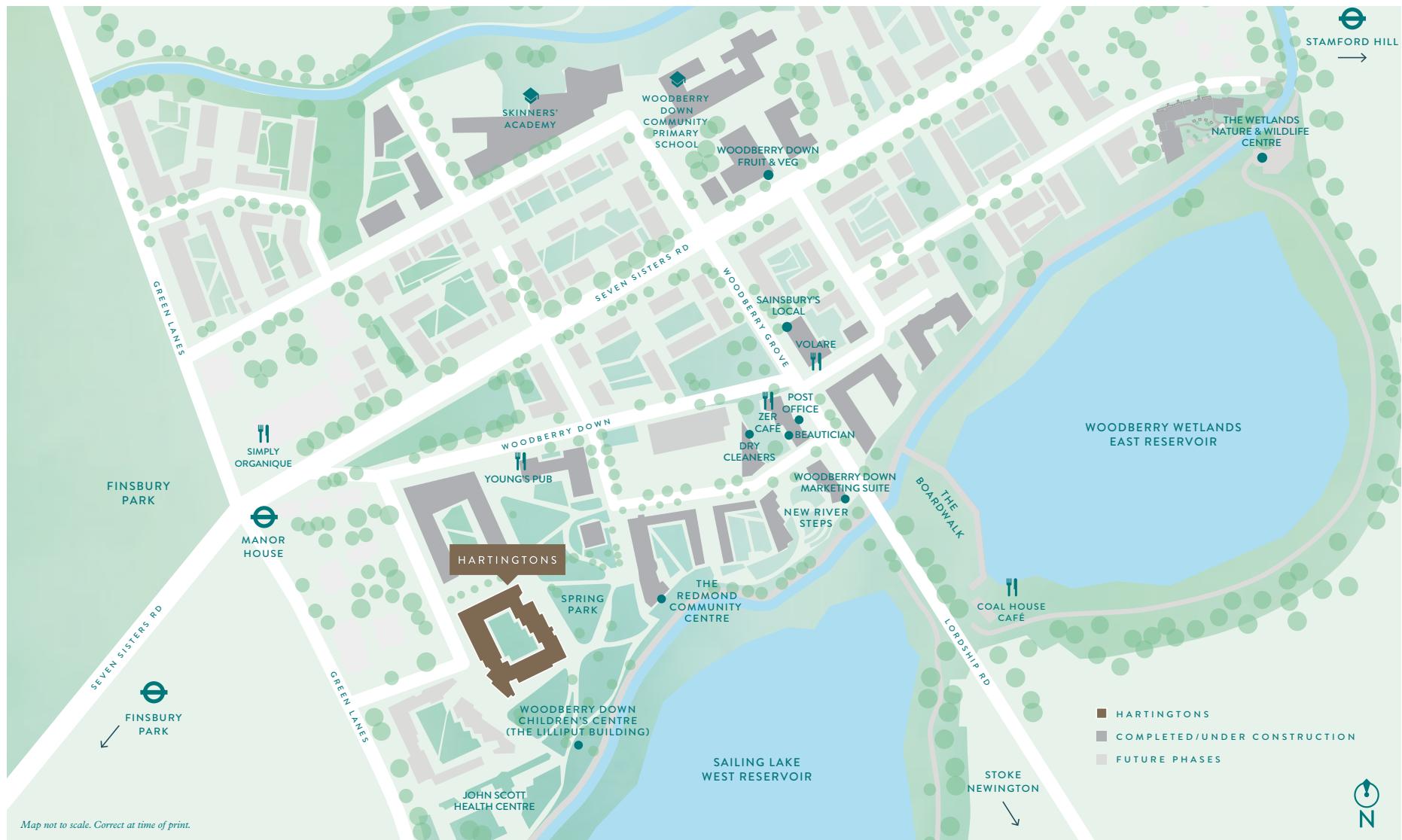
This space will be an important community resource to add cultural and social value to the area.

Proposals should demonstrate local connections or show how these would be developed. If appropriate to your proposal, please consider making space available to a local community group, with either regular or occasional use of space.

If space sharing is not appropriate to your proposed use, don't be put off making a proposal. However, please consider other ways that you can demonstrate or develop local connections.

If you are keen to be connected with local organisations or are a small organisation interested in sharing the space, please get in contact with the team.





Proposal and selection process

1. Open days

If you're interested in seeing the space and discussing the possibilities with a member of the team, we will be holding a number of open days. The dates are:

- Thursday 3 March
- Wednesday 9 March
- Tuesday 15 March

Each session will run from 11.00am–2.00pm, including a presentation, viewing, and the opportunity to ask questions.

For full details and to book onto a session please contact

✉ [WoodberryDown.RegenerationTeam@
hackney.gov.uk](mailto:WoodberryDown.RegenerationTeam@hackney.gov.uk)

In order to keep both the staff and community safe, we ask you to wear a facemask (unless exempt) and will be providing sanitizer.

If you are unable to attend any of the open days, please contact us and we can organise an alternative.



2. Submitting a proposal

Applications will be made via an online form:

✉ bit.ly/3nm1Ehw

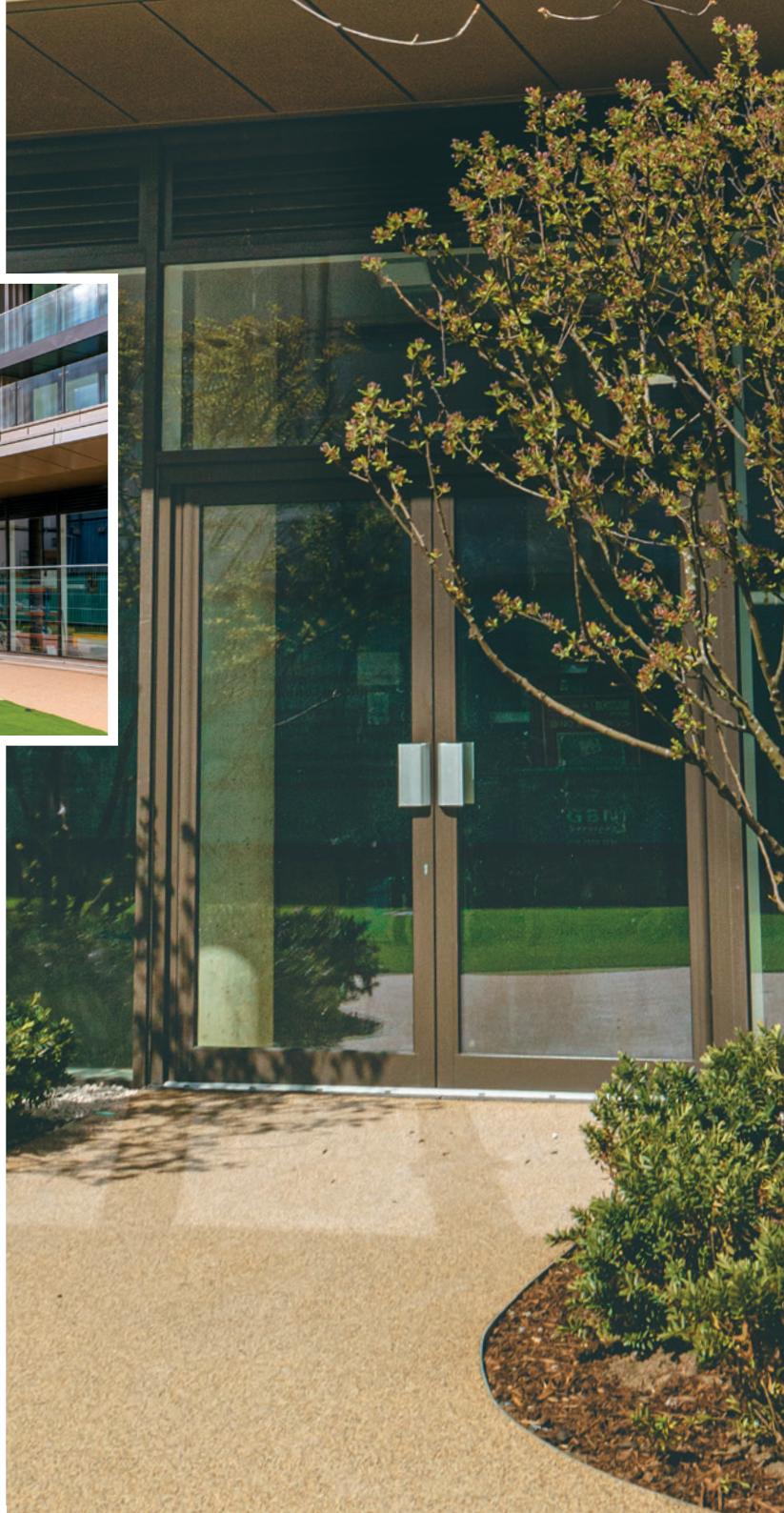
For details and guidance on this please visit the 'Making a proposal' section.

3. Guidance and support

Please contact us if you would like to discuss any aspect of your proposal. Whilst what you submit is ultimately for you to decide, the process is not 'closed' and officers will be happy to discuss your ideas and queries.

If you have any questions or would like to speak to the team, please contact

✉ [WoodberryDown.RegenerationTeam@
hackney.gov.uk](mailto:WoodberryDown.RegenerationTeam@hackney.gov.uk)





4. Scoring and shortlisting

The Council and Working Group will work together to score the proposals, and agree a shortlist. The emphasis is on the quality of the offer and the potential benefit it will bring to the community.

We are looking for proposals where the space fulfills the following objectives:

- 1: Offers activities that fit with those described in the overview section
- 2: Operates to its full potential and includes a mix of activities or organisations
- 3: Promotes collaboration and partnership working
- 4: Demonstrates benefit to Woodberry Down, by complementing and adding to existing activity
- 5: Is vibrant, active, accessible and welcoming; while remaining in keeping with the nature of a residential area.

5. Further stages

Where proposals are for individual units, they will be considered in conjunction with others, to review options for an overall mix. This will be considered alongside the merits of any proposals from operators or organisations looking to take on the whole space.

Once the Working Group has shortlisted the applications, the next stage of selection will be to explore the applications further and consider potential linkages between them and the community or other proposals.

Ensure we're making the right choice for the community, we are likely to ask short-listed applicants to present and discuss their proposals with the Working Group. We may also invite views from the wider community.

The Working Group will make a recommendation on how to progress the applications and mix of tenants to the Council.

6. Timescale

The deadline for initial proposals is 8 April.

We will score and shortlist the proposals during April–May. We will keep in touch and feedback the outcome as quickly as possible, discussing next steps where appropriate.

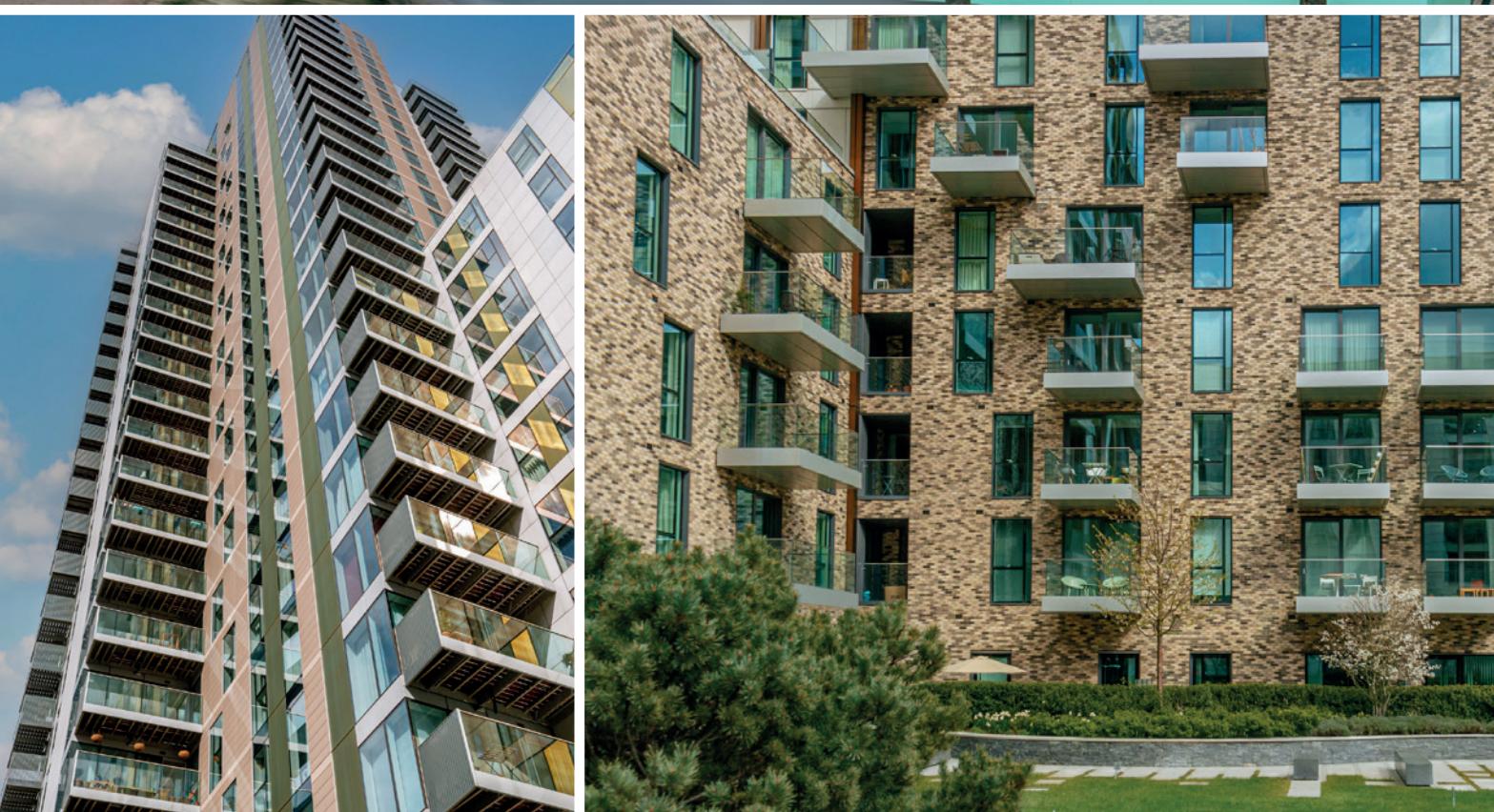
Once the tenants are agreed, it is anticipated that the fit out of the space will take between four and six months.

Subject to agreements and fit-out, we aim for the building to be occupied in late 2022/early 2023.

If you have any questions about the process or the space, please contact:

✉ [WoodberryDown.RegenerationTeam@
hackney.gov.uk](mailto:WoodberryDown.RegenerationTeam@hackney.gov.uk)

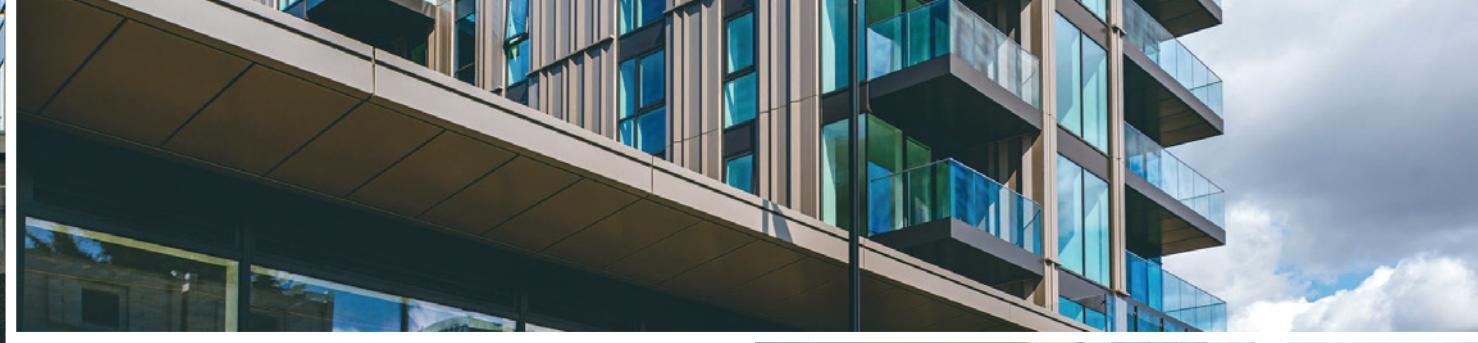
A Fair Recovery



Over the course of such a long-term transformation, it's vital that the opportunities on offer are tailored to the changing environment in order to best meet the needs of both new and existing residents.

As the longer-term impact of the coronavirus crisis becomes clearer, we're committed to making sure that Hackney's recovery is a fair recovery. That means delivering responsible regeneration that benefits our communities by providing jobs, skills and training; supporting businesses and social enterprises to not just recover but to thrive; and utilising public facilities for public good.

Working with the Woodberry Down Community Organisation, the Council has secured this space for a use with social and community benefits. This is a pivotal building in a key location, and has the potential to help contribute to the ambition to create a fair recovery.



Making a proposal

The following are the areas which you are asked to consider in your proposal. The [online form provides space for each question](#).

Supplementary information can be emailed to
✉ [WoodberryDown.RegenerationTeam@
hackney.gov.uk](mailto:WoodberryDown.RegenerationTeam@hackney.gov.uk)

If you prefer you can also make your proposal in full in a document, via email.

If emailing your proposal, please:

- Still submit an online form from the above link (state in the form to refer to emailed application)
- Clearly state the name of your organisation on the email and document; make sure this is the same name as is shown on the online submission
- Use the questions exactly as shown on the online form/in this booklet
- Stick to the guideline word counts



Proposals can be made by individual organisations, or by a consortium of more than one organisation. Where a proposal comes jointly from more than one organisation, details should be provided for all organisations involved, with a clear indication about the proposed legal, financial, business and management arrangements in relation to the space.

The online form can be found at:
✉ <https://forms.gle/Tbc23i7VWYNFRjgMA>

Thank you for your interest in this space. We look forward to receiving your proposal.



Part (1): Your organisation(s)

Please let us know information about your organisation. If you are applying with more than one organisation, please include the relevant information for each one. This section is not scored.

- Name of organisation
- Length of time operating.
- Aims of the organisation.
- Current activities, and plans over the next 2 years, 5 years, 10 years (brief overview)
- Type of organisation (CIC, Social Enterprise etc).
- Number of staff
- Management/governance structure

Part (2): Your proposal (35%)

Please describe the activities/services that you would provide in the space, including:

- Your day-to-day programme of activities/services
- Who you'd expect to use the space
- Likely hours of operation
- Indication of the short, medium and longer term plan (e.g. 1–2 years, 5 years, 10 years)
- Why this space is a good fit for your proposal
- Shared use of the space or your services/activities, if this is an option
- Indicative numbers of staff, visitors etc

If you are applying either as more than one organisation, or with a view to subletting, please describe how the space would be used and managed, and your approach to selecting sub-tenants if relevant.

This question is worth **35%** of the overall score. You have up to 500 words for this answer (around one side of A4).

Scoring will be guided by Objectives 1–3 (see 'Scoring and Shortlisting' in this prospectus).

Objective 1: Activity(s) fit with one or more of the themes described in the marketing (see 'Overview' in prospectus)

Objective 2: Space operates to its full potential, with a mix of activities and organisations to maximise the use of the space

Objective 3: Use of the space promotes collaboration and partnership working



Part (3): The space

This section is to tell us what part of the space you are interested in. It is not scored.

A - Referring to the final page of the *Floorplans and Unit Options* booklet enclosed, please state which unit you are applying for (this is provided as a matrix in the online form).

You can express interest in more than one option.

B - The developer will fit out the space to Category A standard – this is a basic fit out. Please describe what additional fit-out requirements you would need and how these would be delivered (again, please reflect this in Part 6 – Financial information).

C - Please indicate how long a lease you would prefer.

Part (4): Community benefit (30%)

This section sets out how your proposal will connect with and benefit the Woodberry Down community. You have up to 500 words (around one side of A4) across all sections.

(A) Please show how your proposal is a fit with Woodberry Down, complements other local organisations and activities, and responds to a local need.

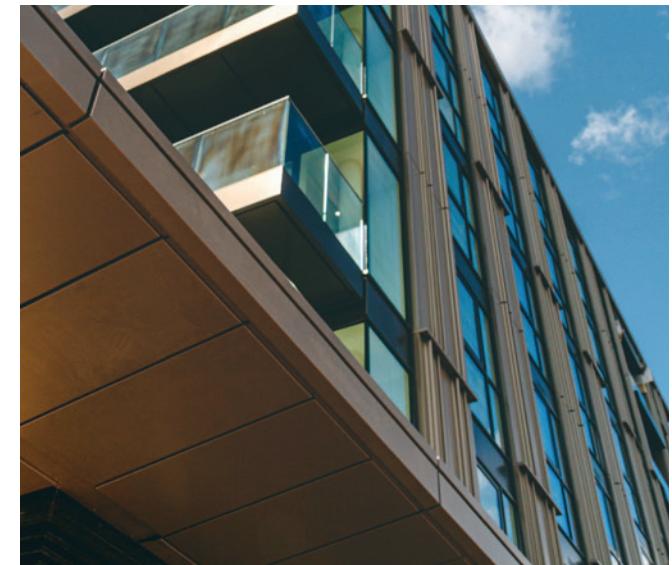
(B) Describe your existing local connections (Woodberry Down/Hackney) OR how you would plan to establish local connections.

(C) Please describe your target client/user group, and show how your proposal is inclusive and accessible, both generally and specifically to people in Woodberry Down.

Part (4) is worth **30%** of the overall score. Scoring of this section will be guided by:

Objective 4: Demonstrates benefit to Woodberry Down, by complementing and adding to existing activity

Objective 5: Is vibrant, active, accessible, welcoming – whilst in keeping with the nature of the residential area





Part (5): Track record (25%)

Please set out your track record to deliver your proposal, both in relation to the activities described in Part 2, and of occupying a property, in relation to Part 3.

- (A) Your activities/services
- (B) The physical space

For B, if you are applying with more than one organisation or with a view to subletting, describe your relevant experience of delivering/managing this.

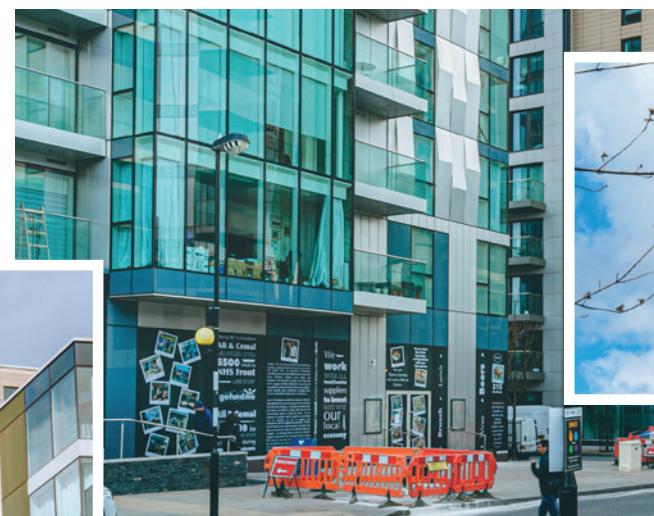
This section is worth **25%** of the overall score. You have 350 words across both sections for this answer.



Part (6): Financial information (10%)

Please provide a rental offer for the space, as well as relevant financial information to validate it.

- (A) Please provide a rental offer. Please describe this as an annual sum.
- (B) Provide an overview business plan demonstrating how the rent payments and other financial commitments will be addressed.



Part A: please consider what is appropriate and viable, for your organisation, taking into account other costs that you would be responsible for as tenant, including service charges (currently £2.84/sq ft), business rates and utility bills. Whilst it should be realistic, please treat this as an initial offer: if your proposal is invited to progress further there will be further discussion.

Part B: this should provide financial information to demonstrate how you would meet the rent payments. Summary accounts are not required at this stage, but please be aware that they would be if your proposal is progressed.





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 Hackney