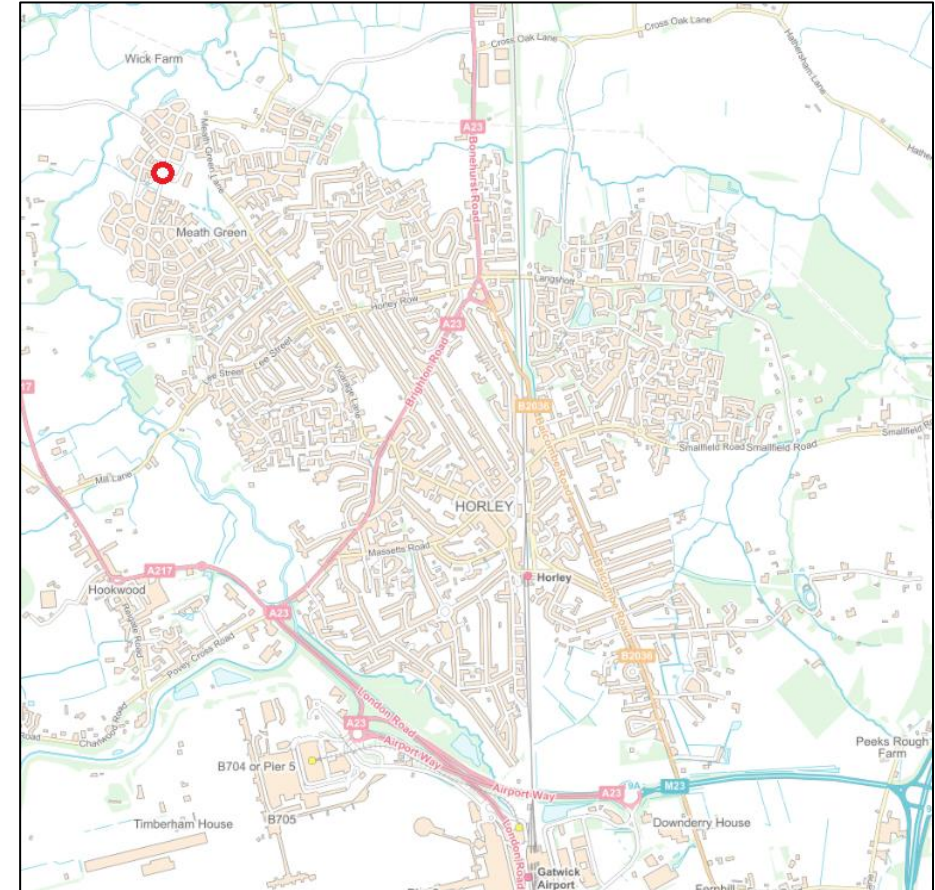


# Westvale Park Neighbourhood Hall

Overview  
February 2025

# The opportunity

- Operation and management of a new purpose-built community hall at the heart of Westvale Park neighbourhood centre
- Potential to accommodate a range of programmed activities, events and room hire for the local neighbourhood
- Lease with peppercorn rent for not-for-profit voluntary and community sector organisations
- Access by road and bus
- Ancillary facilities including parking, outdoor space and kitchen
- Available from early summer 2025

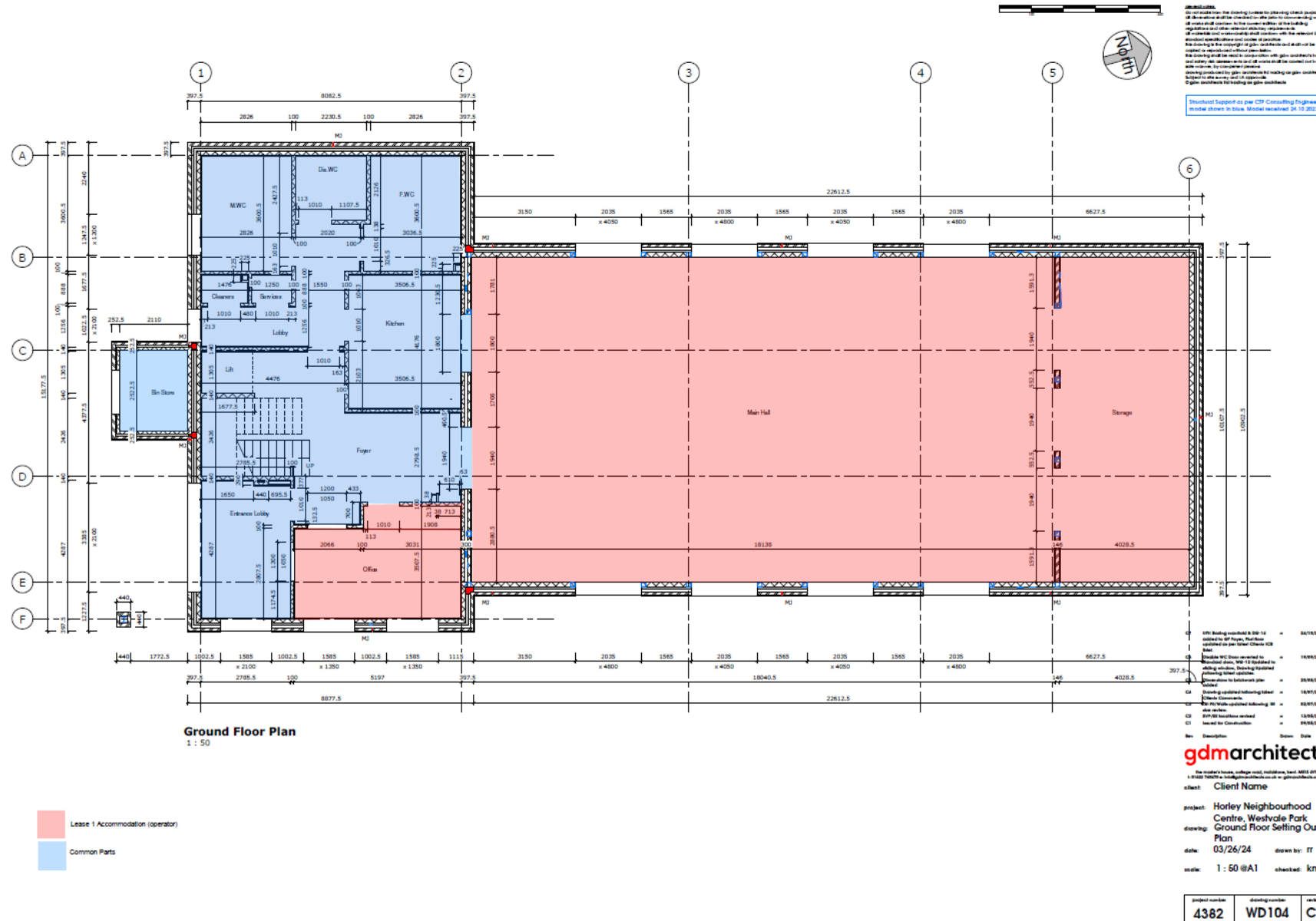


# The building

- 475 sqm fully accessible building over two floors
- Multi-functional main hall (182.5 sqm / 18m x 10m x 6.1m)
- Office, kitchen and toilets on ground floor
- Large first floor meeting room (41.6 sqm)
- 13 space on site car park and cycle parking
- Landscaped grounds with small terraced amenity
- Lift to first floor
- Photovoltaic panels on roof



# Ground floor



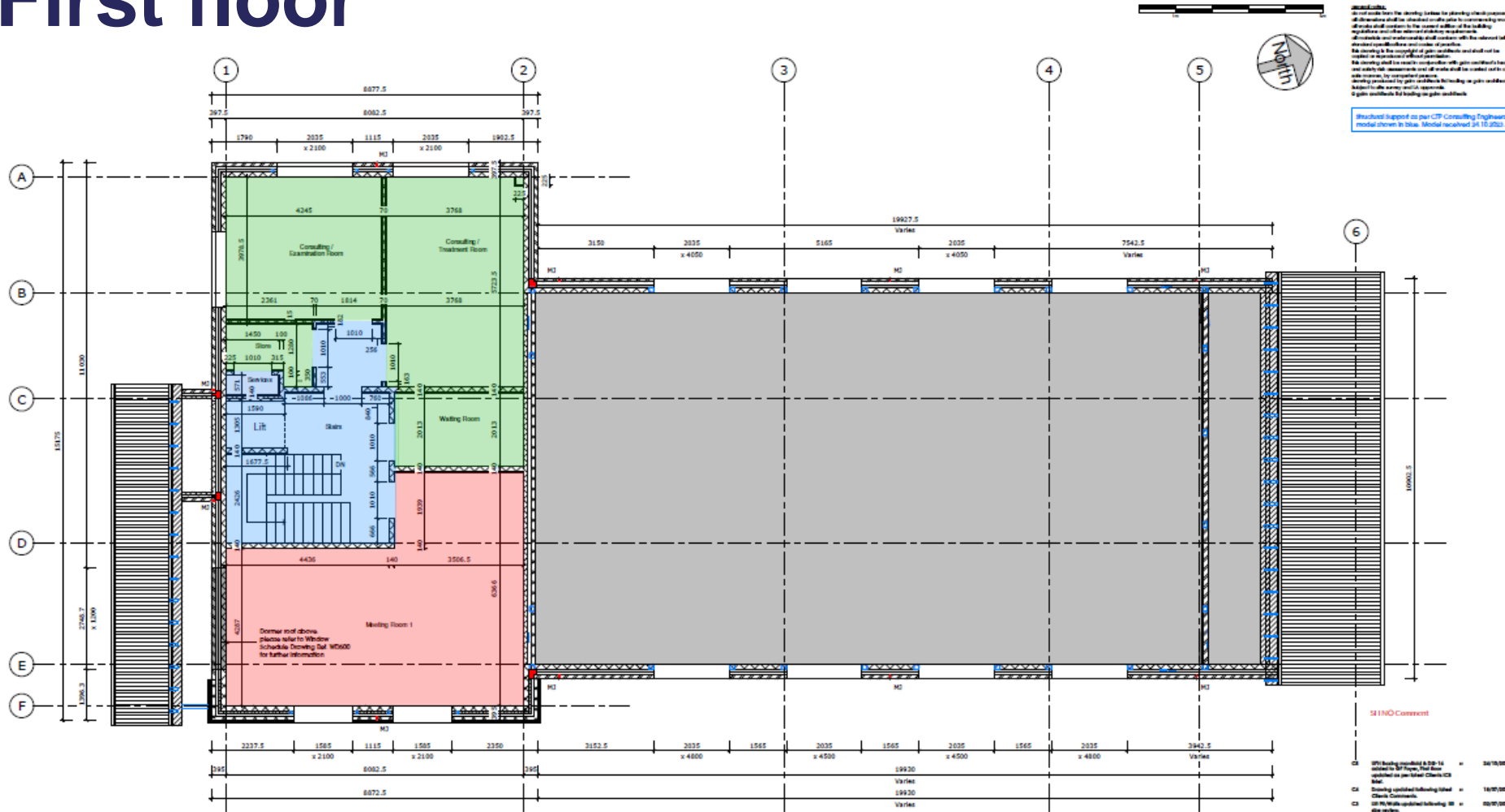
Common Parts shown in blue, consisting of:

- Entrance lobby
- Foyer
- Kitchen
- WCs
- Bins store, services and cleaner's cupboard

Tenant's demise shown in pink, comprising of:

- Office
- Main hall
- Main hall storage

# First floor



**Structural Support**  
 Structural support is per C/P Consulting Engineers model shown in blue. Model received 24.10.2021

02.1 First Brick Dims  
 1 : 50

**SI INO Comment**

Rev	Description	Drawn	Date
C5	SI INO Building completed & DDP 14 submitted. SI INO Plan, final floor updated as per Initial Client's C/P	IR	24/10/2024
C4	Drawing updated following initial	IR	14/07/2024
C3	Client's Comments	IR	05/07/2024
C2	SI INO Building completed & DDP 14 submitted. SI INO Plan, final floor updated as per Initial Client's C/P	IR	13/06/2024
C1	Initial Client's Comments	IR	09/06/2024

**gdmarchitects**  
 Client Name  
 project: Harley Neighbourhood Centre, Westvale Park  
 drawing: First Floor Setting Out Plan  
 date: 03/26/24 drawn by: IR  
 scale: 1 : 50 @A1 checked: ICM

project number	drawing number	revision
4382	WD105	C5

Common Parts shown in blue, consisting of:

- Stairs & lift
- Service cupboard
- Lobby

Tenant's demise shown in pink, comprising of:

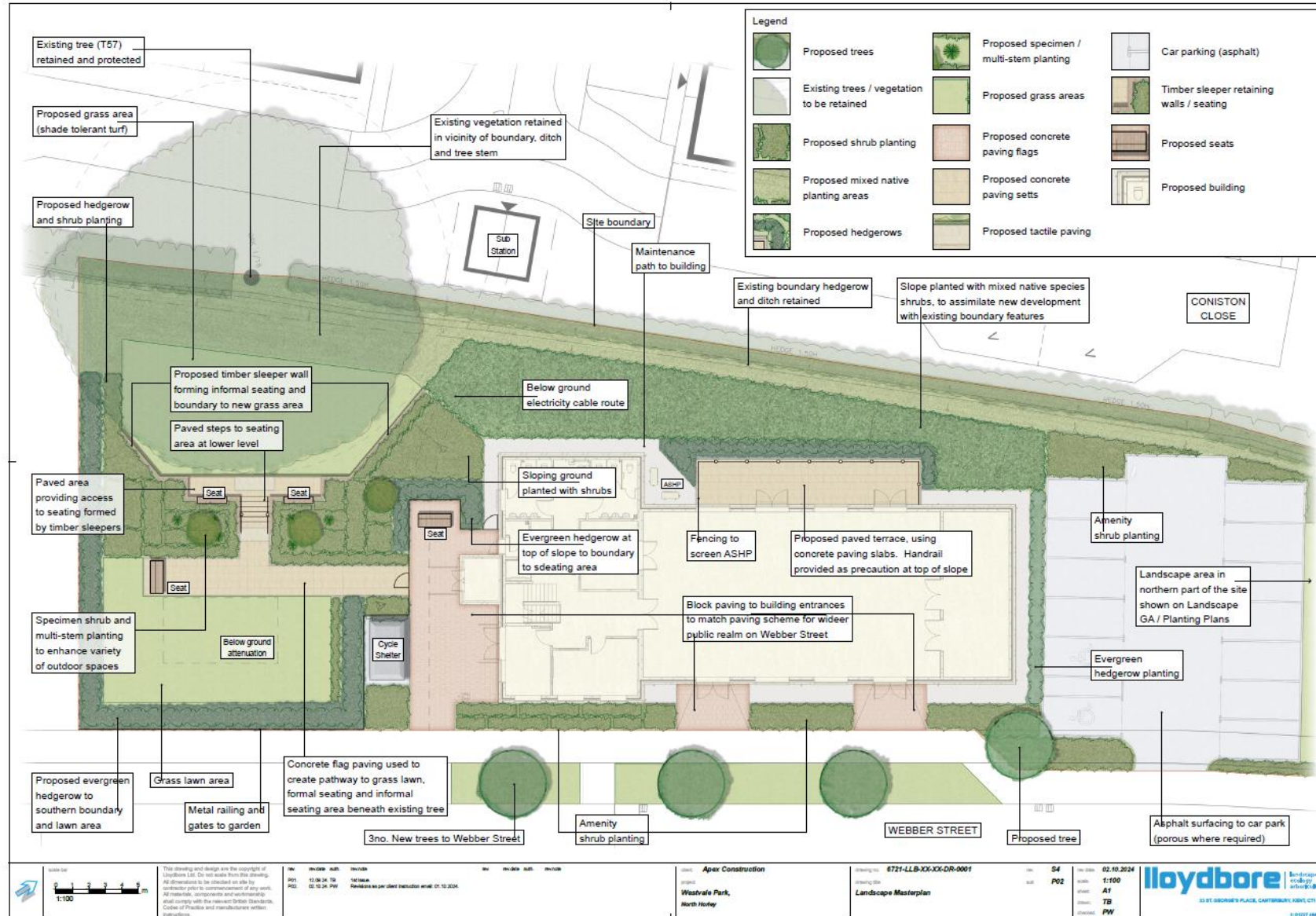
- Meeting room

GP demise shown in green:

- Consultation rooms
- Waiting room
- Storage



# External areas



External areas currently within demise of tenant, comprising of:

- Off street parking
- Small terraced area
- Lawn
- Landscaping with seating

# Site progress



# Site progress





# The ask

- Building management and operation including room bookings and hire during the week and at weekends
- Sustainable business plan focused on community and or health and well-being uses
- Willingness to support the community through activities and services
- Work in partnership with local community and organisations
- Share building and facilities with local GP practice
- Not use the building for own sole use

# Who can apply?

- Not for profit and constituted voluntary or community sector organisation  
(e.g. a registered charity, community interest company or charitable incorporated organisation, a not-for-profit company, Parish or Town Council etc).
- Have stated community benefit objectives at core
- Governance, skills and capacity to effectively deliver services and manage the asset
- Have a clear purpose and understanding of the activities it wishes to deliver

# Selection Process

- 1 Expressions of interest
- 2 Business plan submission
- 3 Agreement for Lease

# Expressions of interest

The expressions of interest questionnaire asks about:

- Your organisation its structure, financial status and governance
- Vision, aims and objectives for the neighbourhood hall
- Experience and track record of managing a community building
- Proposals to manage and operate the building

# Business case submission

A small number of organisations will be invited to submit a 5-year business case including:

- Five-year income and expenditure profile
- Further detail of your organisation's aims and objectives, experience and track record
- A summary of your proposal including the management structure, governance, staffing and process
- How you will meet local community needs
- How you will market the neighbourhood hall
- How you will meet Key Performance Indicators

# Process & Next steps

Item	Date
Expressions of interest in lease opens	3 February 2025
Online introduction and presentation by the council	12 February 2025
Opportunities for 1-2-1 conversations with council and interested operators	w/c 17 February 2025
Site visit to Westvale Park Neighbourhood Hall	w/c 24 February 2025
Final date for clarification questions to be submitted	21 February 2025
Expression of interest process closes	9 March 2025
Panel shortlisting by the council	10 – 21 March 2025
Conversations with organisations over video conference, if required	w/c 10 and 17 March 2025
Organisations invited to submit a business plan	March 2025 (6 weeks)
Panel interviews with shortlisted organisations	Late April 2025
Successful applicant to enter into lease negotiation	May 2025
Fit out and opening	Summer 2025

# Any Questions?



## Further information

- Online: [www.reigate-banstead.gov.uk/westvalepark-hall](http://www.reigate-banstead.gov.uk/westvalepark-hall)
- Email: [regeneration@reigate-banstead.gov.uk](mailto:regeneration@reigate-banstead.gov.uk)