

WIMBLEDON AND PUTNEY COMMONS CONSERVATORS



INVITATION FOR EXPRESSIONS OF INTEREST

PARTICULARS AND SPECIFICATION

TENNIS COURTS AT PUTNEY LOWER COMMON, SW15

THREE YEAR LICENCE
(OPTION TO EXTEND)

November 2024

Wimbledon and Putney Commons Conservators,
Ranger's Office, Manor Cottage, Windmill Road, London, SW19 5NR
Registered Charity: 303167

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1. THE EXPRESSION OF INTEREST

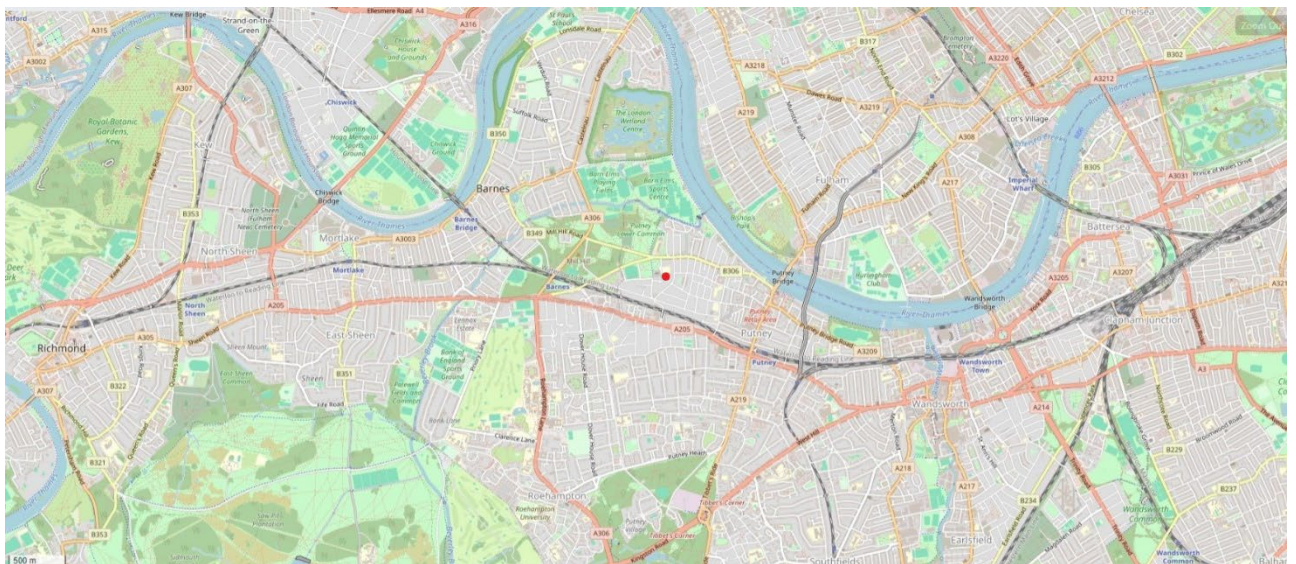
Wimbledon and Putney Commons Conservators (“WPCC”) is a five tennis court site with an unenclosed pavilion located at Putney Lower Common, SW15 situated in the London Borough of Wandsworth. WPCC is seeking to enter into a licence for the management and operation of the courts (there must be one lead/responsible organisation if a partnership submits an expression of interest), available for the general public to pay and play, in addition to a community-focused tennis development and coaching programme.

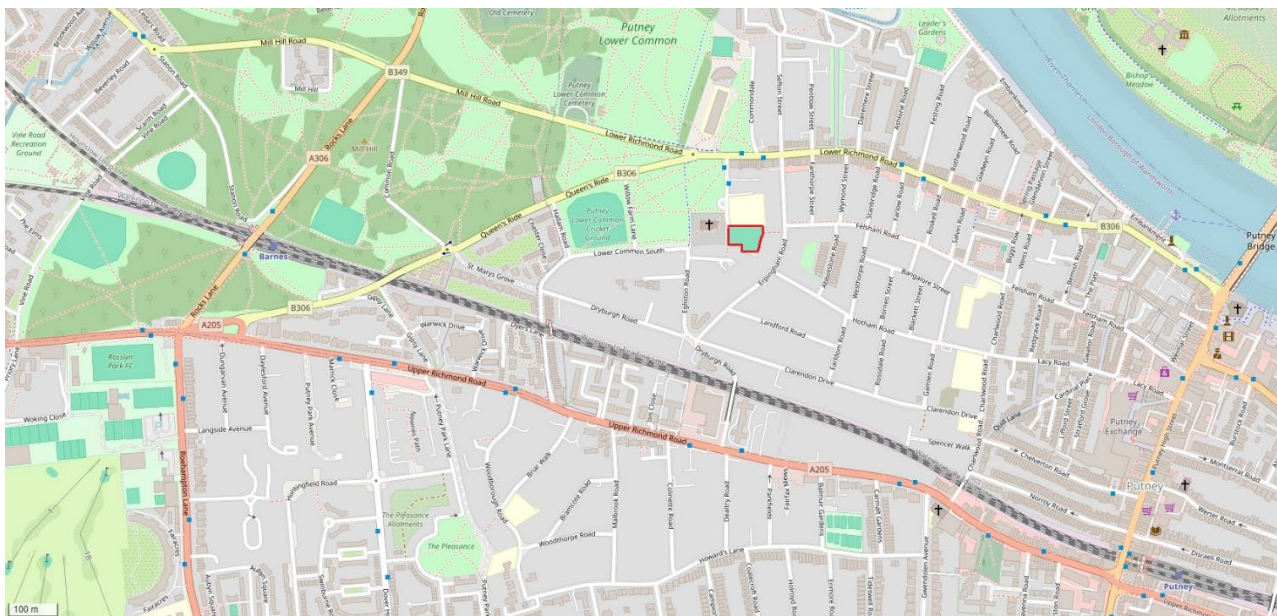
This will be on the basis of a licence for a period of three years (with an option to extend) with the expectation this will be entered into before the commencement of the service, with the licence fee being payable on the service commencement date. We envisage service commencement will be around March/April 2025.

2. THE TENNIS COURTS

All courts are porous macadam with some internal fencing and surrounded by a boundary fence with open gates. This latter aspect is important for WPCC. The condition of the courts is currently being assessed with a view to any urgent refurbishment works being completed before the service commencement and following this, a phased and prioritised maintenance programme, funded from a sinking fund. There will be net posts and nets supplied at the commencement of the service. An unenclosed pavilion is situated on the site, which is also included in the licence.

The successful licensee will be required to manage the tennis courts as per the specification from the commencement date.





<https://w3w.co/places.narrow.bunks>

3. VIEWING

- All the courts may be visited at any time.
- Following cessation of the previous licence, tennis is not being played on the courts currently.

4. SPECIFICATION

Expressions of Interest are invited with proposals to manage the tennis courts on behalf of WPCC in return for a licence fee payable to WPCC in accordance with the terms of these particulars and the specification.

WPCC welcomes partnerships and collaborations but requires a lead organisation or association to be the sole licensee and a single point of contact with WPCC.

In assessing the Expression of Interest received, WPCC will measure and score them against the requirements and the specification and bidders should ensure that they provide sufficient information to enable an assessment and scoring to be undertaken:-

4.1 The Tennis Courts

- 4.2 All courts are porous macadam with some internal fencing and surrounded by a boundary fence with open gates. There will be net posts and nets supplied at the commencement of the Licence
- 4.1 WPCC shall be responsible for the maintenance and the refurbishment of the protective fencing, tennis courts, net posts and nets. The licensee will be responsible for taking down the nets and safely storing them at the end of each day.

- 4.2 The Licensee must undertake regular checks and carry out the day-to-day upkeep of the courts. This includes keeping the courts in a clean, safe and tidy condition, free of litter, leaves and other materials. WPCC will empty the bins around the courts, any leaves collected and dispose of these and the rubbish weekly.
- 4.3 The Licensee upon identifying any defects or deterioration in condition must report these to the WPCC. Records of weekly safety inspections must be maintained by the Licensee and be available for inspection by the WPCC.
- 4.4 The Licensee shall be required to undertake a yearly risk assessment of the courts and its operations and provide this to WPCC.
- 4.5 The Licensee is not to make or permit to be made any alterations to the site without first obtaining the prior written consent of the WPCC.
- 4.6 The Licensee shall ensure that a minimum of two courts are available for the use of the general public for pay and play tennis at all times, bookable through the Lawn Tennis Association's ClubSpark system. All income from the system (minus the Lawn Tennis Association ClubSpark cost) shall belong to the licensee. Any exceptions to this must be agreed in advance with the WPCC.
- 4.7 The courts must only be used for tennis and, no other use is permitted, including the game of padel (due to noise levels and the impact this would have on neighbours), without the prior written consent of the WPCC.
- 4.8 All notice boards and information displayed must be kept up to date by the Licensee and the licensee must respond to requests for information and bookings by the public and members in a reasonable time.
- 4.9 Licensees must not park their vehicles or permit those being coached or users of the court to park whereby they break local traffic laws or cause a nuisance.
- 4.10 Disturbance to neighbours (local residents, school, Scouts group, church) must be kept to an absolute minimum.
- 4.11 No PA equipment or amplified sound or music will be permitted on the courts or pavilion.
- 4.12 **Licensee Requirements**
- 4.13 The Licensee shall register with the Lawn Tennis Association (LTA) as a member/venue and use ClubSpark to administer all individual lessons, courses and holiday camps, and coaching programme, maintaining The Licensee's ClubSpark page. No other venue booking system will be allowed.
- 4.14 No one person shall be able to book pay and play courts for longer than 2 hours in any one day.
- 4.15 The Licensee will be responsible for booking the courts required to run their coaching programme via ClubSpark.

- 4.16 The Licensee is responsible for providing all the necessary equipment to deliver both individual and group coaching.
- 4.17 The Licensee must ensure that all coaches operating on the site are qualified in accordance with the current requirements of the LTA and that they have a current LTA accreditation, and this must be evidenced in advance to the WPCC.
- 4.18 The Licensee must ensure that the venue programme is planned and delivered under the supervision and guidance of an LTA Level 3 coach as a minimum.
- 4.19 The Licensee must ensure that all coaches operating on the site must have an up-to-date DBS check within the last three years and evidence of this must be provided in advance to the WPCC. No coach may operate on the site without an up-to-date DBS.
- 4.20 The Licensee must ensure that all coaches operating on the site are appropriately insured for the delivery of their programme and this must be evidenced in advance to the WPCC.
- 4.21 All coaches will be contracted by the Licensee to coach on the tennis courts.
- 4.22 The Licensee shall ensure that the appearance of the coaches on court is acceptable; this will include appropriate tennis attire and footwear.
- 4.23 Under no circumstances should a coach be smoking, under the influence of alcohol or other substances at any time on court.
- 4.24 The Licensee must provide an up-to-date list of coaches who will be operating on the site to the WPCC upon request.
- 4.25 The Licensee must ensure that all coaches act in an appropriate manner at all times that reflects positively on the WPCC.
- 4.26 **Tennis Development**
- 4.27 The Licensee shall pay particular regard to the range of products and programmes, resources and support that is available from the LTA utilising them where appropriate, to enhance the offering of the provision.
- 4.28 The Licensee shall deliver a service aimed at a range of ages and abilities and provide a balanced programme of use between casual general public pay and play and courses/coaching to be agreed with the WPCC who will review this programme yearly.
- 4.29 The Licensee must meet the LTA's Minimum Registration Standards as part of LTA Venue Registration.

4.30 **Administration Responsibilities**

- 4.31 The Licensee shall provide and maintain a booking and administration system, which effectively and efficiently enables members of the public to contact the Licensee by telephone or email, in addition to booking courts and coaching through the LTA ClubSpark system. The Licensee shall arrange for notices to be permanently displayed on site, in the form and containing such information approved by WPCC, including the Licensee's contact details.
- 4.32 The Licensee and all members of staff involved in the delivery of the service shall observe and comply with the LTA's Venues policies and WPCC's Equal Opportunities Policy.
- 4.33 The coach to pupil ratios will be in line with those recommended by the Lawn Tennis Association.
- 4.34 The Licensee shall provide WPCC with its policy in relation to cancelled sessions, which must be first agreed in writing by the WPCC whose decision is final.
- 4.35 The Licensee should attend monthly meetings in the mobilisation of the service and immediately afterwards for a period of six months. During the term of the Licence the Licensee shall attend yearly meetings with the WPCC to discuss management of the courts and feedback received. WPCC shall give at least one month's notice in writing of such a meeting.
- 4.36 The Licensee shall observe and comply with any rules and regulations from time to time made by WPCC, particularly in regard to the Wimbledon and Putney Commons Act 1871, Byelaws and policies, in connection with the management of the premises and provision of the service.

4.37 **Management and Finances**

- 4.38 The annual fee is to be agreed and made payable to the WPCC in two equal six-monthly instalments on 1st April and 1st September. The annual management fee will be increased in line with September's RPI figure in April the following year.
- 4.39 The licensee is required to ask the WPCC to approve the court hire fee schedule and these must be at a reasonable market rate and comparable to other local courts.
- 4.40 The licensee will be responsible for registering the courts with the Lawn Tennis Association and ensuring that this is maintained through the period of the licence.
- 4.41 The Licensee is responsible for the management and delivery of all coaching both group and individual and this includes publicity, promotion, communication, payment and the ongoing relationship with customers. No coaches other than those appointed by the Licensee shall be entitled to deliver tennis coaching (individual, group or school) on the site at any time. All income from coaching belongs to the Licensee. The proposed coaching programme (including charges to the public) must be approved by the WPCC in advance.
- 4.42 School and other group bookings will be the responsibility of the licensee.

4.43 **Reporting**

4.44 The Licensee will provide an annual report of attendances related to the delivery of the play and play and coaching programme and the general running of the facility.

4.45 The licensee will provide to WPCC independently inspected or audited accounts each year.

4.46 **Court Open times**

4.47 Use of the tennis courts and pavilion must be between 8am and 30 mins before dusk or 8 pm, whichever is earlier. No flood lighting of the courts will be permitted.

5. **OTHER INFORMATION**

Wimbledon and Putney Commons Conservators was established by an Act of Parliament in 1871 (the 'Act') which imposes a statutory obligation on the Commissioners to "keep the Commons open, uninclosed [sic]and preserve them as open spaces..." and this means the courts must be left open.

As a licensee of the tennis courts you will not seek in any way to exclude WPCC, its employees and servants from access to the tennis courts for such purposes as WPCC requires.

It has been made known to WPCC that Putney 4th Scouts, who have a hall and toilet facility immediately next to the courts, would be interested in coming to an arrangement to provide use of their toilets in exchange for the Scouts use of the courts. Any arrangement would be down to the licensee to organise and agree, WPCC will only facilitate an introduction.

Please note the restrictions on the courts use. WPCC requires the licensee to be a good neighbour and maintain good relations with immediate neighbours of the courts (local residents, school, church, scouts group).

6. **PROCEDURE TO FOLLOW TO MAKE AN OFFER**

- Applicants wishing to make an offer should provide in writing (ideally via email) a detailed proposal as outlined.
- The closing date for receipt of offers is **9am Monday 23 December 2024**.
- Offers are to be received by the above due date and time to: **rangersoffice@wpcc.org.uk**
- Any offers received after the closing date and time will not be considered.

- Two references related to tennis coaching/managing tennis courts must accompany the Expression of Interest, with contact details in order to verify the reference provided.
- If these are not received with the return, then this will invalidate the return received.

The Expression of Interest should have the following headings:

- Objectives
- Development Plan
- Management and Staffing Arrangements
- Proposal as to Licence Fee
- Marketing Plan
- Indicative Finances
- Monitoring and Evaluation
- References
- Conclusion

Please note scoring is weighted to the provision of a minimum of two courts available for the general public to book for pay and play at all times and a community-focused tennis development and coaching programme.

WPCC cannot reimburse any applicant for any costs in the preparation of their offer, whether successful or not.

7. REQUIREMENTS ON ACCEPTANCE OF AN OFFER

- The successful applicant(s) will be notified in writing by email by the WPCC after interviews with all applicants are complete. The chosen provider (s) will be required to sign and complete the Licence within four weeks of that notification but in any event by **17 February 2025**.
- It will be deemed that upon signing the Licence that the successful operator is fully aware and in agreement with all the terms and conditions and, will take the tennis courts on in the condition as at the date of signing. The condition survey and any prioritisation of outstanding works will form part of the licence.
- The licence fee will be negotiated between the parties based on their Expression of Interest and will be payable upon the service commencement date, on a pro rata basis.

8. CONTACT

In order to provide an open and transparent process, WPCC will not be entering into dialogue with any interested parties bar answering clarification questions about the offer or process. These may be asked to WPCC up to two working days before the closing date via the Ranger's Office on rangersoffice@wpcc.org.uk . Appropriate questions and answers will be posted on the WPCC website – [PLC Tennis](#) (you may need to refresh your browser when viewing the page to see recent updates). This facility can also be used by people, associations and organisations wishing to form partnerships, through the sharing of their contact details.

WPCC reserves the right not to answer any questions deemed not relevant to the process.