

Invitation to submit a formal proposal for the management of land at Mayfields Grove York – to deliver long term nature conservation and public benefit.

Invitation in accordance with City of York Council cabinet member decision session 8 March 2012.

1 Summary

The City of York Council seeks formal proposals for the long term management of land at Mayfields Grove York, from suitably constituted community / environmental groups who can demonstrate that they have the appropriate capacity / capability / expertise / resources available to manage the land over the long term, in accordance with an agreed management plan.

A management framework has been prepared which describes the site and sets out the minimum requirements necessary for successful management of the area; it also articulates some of the opportunities for achieving wider benefit.

Formal submissions should build on the management framework adding appropriate additional information and detail in the form of a developed management plan that will deliver on the aims and objectives set out in the Framework.

As an oasis of green space within a residential area, Mayfields offers the local community and wider public a mix of a safe play ground, a natural experience, a place of quiet reflection and some opportunity for informal leisure pursuits. It provides space and habitat for wildlife with access to nature for people. The screening provided by peripheral trees and vegetation gives the site a pleasant, rural aspect in an otherwise urban setting, and is one of only a few such sites in the main urban area.

2 Management Aims and Objectives

The key management aims and objectives are:

1. To maintain and enhance the site for nature conservation for the benefit of indigenous flora and fauna
2. To provide a safe & attractive public open space, with a particular emphasis on nature conservation
3. To maintain the trees in a safe condition
4. To provide a place to enjoy nature
5. To maintain the footpaths and access points
6. To manage opportunities for recreation
7. To maintain and manage fishery
8. To guide human access along established paths to develop refuge areas for wildlife
9. To work with local interest groups, residents associations and schools/colleges to maintain and enhance the site

10. To secure community involvement in the site covering all aspects of site work and management to promote a greater knowledge and understanding of Mayfields
11. To provide opportunities for educational use by local schools and colleges
12. To monitor the effectiveness of the management in maintaining and enhancing the wildlife interest of the site

3 Queries

Please submit any queries in writing or by email to:

Attn: David Warburton, Head of Design Conservation and Sustainable Development, City and Environmental Services, 9 St Leonard's Place, York, YO1 7ET
Tel.: 01904 551312
E-mail: conservation@york.gov.uk

4 Clarification

If we consider any query / question or request for clarification is relevant to all interested parties, we will circulate both the query and the response to all potential groups, although the identity of the originator will necessarily remain confidential.

5 Return Arrangements and deadline

Please make all formal submissions to the above address. Submissions to be as one paper copy by post (or hand delivered) or electronic submissions by email, please note that we do not accept fax copies.

The deadline is Fri 6 July 2012 – for practical purposes this will include post rec'd / hand delivered on Monday 9 July. We will keep entries received before this deadline unopened until after this time. We will not consider any competition entries we receive after the deadline. Please be aware that competition entries may be copied for our use.

Please mark your email or envelopes with the words 'Mayfields Competition entry'.

6 Assessment Criteria

All submissions will be evaluated in accordance with a Council evaluation process and specifically including the criteria set out below:

As we evaluate submissions, we may seek clarification and may ask for additional information. The purpose being to explore further the information you have provided in your submission.

Criteria	Description	Weighting
Organisational factors	Group constitution Membership arrangements Group status Trustees Group finances Statement of accounts Insurances	20
Organisational capacity	Group Capacity Membership and meetings Resources people / equipment Relevant experience of carrying out management works Organisational expertise Partner organisations	20
Developed Management Plan	Potential to deliver minimum standards A Place for Nature Management standards Appropriate additional detail on habitat area management Potential to deliver added value Annual works programme Monitoring and review arrangements Project development, including improving access for all requirements Revisions to management plan	30
Community involvement	Commitment to local engagement A Place for People Communication methods Arrangements for local engagement – both formal and informal Appropriate access Working parties Schools and education Equalities statement Support for a “Friends of Mayfields”	30
		100%

This is not necessarily the final assessment form but indicative of the key aspects to be considered

Completion of Entry

All submissions must include documents and, or other evidence as requested to satisfy these criteria. If the criterion does not apply to you, please write N/A. If you do not know the answer please write N/K.

Any additional documents you provide must refer to a criterion and be easily identifiable as such.

Constitution

Please provide a copy of the group constitution.

Group status

Please provide details of your group's official status (Charity, Limited Company or other), including a list of Trustees (if not already included in constitution).

Statement of accounts

Please provide proof of accounts. Any documentation provided will be kept in the strictest confidence.

Resource Capability (finance, grant possibilities, volunteers, tools)

Please provide details of the group's staffing and availability of tools.

Track record demonstrating public benefit – explain how the organisation's aims are for the public benefit

Please provide details of the group's previous track record, including where appropriate examples of how the aims of the management framework have been achieved on other sites.

Management plan

Please include your developed management plan detailing the site management practices and specific aspirations and methods of delivery your group has prepared for the land.

Equalities Statement

The maintenance of public access to the land is a key component of the management framework and an equalities statement will be required as part of the submission from organisations seeking to manage the land for the long term.

CRB checks

If, as part of the community involvement, members of your group, volunteers or partners will be working directly with children or vulnerable adults you must ensure that they have been checked by the Criminal Records Bureau (CRB check). More information is available from the CRB website at www.crb.gov.uk.

7 Grounds for Rejection

There are certain essential criteria that must be met for a group to be able to effectively take tenure and legitimately manage the site.

Insurance

Please provide evidence that your group has the necessary cover to deliver the management of the site. You must have the sufficient levels of insurance needed to manage the site. If you do not have these, you must provide evidence that you will be able to put them into affect if successful, before taking on the management responsibility. If you cannot confirm this, you will fail in the competition bid.

You will need to ensure that any insurances cover volunteers. You will be responsible for ensuring that you and your contractors have appropriate additional insurance cover in place while any works or activities are in progress.

You must also ensure that you have appropriate insurance cover in place for the lifetime of the group's existence.

Trustees

Land cannot be transferred or leased to a group unless a formally constituted body, such as a limited company or charity group with trustees vested with powers to own the land.

8 Additional Information

Timetable

The timetable is set out below; this is intended as a guide, and, while we do not intend to depart from the timetable, we reserve the right to do so.

Stages	Dates
The opportunity for community groups to submit expressions of interest will be formally advertised by public notice in York Press	2 May 2012
Expressions of interest should be registered by no later than Details of the submission requirements and the council's assessment methodology would be sent out to interested parties by return	16 May 2012
Deadline for formal submissions demonstrating compliance above with criteria and including developed management plans manage the land for public benefit in accordance with a developed management plan, broadly based on the management framework	6 July 2012 (inc post rec'd Mon 9 July 2012)
Assessment of bids by officers against the criteria set out in the assessment checklist	July 2012
Preparation of report for cabinet member decision session in September	August 2012
Decision on future management arrangements	September 2012
Future Management Arrangements in place	tbc October 2012

9 Conditions relating to all submissions

A legal agreement will be required to initiate the new management responsibilities detailing the tenure/management responsibility which is intended to be in perpetuity.

In the event that submissions fail to meet the necessary criteria in part or in full the Council reserves the right not to accept proposals.