

An exciting opportunity for
Sole Fishing Rights
To Stowe Pool, Lichfield

Application Brief



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1. Our aims

- 1.1 Stowe Pool in Lichfield is a key recreational and wildlife area in the shadow of Lichfield Cathedral in the heart of the city centre.
- 1.2 Over recent years, Stowe Pool has played host to many activities, including jogging, walking, wildlife spotting, canoeing, paddle boarding and angling.
- 1.3 Lichfield District Council is keen to find an angling club to rent the sole rights to fishing at Stowe Pool.
- 1.4 The council expects that a club will have, or be able to build local connections to be able to use the pool to promote and increase angling opportunities for local residents, including children and young people, young women and girls, people with disabilities and over 50s.
- 1.5 These opportunities will deliver the vision and outcomes of the council's strategic documents.
- 1.6 It is expected that the current level of public access to this key amenity will continue.
- 1.7 The council also sees this as an opportunity for a local club to obtain an interest in a site that will allow themselves to grow and become more successful.
- 1.8 It is intended that this brief will identify a suitably skilled and motivated club which is keen to become rental holders for the pool.
- 1.9 The brief outlines the conditions of the rental arrangement as envisaged by the council and describes the criteria that will be used to select a preferred club.

2. The pool

- 2.1 Stowe Pool is owned and managed by Lichfield District Council. It is within walking distance of the city centre and is bordered by Stowe Road, St Chad's Road, Cross Keys and Mill Croft footpath.
- 2.2 The pool is located in the Lichfield city centre Conservation Area. It is designated as a Site of Special Scientific Interest (SSSI) and classified as a Category A reservoir under the Reservoirs Act 1975.
- 2.3 Stowe Pool has adjoining fields, play areas and a boathouse, which are not part of the rental agreement.
- 2.4 The pool is accessible from Cross Keys through a car park with 275 spaces (charges apply).
- 2.5 The site has two small play areas with equipment suitable for toddlers up to teenagers. The play areas remain popular with local residents and their families.
- 2.6 The site is surrounded by a mix of walls, fencing, hedgerows and mature trees. The obligation for maintaining the boundaries, adjacent fields, play areas, park infrastructure and trees will remain with the council.
- 2.7 The current arrangement for angling consists of two or three angling clubs hiring the pool each year and individual day fishing permits being sold by the council.
- 2.8 The council is in discussion with Heritage Lottery Fund about a potential grant bid to provide improvements to the site. This could include the provision of wheelchair access, fishing pegs and funding support to encourage more angling opportunities on site.

3. The expectations of the council

- 3.1 The council is inviting applications from interested clubs for a rental agreement of up to five years for sole rights to fish Stowe Pool.
- 3.2 A rental agreement for the pool will be granted to the club that is able to most clearly demonstrate that it can, or intends to meet, the following criteria:
- A commitment to maintain unrestricted public access to Stowe Pool and Fields for informal playing of sport and games, for dog walking and for other reasonable outdoor leisure pursuits that would normally occur in a park.
 - A commitment to comply with the legal requirements and advice provided by the regulators to the pool's SSSI and reservoir status.
 - A commitment to work with the council to enhance the fabric of Stowe Pool for access and wildlife improvements.
 - A commitment to the promotion of equal opportunities.
 - A commitment to safeguarding, equality and diversity procedures.
 - Are financially sound.
- 3.3 In return, the council will provide a rental agreement to the preferred club at an annual fee. In the first instance, the council is minded to provide a five year term to allow the preferred club to seek and secure external funding or investment, if appropriate.
- 3.4 The agreement will be met by contract rather than through a lease.
- 3.5 Shortlisted clubs will be required to present a brief demonstrating their ability to deliver their plan and the safe operation of angling on site.
- 3.6 The council will be weighting its selection criteria such that applicants provide proposals that deliver angling opportunities for local people.
- 3.7 While there is an expectation that the predominant sport for the rental holder will be angling, the applicant must acknowledge how other sports will be accommodated at the site.

4. SSSI and Reservoirs Act 1975

- 4.1 Stowe Pool is designated as a Site of Special Scientific Interest, notified for its population of native white-clawed crayfish. Since its notification the white-clawed crayfish population has crashed and has been replaced by the invasive American signal crayfish.
- 4.2 The SSSI status remains in place and the council monitors activities to ensure that no SSSI, legal or regulatory requirements are compromised.
- 4.3 Stowe Pool is registered under the Reservoirs Act 1975 as a Category A reservoir. The reservoir is routinely monitored by a supervising engineer, supported by an engineer consultant. The reservoir is also assessed by an All Dams Reservoirs Inspector every ten years. The next inspection is due in 2022. The successful club will comply with the requirements of the Reservoirs Act at all times, consulting with the council wherever needed.

5. Byelaws

- 5.1 Lichfield District Council's 'Byelaws in respect of pleasure grounds' includes Stowe Pool and Fields. Therefore, the successful club will comply with all byelaws and help the council by making sure anglers and other users do so as well.

6. Selection criteria

6.1 The council will test applications from interested parties against the following criteria:

The applicant must:

- Be a bone fide club with its own, bank account and committee members. Membership to the club should be open to all.
- Be financially resilient. The council will expect to see a copy of accounts.
- Be able to demonstrate sound governance. The council will expect to see the following policies: Health and Safety, Equal Opportunities, Adults at Risk of Neglect and Abuse and Child Protection. Or confirmation of abiding by the councils policies.
- A plan showing how opportunities for participation by the following groups of people must be provided:
 - Children and young people
 - Young women and girls
 - Those with disabilities
 - The over 50s
- The applicant must also provide a plan on how the club will be funded over the next five years.
- The council will expect to see public liability insurance cover of at least £5 million.

7. Preparing an application

- 7.1 Interested parties should seek clarification of any points relating to the site or the lease before submitting their application. It is intended that council officers will make themselves available to meet with interested parties to discuss the requirements and expectations of the council.
- 7.2 It remains the responsibility of applicants to obtain, at their own expense, any extra information necessary for the preparation of their application, and to familiarise themselves with the site, conditions, rules and byelaws.
- 7.3 All the information supplied by the council, in connection with the application brief, will be treated as confidential by the applicants, except that such information may be disclosed to others, so long as it for the purpose of helping prepare proposals.
- 7.4 The application shall be submitted, detailing the necessary information, signed by the applicants and submitted in the manner and by the date and time stated in section 8.4.
- 7.5 All documents requiring a signature will be signed by an authorised signatory.
- 7.6 Applicants will need to provide the following information:
- a) Description of club
 - b) List of Committee Members
 - c) Copy of accounts
 - d) Plan and financial forecasts for next five years
 - e) Relevant policies, if available.
 - f) Public liability insurance of £5 million
 - g) Name of three individuals who can provide references.
 - h) General description of how the angling facility will be operated
 - i) A plan for the club
- 7.7 The timetable for the selection of a club will be as follows:
- | | |
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| Application brief published | June 2018 |
| Questions to council | June 2018 – August 2018 |
| Application return deadline | Monday 3 September 2018 |
| Appraisal of submissions and shortlisting | September 2018 |
| Interviews with shortlisted applicants | September 2018 |
| Preferred club identified and contract conditions agreed | October 2018 |
| Rental commences | November 2018 |

8. Submitting an application

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8.1 Completed applications should be sealed and returned to the following address:

**Head of Leisure and Operational Services
Lichfield District Council
Frog Lane
Lichfield
Staffordshire
WS13 6YU**

8.2 The applicant must ensure they include supporting information within their application, as noted within 6.1.

8.3 The package must bear no name or other distinguishing mark which could reveal the identity of the sender. Please note that any marks which include some postal frankings and courier tags that identify the name of the applicant will make the submission invalid.

8.4 Applications must be received by the council at the address specified above in this section 8.1 no later than 12 noon, Monday 3 September 2018, the closing date. Any application received after this time will not be considered.

9. Evaluating applications

- 9.1 The council is seeking to secure the most viable club that will be able to provide angling facilities that maximises public access and engagement whilst protecting the SSSI and reservoir obligations.
- 9.2 The council will consider all submissions and compile a shortlist. Those clubs on the shortlist will be invited to present to and be interviewed by the council.
- 9.3 The council is not obliged to identify a preferred club if the applications submitted are considered by the council to be inadequate.
- 9.4 The council reserves the right to reject any application which does not comply with the requirements set out within this application brief.
- 9.5 The council is in no way liable in respect of any expenses or loss which may have been incurred by an applicant in the preparation and submission of their application, including visits or meetings in connection with the process.
- 9.6 The successful applicant will be permitted to use Stowe Pool after signing the contract.
- 9.7 The council reserves the right to publish the name of all applicants.