



**Opportunity at Canning Town
Old Library**

Expression of Interest Prospectus 2023

*A unique opportunity to
take-up space in a historic
civic space in the heart of
Canning Town*

Executive Summary Overview

We are seeking expression of interest submissions for leasing of the first-floor space at Canning Town Old Library (105 Barking Road, London). Offering a GIA of 220m², the fully accessible and newly refurbished space is arranged around a single large flexible room with ancillary office, storage, and kitchen facilities. The finish of the room will be ornate fitting the overall grandeur of this Grade II listed building. There are new services and access to fibre broadband throughout the building.

The leased area will sit within a newly refurbished heritage centre which will be run by London Borough of Newham. The building will house the borough's extensive archives, a new café, a classroom, reading room and exhibition area to tell the stories of Newham. With regular opening hours, there will be dedicated staff to help visitors access Newham's incredible history and a programme of activities to involve people with these stories. This will be the brand-new home of Newham's Heritage Service.

The finished building will be a new type of multi-function civic space situated in one of the most exciting and fast-growing neighbourhoods within Newham.

We're looking for a tenant to work collaboratively with the Council, offering services or activities that will contribute to the heritage, educational and community focus of the wider building. Applications are welcome from, SMEs / charities / CICs, not-profits, public sector, and private sector bodies. We also welcome consortium bids where one lead applicant will represent the interests of several other organisations.

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1 Key Opportunity Information at a Glance

- 1.1.1 **Space Allocation:** 220m²
- 1.1.2 **Available Rooms:** 1x Double Height Main Space; 1x office Space; 2x flexible storage areas; 1x kitchen/staff area & impressive and spacious landing area (capable of hosting reception area)
- 1.1.3 **Fit Out:** Cat-B
- 1.1.4 **Current Planning Designation:** Current Use Class F1 (option to apply for change of use before tenancy taken up)
- 1.1.5 **Available to Rent From:** May 2025 Onwards
- 1.1.6 **Headline Rent:** £39,928_{pa} (with opportunity for up to an 80% discount)
- 1.1.7 **Rateable Value:** Entire building is estimated to be around £30k, with a pro-rata amount apportionable to the tenant for the first-floor hereditament. Rate relief may be applicable with applicants encouraged to discuss this with the Council's Business Rates team.

2 About Canning Town Old Library

2.1 History

- 2.1.1 Canning Town Old Library was built in the 1890s as part of a larger complex that included a large public hall, which survives to the east. Both buildings were erected by the County Borough of West Ham to provide civic facilities for the growing population of Canning Town. The history of the site is as follows:
 - 2.1.1.1 *Library constructed 1892-93*
 - 2.1.1.2 *Remodelled in 1952 following bomb damage*
 - 2.1.1.3 *Refurbished in the 1990's*
 - 2.1.1.4 *Closed 2017*
- 2.1.2 Both buildings share a [single Grade II listing](#).
- 2.1.3 Ground floor - The front room adjacent to the street was the Lending Library. It incorporated the latest thinking in library technology: an 'automatic step' and a device called a Cotgreave Indicator, which was used to show which books were in or out. The large room at the rear was the Reading Room or Newsroom. It originally held 300 newspapers and periodicals which could

be consulted on timber reading stands. The furniture included specially designed umbrella holders.

- 2.1.4 The large room at first floor was originally the Reference Library, to which visitors had no access. Staff would bring books to a serving hatch. The smaller rooms at first floor included storage rooms, binding rooms and, in the west corner, a caretaker's residence.

2.2 Location & Orientation

- 2.2.1 Canning Town Old Library is located on Barking Road (A124), on the junction with Ordnance Road, close to the main road intersection with A roads: East India Dock Road to the west and Newham Way (the A13 flyover) to the east. It is in close proximity to Canning Town DLR / Underground station, the River Thames, and London City Airport. [The site benefits from the second highest level Public Transport Accessibility Level – 6a](#). Figure 1 shows the location of the building.

- 2.2.2 Access into the building is via either Barking Road to the front or through a back entrance via Ordnance Road (this will be exclusively reserved for operational uses). A new lift, stair core and external fire access will facilitate easy access to the first floor.

Figure 1 Site Location



2.2.3 The building is surrounded by several large regeneration sites that have already been redeveloped, are under construction or are soon to start. Rathbone Market, East City Point and Hallsville Quarter are notable examples. The Canning Town Estates Regeneration project contains the last remaining estates earmarked for regeneration in the area. In the last 20 years the area has welcomed thousands of new homes with thousands more scoped for development over the coming 20 years.

2.3 Designs & Planning

2.3.1 In November 2022, the Council appointed Haworth Tompkins Architects to be Lead Designer for the project, who will be leading throughout the construction period. Full planning permission and Listed Building Consent was submitted for the whole scheme in June of 2023. The refurbishment is due to complete in March 2025. The space will be available from around May 2025.

2.3.2 A detailed overview of the scheme and the planned uses for the building can be found [here](#). However, in short, the plan is to refurbish this vacant building, creating a brand-new home for the Council's heritage services team.

2.3.3 A new circulation core and lift together with sustainability improvements throughout will transform the accessibility level and thermal comfort of the building throughout.

2.3.4 The fit out of the first-floor space will be Cat-B, with new services, including extensive plug connections and fibre connectivity available. Loose FFE will need to be supplied by the tenant.

2.3.5 The wider building will provide a range of facilities including an archive, digital media suite, flexible exhibition space, café, classroom-sized space for educational and resident engagement activities, alongside the space for which we are seeking expressions of interest which is on the first floor. Figure 2 (see below) presents an axonometric view of the building.

2.3.6 In addition, tenants may be able access, periodically the use of the upper floor classroom and prep kitchen. Access would be based on mutually agreeable operations plan with other building uses; however, the additional space wouldn't be used to calculate rental payments. See 0 for information on floorspace.

2.3.7 The planning submission (See 2.3.2) has committed to keeping the building within a single use class, F1, which was the previous planning use class of the building when it was a functioning Library. [Please follow see here](#) for an overview of what's included as eligible uses within the F1 use class. Any tenant would have the ability, at their own discretion and cost, to submit an application for change of use to another use class for the first-floor space.

2.4 Photos & Floorplans

2.4.1 [Please find photos and floorplans here](#).

3 Technical Information

3.1 Key Technical Information

3.1.1 Floor Space Area – First Floor

First Floor Space	Size
Large double heighted space	147m ²
Office/Classroom Space	26.8m ²
Staff room/kitchen	22.4m ²

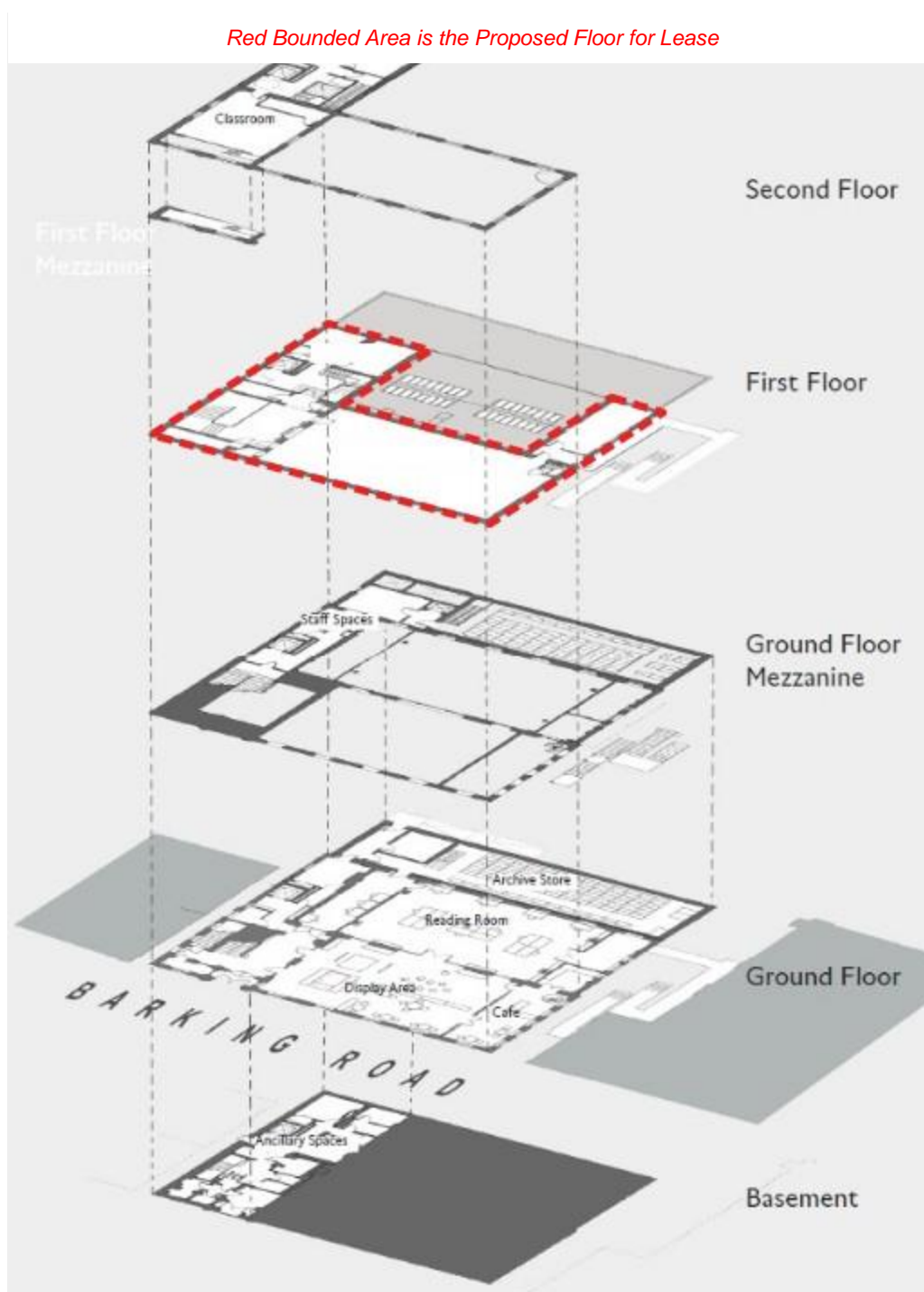
Store	8.3m ²
Life Lobby	16.1m ²
TOTAL:	220.6m²

3.1.2 Additional Area – Second Floor

Second Floor	Size
Classroom	43.5m ²
Prep Kitchen	10.1m ²
Life Lobby	16.8m ²
TOTAL:	70.4m²

Figure 2 - Axo View of Proposed Building Floors

Red Bounded Area is the Proposed Floor for Lease



3.2 Access & Parking

- 3.2.1 One of the key refurbishment objectives for the building is to dramatically improve the accessibility of the building. As such, once completed the building will be accessible throughout for those using wheelchairs and other mobility aids. The lift access, wide staircase and external fire escape will also facilitate easy access for deliveries to the first-floor area.
- 3.2.2 The first floor lobby space and associated old-reception desk area of the first floor ([see photos](#)) are suitable for any future tenant to establish a reception desk presence at the key points of entrance to the floor, being the main staircase and lift.
- 3.2.3 There will be a dedicated delivery space within the rear yard. There are time-specific loading spaces on Barking Road near the front entrance of the building.
- 3.2.4 There will be two blue badge on-street parking spaces, just by the rear entrance off Ordnance Road.
- 3.2.5 There will be a range of short stay and long stay cycle parking options, with the latter available for use by staff within the building (including those of the tenant).
- 3.2.6 The building has a very high Public Transport Accessibility Level (second highest possible), with DLR, underground and bus options all available.

3.3 Ownership

- 3.3.1 The LB of Newham is the ultimate freeholder of the building and of the neighbouring Public Hall which is subject to a long-term leasehold to Community Links who are supportive and working with the Council on this project. The rear yard is in joint ownership between LB of Newham and Community Links (as a long-leasee), this won't have an impact on the use of the rear yard by the tenant.

4 The Opportunity

4.1 Ambition of the Project

- 4.1.1 Canning Town Old Library is one of several projects that were included in Newham Council's successful Levelling Up bids. This resulted in Newham gaining nearly £40m of grant from DLUHC.
- 4.1.2 The Council are looking for an operator or provider to lease the first floor of Canning Town Old Library. The Council are open to potential uses and operating models.
- 4.1.3 The leased area will sit within a newly refurbished heritage centre which will be run by the Council. The building will also house the borough's extensive archives, a new café, a reading room, a classroom and exhibition area to tell the stories of Newham. With regular opening hours, dedicated staff to access to Newham's incredible history, and a programme of activities to involve people with these stories, this will be the brand-new home of Newham's Heritage Service. The finished building will be a new type of multi-function civic space situated in one of the most exciting and fast-growing neighbourhoods within Newham.
- 4.1.4 Expressions of interest should consider the uses proposed in the rest of the building and ways that proposals on the first-floor space can complement the heritage and cafe uses proposed for the rest of the building. The current Planning use class for the space is F1; which includes church halls, non-residential education and training centres, schools and exhibitions halls, galleries (not for profit) and many more uses. However, a change of use application can be submitted, by the tenant at their cost, before the start of any tenancy.

4.1.5 The questions outlined within Section 5, will seek to ascertain from those with an interest their vision, capacity, capability, and willingness to take on a lease of this space. Bidders will be evaluated on their outlined objective for the space, how such a vision will align with the building's other uses and their ability to credibly demonstrate their proposition is commercially robust.

4.2 Tenant Expectations

4.2.1 The LB of Newham is open to a wide array of prospective future tenants. As the freeholder and organiser of this EOI it is open to:

- Sole partner tenant with proposed single use for the first-floor
- Sole partner tenants with proposed multiple uses for the first-floor
- A lead tenant of a group or consortium of tenants with proposed single or multiple uses for first-floor (operator and sub-lease model)
- Prospective tenant seeking to partner with other tenants which are yet to be identified

4.2.2 Following the culmination of the EOI process a secondary lease disposal exercise will be undertaken (See Section 5).

4.3 Rental Expectations

4.3.1 An indicative rental expectation for the first-floor space, which LB of Newham is seeking to lease is £181.p.sqm. This rent would be applied to the whole lettable area on the first floor (See 3.1.1), so the headline annual rent would be equivalent £39,928.p.a.. The Council will not be considering applicants for the leasing of only part of this floorspace.

4.3.2 The Council may also consider proposals for lower annual rental expectations from commercial organisations that can deliver a profit share model. The commercial activity would have to be aligned to the Council's Community Wealth Building objectives and the vision for the building as a community asset.

4.3.3 The Council may also consider proposals for lower annual rental expectations from organisations that can commit and deliver significant social benefits to the local area. These would have to be both aligned to the Council's Community Wealth Building objects and be significantly over and above the financing mandated outcomes. The Council can apply a Social Value subsidy to the headline rent level.

4.3.4 For any considerations of Social Value subsidy, The Council sets a floor price on rental price deflation based on social benefit delivery at sub-80% of normal rental expectations. This will be dictated by annual achievement against the outputs/outcomes contained in an official Social Value matrix which will accompany any forthcoming lease document. This document will be supplied to bidders who are approved to progress to the lease disposal phase. The LB of Newham will not consider applications that propose a peppercorn/negligible rental figure. An overview of Newham Council's approach to Social Value subsidies can be found [here](#).

4.3.5 The LB of Newham is aware of the challenges of moving into a new asset so is willing to discuss (but makes no guarantees or acceptance of) rent free or reduced rent periods.

4.4 Rates Payable

4.4.1 The building's rateable value is estimated at £59,500.

4.4.2 Rates payable for the entire building are estimated to be £30,464 annually. The entire building when complete will be 1229m² (GIA). The potential hereditament for the leased space would be under 20% of the buildings total floorspace.

- 4.4.3 Applicants will need to make further enquiries to LB of Newham's Business Rates team as a re-assessment is likely required. This is particularly the case as a report will need to be sent to the Valuation Office Agency to rate the specific leased hereditament (first floor space) within the building.
- 4.4.4 Business rate relief and exemptions may apply but any future tenant[s] will need to check this with the [LB of Newham's Business Rates team](#).

4.5 Lease Terms

- 4.5.1 The default position of the LB of Newham is that a future tenant[s] would take on a lease but there should be an understanding that the whole building will remain within the Council's Corporate Landlord model.
- 4.5.2 The LB of Newham are open to discussions around the lease length.
- 4.5.3 The lease should be between the LB of Newham and single partner tenant. This will be relevant where a consortium or partnership bid is applying to this EOI.
- 4.5.4 The full details of any lease will form part of future discussions with a preferred partner.

5 EOI Requirements & Timelines

5.1 Submission Format & Content

- 5.1.1 Prospective future tenant[s] are asked to submit an Expression of Interest for the leasing of Canning Town Old Library first floor. If your application is deemed to be both credible and viable you will be encouraged to progress to the lease disposal stage.
- 5.1.2 All applications will be evaluated by officers from the LB of Newham, supported where required by specialist thematic experts. Evaluators will assess applications' suitability for funding by reference to the evaluation criteria and scoring methodology set out below.
- 5.1.3 All EOI's are to be submitted using the attached answer form. A copy of the EOI questions is set out below:

Question 1a – Organisation Name
Question 1b – Current Address

Question 2 – History and overview of organisation (including details of the legal structure of your organisation. You should include details of other organisations if you're bidding as a consortium of tenants)

Question 3 – In what capacity are you applying:

- *Sole partner tenant with proposed single use for the first-floor*
- *Sole partner tenants with proposed multiple uses for the first-floor*
- *A lead tenant of a group or consortium of tenants with proposed single or multiple uses for first floor (operator and sub-lease model). In this instance a lease tenant would need to apply and need to provide an agreement signed by all groups in the consortium agreeing to the content of the application*
- *Prospective tenant seeking to partner with other tenants which are yet to be identify*
- *Other (Please detail)*

Question 4 – Newham Council is seeking to maximise the potential flexibility of the building; this may mean seeking uses within the first floor outside of normal operational hours (MON-FRI 08:00 – 17:30). Please detail if your proposed use of the space would be operated exclusively within these hours and, if not please detail your expectation of having to use this or other spaces in the building outside of normal working hours. Please pay particular attention to articulating your approach to suitably staffing the building if you are proposing out of hours uses.

Question 5 – Detail your vision for the space. What activities or services do you plan to run from the first-floor & how do you think this will complement the other uses planned within the building?

Question 6 – Describe how your proposed activity will benefit the communities of Newham, both those living directly around the site and those who live, work, and spend time in the wider borough.

Question 7 – Detail your ability to meet rental expectations, demonstrating how you'll ensure a steady cash flow to meet your required rent (as well as balancing other financial commitments such as business rates). This should include an outline of whether you'll seek to meet Social Value lease output and outcomes ([and if so under which categories](#)).

Question 8 – With the space only fitted out to CAT-B standard, any incoming tenant will likely need to undertake some form of fit-out of the space. Detail your previous experience of fitting out working spaces and outline your approach to fitting out the space on the first floor of Canning Town Old Library (assuming you need to). Answers should reference the proposed approach to all the spaces on the first floor, noting the proposed Furniture, Furnishings and Equipment that your organisation is seeking to bring in as part of your operations.

- 5.1.4 The EOI is intended to be a light touch application to enable LBN to understand the ambition and capability of potential partner tenants and their proposals. We encourage applications from all interested parties even if gaps exist in their ideas at this stage.

5.2 Evaluation Approach

- 5.2.1 Applicants must respond to the 7 questions requested, paying due regard to the word limit as guidance. Text over the word limits will not be read. [The Application Form is below](#).

- 5.2.2 All EOIs must provide the information set out at questions (Q)1-4 to be considered further (by reference to questions 5 - 8). Assessed questions (Q5 - 8, each of equal 25% weighting) will be scored and moderated as follows:

5 – Excellent.....Outstanding, exceeds expectations, adds value, full confidence

4 – Good.....Meets requirements and gives some confidence

3 – Acceptable.....A satisfactory response, which meets the basic requirements

2 – Poor.....Only some of the requirements met

1 – Very Poor.....Unsatisfactory response / Info too limited to judge

0 – Unacceptable.....No information is provided

- 5.2.3 An EOI response must achieve, as a minimum a moderated score of 2 – Acceptable in respect of each of Q5-8 in order to be considered for invitation to participate in the second stage formal application process (subject to sufficient demand).

5.3 Key Dates

- 5.3.1 These dates are indicative and open to change at any point in the process. The submission window will be open for 5 weeks with the possibility of extension at the discretion of Newham Council.

Item	Date
EOI Launch	Monday, 30 October 2023
Open Day for Site Visits	Thursday, 16 November 2023
Window for Clarification Questions Ends	Thursday, 30 November 2023
Closing Date for EOI	Monday, 04 December 2023
EOI Evaluation Window	5 th to 8 th of December 2023
Shortlisted applicants notified for progression to formal application stage	December 2024

5.4 Site Visits

- 5.4.1 An open day of site visits will be arranged on the 16th of November. Again this is subject to change.

5.5 Getting in touch & submitting applications

- 5.5.1 All clarification questions or general queries should be sent to regeneration@newham.gov.uk using the subject line “EOI Questions”.
- 5.5.2 All requests for a site visit should be sent to regeneration@newham.gov.uk using the subject line “EOI Site Visit”.
- 5.5.3 All Answer forms should also be emailed to regeneration@newham.gov.uk using the subject line “EOI Submission”.

6 Answer Form

The EOI is intended to be a light touch application to enable the LB of Newham, to understand the ambition and capability of potential partner tenants and their proposals. We encourage applications from all interested parties even if gaps exist in their ideas at this stage.

Your answer should total a maximum of 3 pages, starting on page 2. Any text beyond will not be read.

All Completed Answer Forms Should be Emailed to regeneration@newham.gov.uk with the subject “EOI SUBMISSION”.

The Opening Date for the EOI is: 30/10/2023.

The Close Date is: 04/12/2023.

	Q#	Question Text
	1a	Organisation Name
Answer →		
	1b	Current Address
Answer →		
	2	History and overview of organisation (including details of the legal structure of your organisation. You should include details of other organisations if you're bidding as a consortium of tenants).
Answer →		
	3	In what capacity are you applying (if different for different buildings indicate this). Please highlight the correct answer and add notes if needed.
Answer →		<p><i>Sole partner tenant with proposed single use for the building</i></p> <p><i>Sole partner tenants with proposed multiple uses for the building</i></p> <p><i>A lead tenant of a group or consortium of tenants with proposed single or multiple uses for building (operator and sub-lease model)</i></p> <p><i>Prospective tenant seeking to partner with other tenants which are yet to be identify</i></p> <p><i>Other (Please detail)</i></p>
	4	Newham Council is seeking to maximise the potential flexibility of the building; this may mean seeking uses within the first floor outside of normal operational hours (MON-FRI 09:00 – 17:00). Please detail if your proposed use of the space would be operated exclusively within these hours and, if not please detail your expectation of having to use this or other spaces in the building outside of normal working hours. Please pay particular attention to articulating your approach to suitably staffing the building if you are proposing out of hours uses.
Answer →		
	5	Detail your vision for the space. What activities or services do you plan to run from the first floor & how do you think this will complement the other uses planned within the building?
Answer →		
	6	Describe how your proposed activity will benefit the communities of Newham, both those living directly around the site and those who live, work, and spend time in the wider borough.
Answer →		
	7	Detail your ability to meet rental expectations, demonstrating how you'll ensure a steady cash flow to meet your required rent (as well as balancing other financial commitments such as business rates). This should include an outline of whether you'll seek to meet Social Value lease output and outcomes (and if so under which categories).
Answer →		
	8	With the space only fitted out to CAT-B standard, any incoming tenant will likely need to undertake some form of fit-out of the space. Detail your previous experience of fitting out working spaces and outline your approach to fitting out the space on the first floor of Canning Town Old Library (assuming you need to). Answers should reference the proposed approach to all the spaces on the first floor, noting the proposed Furniture, Furnishings and Equipment that your organisation is seeking to bring in as part of your operations.
Answer →		