

Norfolk Gardens Café

Letting Particulars Proposals – Available 1st November 2021

Arun District Council is seeking an innovative operator for the Norfolk Gardens Cafe located at the eastern end of the Littlehampton seafront in the award winning Norfolk Leisure Gardens. Norfolk Leisure Gardens is considered among the best parks in the Country. Bidders are made aware that submitted proposals shall enhance the existing offer in the park and acknowledge that the future café will be a significant part of all future Green Flag Award applications and so the award criteria equally shall apply to the proposed offer as it does to the park overall. Successful bidders will be expected to become partners along with all other concessions and stakeholders in the park and seek continuous improvement. This is an exciting opportunity for developing a high-quality destination venue at the eastern end of the town's foreshore. The Council are offering a lease of 10-15 years (dependent on investment level) at a suggested rent of £13,500.00 per annum and may consider an initial short rent free period in consideration of a prospective leaseholders investment proposal.

Bids **must** include the following:

- Internal and external design proposals for improvement of the appearance and quality of the existing building, which must include material details and at least one graphical representation. The landlord wishes to obtain substantial improvements in this respect. Operators branding materials (logo/signage/menu design etc.) must also be effectively demonstrated as part of any submission of interest.
- The plans of a renewed or renovated café must consider the environmental impact and will need to address ongoing considerations in the context of the Climate Emergency. Proposals shall include but are not limited to; carbon offsetting, water efficiency, energy saving, renewable energy opportunities, measures taken to improve air quality and manage pollution and purchasing choices.
- Proposals for a new outdoor terraced seating area either to the front or west lawn area must be included.
- Details of the proposed menu and product range. This may include reference to your previous or current work in the catering field, and must demonstrate the intended style of cuisine and pricing. Bidders should note that the Council are looking for a high quality food and drink offering that may provide an alternative or modern twist to traditional fayre. Product ingredients should also be described here, with consideration for locally sourced produce and any specialist dietary options. Proposals which include a focus on sustainability will be given favourable consideration.
- Provision for publicly accessible toilets for use by customers and general public alike during opening hours and details concerning how these facilities are to be accessed.
- Environmental policy detailing environmental risk factors such as takeaway packaging, single use plastics, litter and the like. Consideration should also be given to refuse management, recycling and waste minimisation.

Bids must also consider the following:

- The cafe may operate 365 days of the year from 0700-2200 (subject to relevant consents) but must operate 26th December – 24th December 0900-1700 daily

as a minimum, therefore proposals including covered and/or indoor seating would be viewed favourably. The Landlord acknowledges that a business may need to rescale their operation throughout the seasons but the wish is to see an all year round destination venue.

- The successful operator must maintain a minimum level 4 Food Hygiene rating and so it would be beneficial to include a CV and description of your experience in this respect.
- The successful operator must maintain membership of the Eat Our Eat Well scheme.
- Alcohol sales may be considered (subject to obtaining a relevant licence) as part of an overall proposal, but this must be carefully presented with all risks considered.
- A short rent free period may be considered depending on the level of proposed investment.

Proposed Scoring Matrix

The Scoring Matrix (Background Paper 8.9) will be used to assess suitable bids. Bids that do not meet the criteria set out in the agents particulars may not be assessed. The example column is indicative only and does not in any way imply an 'ideal' response.

Proposed Demise

Plans A and B (Background Papers 8.5 and 8.6) indicate the extent of the demise subject to negotiation of offers received. A terraced or patio areas shall also be included.

A separate ice cream kiosk is to be associated within the demise and is located at the threshold of the Adventure Golf course.

The building has shared occupancy with the Council's Outdoor Recreation provider who occupy the south facing cashier kiosk.