

West Park Cafe

Letting Particulars Proposals – Available 1st November 2021

Arun District Council is seeking an innovative operator to develop a new and exciting opportunity in West Park, Bognor Regis. Proposals are invited for the conversion or redevelopment of the existing pavilion building and to develop a high-quality destination venue in this sought-after location. Bidders are made aware that submitted proposals shall enhance the existing offer in the park. Bidders should acknowledge that the future café will be a significant part of the Council's Green Flag Award aspirations 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 stakeholders in the park and seek continuous improvement. The Council are offering a lease of circa 10-20 years (dependent on investment level) at a suggested rent of £12,500.00 per annum, and may consider an initial short rent free period in consideration of a prospective leaseholders investment proposal.

Bids **must** include the following:

- Design proposals for renewal of the existing building, which must include full location plan, internal floor plan, and elevations. Material details and at least one graphical representation must also be included. The landlord wishes to obtain substantial improvements in respect of the building function and appearance. Operators branding materials (logo/signage/menu design etc.) must also be effectively demonstrated as part of any submission of interest.
- The construction plans of a new 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. A proposed Sustainable Urban Drainage System will be given significant consideration.
- Proposals for a new outdoor terraced seating area.
- 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 agent's particulars may not be assessed. The example column is indicative only and does not in any way imply an 'ideal' response.

Proposed Demise

The demise shall comprise the whole of the pavilion building (including the existing public toilet facilities), with potential to include an outside seating area adjacent to the café. Please see Background Paper 8.8.