

5th February 2021

**To: The Leader and Deputy Leader; Cllrs; Roger Hunneman; Jon Gage, Jeff Beck; Nigel Foot; Chris Foster David Marsh; Sarah Slack; Martha Vickers (CS Committee Members) and remaining Council Members**

Dear Councillors,

You are summoned to attend a meeting of **Newbury Town Council's Victoria Park Subcommittee** to be held on **Thursday February 11<sup>th</sup>, 2021 at 7.00 pm.**

The meeting is open to the press and public.

David Ingram is inviting you to a scheduled Zoom meeting.

Topic: Victoria Park sub committee

Time: Feb 11, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/91877798693?pwd=cVhRY1ArRE9GNtPYmJnd0tUVXFIQT09>

Meeting ID: 918 7779 8693

Passcode: 520552

Yours sincerely,

**David W Ingram**  
**Community Services Manager**

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## AGENDA

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- 1. Apologies for absence**  
*Community Services Manager*
- 2. Declarations of Interest**  
*Chair/ Chief Executive Officer*  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1 & 2)**  
*Chair*
  - 3.1 To approve** the minutes of a meeting of Victoria Park sub-Committee held on 19<sup>th</sup> June 2020 (appendix 1).

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486     [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
 (01635) 40484     [www.newbury.gov.uk](http://www.newbury.gov.uk)  
 @NewburyTC     NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

**3.2 To note** the Report to and Draft minutes of Full Council of 1<sup>st</sup> Feb 2021 (appendix 2).

**4. Questions and Petitions from Members of the Public**

*Chair/ Community Services Manager*

(Questions, in writing, must be with the CSM by 2.00 pm on Thursday 11<sup>th</sup> February 2021)

**5. Members' Questions and Petitions**

*Chair/ Community Services Manager*

(Questions, in writing, must be with the CSM by 2.00 pm on Thursday 11<sup>th</sup> February 2021)

**6. Café Planning Update**

*Chair*

**7. Part 2, Exclusion of the Public**

*Chair*

That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business (agenda item 7) because publicity would be prejudicial to the public interest by reason of the confidential commercial & financial nature of the business to be transacted.

**8. Community Services Managers update Report (Appendix 3)**

*Community Services Manager*

**To receive** the Community Services Managers update on this project

**9. 9.1 Selection of an Operator / Tenant (Appendix 4)**

*Chair*

9.1.1 **To approve** the setting up of an informal open event allowing prospective Operators to hear from the Council how it sees the Café operating and to take questions.

9.1.2 **To select** a of Members to attend the Workshop to take place on Wednesday 24<sup>th</sup> February 2021 at 8pm, Link below:

Topic: Operator / Tenants Seminar

Time: Feb 24, 2021 08:00 PM London

Join Zoom Meeting

<https://zoom.us/j/95512813214?pwd=VlErd0RwdFJhdFVWQ0VpS1pES3I5QT09> Meeting

ID: 955 1281 3214

Passcode: 690597

**9.2 Building Regulations submission & Tender stage.**

*Chair*

9.2.1 **To approve** the instruction to go to seek Building Regulations approval for the build project.

9.2.2 **To request** the Principal Designer to produce a Project Plan & timetable for circulation to this sub-Committee

9.2.3 **To approve** the build-up of a Tender specification to suit a traditional build based on a JCT Form of Building Contract (without Quantities) as set out in the RIBA Scope of Works Stages 3-5 and Report Tender return to this Committee

### **9.3 Public Works Loan Board**

Chair

**9.3.1 To approve** the Council consulting the public on a proposal to raise a loan in the sum of £250,000.

*David W Ingram  
Community Services Manager  
Newbury Town Council*

**MINUTES OF A MEETING OF THE VICTORIA PARK SUB COMMITTEE HELD VIA  
Zoom Conferencing  
ON FRIDAY 19<sup>th</sup> June 2020 AT 7.00PM**

**PRESENT**

Councillors; Roger Hunneman, Jon Gage; Nigel Foot; Jeff Beck, Sarah Slack, Olivia Lewis, Chris Foster, David Marsh, Martin Colston Steve Masters

**In Attendance**

David Ingram, Community Services Manager

1. **Apologies:** Cllr Billy Drummond, David Marsh, Martha Vickers

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Community Services Manager declared that Councillors Jeff Beck & Steve Masters, are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

**3. Mins of Meeting of 8<sup>th</sup> July 2019**

Mins of the meeting of 26<sup>th</sup> February 2020 were unanimously approved with Cllr Beck & Cllr Slack - Proposing & Seconding

**4. Questions and Petitions from members of the Public,**

None submitted

**5. Members Questions & petitions**

None received

**6. Part 2 – Exclusion of the Public**

Under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 exclude the press and public from the meeting for the following items of business because publicity would be prejudicial to the public interest because of the confidential financial nature of the business to be transacted.

**7. COMMUNITY SERVICES MANAGERS REPORT**

The Community Services Manager's Report, Appendix 2 was noted. Members discussed the issues raised and asked that a number of matters be considered by the Project Team including:

To investigate the potential for battery storage of electricity as an offset for Carbon neutrality

To investigate the use of Ground Source heat pumps as an option

To maximise the electricity generation and or heating / hot water from solar pv

To evaluate options for increased biodiversity & ecology as a result of the new build

Following further discussion on the Sustainability aspects and potential cost Members

Resolved:

**4.1 To note** the Community Services Committee update & approval of 16<sup>th</sup> March 2020

**4.2 To approve**, subject to positive Planning feedback, the Design Team moving forward with the design work to submit an Application at the earliest opportunity – Cllr Master & Beck

**4.3 To approve** the proposal to seek a BREEAM Very good score and support the future application for a relaxation in the West Berkshire Council requirement for an Excellent score due to the nature of the Building- Cllrs Beck & Foot

**4.4 To confirm** that the Design Team should seek to maximise the sustainability credential of the building and seek to obtain carbon neutrality in design, build & operation – Cllr Colston & Slack

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8.00 pm.**

**CHAIRPERSON**

**Newbury Town Council**

**Full Council meeting, 1 February 2021.**

**Agenda Item 17: Update on the proposed Community Café in Victoria Park**

**To receive** an update on proposals and arrangements for the Council's new Community Café in Victoria Park.

1. Disappointingly, the WBC Case Officer was not able to determine the Application before or during the Christmas Holiday period due to several missing responses from Consultees.
2. The Council was asked to consider an extension to the application and we have agreed to extend the Determination date until 10<sup>th</sup> Feb 2021. The current backlog on HM Planning Inspectorate cases suggests there is little value in challenging the Application under the non-determination rules.
3. Having agreed the extension in time, the Case Officer is suggesting:
4. The proposed draft conditions are as follows:

*A. No above development shall take place above foundation slab level until samples and an accompanying schedule of all materials and finishes visible external to the building have been submitted to and approved in writing by the Local Planning Authority. Samples shall be made available to be viewed at the site or by arrangement with the Planning Officer. All materials incorporated in the work shall match the approved samples.*

*Reason: To ensure that the materials are appropriate to the special architectural or historic interest of the building. This condition is imposed in accordance with the National Planning Policy Framework (February 2019) and Policies CS14 and CS19 of the West Berkshire Core Strategy (2006-2026).*

*B. No works to window, door and roof openings shall take place until detailed plans and specifications of such works have been submitted to and approved in writing by the Local Planning Authority. Such details shall include materials and finishes, at a minimum scale of 1:20 and 1:2. The windows/areas of glazing/external doors shall be installed in accordance with the approved details and maintained thereafter.*

*Reason: To protect the character and appearance of the Conservation Area. This condition is imposed in accordance with the National Planning Policy Framework (February 2019) and Policies CS14 and CS19 of the West Berkshire Core Strategy (2006-2026).*

*C. No works to the roof shall take place until details of the solar panels to be installed in the building have been submitted to and approved in writing by the Local Planning Authority. Thereafter the solar panels shall be installed in accordance with the approved details.*

*Reason: To protect the character and appearance of the Conservation Area. This condition is imposed in accordance with the National Planning Policy Framework (February 2019) and Policies CS14 and CS19 of the West Berkshire Core Strategy (2006-2026).*

*D. No equipment for cooking hot food shall be installed until a scheme of works or such other steps as may be necessary to minimise the effects of odour and noise from the preparation of food associated with the development have been submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be installed in accordance with the approved details before any hot food is cooked within the approved building and shall be operated and retained in full working order thereafter.*

*Reason: To protect the character of the Conservation Area, and general amenity of the area by controlling cooking smells, noise and odour. This condition is imposed in accordance with the National Planning Policy Framework (February 2019) and Policies CS14 and CS19 of the West Berkshire Core Strategy (2006-2026), and policies OVS5 and OVS6 of the West Berkshire District Local Plan 1991-2006 (Saved Policies 2007).*

*E. The development shall not be brought into use until the cycle parking has been provided in accordance with the approved details and retained for this purpose at all times.*

*Reason: To promote cycling by providing convenient and safe bicycle storage. This condition is imposed in accordance with the National Planning Policy Framework (February 2019), Policies CS13 and CS14 of the West Berkshire Core Strategy (2006-2026), Policy TRANS1 of the West Berkshire District Local Plan 1991-2006 (Saved Policies 2007), and Supplementary Planning Document Quality Design (June 2006).*

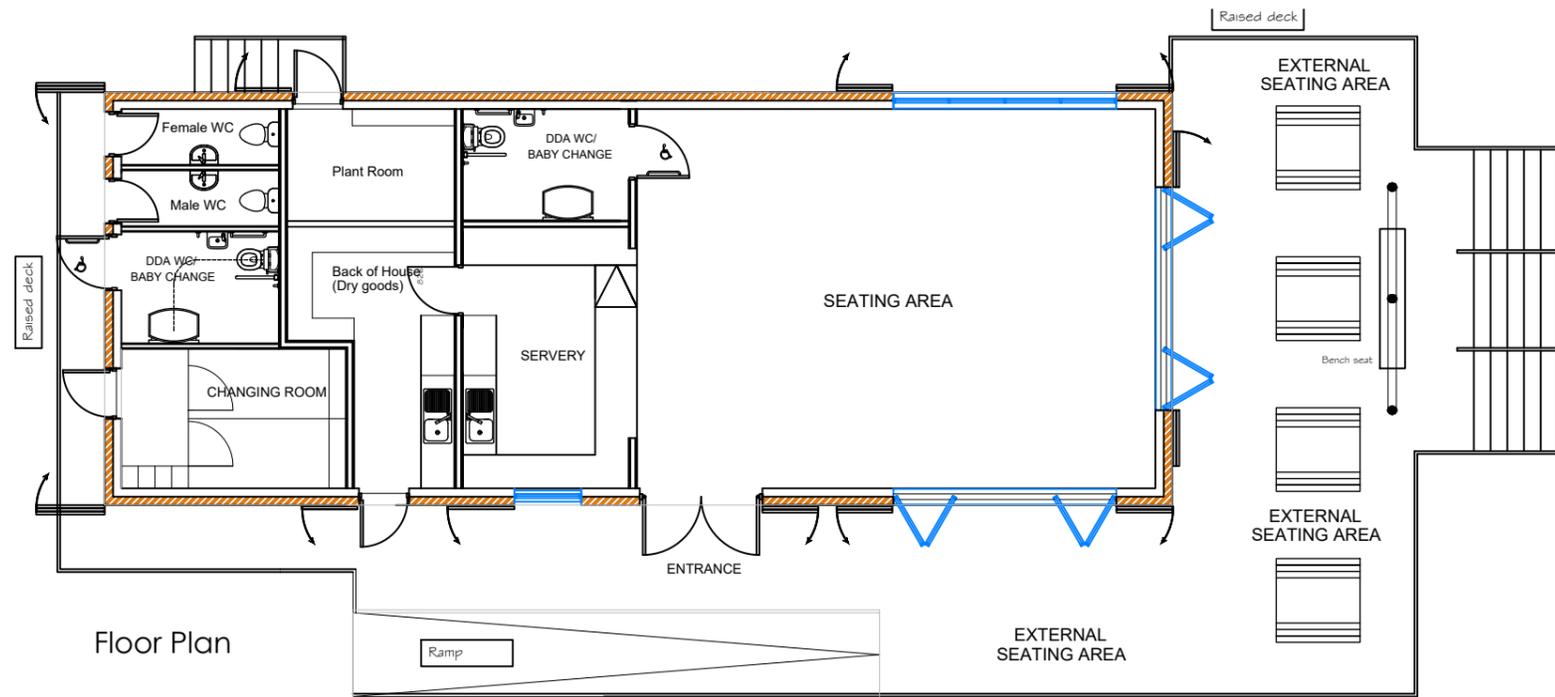
5. We have challenged these in the first instance as the fewer Conditions the easier it is to move through the Detailed Design & Tender process.
6. The next stage is to look to find a willing partner to take a Lease Agreement to run this facility.
7. Having discussed how we might go about this with various Professionals, it has been suggested that the Council hold a virtual "Open event" inviting interested parties to take part in a Seminar, the Council setting out how it sees the Operation, the parameters and the conditions it would like to see,

allowing interested parties to ask questions, gain an insight into the Council's views, before being asked to make a formal bid for the Leasehold interest.

8. The view is this more personal approach would bring added benefit and clarity for any interested operator and a learning opportunity for Members who might be on the selection panel.
9. This we could organise for early March 2021, inviting the current interested parties, contacting known operators in the greater West Berkshire area and posting the invite on out media.
10. The Funding / Budget plan is going forward in the draft budget 2021-22 for consideration.
11. On the build side, assuming Members will be asked to consider a traditional build with Tenders based on Building Regulations approved drawings and a performance specification for the building rather than a Design & Build route. The next phase is to work up and submit Building Regulation Drawings for the project while pulling together a detailed performance specification which sets out the Technical & operating specification, the way the Council wishes this building to operate, its Carbon credentials, its function and the outcomes the Council is seeking for building, delivery construct and operation post-handover.
12. This will all then lead on to the Tender process which we would expect to take place over the Summer months.
13. We have pencilled in a Victoria Park Sub Committee meeting in early February 2021, after 10<sup>th</sup>, hoping for an approval, to discuss a way forward.

David Ingram  
Community Services Manager

25 January 2021.



West Elevation



Artist Impression

Project:  
**Proposed Works for Victoria Park Cafe Kiosk  
Newbury, Berkshire**

For:  
**Newbury Town Council**

Copyright ©  
**Michael Pagliaroli Architects Ltd**  
*Chartered Architect; Residential Development; Listed Building Consultants*

Appendix



**Victoria Park Community Cafe**

**Newbury Town Council is looking for a partner who will take on a Lease for the proposed new community Café currently at planning stage, Victoria Park, Newbury.**

**Background**

Newbury Town Council (the Council) is planning to build a new Café in Victoria Park, Newbury. The Community Café will have the capacity to seat approximately 40 people indoors and a further 35 outside (with external canopy cover). By agreement with the Council, the seating may be extended onto the grass areas beyond the Lease demise. The facility will include toilets, all services to building including a catering server, counter, dry food store, site wide CCTV, heating & lighting layout.

Fitting out of the Catering & seating elements, including all catering, white goods and furniture will be left to the Lessee, subject to approval of the Council.

The purpose of the new Community Café within Victoria Park is greater than just a Café in a park and the Town Council intends it to be a valuable community asset. The facilities and recent investment that the Council have made in the Park make Victoria Park a destination for residents and provides a strong sense of community. The Park is heavily used and even more so after recent investments such as the tennis courts, football pitch and bowls club upgrades. This activity is set to increase further with the installation of lights around the tennis courts and new changing rooms to service the football pitch and the tennis courts.

The Park is located close to the Parkway development, the High Street and the new bus terminus at The Wharf. It also attracts considerable foot and cycle traffic as people use it to cross from the center of town to the industrial and residential areas on the east side of the A339. The central location of the Park and the range of facilities it provides, gives the community Café a unique and valuable location. The Park will also generate increased footfall and through traffic as Newbury continues to grow, with new developments such as Sterling Cables, the London Road Industrial Estate, North Newbury and the Market Street redevelopment.

When considering the proposed Operator & Lessee for the Community Café, the Council are looking beyond just a financial return on the Café investment.

The Council wish to provide a suitable well managed catering facility all year round (363 days/year) within the Park, run by an independent operator to fully meet the needs and aspirations of visitors to the Park and the community asset role envisaged by the Council for the Community Café.

**Newbury Town Council will be offering a minimum 5 year FRI lease to take over the facility and for it to be run on a commercial catering basis. For this the Council will be expecting a rental based on the Business Plan to be submitted by the prospective Operator, rent to be paid quarterly in advance.**

**The Council may consider a fully integrated EPOS type arrangement installed by the Café Operator to facilitate a Turnover related Lease.**

## About Newbury

The town of Newbury is a historic market town with a rich heritage and the principal town in the west of Berkshire. Newbury is located between the A34 and A339 and within easy reach of Basingstoke, Hungerford, Reading, Windsor, Winchester and London. The town is also a great central location for those visiting the south coast and wish to visit other historic towns such as Winchester, Oxford or if they wish to go for a walk or cycle ride in one of the many open spaces and parks within the area.

An open air market in Newbury is held on a Thursday and Saturday with over 35 market stalls attracting people from the town, surrounding villages and further afield to purchase fruit and veg, meat, clothes, hardware and other specialty goods. The town is at its busiest on market days.

It's not just the historic features and market that people travel to use.

The vibrant town center has a recently developed shopping destination called "Parkway" with a wide variety excellent shops

The new bus station is a 5 minute walk from the main Shopping area, the Market Place and Victoria Park. Newbury is "The crossroads of Southern England" and the town is a popular destination for coaches on their way to the south coast and other destinations across the country. A small tourist information facility & museum is currently operated close to the Town Hall.

## About Victoria Park

**Victoria Park is situated in the Town Centre of Newbury, and extends to 14.5 acres. It is close to Parkway, the High Street and the new bus terminus.**

The new community Café will be centrally located, close to all of the leisure facilities in the Park, which include Playgrounds, Tennis Courts, Football Pitch, Bandstand, Bowling Green, Skate Park, Half Pipe, Boating Pond and Splash Park.

The Tennis Courts, Football Pitch and Bowling Green have recently been refurbished. The Tennis Courts have been refurbished to competition standard with new robust fencing and pre-bookable pin code entry system. A coaching provision for members and day visitors to the courts has been established and flood lighting helps to maximise the usage of the facility.

The Football Pitch has been stripped, levelled and completely relayed and will be available for competitive games from Autumn 2019 once a new sports changing/shower room facility has been constructed with a two tier terrace for viewing tennis matches adjacent to the Tennis Courts.

The Bowling green has been stripped, new drainage and irrigation system installed and a new green constructed. In addition to these works the original fir trees that surrounded the bowling green have been removed and new fencing erected offering greatly improved views across the Park. The facility is managed by Newbury Bowls Club.

All of the internal pathways within the Park, the railings and wall along Park Way have been refurbished and a new lighting provision along the pathway between Park Way and the St Mary's Road entrances has been installed

The Bandstand has 17 brass bands entertaining the public each Sunday throughout the summer. The Park is also used for other adhoc events such as the Crafty Craft Race, Waterways Festival, Newbury Carnival Fete, Rathayatra Festival which all draw in large numbers of the public into the Park. Potential lessees will be encouraged to hold events within the Cafe during evenings and winter months to help increase footfall/trading.

There are future plans to install a sensory garden near to Victoria and Her Lions for visitors to the Park to relax in. We are gradually replacing benches with Victorian style benches and adding in more litter bins at strategic points throughout the Park.

Planning permission is being sought, Determination expected August 2019, build completion in October 2019, Café opening suggested to be November 2019 as currently anticipated.

The building is predominately a catering facility providing indoor and outdoor seating, but will include toilets and storage space.

**Detailed drawings/views of the new café and its location can be found attached at Appendix A**

### **Market Engagement process**

The Market Engagement stage will seek to draw out the following points:

- potential interest in this opportunity;
- services that can be provided from the building;
- the community asset role for the cafe. This will be an important consideration in the granting of any lease, and
- appropriate length of contract.
- ability to run a sustainable business

Interested parties are encouraged to email any queries to David W Ingram ([david.ingram@newbury.gov.uk](mailto:david.ingram@newbury.gov.uk)) or telephone 01635 35486 before submitting their expressions of interest.

To ensure that this process is open and transparent the Council is publishing this request for proposals on the Newbury Town Council website and contacting local and national catering businesses. The Council would like to hear proposals from all interested parties.

Once expressions of interest have been received, the Council will evaluate the evidence submitted & draw up a short list of preferred Operators based on a number of criteria including

Experience & business acumen  
Business Plan  
Community engagement plan  
Catering Offer  
Rental proposal  
Evidence of sustainability of business  
Evidence of Food Hygiene training & qualification

### **Operator Requirements:**

The Café is expected to be used for light Refreshment, sandwiches, cakes and general snack type products, ice creams, confectionary and similar products.

Limited cooking such as flat pan frying, will be allowed. The use of hot oils, fats or other materials which are likely to ignite will be strictly limited.

No deep fat frying will be permitted in this facility.

Baking, slow cooking, use of microwave and the same will be permitted

The Café Operator will be responsible for provision & fitting out of the Café as part of the Agreement to Lease which a full design & fit out statement attached to the Agreement to Lease.

Power water & drainage will be proved to the Café as part of the build process, The Café Operator will connect to the supplied Services points all Catering & loose inventory items.

Fire, Health & Safety as well as all Food Hygiene & Environmental Health requirement (other than structural needs) will be

Pre Bid – Café Operator  
met at the sole cost of the Operator.

On termination of the Lease, the Operator will re-instate the premises to the same condition as new, unless otherwise agreed.

There will be NO sub-let or franchise provision in the Lease.

The lease will be granted on the understanding that the supply and or sale of Alcohol, energy drinks, cigarettes, cigars & the like is prohibited. The Council may consent to the lessee applying for a restaurant license for the sale of alcohol, subject to an agreed review of the lease terms, including rent.

The Café will be let on a Commercial Lease based on a min of 5 year Term, Fully Repairing & Insuring.

The Café Operator will bid for and agree a Lease rent to commence in full following a 3 month fit out concession.

Rent will be paid quarterly in advance April, July, October & January.

The Café Operator & all staff must comply with & hold the appropriate current Catering as well as Health & Safety / Food management qualifications, a copy of each being lodged with Newbury Town Council.

### **Other facilities in Victoria Park**

The Café Operator will operate the Public Toilets facility attached to this building to include Opening, closing in accord with Café Times, cleaning & restocking. These will be available for the Café use to comply with Environmental Health standards.

The maintenance of the Toilet facility internally, plumbing & sanitary ware will be EXCLUDED from the Lease & be subject to notification to Newbury Town Council in the event of damage or repair requirement.

The Bin storage facility will be the responsibility of the Café Operator save that Newbury Town Council will have access & use of part for Band Chairs storage (6 square meters).

It is in the interest of the Café Operator to hold a watching brief over the Council's facilities in the vicinity of the Cafe and report to Newbury Town Council and issues / concerns in respect of those facilities. Direct management will be the responsibility of Newbury Town Council and or its Contracted Operator

### **Opening times**

The Council holds an Entertainments License for Victoria Park, any event MUST be finished by 20.45.

The Café Operator is required to work within these times, save special arrangements for one off events.

The Café will be opening all year round, the Operator will provide a Winter / Summer opening schedule as part of the Bid.

The core opening will be 1000 to 1530 every day September to March, 0930 to 1730 for the rest of the year, save days to be agreed for closure set out in the Lease.

### **Community**

**The Council will be assessing the Operators bid against Community involvement criteria. This facility is to be a Community Café and the Operator must demonstrate how community participations will be achieved.**

The Café Operator will on a 4 monthly basis provide Newbury Town Council with a program of proposed events to be held at the Café and special provisions showing how Community will be engaged and encouraged to use the facility.

The Café may be let out & closed where Private or Party functions have been arranged

The Café Operator will liaise with Coach Operators who use the new Bus Terminal and the Newbury Museum to encourage Day Tripper use of the Café facility

The Café Operator will make special effort to liaise with the Tennis facility & users of the Football pitch / organised recreational Teams using Victoria Park to encourage use of the Café facility.

The Council will work in partnership with the operator to encourage the success of the Community Café. The café and all community engagement events will be published on our website, social media and notice boards and, where appropriate, in the Council's bus shelters around the town.

### **Wi-Fi**

As part of the bid, the Café Operator is required to provide free Wi-Fi facility for all its customers on demand and pay for same as part of the Utility costs. The building will be provided with a selection of USB charging facilities as part of the build process. Use of contactless payment in the Café is encouraged.

### **Boating Pond Operation**

As part of the Victoria Park offer, Newbury Town Council will be looking to secure a Boat Operator for the 6 Paddle Boats & 2 Kayaks, which are used on the Victoria Park Boating Pond.

A separate procurement exercise will be undertaken to secure a Boat Operator for this facility

The Boats will be made available for hire by the Public (save when used for organized events) to coincide with Café Opening Times and when the weather is favorable

These Boats can be stored in the Newbury Town Council provided store, they must be transported to & from the store to the pond without being dragged along the ground.

The Boats must be maintained by the Boat Operator in a manner which is deemed to be safe & complaint and the Boat Operator must comply with the Safety guidelines issued by British Canoeing.

The Boats are to maintained by the Boat Operator until such times as they are replaced, expected to be every 5 years.

The income from the hire will be retained by the Boat Operator to be offset against a Concession rental bid for the Operation.

### **Vehicles / delivery**

Access to the Park with vehicles and or deliveries shall be restricted OUTSIDE of Core hours.

There is a weight & axle restriction for vehicle entering the Park which the Operator must observe at all times.

Access to the Park within core hours will be by exception and prior arrangement with Newbury Town Council.

***In summary we are looking for a company / organisation that will provide a well-managed and vibrant Community orientated Café within Victoria Park serving the needs of visitors to the Park, offering opportunities for the Lessee to expand their operation by holding events in the facility in the evenings and quieter periods during winter months.***

The opportunity to build a Park Community is encouraged, with the Café as its focal point.

### **Submitting a Proposal**

Please submit your proposal by **noon XXXXXXXX**, providing a brief background of your & your experience, the service or facility that you intend to provide and identify any experience in providing similar services elsewhere.

The proposal MUST be accompanied by a Business Plan showing how the facility will be operated, the Service Offering, indicative Profit & Loss Account and a suggested annual rental to be paid to the Council. Ideally a Draft menu showing proposed offering should be submitted.

Proposals to be sent by email to David W Ingram, Community Services Manager ([david.ingram@newbury.gov.uk](mailto:david.ingram@newbury.gov.uk)), or directly in writing to Newbury Town Council, Town Hall, Market Place, Newbury, Berkshire, RG14 5AA.

***Please note that submitted proposals do not form part of any formal procurement process at this stage. The decision as to the final short list candidates rests solely with the Council whose decision is final.***

***Timescale***

The Council or its Letting Agent will contact all interested parties with information regarding the next stage in the process in YYYYYY

It is intended that Newbury Town Council will draw up a short list of prospective Operators who will be invited to a participate in a procurement selection process and submit a final binding Operating Proposal & Rental bid based on the criteria above.

This is expected to conclude by end WWWW

Final selection criteria will be based on proven ability, strong business case, community engagement plan, proven funding & challengeable Profit & Loss predictions, evidenced on research for this kind of business.

The recommendation for the successful Café operator to be appointed will be subject to a formal Council decision in early ZZZZZZ

The successful Operator will be included as a Key Stakeholder in the Build phase of the Café project and will be invited? To work closely with the Build Contractor in the fitting out process.

..  
The Council are looking beyond just a financial return on the Café investment being made.  
The Council's decision on the choice of Operator and the Terms agreed is final.

**Newbury Town Council, Victoria Park Community Cafe – Expression of Interest Form**

**Please return this form (pages 6-8) with your covering note to Newbury Town Council.**

This market engagement exercise provides interested parties with the opportunity to express their interest in delivering a service to the residents and visitors to Newbury through leasing the proposed new Community Café in Victoria Park, Newbury.

**Background Information**

1. Type of organization - description

2. Name of organisation

3. Organisation address

4. Contact name

5. Telephone number

6. Email address

7. Outline the type of service you will provide?

**Your proposal**

8. Outline the staffing & resources that you will provide for the Café

9. Show how you would meet the community asset role for the cafe.  
**This is an important consideration in the granting of any Lease**

10. Provide an overview of your experience in catering - give examples / references

11. Do you have the ability to invest in the facility?

- Yes  
 No

12. How much & how would you use your investment (incl. how you would fit out)?

13. Confirm the Lease length that you would ideally wish.

Lease length is a Min five years – what term would you ideally be looking for?

14. **Please provide in your covering note a list of issues/ qualification which you would like to make / discuss in respect of your interest in this opportunity.**
15. **Please submit a Draft Business Plan outlining the business approach, the sales / costs projections and the rental income likely to be offered to Newbury Town Council based on a 5 years FRI lease.**
16. **A summary of how you will engage the Community in and around the Park MUST be included in your submission**
17. **A Draft menu / offering suggestion for the Café should be included.**
18. **Newbury Town Council is willing to look at innovative alternatives / options to make this facility a longer success. Newcomers are not excluded from expressing interest.**
19. **Please indicate your willingness to also submit a bid to manage the Boat operation on the Pond.**

**Instructions for your Expression of Interest in this Opportunity**

Please return your completed document (pages 7- 9) and Business Plan by **noon on Friday 14<sup>th</sup> June 2019,**

Pre Bid – Café Operator

This can be sent via email to [david.ingram@newbury.gov.uk](mailto:david.ingram@newbury.gov.uk)

or by post:

David W Ingram  
Community Services Manager  
Newbury Town Council  
Town Hall Market Place Newbury  
Berkshire RG14 5AA

**Thank you for submitting your interest in this opportunity.**

The Council will contact all interested parties as soon as your interest has been evaluated and issue bidding information regarding the next stage in the process to those who have been shortlisted.

If you require any further information please do not hesitate to contact the Community Services Team at  
Newbury Town Council,  
Town Hall,  
Market Place,  
Newbury,  
RG14 5AA

**Additional Opportunity**

**Recreation Grounds – City Recreation Ground off Andover Road, Newbury & Wash Common Recreation Ground.**

Newbury Town Council are looking at the future potential for the provision of a Container type Café / Concessions facility to be placed in an appropriate position within each of these Recreation facilities, to be Leased out on a 3 year terms to proven Operators.

- 20' Container - new Melamine lined and insulated none slip vinyl flooring**
- Servery hatch**
- Personnel door**
- Lighting, heater and electrics Water heater, sink and worktop**
- Resprayed to standard RAL**

These are to be operated mainly at Weekends & holiday periods although usage of the Recreation Grounds may well prove other opening times being suitable for income generation.

**If you have an interest in operating such as facility, please make mention in your response.**

