**EXPRESSIONS OF INTEREST APPENDIX A**

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| Service | **Leighton-Linslade Town Council -Grounds and Environmental Services** | Our Ref | **LLTC/2018-121/GE** |
| **Expectations**   1. Leighton-Linslade Town Council wishes to receive expressions of interest for the provision of a catering offer within Parson’s Close Recreation Ground to run 2019 to 2024 inclusive with the potential for a twelve-month extension thereafter. 2. The contract is targeted to commence on 1st April 2019 –following confirmation of winning the contract. 3. Demonstrable knowledge and experience of running a catering operation 4. Details of “All Risks” (including Public Liability) policy cover of £10,000,000, Professional Liability Insurance and Employer Liability Insurance. Company “all risks” insurance certificates 5. Work force qualifications; Statement as to whether the workforce is directly employed or sub-contracted. 6. As part of the application process, you will be asked to propose a financial business model that is felt to be appropriate for a kiosk operation such as this which provides a fair outcome for both parties. 7. **Parson’s Close and the Operation**     1.1 Situated within South West Bedfordshire, Leighton-Linslade is the largest town within Central Bedfordshire with a population of approximately 40,000 inhabitants. Over recent years, the town has been the subject of significant housing growth which is anticipated to continue for another 10 years pushing the population to more than 45,000.  1.2 Leighton-Linslade is proving a popular location for young families to move to. Excellent transport links, good schools, historic town centre and quality open spaces have all contributed toward its appeal.    **2.0 About Parsons Close**  2.1 Parsons Close is the parish’s premier park located within the very heart of the town of Leighton Buzzard <https://www.leightonlinslade-tc.gov.uk/parsons-close-recreation-ground/>. Holding the prestigious Green Flag Award which recognises horticultural excellence, the park is home to the following events and activities:-   * Weekly Parkrun * Bandstand which hosts approximately 15 summer concerts per annum * Splash and Play and Beach specifically aimed for young children to use * Skatepark * Bouncy Castle for 4 months of the summer * Adventure playground * Hosts May Day Fayre (52,752 park visitors) * Hosts July Carnival * Hosts Teddy Bear Picnic   2.2 On 21st September 2017, the Town Council installed pedestrian counters at the entrances to the park. Since then, there have been 327,224 visits to the park. Based on this data, it is projected that annual footfall will exceed 800,000 visits per annum.  2.3 An ice cream concession presently operates within the park albeit the concession is also up for renewal. There is no reason why the ice cream concession which is run from a stand-alone van couldn’t continue. An argument could be made that bespoke ice cream could be offered from the kiosk which otherwise wouldn’t be provided from the van thereby increasing variety to the benefit of the park users.  **3.0** **Promotion and Marketing**  3.1 Parson’s Close Recreation Ground is owned by the Town Council. The Town Council has a promotion and publicity budget and over the coming years, it will endeavour to promote the new kiosk offer as well as continue to advertise the range of facilities and events that the park provides.  3.2 The park has its own website page, Facebook page and twitter feed with content posted regularly. The Town Council also produces a bi-monthly Parish Magazine called “About Town” which features activities taking place within its parks and elsewhere within the parish. In addition, the Town Council produces a community events programme which can be found in various locations around and beyond the parish as well as electronically.  3.3 Brown highway tourism signs exist providing directions to the popular Splash and Play facility. New interpretation maps will in the near future be provided identifying the existence of the kiosk facility.  3.4 A formal ceremony to include the Town Mayor will be arranged to celebrate opening will also be planned and advertised using the most appropriate medium at the time.  **4.0 The Kiosk**  4.1 To meet increasing demand and widen the catering offer, the Town Council wishes to add a kiosk concession to the park also. Therefore, by way of this process, the Town Council is seeking a competent and qualified caterer to work in partnership to establish and develop a café offer within this premier park. **NB at this moment, any necessary planning permissions have not been applied for.**  4.2 The kiosk facility comprises a largely rectangular space measuring ---m x ---m with a serving hatch facing directly over the Splash and Play Park. The servery has mains electric and water.  4.3 Directly in front of the servery hatch is a small tarmacked area leading to a grassed area measuring 1m x 10m. The anticipation is that you would be able to place tables and chairs there that would become part of the floor area upon which you operated. The expectation is that the catering operator would at their own risk and expense provide the equipment needed for them to run a business from there as well as outdoor seating and associated paraphernalia. A small store would be provided in which chairs and tables could be stowed away outside of hours of operation.  4.4 The caterer will provide catering and refreshment service for:   * The outdoor seating area (there is no indoor provision), including a take away offer   4.5 The caterer will be given first refusal to provide catering and refreshments to all Town Council events which take place in the park. For example, the Town Council hosts 15 band concerts per annum and there is the opportunity to provide afternoon tea refreshments which presently are offered on an ad-hoc basis by charitable groups from the elderly care home run by Central Bedfordshire Council. There is uncertainty surrounding the future of this facility as it is likely to be redeveloped for alternative purposes over the coming few years.  4.6 Secondly, the park hosts the May Day Fayre and Carnival which are run by outside bodies for charitable causes. As an established business paying for the privilege of running your activity from the park, you will have legitimacy in doing so on those two days also. However, it is advised that early discussions be held between you as the successful operator and the organising committees to decide future catering arrangements within the park for those two days only.  4.7 The menu will focus on freshly prepared meals and beverages. The caterer may apply for a licence to allow sales of alcoholic beverages with meals.  4.8 Indicative opening hours are requested as part of the application based on the information provided. It is hoped that these will cover seven days a week including most bank holidays. Seasonal and week day/week end variations are acceptable.  **5.0 Application Process**  5.1 All Expressions of Interest and Suitability Assessment Questionnaires must be received by 12 noon on Friday 13th July 2018.  5.2 To help applicants to understand the opportunity, an open afternoon will be held between 2pm and 4pm on Thursday 21st June 2018. If you would like to participate in a site visit, please respond accordingly.  5.3 As part of the application process, the operator will be asked to provide details of the proposed operating model (including financial remuneration associated with the business opportunity) for the kiosk to provide the best mutually beneficial outcome for the Town Council and for the kiosk operator.  5.4 From the applications received, the Town Council will select a shortlist of parties who will be invited to attend a presentation stage week commencing 30th July 2018. The presentation stage will be used to further explore the answers to the questions already provided and to discuss their vision for the operation of the kiosk as well as their financial operating model. If considered appropriate, site visits to sample food will be requested.  5.5 Completed tenders are expected to be submitted by no later than noon on Friday 17th August 2018.  5.6 The selected party will be notified by Friday 14th September 2018 and provided with a draft contract. The Town Council will undertake financial checks prior to offering the contract to the selected party.  5.7 The contract is to be agreed and signed on or before 5th October 2018. The kiosk is required to be open for public use in Spring 2019 (target commencement date 1st April 2019).  **6.0 The Contract**  6.1 The selected party will be required to enter into a Contract with the Town Council for a duration of 5 years, with one-year optional extension.  6.2 The Town Council will be responsible for and will pay for:   * The provision of an outside storage container * Refuse collection * Provision and maintenance of an intruder alarm and fire alarm * Buildings and contents insurance   6.3 The operator will be responsible for:   * Kiosk staff salaries, insurance, training and uniforms * Purchase of all ingredients * Maintenance and cleaning of the kitchen and kitchen store area * Cleaning and safe storage of kiosk furniture and associated paraphernalia, spills/debris/rubbish within the designated kiosk area during opening hours * Undertaking all food premises registrations   6.4 The operator will also be expected to:   * Adopt a “whole team approach, working closely with the Town Council’s Grounds Team and other Council Officers * Provide healthy food   6.5 As part of the application process, the operator will be asked to propose a financial business model that is felt to be appropriate for a kiosk operation such as this which provides a fair outcome for both parties.  6.6 Thank you for your interest in this exciting new opportunity. If you have any further questions which have not been covered within this information pack, | | | |
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Prospective contractors must be able to demonstrate previous experience of similar work and be prepared to provide details of client organisations willing to act as referees.

Applications are welcome from single organisations or consortia from the public, private and voluntary/community sector.

To express an interest, please register by emailing the Town Clerk, Mr Mark Saccoccio, [mark.saccoccio@leightonlinslade-tc.gov.uk](mailto:mark.saccoccio@leightonlinslade-tc.gov.uk) who will respond with the necessary tendering documents.

**Deadline for receipt of Expressions of Interest and Suitability Assessment Questionnaire is:** 12:00 hrs, Friday 13 July 2018