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| **EXPRESSION OF INTEREST:**  **Lease of new Café premises, Shinewater Park, Larkspur Avenue, BN23 8DU** |

**Purpose of this document:**

* To attract a cafeTenantfor a new business venture located at the entrance to Shinewater Park. The premises is a custom-built shipping container café and kiosk with toilet facilities.
* Act as a document against which the viability of proposals can be assessed.
* Enable a fair and equal assessment of bids where there is more than one interested party.

Please return your completed form to [property@lewes-eastbourne.gov.uk](mailto:property@lewes-eastbourne.gov.uk) on or before 5pm on **27 March 2025**.

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| **Proposal** |

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| Location: | | | | | Shinewater Park, Larkspur Avenue, Eastbourne BN23 8DU | | | | |
| Organisation | | | | |  | | | | |
| Name | | | | |  | | | | |
| Position in Organisation: | | | | |  | | | | |
| Address: | | | | |  | | | | |
| Telephone: | | | | |  | | | | |
| Email: | | | | |  | | | | |
| Type of organisation | | | | | | | | | |
| Registered Charity | |  | | | Company limited by guarantee | | |  | |
| Company limited by shares | |  | | | Community Interest Company | | |  | |
| Unincorporated club or association | |  | | | Public Sector | | |  | |
| Other (please specify) | |  | | | Registration Number | | |  | |
| **Please note that the boxes below will automatically expand if needed** | | | | | | | | |
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| **INTRODUCTION** | | | | | | | | |
| **The Property:**  **Artist’s impression of the cafe and kiosk.**  Diagram 1: Artist’s impression of the cafe and kiosk.  Eastbourne Borough Council is pleased to offer a new café opportunity for a purpose-built shipping container café and is inviting interest / offers from an operator.  **The building is not currently on site and is anticipated to be delivered and available for operation late Spring 2025.**  The building will be located at the entrance of Shinewater Park and will become the new focal point of the park. Shinewater Park combines purpose-built recreation facilities within a country park style setting. Access to the park is free and open all year-round and there are currently activities in the park including a “Parkrun” on Saturday mornings.  The building will be a bespoke space designed utilising modified shipping containers specifically for this site. The design incorporates features and services the local community have requested. The space will feature high-spec insulation, double glazing and roof-mounted solar PV panels for energy efficiency. Metal security shutters will secure the building when not in use.  The building will be connected to mains electricity, water and drainage but will not be connected to a mains gas connection. Wi-Fi available via a 4/5G connection.  The café building is a much-anticipated addition to Shinewater Park, and it will be a requirement of the letting that the new tenant will operate and make the public conveniences (PC) available to the public during reasonable daylight hours.  It is anticipated the new café and PC facilities will encourage more visitors to visit Shinewater Park and allow its users to spend longer in the park to enjoy its vast array of leisure, and nature activities available.  **Proposed design layout:**   * L-shaped kitchen partially fitted out with stainless steel worktops, oven (no hobs), Lamona dishwasher, wall extractor vent, electric hot water heaters. * All other appliances and equipment to be supplied by the tenant. * The toilets will be installed with all fixtures and fittings. Seating and tables to be provided by the tenant. * Indoor seating area. * External kiosk/serving hatch. * 3 toilets including one accessible WC. * Refuse area. * Metal shutters to separate kitchen/seating areas to enable a standalone meeting or community room, which the cafe operator will need to work with local community groups and stakeholders to develop.   Proposed floorplan wth approximate dimentions  Diagram 2: Proposed floorplan wth approximate dimentions  **Outside Area:**  A designated area around the building will be included in the proposed letting to permit some outside seating.  Artist’s impression of side view of cafe and toilets.  Diagram 3: Artist’s impression of side view of cafe and toilets.  **Location:**  The café and PCs will be situated by the Park entrance; close proximity to the play area, the all-weather multi use games area, BMX / skate park, and the starting point for walkers and visitors to the park.  The Park is accessible by car along Larkspur Avenue, accessed via the A22, with ample parking available and bus stops closeby on Larkspur Drive. The Park is approximately 1 mile from Hampden Park Train Station. National Cycle Network route 21 links Shinewater Park to the Cuckoo Trail.  Shinewater Park is adjacent a residential area and a short walk from local shops, medical centre, and Shinewater Sports Centre, together with primary and secondary schools, and several children’s nurseries.  Approximate site of the proposed café building marked X.  Diagram 4: Approximate site of the proposed café building marked X. | | | | | | | | |
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| **ADDITIONAL INFORMATION** | | | | | | | | |
| **Proposed lease terms:**   * **Initial Rent**: The Council is inviting offers in excess of £5,000 per annum exclusive * **Lease Length**: Up to 10 Years * **Repairs**: Tenant to be responsible for repairs, maintenance and compliance (fire safety). Tenant encouraged to install CCTV for security reasons. * **Cleaning:** Tenant to ensure the interior and exterior (including courtyard area) of the property to be kept clean and tidy, and free from rubbish * **Insurance**: Landlord to insure and recharge premiums. Tenant to hold third party public liability insurance * **Outgoings**: Tenant to be responsible for the cost of utilities consumed and business rates payable * **PC opening times:** Tenant to make the PCs available to the public during reasonable daylight hours. Tenant to be responsible for cleaning and maintenance of the toilet including providing consumables and collecting sanitary waste. Tenant to ensure PCs are locked/unlocked including shutters. * **Alterations:** Permitted with Landlord consent.   **Equipment to be provided by the Tenant:**  The tenant shall be responsible for the supply and maintenance of:   * All furniture (kitchen and dining equipment) * Outdoor furniture * Bins (including collection of waste and recycling)   **Site specific information/requirements:**   * Tenant to be responsible for opening/closing gates to Shinewater Park before and after deliveries.   Please complete the questions below. Your answers will be scored and used to assess the viability of your proposal. They will be used to enable a fair and equal assessment of bids where there is more than one interested party.  **Interested parties are encouraged to visit the site prior to submitting their proposal.** | | | | | | | | |
| 1. **EXECUTIVE SUMMARY** | | | | | | | | |
| Please outline a summary of your proposal including information on how you will aim to create and grow this enterprise over the first two years. | | | | | | | | |
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| **2. PROPOSAL DETAILS** | | | | | | | | |
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| Please describe how you aim to build this business from scratch? Including previous business development or venture experience if appropriate. | | |  | | | | | |
| How will you engage with residents, groups, schools, and local organisations to ensure maximum community benefit for your enterprise? | | |  | | | | | |
| How do you propose to advertise and promote your business? | | |  | | | | | |
| Please provide proposed core hours of operation? | | |  | | | | | |
| Please provide details of the type of food you propose to provide? | | |  | | | | | |
| Please state how you will meet the requirements of the community toilet scheme? | | |  | | | | | |
| How do you propose to undertake maintenance and upkeep of the building and designated land? | | |  | | | | | |
| Are you applying for external funding to support your proposal? If so, please give details.  Is your proposal subject to funding being secured? | | |  | | | | | |
| Do you have previous experience of running a small business? If so, please give details. | | |  | | | | | |
| Do you have Public Liability Insurance up to £5 million? | | |  | | | | | |
| Do you have appropriate/statutory Food Safety and Hygiene and Health and Safety at Work licences in place? | | |  | | | | | |
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| **3. SUPPORTING INFORMATION** | | | | | | | | |
| Please include and supporting information or documentation. | | | | | | | | |
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| **4. RISKS** | | |  | | | | | |
| Please state and explain the most significant risks in delivering the proposal and how they can be mitigated.  Examples may include leasing issues or unconfirmed external funding. | | | | | | | | |
| Risk | | | | Likelihood  (low = 1  high = 3) | Impact  (low = 1  high = 3) | | Mitigation | |
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| **5. CLIMATE CHANGE AND SUSTAINABILITY** | | | | | | | | |
| Please confirm how your proposal will help to support the aims of the [Eastbourne Borough Council Climate Emergency Strategy](https://www.lewes-eastbourne.gov.uk/media/307/EBC-Climate-Emergency-Strategy-2020/pdf/EBC_Climate_Emergency_Strategy_FINAL_for_web.pdf?m=1723736813987)  Please confirm how your business proposal adheres to the councils sustainable procurement policy [Sustainable Procurement Policy - Appendix 1](https://democracy.lewes-eastbourne.gov.uk/documents/s32117/Sustainable%20Procurement%20Policy%20-%20Appendix%201.pdf) | | | | | | | | |
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| **6. CORPORATE PLAN 2024-2028** | | | | | | | | |
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| Please confirm how your proposal will help to support the aims of the Council’s Corporate Plan, a copy of which can be found here:  [EBC\_Corporate\_Plan\_2024-2028\_-\_final.pdf](https://www.lewes-eastbourne.gov.uk/media/3578/EBC-Corporate-Plan-2024-28/pdf/EBC_Corporate_Plan_2024-2028_-_final.pdf?m=1708013510257) | | | | | | | | |
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| **AUTHORISED SIGNATORY** | | | | | | | | |
| *This section must be signed by someone authorised by the organisation (for example a Chairperson). An electronic signature is acceptable.*  I confirm that to the best of my knowledge and belief, all the information in this Expression of Interest is true and correct. I understand that, should this proposal be further developed, you may ask for additional information at any stage of the application process. | | | | | | | | |
| Signed |  | | Print name | | |  | | |
| Position |  | | Date | | |  | | |