Extraordinary Meeting of Council 6th August 2024

Mrs Ruth Lyes
Clerk of the Council

1st August 2024

Dear Councillor

You are hereby summoned by the Vice Chair of the Council, to an Extraordinary Meeting of Winkfield Parish Council to be held in Carnation Hall, Chavey Down Road, RG42 7PA on Tuesday 6th August at 7.00pm, when it is proposed to transact the business specified in the agenda hereto.

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in December 2021. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

To avoid interruptions to the business of the Council, Councillors, officers, and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the rear or front doors and make their way to the fire assembly point in the car park.

Prior to the commencement of discussion, a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Yours sincerely

Ruth Lyes

Clerk of the Council

Extraordinary Meeting of Council 6th August 2024

AGENDA

1. APOLOGIES FOR ABSENCE

To Receive apologies for absence. Councillors should personally notify the Clerk of the Council by midday of the meeting day of any intended absence along with the reason.

2. DECLARATION OF INTEREST

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

3. LOCKS RIDE WORKING PARTY MEETING REPORT

The Locks Ride Working Party met 24th July 2024 with the LCC Consultant (Steph Bennett) to discuss the matter of a leasing the Cabin for the purpose of a refreshments provision. Notes from the meeting and recommendations for Council are attached as Appendix 1.

For review and consider for approval:

3.1 Locks Ride Cabin Draft Offer – this has been generated based on discussions with the Locks Ride Working Party and is attached as Appendix 2 for review and consideration by Council

3.2 Procurement of additional support from the Consultant as per the attached LCC Proposal v3- attached as Appendix 3 plus Teams meeting costs £60– **Note**: that currently the fees and proposed fees fall within the council approved professional fees budget of £5k.Total Consultant fees projected to be at this stage approx. £2500. It should be noted that solicitor legal fees will also need to be met for drafting up the lease so potentially a further sum will be required to be approved from CIL. Indicative legal costs are being sought.

4. LOCKS RIDE CABIN ADDITIONAL PROFESSIONAL FEES ALLOWANCE

4.1 Additional professional fees are likely to be incurred above current budget – see point 3.2 above. A professional survey will be required of the Cabin and also solicitors' fees are still to be confirmed. In order to enable the project momentum to be continued - agreement to a further £1500 from CIL for professional fees is requested – this will bring allocation for fees to £6500.

Consider additional budget allowance from CIL of £1500 to cover Professional Fees (total £6500)

5. NOTICE TO DISPOSE

Required DRAFT Notice to Dispose Notice is attached as Appendix 4.
It is proposed to publish this in the Bracknell News – requirement is for the notice to be published in print version of a newspaper. The notice will also be published by

Bracknell News online and will be posted on our website and the Council notice boards.
Quote from Bracknell News for the Notice publication is £1231.28 for 2 weeks.

To review and agree:

i. The Notice to Dispose to be posted in the Bracknell News for a period of two weeks printed version but for up to 31 days online. Cost £1231.28 ex VAT to be from CIL as part of the infrastructure project costs

ii. To agree delegated authority to the Clerk, in conjunction with the Locks Ride Working Party lead, to set the dates required within the Notice to Dispose, once all relevant information has been obtained.

6. APPLICATION FOR LEASE

To review and consider for agreement the Application for Lease Form which has been drafted and is attached as Appendix 5

Locks Ride Working Party Meeting

23rd July 2024, 3-5pm, Carnation Hall

Meeting Notes

Present: Cllr G Barber (Working Party Lead), Cllr G Paxton , Cllr C Ehinger

Apologies: Cllr Blakemore, Cllr Dudley

Others present: Ruth Lyes (Clerk), Steph Bennett (LCC Consultant)

1. **Purpose of the meeting -** to consider matters relating to the Locks Ride Refreshment Cabin provision by way of a tenancy.
2. **Matters considered:**
    - Physical changes that may be required
    - Outline main matters to be included in Head of Terms Agreement related to a lease \ licence
    - Schedules to be added to a lease \ licence
    - Finance and charges
    - Maintenance – responsibilities of tenants and annual inspections by WPC
    - Treatment of portables
    - Retention of control
    - Term of lease – min. 5 years to make the project worthwhile of time and monetary investment by a tenant
    - Access times to site and on-site toilets
    - Management of and responsibilities for legal health and safety obligations (Fire, Legionella)
    - Safeguarding – tenant to ensure they adopt Safeguarding Policy appropriate to operating within the site

3. **Location:**
   A mapping tool will be required to the map the area to be covered by the legal agreement. **Clerk to investigate.**

4. **Site access for dogs:**
   There was discussion around the dog free status of the site. It was felt that whilst it was important to continue to maintain the site largely as a dog free area for health and safety reasons, there should be consideration to sectioning a fenced and gated area around the cabin directly accessible from the carpark for owners with dogs on lead to access the cabin.
5. **Management of Waste and Utilities**
    - This would be costed and form part of a quarterly service charge

- Utilities – slave meters would enable segregation of tenant costs and other site costs

6. **Updating those who had submitted an expression of interest**
   - Clerk would send a further communication to advise interested parties that the project outline was being developed in conjunction with a consultant with further details to follow.

7. **Other matters to be investigated by Clerk:**
   - EPC requirements
   - VAT
   - Planning requirements in respect of kitchen area extraction
   - Commissioning of a building survey to establish what works may be required to the fabric of the building and works to comply with accessibility requirements, prior to occupation by any tenant

8. **Next steps by consultant**
   - Build the scope of the offer with options and recommendations for review by full council (this work is built into the current consultancy agreement)
   - Once reviewed and approved by Council the approved scope will be built into the offer (this element of work

9. **Additional Support from Consultant**
   - Once reviewed and approved by Council the approved scope will need to be built into the offer. Additional day's work required.
   - Build the matrix to assess the submissions. Additional half day work required.
   - Assist with assessing the submissions. Additional time may be required e.g. reading and pre-assessment meeting (1 day per 10 submissions) and meeting to discuss submissions (one day) NOTE: One day of time has already been allowed for.
   - The Clerk has requested a revised costings proposal from LCC for this additional work.

Recommendation to Council for consideration:

i. **Scope of the Offer** - To review and consider the options and recommendations document, generated by the consultant, based on the discussions of the working party meeting.

ii. **Additional Support from Consultant –** to engage the consultant for the additional tasks as stated at point 9 above. Clerk has requested an amended proposal document from LCC for consideration.

NOTE: £5k budget for professional fees has been approved by Council (commitment to date £1140)– solicitor fees for drawing up a lease / licence will need to be allowed for.

Winkfield Parish Council
Serving Winkfield Since 1894

Offer of the Snack Cabin at Locks Ride Recreation Ground for private/third sector rent and operation

Deadline for receipt of application 12.00 hours on ******** 2024

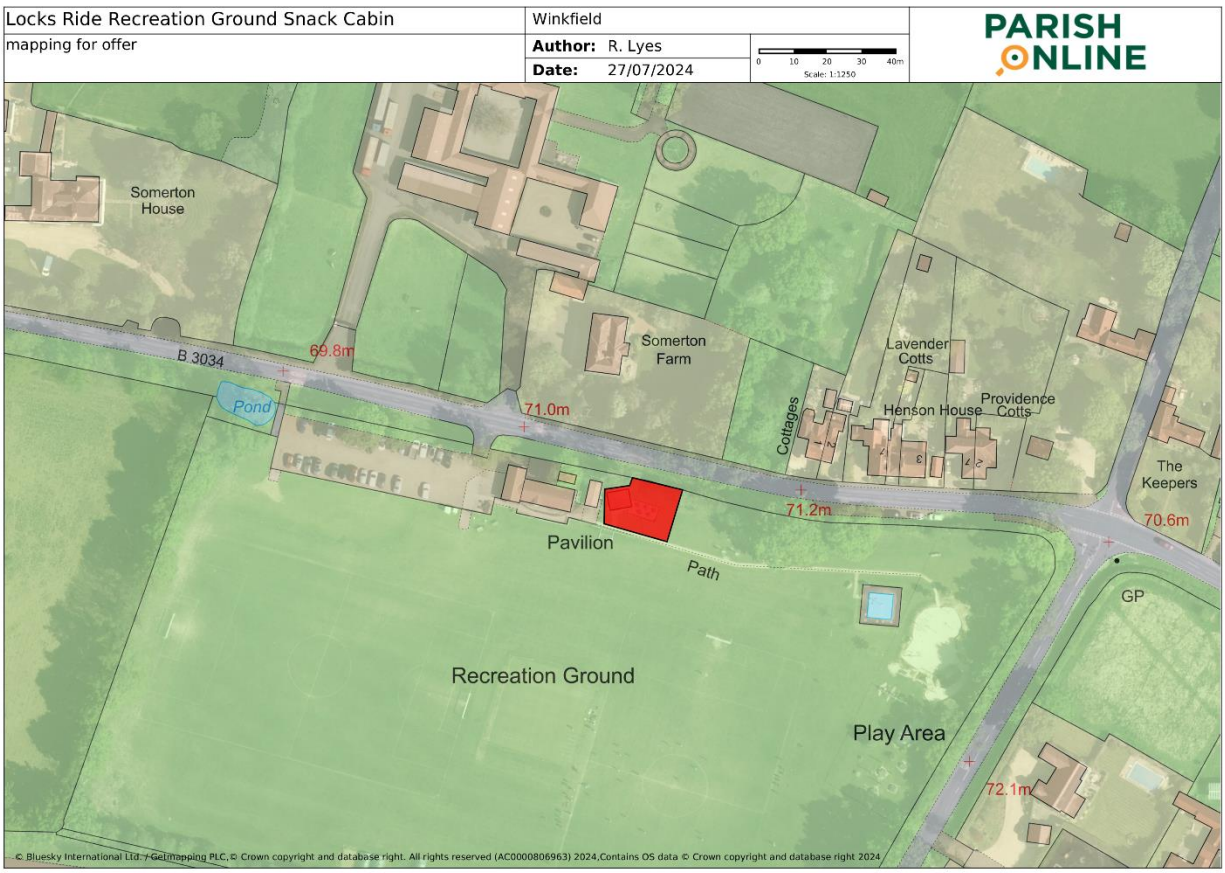
Winkfield Parish Council is offering the Snack Cabin and associated external area for lease. The Councils objectives with regard to this are:

- To provide a welcoming and well looked after provision for food and drink at Locks Ride Recreation Ground
- For the provision to be affordable and accessible for all
- For Locks Ride Recreation ground to be a go-to site in the Parish and Bracknell Forest
- To provide a controlled venue for dog walkers to visit the area and stop for refreshment whilst on a walk

1.0 SITE LOCATION

The site of the Snack Cabin is Locks Ride Recreation Ground, Winkfield Row, Bracknell RG42 7AD (see Figure 1). It is based on the northern edge of the Recreation Ground with close access to the car park.

Figure 1



The Snack Cabin is shaded red on the map above which includes the external area to be included in the lease.

2.0 SITE SPECIFICS

2.1 The site, building, external furniture and fittings/portable equipment are owned by Winkfield Parish Council who are offering the opportunity to rent and operate the Snack Cabin.

2.2 Locks Ride Recreation Ground is currently undergoing upgrading works with the construction of a new Pavilion and the building shown on the mapping system has been demolished with a new Pavilion being built north west of the original.

2.3 The map (see figure 2) has been annotated to show:

- The Snack Cabin and external area that is proposed to be included in the lease
- The site of the toilet provision
- The demolished Pavilion
- The Council garage used to store essentials for the Recreation Ground
- A proposed route for dog walkers to access the Snack Cabin and leased external area from the car park.

2.4 Locks Ride Recreation Ground is designated dog free however the Council is proposing to introduce the access arrangement for dogs on leads to enable the Snack Cabin to access clientele with dogs.

2.5 The car park is substantial and will be shared with users of the Pavilion, Recreation Ground and Snack Cabin. Attention is drawn to the provision of a height barrier; if required a key can be made available with the lessee subject to conditions

2.6 The current picket fence will be extended to designate the leased area. There will be no gates added and access will be through openings in the fenceline. The Council has no objections to the lessee fitting appropriate gates for which they will be responsible.

2.7 To the east of the cabin and situated adjacent to the external fence line are waste bins that are used by the clientele of the Snack Cabin and that the Council is including in the start up equipment. These bins are the marker for the extent of the external leased area and will be the responsibility of the lessee

2.8 The lessee will be responsible for the leased land up to the picket fence to the east, the edge of the footpath to the south and the areas on the western and northern side of the cabin. These areas are included to provide access to all sides of the Cabin and to provide some storage to the rear.

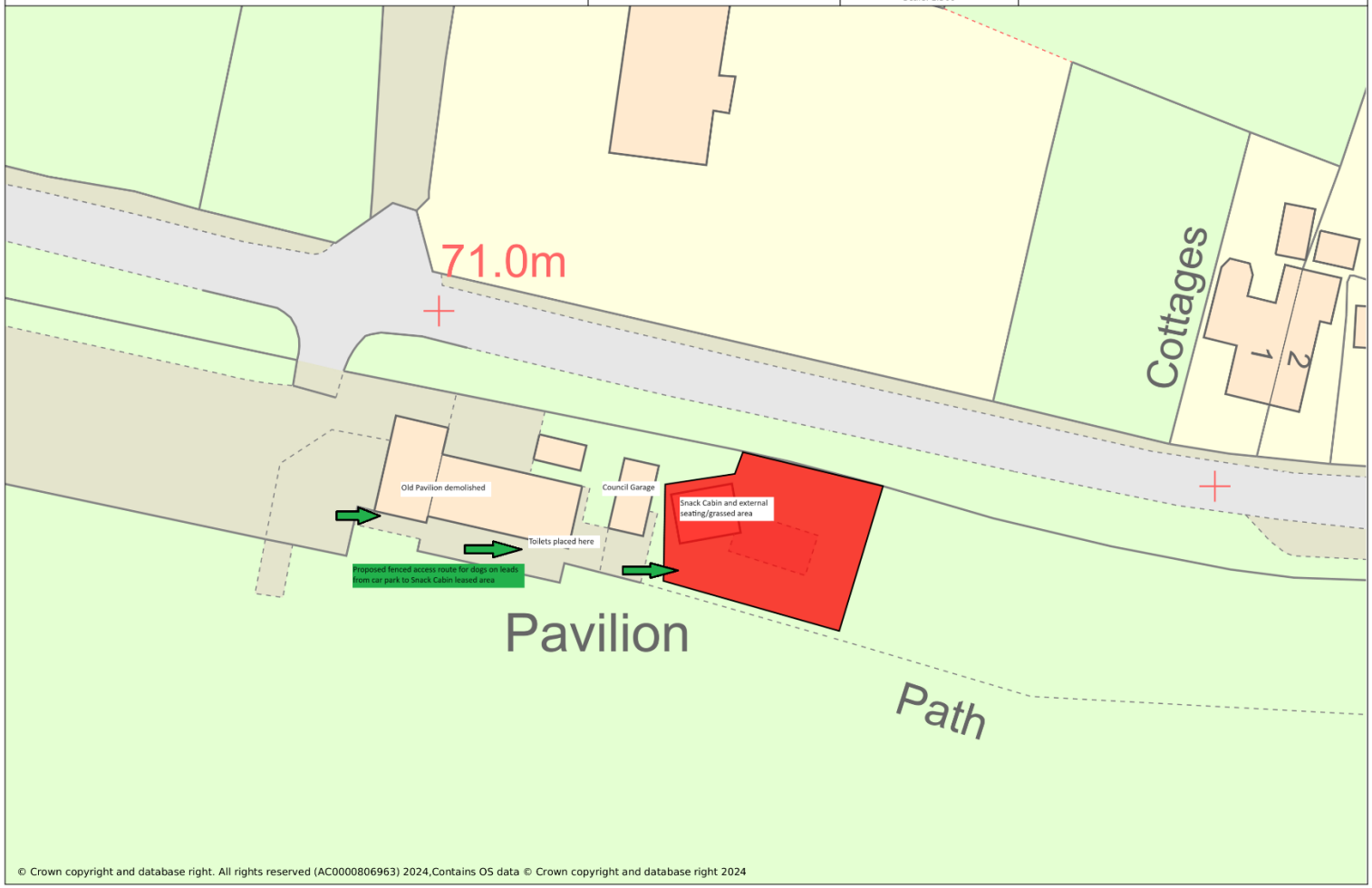
2.9 The external area is unable to be secured however Locks Ride Recreation Ground is locked at night

2.10 The public toilets are adjacent to the Snack Cabin

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Figure 2

Locks Ride Recreation Ground Snack Cabin	Winkfield	
mapping for offer	**Author:** R. Lyes	0 2 4 6 8m Scale: 1:500
	Date: 27/07/2024	



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3.0 SITE VISITS

Site visits are recommended to assess access, gain detailed measurements, location of nearby facilities, and access points to and around the site. All areas are open site. An inspection of the inside of the Cabin can be arranged if required however the windows are not covered and the inside is visible. If you wish to visit please contact the Clerk (Mrs Ruth Lyes) clerk@winkfieldparishcouncil.gov.uk or 01344 885110.

4.0 GENERAL INFORMATION

4.1 The lease is being offered as an FRI lease (Full Repairing and Insurance lease)

4.2 The permitted use of the Snack Cabin and external area is for the supply and consumption of food and drink. The Council is open to including permission for exhibitions, displays and events to include booking of the space outside of the leased areas for specific dates and times

4.3 External lighting is not permitted in this location as a condition of development permission

4.4 The Council is not aware of any restrictive covenants in relation to the area to be leased

4.5 The Council is not aware of the exact position of underground services to the Snack Cabin

4.6 The Council is open to ideas for development and proposals for improvements are encouraged. All proposed changes will be with the agreement of the Council and structural changes are likely to be subject to planning

5.0 PROCESS

5.1 Winkfield Parish Council wishes to enter into a lease for the Snack Cabin and external area to enable a private or third sector operator to provide a Snack Cabin service at Locks Ride Recreation Ground

5.2 Interested parties are required to submit an application on the Form of Application provided with this document

5.3 Applications should be returned in a sealed envelope - bearing no company identification on the outside of the envelope and marked **Formal Application for Snack Cabin** to:

The Assistant Responsible Finance Officer, Winkfield Parish Council, Council Offices, Fernbank Road, Ascot SL5 8JW

by 12.00 hours on ****

Alternatively, applications can be emailed to finance@winkfieldparishcouncil.gov.uk and must be marked FORMAL APPLICATION FOR SNACK CABIN

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5.4 Failure to adhere to any of the above may result in your application being disqualified from the process

The following documents should be submitted with the application:

- A copy of your certificate of public liability insurance
- A copy of your Health and Safety Policy
- A copy of your Safeguarding policy (this is an area and facility that is frequented by children)
- A copy of your DBS check policy if not included in your safeguarding policy

5.5 The Council would also welcome information being included on current food and drink outlets that you operate and/or your experience in running such a business as a Snack Cabin

5.6 Winkfield Parish Council does not bind itself to accept any application. No payment will be made in respect of any expenses incurred by the applicants in submitting an application

5.7 Applicants should liaise with the Clerk (Ruth Lyes) clerk@winkfieldparishcouncil.gov.uk during the application period regarding any queries or concerns on the content of this offer document. Any questions are to be sent to the Clerk by ****** latest; any questions after this will not be responded to. All questions asked will be shared to all interested parties via the council's website

5.8 The Council is committed to reducing its carbon footprint and priority will be given to applicants who can demonstrate low impact on the environment including:
• Sourcing materials
• Packaging
• Transport
• Disposal and product end of life options

5.9 Applicants and any companies involved in the provision of the Snack Cabin service must comply with the Modern Slavery Act 2015, wherever it applies.

5.10 The areas from which patrons to the Snack Bar may travel are recognised areas with higher deprivation and the Council would welcome information on the affordable food and drink options that are proposed

6.0 ACCESS (INCLUDING DOG ACCESS) AND PERMITTED HOURS OF OPENING

6.1 The Council will allocate 2 parking places for use by the lessee however the provision is not enforced

6.2 Following consultation with the lessee the Council will consider loading/unloading arrangements

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6.3 Locks Ride Recreation Ground is unlocked at 0800 and locked earliest 1730, 365 days a year. The Snack Cabin operation will be restricted to 0815 to 1700 unless by special agreement for one off events

6.4 The permitted hours of opening of the Snack Cabin will be 0815 to 1700 365 days a year

6.5 Dogs are not permitted on the Recreation Ground however the Council will make arrangements for a designated access from the car park to the Snack Cabin and external area. All dogs to remain on a lead and the lessee to be responsible for ensuring that clientele with dogs keep them on a lead and within the allowed area

6.6 The Snack Cabin will be exclusive use; the Council does not wish the public to be excluded from the leased external space during the opening hours but recognises that the furniture can be reserved for patrons of the Snack Cabin

7. FINANCE AND LEASE TERMS

7.1 The Council will consider applications from:

7.1.1 Private sector businesses offering a rent not less than £5,000pa

7.1.2 Third sector businesses/charities/volunteer led groups who demonstrate a social gain to the communities within and adjacent to Winkfield Parish Council by operating the Snack Cabin

7.2 A lease period of up to ten years is available

7.3 Payment of rent will be monthly in advance

7.4 A deposit will be required, to be returned on satisfactory return of Council property at end of lease

7.5 Bi-annual rent reviews will be undertaken with rent increases at a mean RPI from period of last rent review to current rent review plus 1%

7.6 Business rates will be payable on the Snack Cabin and the Council has requested a rates assessment. Current nearby businesses of similar size and trade have rateable values of £40m2 so initial comparative estimates suggest a rateable value of around £1,000

7.7 The following service costs will be the responsibility of the lessee:

7.7.1 Electricity. This will be rebilled at cost on a quarterly basis with readings taken of a slave meter. All electricity consumption associated to the operation of the Snack Cabin will be routed through the slave meter

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7.7.2 Water and waste service. Monthly water readings will be taken of the slave meter however water will be rebilled at set monthly charge of £20 (VAT exempt) to be billed quarterly and reviewed at intervals of 2 years. All identified water leaks that are the responsibility of the lessee will be charged on a full cost recovery basis

7.7.3 Waste disposal. The Council contracts a waste disposal company to attend Locks Ride Recreation Ground. For an initial period of 2 years the lessee will be permitted to place appropriate waste in the Council's waste collection bins. This will be billed at 20% of the total cost. After 2 years this approach will be reviewed

7.7.4 Connectivity. The Council has connectivity at the Snack Cabin. The lessee can continue with the installed connectivity at a 100% recharge from the Council or can arrange a separate contract

7.7.5 Pest control. The Council undertakes pest control at the Recreation Ground with the focus on areas where food is stored and consumed and waste is handled. The Council will continue to undertake pest control on all areas outside of the leased area and the lessee will be responsible for pest control in the leased area.

7.7.6 There will be no recharge for patrons and staff use of the toilet facilities

7.8 The lessee will be responsible for all incurred VAT in relation to the operation of the lease and Snack Cabin

7.9 The Council reserves the right to inspect the internals and exterior with agreement of the lessee at intervals not less than 6 monthly. Emergency access to be granted by the lessee without unnecessary delay

7.10 All complaints will be handled as per the complaints policy of the Council and arbitration arrangements will be included in the lease

7.11 Liability of the Council will be included in the lease to cover occasions of the Councils land becomes unusable thus causing business interruption to the Snack Cabin.

8. MAINTENANCE

8.1 A single point of contact must be nominated by the lessee who should be readily contactable to deal with any queries and problems that may arise.

8.2 A survey of the Cabin will be undertaken by the Council prior to the commencement of lease and any defects will be rectified

8.3 All testing and certification in relation to the building will be current at the commencement of lease. The lessee will be responsible for all required testing and certification for the duration of the lease and the Council is happy to incorporate the required testing and certification requirements into its own contracts to be recharged to the lessee at cost

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8.4 The exterior and interior of the Snack Cabin shall be maintained to an acceptable standard with a repaint and necessary treatment undertaken at least once every 2 years. The colour to be by agreement with the Council

8.5 The Cabin must not be jetwashed. The decking can be jetwashed

8.6 The leased area to be mowed, kept tidy and clean, clear of dog faeces and litter picked by the lessee. All areas outside of the leased area are the responsibility of the Council.

8.7 The drain between the Snack Cabin and the connection to the main drain to be the responsibility of the lessee

8.8 The fenceline is the responsibility of the Council. Any gates added will be the responsibility of the lessee

8.9 The lessee shall take all precautions as are necessary to protect the health and safety of all persons employed by them and visiting the Snack Cabin and external leased area and shall comply with all the requirements of any Acts, Regulations, orders, or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

8.10 The lessee shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful operation of this lease

8.11 The Council will require the lessee to submit a planned maintenance plan within 6 months of commencement of lease

9.0 INTERNALS AND PORTABLE EQUIPMENT

9.1 The Snack Cabin is offered with all current fixtures, fittings and portable equipment

9.2 As part of the agreement of the lease arrangements the Council will remove any fixtures, fittings and portable equipment that the lessee does not require

9.3 The Council will not be responsible for any portable equipment once the lease has commenced and does not require the equipment to be replaced once it is no longer functional.

10.0 MISCELLANEOUS PROVISIONS

10.1 The Council encourages the placement of planters and hanging baskets and requests that plants used be low risk as per a public place standard. Hanging baskets are permitted to be fixed to the Snack Cabin in appropriate positions and by appropriate methods of fastening

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10.2 The Council wishes the Snack Cabin to be open during events with no rights reserved that similar suppliers will not be on site. These events to be notified to the lessee at least 2 months in advance

11. TIMETABLE FOR PROJECT

11.1 Application Closing Date 12.00 hours on ****** 2024

11.2 The offer will be published on the council website on *******, with local notifications on social media and by email notification to all who submitted an expression of interest

11.3 Deadline for questions on the Snack Cabin offer to the Parish Council 1200 on ******

11.4 All responses to questions regarding the offer will be distributed to all parties by loading to the website

11.5 Full Evaluation of applications to select shortlist preferred submissions as per evaluation criteria commencing ******

11.6 Working Group meeting to select preferred applicant *****

11.7 Discussion with preferred applicant week commencing ******

11.8 Parish Council resolution re selected lessee ***** following which the Council will commence legal work

11.9 Complete legal work with applicant, agree equipment/fittings to be removed by council, loading/unloading arrangements, car parking, etc and agree commencement date

12. EVALUATION CRITERIA

To ensure that applications are evaluated fairly, the table below aims to identify the scoring criteria and evaluation methodology:

12.1 <u>Scoring system for selecting lessee of Snack Cabin</u>
Net zero considerations 10%
Inclusivity 15%
Previous experience 10%
Community gain in addition to Snack Bar provision 10%
Forward Plans 25%
Snack Cabin menu 30%

12.2 A standard 0–5-point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions

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- 3 Adequate: Reasonable achievement of requirements with weaknesses or
- omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

12.3 The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element. For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

2/5 x 50 = 20% for that section

Each section will then be added together for an overall mark out of 100%.

12.4 The evaluation of the offers submitted will be undertaken by members of the Locks Ride Working Party, the Clerk, and the Project Consultant

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Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

LCC PROPOSAL FOR

WINKFIELD PARISH COUNCIL

24 JULY 2024

Ref: LCC 24-061

Local Council Consultancy (LCC)
Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN

Email: consultancy@localcouncilconsultancy.co.uk
Website: www.localcouncilconsultancy.co.uk

Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

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Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

About Us

Local Council Consultancy (LCC) was launched in late 2018 by the Society of Local Council Clerks (SLCC) as an additional capability to the advisory and membership services. With the aim to be the first-choice provider for locum and consultancy services in the local council sector, LCC provide a value for money, sector specific consultancy and locum service.

About SLCC

Founded in 1972, SLCC has gone from strength to strength and has a membership representing over 5000 local councils in England and Wales. The vision and ethos are to provide training, guidance, advice, and support to members so that they can develop the professional skills, knowledge and experience necessary for them to best serve their councils and communities; and through this develop the overall recognition and status of the profession.

SLCC provides expertise and guidance, professional training and qualifications, conferences, news, and publications as well as networking opportunities.

Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

Our Aims

LCC aims to deliver bespoke solutions within local councils by improving, informing, and investing in the sector through a value for money and unique 'profit for purpose' philosophy. We do this by:

Improving the sector by:

- Providing high quality, professional locums for short-medium-or long- term assignments.
- Identifying needs and delivering solutions within the sector through a network of knowledgeable, qualified associates and locums.

Informing change, growth, and development by:

- Offering bespoke solutions to issues faced by clerks and councils.
- Imparting knowledge and 'know how'.
- Improving processes and procedures.

Investing in education and learning by:

- Passing available profits to the SLCC Educational Trust to enable clerks to access education.

Our Philosophy

Rather than working to improve our bottom line, we reinvest all surpluses to further the development of professional clerks and, through them, the development of the whole sector, ensuring that the services we offer help councils both directly and indirectly. This unique approach sets LCC apart from others and demonstrates our commitment to enabling positive improvements within the local council sector.

Additionally, we believe in offering value for money, quality solutions and this approach is reflected in our pricing strategy. We intentionally keep our costs to you as low as possible whilst delivering a professional service based on our ethos of improving, informing, and investing in the sector.

Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

Our Offering

LCC has strong connections and a deep understanding of the challenges and opportunities faced by clerks and councils. We have the support and expertise of the SLCC and a team of experienced and qualified associates and locums to work with you, with skills and knowledge gained at councils of all sizes. Our associates and locums are grounded in core public service values and deliver bespoke solutions to meet your needs.

LCC works with councils of all sizes and on a variety of projects from audits to job evaluations, staffing reviews, selection & recruitment and more. We also supply locum services for short-medium-and long-term assignments for any requirement from staff absence through illness, holiday, vacancies, maternity and paternity cover, increased workloads, and one-off projects.

Testimonials & References

Following our work with councils, we seek feedback to ensure the quality of our service delivery and to enable us to continually develop and strive for excellence. Some testimonials we have received are:

"Our council is always grateful to LCC for their exceptional contributions. Time and again they have surpassed our expectations, offering invaluable advice and delivery an outstandingly professional recruitment service. LCC has always helped our council find exceptional staff members, and we deeply value their support".
Ian Lyons, Chief Executive, Emersons Green Town Council.

"We were kept fully informed through the process. First class service and delivery, will definitely use LCC again and highly recommend other councils to use this service".
Philip Peacock PSLCC, Huntingdon Town Council.

"LCC were able to plug in the expertise our project needed at a really reasonable rate and ensured its ultimate success. Without the knowledge and guidance of their associate and wider support team there would have been a real risk to delivery".
Marcus Prouse, Somerset West and Taunton Council.

Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

Our Proposal for Advice on the Management and Operation of Log Cabin Café Business

Background

Winkfield Parish Council wishes to hire / lease its existing refreshments café to a business operator. Previously the snack bar was operated by the Parish Council, however this arrangement has become unsustainable. The intention is that the operator would continue to run the premises as a snack bar for users of the Parish Council's Locks Ride Recreation Ground and the Council would charge a monthly rental fee for the premises.

The Parish Council intends obtaining legal advice on drawing up the lease but requires assistance prior to that point and in selecting the right operator. The Parish Council is aware that it needs to consider various aspects but is concerned that it does not have the necessary skill set to do so fully and has therefore approached LCC requesting advice and support on all aspects of the operation.

Proposal

LCC Associate assigned to the project will be Stephanie Bennett, who will:

1. Hold an initial face to face meeting with the Clerk and Council members to confirm the brief and the process to ensure a shared understanding between all parties and to gain full details of the project and the Parish Council's requirements and views.
   Time allocation: 4 hours

2. Prepare and submit to the Parish Council a full scope of the project detailing all aspects which require the Parish Council's consideration with options and recommendations provided. The Associate will work collaboratively with the Parish Clerk.
   Time allocation: 7.5 hours

3. Build the offer for approval by the Parish Council.
   Time allocation: 7.5 hours

4. Build the matrix to assess the submissions received from potential business operators.
   Time allocation: 3.75 hours

5. Provide assistance to the Clerk with filtering and analysis of the applications received from potential business operators. This would include reading and pre assessment face to face meetings to assist with undertaking the assessments and a meeting with councillors to assist their discussions. *Please note this section is optional*
   Time allocation: 7.5 hours per every 10 submissions received and 7.5 hours for the meeting with councillors

Project Costs

1. The time allocation required by the Associate to complete the work will be 22.75 hours (this excludes the optional section 5) charged at the rate of £60.00 per hour equating to a total of £1365.00 (this excludes section 5), excluding VAT and expenses. Should additional time be needed due to unforeseen circumstances or the requirements changing this would be mutually agreed in writing in advance and charged at the same hourly rate.

2. Where possible, all work will be carried out remotely to minimise costs to the Council and where travel is required, it will be charged at the rate .45p per mile, or actual cost of public transport.

This quote is valid for 60 days from the date of the proposal.

Additional Services

LCC is in a position to offer additional services to the Council. We offer the following support which is by no means an exhaustive list:

- project management
- development and writing of business cases
- support, advice and development of feasibility studies
- internal audits
- staffing and organisational reviews including job evaluations
- assistance with recruitment
- support with development of Neighbourhood Plans

We would be pleased to provide the Council with a proposal on request.

Feedback

To ensure continuous improvement, we request post project feedback via a short survey.

This only requires a few minutes to complete but helps us to gather important information on the services provided by LCC and its team of associates and locum clerks. The survey will be sent via email once the project has been completed.

Next Steps

We hope you find our proposal acceptable. We are confident that we can work with you and would welcome the opportunity to do so.

To proceed with this proposal, please sign the attached Terms and Conditions (Appendix 1) and return a scanned copy to us. As soon as we receive this, we will allocate the work to one of our associates who will be in contact with you to commence the work.

Alternatively, if you would like to discuss our proposal or have any questions, please do not hesitate to contact us as we would be more than happy to answer any queries you have.

Local Council Consultancy

IMPROVING, INFORMING AND INVESTING

APPENDIX 1

Terms and Conditions for the Provision of Consultancy Services – LCC 24-061

Customer: Winkfield Parish Council Supplier: Local Council Consultancy

Description of Services - Advice on the Management and Operation of Log Cabin Café Business
Winkfield Parish Council wishes to hire / lease its existing refreshments café to a business operator. Previously the snack bar was operated by the Parish Council, however this arrangement has become unsustainable. The intention is that the operator would continue to run the premises as a snack bar for users of the Parish Council's Locks Ride Recreation Ground and the Council would charge a monthly rental fee for the premises.

The Parish Council intends obtaining legal advice on drawing up the lease but requires assistance prior to that point and in selecting the right operator. The Parish Council is aware that it needs to consider various aspects but is concerned that it does not have the necessary skill set to do so fully and has therefore approached LCC requesting advice and support on all aspects of the operation.

LCC Associate assigned to the project will be Stephanie Bennett, who will:

1. Hold an initial face to face meeting with the Clerk and Council members to confirm the brief and the process to ensure a shared understanding between all parties and to gain full details of the project and the Parish Council's requirements and views.
   Time allocation: 4 hours

2. Prepare and submit to the Parish Council a full scope of the project detailing all aspects which require the Parish Council's consideration with options and recommendations provided. The Associate will work collaboratively with the Parish Clerk.
   Time allocation: 7.5 hours

3. Build the offer for approval by the Parish Council.
   Time allocation: 7.5 hours

4. Build the matrix to assess the submissions received from potential business operators.
   Time allocation: 3.75 hours

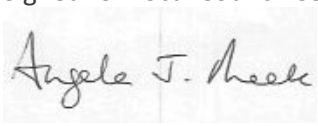
5. Provide assistance to the Clerk with filtering and analysis of the applications received from potential business operators. This would include reading and pre assessment face to face meetings to assist with undertaking the assessments and a meeting with councillors to assist their discussions. *Please note this section is optional.*
   Time allocation: 7.5 hours per every 10 submissions received and 7.5 hours for the meeting with councillors

6. The time allocation required by the Associate to complete the work will be 22.75 hours (this excludes optional section 5) charged at the rate of £60.00 per hour equating to a total of £1365.00 (this excludes section 5), excluding VAT and expenses.

Terms of the Service
The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service are not to exceed £1365.00 (this excludes optional section 5), excluding VAT and expenses, unless mutually agreed in writing in the event that the requirement changes or additional days are required. Mileage if required will be charged at £0.45 per mile.

Conduct of the Consultant and the Supplier
The Associate will abide by the SLCC Code of Conduct and will have their own professional indemnity insurance. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

Acceptance of Quote
The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC 24-061 in all correspondence.

Signed for Local Council Consultancy  Name: Angela Meek Date: 24 July 2024	Signed for Winkfield Parish Council Name: Date:

NOTICE OF INTENDED DISPOSAL OF LAND THROUGH A TEN YEAR LEASE

Notice is hereby given under section 123 (1) (2A) of the Local Government Act 1972 that Winkfield Parish Council intends to make a disposal of open space land by way of:

A grant of a lease of land forming part of Locks Ride Recreation Ground, Winkfield Row, Bracknell RG42 7AD. This land is referred to in this notice as "the Open Space Land with Snack Cabin". It is intended to grant the lease to a Snack Cabin operator for a period of up to 10 years. The cabin area has an area of 25m2 which will be exclusive use including an external decking area. The fenced and ungated area is for exclusive use of the Snack Cabin during opening times and is approximately ??m2.
The land is shown for identification purposes edged blue and coloured red on a plan which may be inspected at Winkfield Parish Council Offices, Fernbank Road, Ascot , SL5 8JW during normal opening hours (9am to 1pm), or on the Councils website. The Council has resolved to dispose of the asset and land through a lease so as to provide improved snack services for the local community

This is a formal notice given insofar as the above parcel of land forms part of an open space within the meaning of the above section, being land used for the purpose of public recreation. Any person who objects to the proposed disposal of the above-mentioned parcel of land should notify the Clerk to the Council, Winkfield Parish Council, Council Offices, Fernbank Road, Ascot SL5 8JW of the said objection in writing or via e-mail to clerk@winkfieldparishcouncil.gov.uk by 12 noon on ***** 2024

DRAFT

Application for lease of Snack Cabin and external area, Locks Ride Recreation Ground

The closing date for application is ******

All applicants are advised to consider the Offer of the Council when completing this application. The offer can be accessed at (add link)

If you require this application in an alternative accessible form please contact us on clerk@winkfieldparishcouncil.gov.uk or phone 01344 885110 and let us know how we can assist you

The information provided will be processed in accordance with the Council's Privacy policy and will be used solely for the process of considering a lease for the Snack Cabin Privacy-Policy-adopted-19th-June-2018.pdf (winkfieldparishcouncil.gov.uk)

Applicant Details

Name of Company/Charity (if applicable):

Name of lead person:

Address:

Telephone number:

Email address:

Documents

Please tick that you are able to supply the following documents and then attach copies to your application

Safeguarding Policy ☐

DBS checking Policy ☐

Health and Safety Policy ☐

Certificate of Public Liability ☐

DRAFT

Experience in Running a Food and Drink Outlet

Please provide details of current or past food and drink outlets that you have operated

Free text box

Net Zero

The Council is committed to reducing its carbon footprint. Please detail below the activities that you will undertake to reduce waste and the carbon footprint associated to operating the Snack Cabin

Free text box

Planned hours of opening and details of food and drink to be offered

Please provide details of the hours that you plan on being open and the types of food and drink that you are planning to offer. Please consider including affordable options

Free text box

DRAFT

Rent offered and/or Social Benefit to be achieved

If you are a private company or social enterprise please indicate the rent that you are offering and any additional benefit you will provide to the community. If you are a charity/third sector organisation/community group please indicate the Social Benefit that you will provide to the community.

Free text box

Timeline

If you were successful in your application what would be your preferred lease commencement date. Please provide any other information you feel important regarding dates

Free text box

Accessibility, Inclusivity and Ideas

Please detail any plans you have for increasing the inclusivity and accessibility of the Snack Cabin provision and any ideas you have for developing the leased area

Free text box

Any other information

If there is anything else you would like to add please add it here

Free text box

Thank you for completing this application and for your interest in Locks Ride Recreation Ground. We will be in touch once we have assessed the applications

Privacy Notice can be viewed on the Winkfield Parish Council website : Privacy-Policy-adopted-19th-June-2018.pdf (winkfieldparishcouncil.gov.uk) or a copy can be obtained by request from Winkfield Parish Council Offices , Fernbank Road , Ascot SL5 8JW

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