



**Melton
Borough
Council**

**SPECIFICATION FOR LONG TERM LEASE OF A COMMERCIAL AND/OR
COMMUNITY HUB AT THE MELTON COUNTRY PARK**

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1 Introduction

Melton Country Park is an area of open space 137 acres (55.5 hectares) in size, 10 minutes walk from the centre of Melton Mowbray. The park has been awarded the Green Flag award 3 years, and has been named "One of the best parks in the UK". It was also successful in becoming a QE11 Diamond Jubilee 'Fields in Trust', this ensures the park will be protected as a park forever. The park currently contains a visitor centre/café, several play areas and sports facilities.

Melton Borough Council are inviting bids from commercial and/or community organisations that are interested in running the country park visitor centre/café premise (located at Wymondham Way, LE13 1HP) from September 2019. The lease period will run for a term of five years with a break clause, which can be exercised by either party, at the 3 year mark.

Applications will be assessed based on the strength of the business case provided by each bidder. The business case will be assessed based on the following:

- Best value for money for Council
- Operational value (including cost and profit projections)
- Community/social/sustainability value to the park and wider community

2 Background

Melton Borough Council will be seeking as a minimum from bidders:

- Submission of operational third party details such as insurance documentation and other indemnities.
- To run the premises for a minimum of 3 years.
- Pay all costs associated with the running of the premises (to include those responsibilities under Section 4).
- To maintain opening hours as a minimum:
 - Summer (April- September) 10am – 4pm
 - Winter (October to March): 10am – 3pm

Interested parties should as part of their application should provide a business case that identifies the following:

- Rental amount to be paid to the Council per annum
- Forecasted profit and loss for the duration of the tenancy
- Outline proposal for use of facility
- Start date for opening of the preferred use
- The planned opening times beyond the minimum time specified by this tender (including any seasonality) and any other offer(s) to park users
- Plans for marketing and encouraging users to new facility
- Any community, social benefit that will be realised

- If the bidder adheres to any sustainability values as part of their business ie non use of single use plastics etc
- Any other information the bidder feels is needed to be considered
- This lease is excluded from the *Landlord and Tenant Act 1954*

It is expected all parties interested in bidding will undertake their own market research to support their application and will provide this as evidence of demand. The successful bidder will be required to undertake all necessary works on the building (with permission), meet all legal requirements at their own cost and support the operation of their own business, for example training of staff/volunteers.

3 Process and Timescales

Bidders are asked to submit a proposal setting out how it will meet the responsibilities (listed in Section 4). The proposal should be submitted **by 5pm Monday 5 August 2019**. After the deadline of submission, each shortlisted bidder will be invited to an interview at the Council offices to discuss the proposal further. It is anticipated these meetings will be held in July 2019. Precise dates and times will be confirmed in due course.

Bid invitation opens	5 July 2019
Bid invitation closes	5pm Monday 5 August
Bids assessed	Early August 2019
Council cabinet approval	4 September 2019
Inform winning bidder	September 2019
Lease agreed	September/October 2019
Tenancy begins	To be agreed by both parties

4 Responsibilities

As part of the lease agreement the following would be the responsibility of the lessee:

- Utility bills (gas, water, broadband, electricity (inclusive of the pump system for the toilets)). Current costs per month for utilities is on average circa £150 (subject to fluctuation throughout the year)
- Rent (refer to Section 2)
- Business rates (approximately £64 annually, subject to change on an annual basis)
- Fire Risk Assessments
- Legionella risk assessments and tasks
- Compliance with the Construction Design and Management Regulations
- Maintenance of the shed facility attached to the premises (as per Appendix 1)
- Maintenance of the external space surrounding the facility (including the permanent table fixtures) (as per Appendix 1)

- Advertising signs
- Toilet maintenance and opening (see 4.1 for further detail)

4.1 The following standards are expected to be met within the public toilets (and are expected to be inspected on a daily basis to ensure these standards are met):

- Are fully cleaned so that the complete wall mounted bowl (both internal and external) and seat (top, underside and rear hinge, are clean with no marks or staining and that the toilets are free from blockages;
- The walls and floors are clean with no marks left on either surface;
- All surfaces comprising the wash hand basin, water outlets and adjacent surfaces as well as warm air hand dryer are clean with no soap scum, scale or water marks;
- Toilet rolls and liquid soap are replenished by tenant
- The cubicles smell fresh