

Committee	Dated:
Hampstead Heath, Highgate Wood & Queen's Park	15 November 2017
Subject: Queen's Park Café Tender Delegated Authority	Public
Report of: Superintendent of Hampstead Heath	For Decision
Report author: Richard Gentry – Open Spaces Department	

Summary

This report sets out the proposal for Members of the Hampstead Heath, Highgate Wood & Queen's Park Committee to grant delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to award a three year lease following the completion of a tender process for the Queen's Park Café. This will allow the lease to be commence in January 2018, which as well as aligning with the other café lease renewals across the Division, will allow for any renovations to be carried out before the Easter holidays.

Recommendation

Members are asked to:

- Agree Option a) granting delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to award a three year lease for the Queen's Park Café following the completion of the tender process.

Main Report

Background

1. The outgoing lease holder had held a lease at the Queen's Park Café since November 2006.
2. From November 2015 the outgoing lease holder has operated on Tenancy at Will, as the three year lease had expired. At this time the City of London were in the process of running a tender for the operation of the Queen's Park Café.
3. Following the tender process and approval of this Committee, the lease for the café was awarded to Surebrooks Limited in March 2016.
4. In September 2016, Surebrooks Limited withdrew their bid. The outgoing lease holder agreed to continue trading at the Queen's Park Café on Tenancy at Will basis.
5. A Cafe Engagement and Consultation Exercise took place during the winter of 2016/2017. There were a number of themes which emerged from this engagement process, these were to provide a café which delivered the following:

1. Family-friendly
 2. Good quality food at affordable prices
 3. Distinctive & environmentally-friendly
 4. Offering employment and training opportunities for local people
6. Following feedback from the Engagement and Consultation Exercise, City of London Officers, in consultation with the Café Working Party developed a set of Service Standards and Performance Indicators for Cafés. These were considered and agreed by this Committee in May 2017.
 7. The outcomes from Cafe Engagement and Consultation Exercise, the Service Standards and Performance Indicators and above four themes have been incorporated into the documentation for the current tender process for the Queen's Park Café.
 8. The outgoing lease holder terminated the Tenancy at Will agreement and ceased trading at the Queen's Park Café on 1 October 2017.

Current Position

9. Following the recommendation of the Queen's Park Consultative Group in January 2017 and the approval of this Committee, a tender process commenced on the 9 October 2017 for the lease of the Queen's Park Café. This tender process will end on the 12 November 2017.
10. An evaluation of the bids received during the tender process will take place in late November and a recommendation will be made by City of London Officers as to the successful bid that should be awarded a lease for the Queen's Park Café. A public paper, with the outcome of the tender, will be submitted to the Queen's Park Consultative Group at their meeting on the 29 November 2017.
11. The bids will be evaluated on Quality (60%) Income (40%) breakdown. The City of London's Procurement Team will oversee the process and undertake due diligence checks.
12. A group of local Stakeholders will be invited to review the menus and pricing of the bids received, which will be anonymised. They will also be invited to comment on how the bids meet themes 1-3, to help inform the tender review process.
13. Hoxton Beach, who hold the lease to run the Hampstead Heath Lido Café, are currently providing a temporary refreshment service at the Café on a Tenancy at Will basis.
14. Following the tender and evaluation of bids, the City of London will be recommending the approval of a new lease for commencement in January 2018, to align with the lease renewals for the Parliament Hill Café, Golders Hill Park Café, Lido Café and the Highgate Wood Café. The lease will be for a period of three years and will expire in early 2021.

Options

15. Options to consider are;

- a. This Committee to grant delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of the Committee to award a three year lease following the completion of a tender process for the Queen's Park Café. This will allow the lease to be commence in January 2018, which as well as aligning with the other café lease renewals across the Division, will allow for any renovations to be carried out before the Easter holidays.
- b. This Committee approve the recommendation of City of London Officers on the successful bidder at their next full meeting which will take place on 21 February 2018. This options means it is unlikely that the café would be open and operational in time for the 2018 Easter holidays. This option would also result in a 3 month delay following the tender evaluation process for the lease to be awarded, which could risk potential providers withdrawing from the process.

Recommendation

16. It is proposed that this Committee approve option a) and grant delegated authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of this Committee to award a three year lease for the Queen's Park Café.
17. Option a) will enable the successful bidder to take on the lease of the café premises and begin preparation of a refreshment service in time for the Easter period in 2018 which falls at the end of March.

Corporate & Strategic Implications

18. The tendering of the Queen's Park Café meets with the City of London Corporate Plan 2015 – 2019 Strategic aim - *To provide valued services, such as education, employment, culture and leisure, to London and the nation* and the Open Spaces Dept. Business Plan 2016 – 2019 Departmental Objective 2. *Embed Financial Sustainability Across Our Activities By Delivering Identified Programmes And Projects.*

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