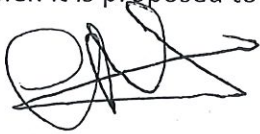


CROWBOROUGH TOWN COUNCIL

To all Members of the **SPORTS & RECREATION** Committee (with copies to all other members for information).

You are summoned to attend an EXTRAORDINARY meeting of **Sports & Recreation** Committee to be held the Council Offices, Pine Grove, Crowborough on **Wednesday 3rd August 2022** at 6.00pm when it is proposed to transact the following business:



Caroline Miles, Town Clerk
28th July 2022

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

Questions from members of the public (15 minutes maximum)

Please note that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
 - 3.1 Minutes of the meeting of 12th July 2022
4. **GOLDSMITHS KIOSK**
 - 4.1 To **note** tenants' applications and **agree** a new tenant for the kiosk
5. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 03rd August 2022
COUNCIL/COMMITTEE: Sport and Recreation
TITLE: Kiosk Report
PURPOSE OF REPORT: To present Councillors with the two applications
SUPPORTING DOCUMENTS: Applications
OFFICER CONTACT: Operations Manager

OFFICER RECOMMENDATIONS:	
1	
2	

Two applications have been received for the tenancy of the kiosk at Goldsmiths Recreation Ground.

Application 1: The Blue Anchor

Application 2: Brewbox by Fieldbuss

For Councillors to review both applications and executive summaries. Councillors to **agree** a new tenant for the kiosk.



**EXPRESSION OF INTEREST:
GOLDSMITHS KIOSK, CROWBOROUGH**

Purpose of this document:

- To attract a new operator to the Goldsmiths Kiosk site;
- Act as a base document against which the viability of the proposal or proposals can be assessed;
- Enable a fair and equal assessment of bids where there is more than one interested party

Please return your form to ctc-operations@crowboroughtowncouncil.gov.uk no later than Friday 15th July 2022.

PROPOSAL	
Location:	Goldsmiths Kiosk, Goldsmiths Recreation Ground, Crowborough TN6 2TN
Organisation	OAS CATERING LTD
Name	Amy GLENIE
Position in Organisation:	DIRECTOR
Address:	The Blue Anchor BEACON ROAD CROWBOROUGH, TN6 1BB
Telephone:	[REDACTED]
Email:	[REDACTED]
Type of organisation	LIMITED COMPANY
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	

INTRODUCTION

The Kiosk occupies a popular location for families and residents using the provided facilities. The location is currently undergoing an improvement of the facilities offered to the residents including a new playground, refurbished toilet block and installation of a new Pump bike track. The area is frequently used by dog walkers and local groups/ clubs for sports and recreation.

The kiosk occupies the same building as the public toilets that are due for refurbishment. The Kiosk is approximately 7sqm in size and features a fitted new stainless-steel sink with under counter water heater. A freestanding stainless steel work counter. The kiosk has recently been painted white internally. The lease includes an area outside of the kiosk to place tables and chairs and therefore seating of around 12-16.

The new tenant would be able to decorate the kiosk as they wish and develop it into a feature of the site.

We welcome applications from both experienced providers and start up individuals. Applications should consider the target audience for the site and provide a menu and price list that caters for the typical customers of the kiosk. The food and drinks provided should be of high quality and locally sourced where possible.

The applicant of the kiosk should provide their suggested opening hours, however the Council expects that the kiosk is opened for regular hours and days throughout the year.





ADDITIONAL INFORMATION

- The current annual rent is £2,000.00. The lease is for three years and after three years the lease can be extended with the annual rent to rise to £2,500.00.
- Utility costs for water and electricity are billed quarterly in addition to rent.
- The Kiosk is let unfurnished
- The new tenant must provide a minimum of 3 million public liability insurance cover

To visit the site, please make an appointment by email to ctc-operations@crowboroughtowncouncil.gov.uk

1. EXECUTIVE SUMMARY

Please outline the proposed use of the space – to include potential menu and costings. Please consider the following when outlining your proposal:

- Opening Hours
- Community benefit
- Staffing Arrangements
- Commencement date


2. PROPOSAL DETAILS

Does the proposal involve any redecoration or alterations to the existing kiosk?	TABLES & CHAIRS outside. To modernize & kit out the kitchen.
Please provide brief details of any works required and how these will be funded.	funded by myself
Would there be a phased approach to your proposal? What time scale could you open the kiosk by?	I would like to open the kiosk 2 weeks after receiving the keys I would then phase in my drink & food offer over the next few
Commitment to a 3 year lease?	Yes, I'm looking for long term venture.
Preferred opening date if decisions are made by end July 2022?	Middle of August 2 weeks max after taking it over.

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	A. Allen
Position	Director	Date	15/7/22

Executive Summary

My main objectives would be to build a local customer base and focus on the basics first. All the while focusing on producing great quality food and drinks using local suppliers. I am local to the area; I am experienced and have a local customer base that I can draw to the premises. I currently have local suppliers in place which I use at the Blue Anchor and accounts already set up. So I would like to continue to use them, for example the coffee supplier I use is Moresso who is based in Crowborough. Using local where possible is very important to me.

This year's initial plan would be to:

- Increase and push the food offering
- Increase opening hours and rewards for locals
- Bring consistency with staff and service
- We already have a great reputation in the area – we will use this as a foundation to build on
- Using social media activity to help boost the premises and the area
- Target mums, dog walkers, fitness groups, nearby houses which back onto the area.
- Pop up events on a Friday / Saturday late afternoon early evening during the summer – such as pizza pop up

Opening Hours & Food and Drink Proposal:

- Summer - Propose to open Tuesday to Sunday 9-5pm
- Winter – Propose to open Wednesday to Sunday 10-4pm

We will be targeting dog walkers, after school clubs, families and parents visiting the play area, local houses backing onto the area, the caravan site visitors.

Food & Drink

- Teas and Coffees
- Hot Chocolates
- Milkshakes (different chocolate bar flavours)
- Smoothies
- Ice creams
- Cakes and Treats
- Sandwiches
- Picnic boxes and children's boxes
- Salad boxes
- Soup
- Toasties
- Breakfast menu offering – to eat outside on benches in the summer or to take away

Staffing and commencement

I have a bank of staff already which are trained up who could run the kiosk straight away. I will just rota myself and my staff between the two sites. It would take me 2 weeks from getting the keys to kitting out the site and getting everything up and running. We will use social media to help drum up the re opening of the kiosk during that 2 week closure period.



**EXPRESSION OF INTEREST:
GOLDSMITHS KIOSK, CROWBOROUGH**

Purpose of this document:

- To attract a new operator to the Goldsmiths Kiosk site;
- Act as a base document against which the viability of the proposal or proposals can be assessed;
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PROPOSAL			
Location:		Goldsmiths Kiosk, Goldsmiths Recreation Ground, Crowborough TN6 2TN	
Organisation		BREW BOX (FIELDBUSS)	
Name		ANDREW FITT/JENNY HARROLD	
Position in Organisation:		PARTNERS	
Address:		5 LONDON ROAD CROWBOROUGH EAST SUSSEX TN6 2TT	
Telephone:		[REDACTED]	
Email:		[REDACTED]	
Type of organisation		RETAIL/HOSPITALITY	
Registered Charity		Company limited by guarantee	
Company limited by shares		Community Interest Company	
Unincorporated club or association		Public Sector	
Other (please specify)	PARTNERSHIP	Registration Number	
Please note that the boxes below will automatically expand if needed			

INTRODUCTION

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The kiosk occupies the same building as the public toilets that are due for refurbishment. The Kiosk is approximately 7sqm in size and features a fitted new stainless-steel sink with under counter water heater. A freestanding stainless steel work counter. The kiosk has recently been painted white internally. The lease includes an area outside of the kiosk to place tables and chairs and therefore seating of around 12-16.

The new tenant would be able to decorate the kiosk as they wish and develop it into a feature of the site.

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The applicant of the kiosk should provide their suggested opening hours, however the Council expects that the kiosk is opened for regular hours and days throughout the year.





ADDITIONAL INFORMATION

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To visit the site, please make an appointment by email to ctc-operations@crowboroughtowncouncil.gov.uk

1. EXECUTIVE SUMMARY

Please outline the proposed use of the space – to include potential menu and costings. Please consider the following when outlining your proposal:

- Opening Hours
- Community benefit
- Staffing Arrangements
- Commencement date

PLEASE SEE ATTACHED FORM


2. PROPOSAL DETAILS

Does the proposal involve any redecoration or alterations to the existing kiosk?	WE WOULD LIKE TO GIVE GENERAL ENHANCMENTS TO MATCH OUR CURRENT BRANDING AND SOME LOGOS TO BE ADDED, POTENTIALLY ON THE SHUTTER/SIDE WALL OF THE KIOSK. WE SEE NO STRUCTURAL CHANGES REQUIRED, HOWEVER WE WOULD BE ABLE TO CONFIRM THIS ONCE WE HAVE VIEWED IT.
Please provide brief details of any works required and how these will be funded.	THE GENERAL ENHANCMENTS MENTIONED ABOVE WOULD BE FUNDED BY US. WE WOULD ALSO PROVIDE TABLES/CHAIRS FOR CUSTOMERS/PARK VISITORS. WE ARE PASSIONATE ABOUT THE ENVIRONMENT, AND WE WOULD IN TIME LIKE TO EXPLORE THE OPTION OF SOLAR PANELS & RENEWABLE ENERGY OPTIONS. (WE HAVE JUST INVESTED IN PANELS FOR FIELD BUS/SBREW BOX AND ON SUNNY DAYS WE ARE PROUD TO SAY WE RUN TOTALLY ON SOLAR)
Would there be a phased approach to your proposal? What time scale could you open the kiosk by?	WE WOULD BE ABLE TO OPEN PROMPTLY, AND ANTICIPATE NO STAGGERED OPENING AND BE ABLE TO PROVIDE FULL SERVICE STRAIGHT AWAY
Commitment to a 3 year lease?	YES
Preferred opening date if decisions are made by end July 2022?	WE WOULD BE AIMING FOR THE 5TH AUGUST SHOULD WE BE SUCCESSFUL, BUT WE WOULD BE OPEN TO EXPLORE OPENING EARLIER IF THAT IS WANTED TOO,

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	ANDREW FITT
Position	OWNER	Date	12/7/22

1) EXECUTIVE SUMMERY

We are a well-established and well-loved local business, anchored to Fieldbuss with its 95 years trading history (one of the oldest independent shops in Crowborough). We would enhance the current site which could be beneficial to a brand-new park.

If we are able to open up Brew Box in the Goldsmiths kiosk (Brew Box at the park) we would be aiming to open 7 days a week, focusing on busier times (e.g. 10-17). These can be adapted during peak season, and we would react quickly to any changes in demand (as clearly there would be mutual benefits for us and the community). We believe, having another Brew Box close by would give us logistical and geographical benefits to run both sites efficiently as it means we can give support and react quickly if/when needed to ensure consistent service is provided. We have a well-established & capable team, and we would also be able to provide more jobs to the local community if we were to open here too

We would like to replicate the menu we have at our main Brew Box, on London Rd outside Fieldbuss. We currently serve locally roasted barista coffee, a range of hot/cold food and snacks as well as smoothies, milkshakes and Ice creams. We like supporting/working with other local businesses and we would exclusively provide Meresso coffee, roasted locally, less than 5 mins sway. Fresh dough provide fresh pastries and sausage rolls for us which we would also like to incorporate (another Crowborough based company.) We would also ensure healthy alternatives, such as our popular fruit & Vegetable smoothies as previously mentioned. We are supportive of being as environmentally friendly and sustainable as we can. An example of this is our takeaway cups are fully compostable, and our Brew Box at Fieldbuss is able to recycle majority of waste, with minimal going to landfill. We have just invested in solar panels, to make us as green as possible especially during the summer when they are at their most efficient.

We would aim to open on the 5th August with full service straight away and no anticipation of a staggered opening. However, could be flexible on opening sooner dependant on the suitability of the kitchen and supply of equipment.