

MUNICIPAL YEAR 2013/2014 REPORT NO.

MEETING TITLE AND DATE:
Overview and Scrutiny
panel

REPORT OF:
Director of Finance,
Resources and Customer
Services

Agenda – N/A

Item:

Subject: Trent Park Cafe

Wards: Cockfosters

Key Decision No: 3852

Cabinet Member consulted: N/A

Contact officer and telephone number:

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1. EXECUTIVE SUMMARY

To receive an information report on the informal tender process of Trent Park Café, Cockfosters Road, Barnet, EN4 0PS. The report includes a property description and the process of the tender including any evaluation criteria used.

With regards to the outcome of the tender process, at the time of this report being compiled the 'after' tender processes are continuing between the vested parties and a report will be forthcoming once this is concluded.

2. RECOMMENDATIONS

Overview and Scrutiny Panel to consider the report.

3. BACKGROUND

Property description

The property, shown for identification purposes only on the attached plan, comprises the lease demise and café within Trent Country Park.

The café building is a timber framed building with a pitched tiled roof, a seating area around three sides of the building and is located at the corner of a public car park in Trent Park. The café is fully equipped and has recently undergone an extensive internal fit out.

Trent Park Café lies within the historic Trent Park. It acts as a focal point for the local community; however it is also a successful business with over 25 years of goodwill attached to the premises.

The opportunity for the successful tenderer is a chance to lease the Trent Park Café for a period of 12 years.

The café is situated at the Cockfosters entrance to Trent Park, a country park of 413 acres within the London Borough of Enfield. It is within 5km of junction 24 of the M25 and is easily accessible by road and Tube with two entrances being within a few hundred metres of Cockfosters and Oakwood Stations.

Accommodation

The property comprises 101sqm (1,087 sq ft) with a large seating area outside and parking.

Tender Process

The property was considered suitable for an informal tender process through the route of Property Procedure Rules (PPR) as this is normal practice in the case of leasing a Council property.

Prior to going to the market, an open market rental valuation was obtained to realise the opportunity, to guide officers in the best strategy and to maximise best value to the Council.

- **The Marketing:**

The marketing of the opportunity was led by two Council Officers that would be different to the team opening the tenders.

The pre marketing period leading up to the initial mailshot was to gather and prepare all the tender documents necessary to

facilitate a clean and transparent campaign. The documents put together for the tender pack were;

- Café particulars
- Application form
- Copy of Lease
- Yellow return label
- Fixtures, Fittings & Equipment (Inventory)
- Schedule of Condition – dated 14.12.12
- Energy Performance Certificate (EPC)
- Location Plan
- Lease Plan

The marketing started on the 6th January 2014 and lasted 6 weeks. With the initial emails with the tender packs going to the names already on our database, further packs were sent out when applicants contacted Property Services.

The various stakeholders were sent the tender packs on commencement of marketing.

Two open mornings were held and numerous other viewings with interested parties.

As per Property Procedure Rules the 'Opportunity' was extensively advertised for 2 weeks in local and national press and there was a significant response to the adverts put out.

The tender closed at 12 noon on the 14th February 2014.

- **The Process:**

Tenders were collected from the post room, signed for and documented and were opened in the presence of the Assistant Director of Strategic Property Services, a Principal Surveyor and as per Contract Procedure Rules, a Senior Procurement Officer was present who recorded all the tender results.

The evaluation criteria adopted is the highest rent that is offered will become the leaseholder of Trent Park Cafe, subject, to the satisfactory financial due diligence, credit score and checks upon the applicant.

As per Property Procedure Rules, the Assistant Director does not have to select the highest bidder; however, if this occurs it must be documented.

Tender Result

A report is due once all the Council's due diligence is completed and negotiations between vested parties is concluded.

1. ALTERNATIVE OPTIONS CONSIDERED

The CPR route was considered and after discussions with the Client department it was decided as this was a tender for a lease to a café premises it should progress via a PPR informal tender.