



**WELLS CITY COUNCIL  
NOTICE IS HEREBY GIVEN THAT A MEETING OF THE OUTSIDE SPACES & ESTATES  
COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND,  
WILL BE HELD AT WELLS TOWN HALL  
ON THURSDAY 2<sup>ND</sup> NOVEMBER 2023 AT 7:00PM**

*Please note this meeting will be recorded for the purpose of minute-taking.*

Steve Luck  
Town Clerk/RFO

26<sup>th</sup> October 2023

A handwritten signature in black ink, appearing to read 'S Luck'.

Town Hall  
Market Place  
Wells BA5 2RB  
01749 673091  
e-mail: townclerk@wells.gov.uk

**Committee Members:**

Cllrs: J Browne (Chair), T Butt-Philip, D Denis,  
S Eden, N Kennedy, D Orrett, S Powell,  
G Robbins

**AGENDA**

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.
- 3 MATTERS ARISING FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD ON 7<sup>TH</sup> SEPTEMBER 2023 (Recreation Ground & Bishop's Barn).**
- 4 MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.
- 5 RECREATION GROUND**
  - i. Update on new benches
  - ii. Update on CCTV
  - iii. To receive the tree survey report (copy at meeting)
  - iv. To receive the tender documents for refreshment kiosk (attached)
- 6 BISHOP'S BARN**
  - i. Update on lettings
  - ii. To consider minor improvements to the building

**7 SHORT AND MEDUIM TERM PLANS FOR THE RECREATION GROUND**

- i. Cllr Browne to present short term plan (attached)
- ii. To discuss and agree a way forward.

**8 CLIMATE EMERGENCY**

To receive an update

**9 ANY MATTERS OF URGENT REPORT**

**10 DATE OF NEXT MEETING: 6pm Thursday 7<sup>th</sup> December 2023**

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed.

## **Agenda Item 5 iv**



# **Wells City Council**

## **Invitation to quote for Mobile Food and Beverage Sales concession**

Please read this document fully and use it when preparing your quote.

Send your completed quotation to [osofficer@wells.gov.uk](mailto:osofficer@wells.gov.uk) before 12 noon 31<sup>st</sup> January 2024

### **About us:**

Wells Recreation Ground is maintained by Wells City Council (WCC) and is a key outdoor recreation destination in the centre of Wells. In particular family groups and dog walkers make use of the play park, pathways and picnic spots. Weekends and school holidays are the busiest time at the site although there is consistent weekday footfall throughout the year.

This information is intended to help applicants, but WCC will not accept any responsibility for any change of circumstances that may occur. Applicants will be expected to make their own assessments of the concession potential of the area and submit bids accordingly. In doing so they should bear in mind the effects of any park operations, severe weather, events, and other permissions.

### **What we need**

We are looking to award a contract for a food and beverage sales concession mobile refreshments unit situated at:

Wells Recreation Ground, Silver Street, Wells BA5 1UN

Our intention is to award this contract for a period of one year. WCC or the operator will have the option to bring the contract to an end after the first year should performance not be as expected.

There will be an option to extend the contract by up to a further 2 years (1+1+1), subject to agreement.

The decision on whether to use the extension option available will be at the discretion of WCC and we will be based upon performance and wider business planning.

### **Background information**

- Toilets: There are public toilet facilities on site operational between 8.00am and 6.00pm
- Mobile signal: the site has moderate signal strength across several major network providers. Contactless payments facilities are a requirement for the mobile food and beverage sales offer, subject to connectivity requirements being met.
- Utilities: electricity is available on site via a temporary hook up to the Bandstand.
- Lighting: There is limited lighting in the park.
- Standing: The mobile food and beverage sales pitch is on hard standing.
- Pedestrian access is available at all times.

The park is managed by WCC's Outside Spaces Officer and his team, but is an unmanned site. Staff responsible for managing this location will be available by phone and email in between site visits.

### **Events and permissions**

We receive applications for permission to run events and activities each year, such as Wells Food Festival, or functions at the Bishop's Barn. We assess each application and if permitted ensure all 3rd party businesses on site are notified of the event in advance. We expect all on-site partners to make every effort to respect each other and work peacefully together.

### **What we are looking for**

The concession at WCC will allow one mobile food and beverage sales unit to operate from the area delineated in the associated site location maps. The exact location for the mobile food and beverage sales unit will be decided between the supplier and WCC in advance of opening. The unit must be presented to a high standard and must meet all current health and safety and hygiene legislation including COVID-19 requirements.

We are looking for a vendor to provide onsite services for a minimum of 5 days a week, two of these days should be Saturday and Sunday. Peak times such as school holidays should be prioritised. We are open to alternative suggestions for number of days per week. Whilst hours of operation must remain consistent with our regular opening hours, actual trading hours are flexible subject to demand. The vendor will not be permitted to sell anything other than food and drink unless WCC offers the opportunity for you to sell related products.

An applicant's units should be available for inspection prior to the issue of any permission and a recent photograph of the unit should be included with any submission. Regular audits will be carried out by WCC throughout the permission period and the operator must be registered with the relevant environmental health department.

The successful applicant will be required to produce proof of Public Liability Insurance of ten million pounds minimum cover. The successful candidate will also be held responsible for maintaining the park free of any litter arising from sales, and the removal of such litter from the site will be the responsibility of the food and beverage sales provider.

The successful applicant will be required to register their food business with the relevant Local Authority before trading. Evidence of Food Hygiene Certificates and other health and safety requirements will be monitored.

The licence holder will be responsible for any rates and taxes that may be levied on the concession by the appropriate authorities.

WCC reserves the right to close the site during periods of severe weather and to carry out operations or ancillary work e.g., fencing, path construction etc. and the concession holder must accept all risks involved. No claim will be entertained for reduction in visitor numbers or sales or any other reason resulting from WCC's programme of operations in the area or for any other reasons beyond their control.

In line with our health and wellbeing messages WCC is keen to encourage healthy food options as well as locally sourced produce. A sample menu must be included with your bid.

**Environmental Responsibility**

WCC works hard to leave a positive impact on the environment, we are looking for partners with the same ethos. Where possible local supplies should be used to reduce food miles. Single use plastics should not be used, and we encourage the use of reusable, recyclable or biodegradable food and drink containers. We welcome innovation from tenders to improve environmental standards of the refreshment unit. Provision of cleaner power generation and consumption should be well considered including subsequent sound and air pollution (maximum 70dBA at 7m).

**Social Responsibility**

The concession should provide a range of healthy eating options and ensure customer dietary requirements are well met. We are keen to collaborate with food and beverage sales partners with charitable missions addressing identified local or national needs. Applicants should provide details of any relevant policies, governance or legal status to fulfil these aims.

**Raising Awareness and communication**

The concession is likely to be the first point of contact for visitors to the park so we would welcome tenders from people who are willing to work with us to promote the park and help us deal quickly and effectively with issues. The gathering of feedback and customer opinion may also be necessary.

**Behaviour and presentation of staff**

We expect your staff to be well presented, professional and respectful of all visitors.

**Quarterly turnover reporting**

There will be a requirement for the operator to provide WCC with accurate Quarterly turnover figures.

**Type and term of contract**

The permission will operate under a licence agreement for the period of one year. There will be an option to extend the contract by up to a further 2 years (1+1+1), subject to all parties in agreement. There may also be an option to extend the contract for a further period subject to the agreement of WCC.

The permission will be subject to an annual base fee payable in equal quarterly instalments. This fee will be determined through a competitive tender process, there is no set minimum fee, bidders will need to present their most competitive offer (Financial Offer). Payment to WCC will be quarterly and must be received within 30 days of invoice.

**Important dates:**

Closing date for your questions 12 noon 23<sup>rd</sup> December 2023

Closing date and time for quote returns 12 noon 31<sup>st</sup> January 2024

Results issued 14<sup>th</sup> February 2024

Expected contract start date 1<sup>st</sup> April 2024

**Your questions**

You are encouraged to ask any questions you have about the contract and the quotation

process. All questions need to be emailed to [osofficer@wells.gov.uk](mailto:osofficer@wells.gov.uk). Please send your questions by the closing date given.

**General instructions**

- Your completed offer and all accompanying documents are to be in English.
- All prices must be in sterling and exclusive of VAT.
- We do not have to accept the highest financial offer, or part, or all any quotation.
- All information supplied to you by us must be treated in confidence and not disclosed to third parties.
- All details of your offer, including prices and rates, must be valid for our acceptance for a period of 30 days.
- Once the concession has been awarded, any additional costs incurred which are not reflected in the quotation will not be accepted for payment.
- Offering an inducement of any kind in relation to obtaining this or any other contract with WCC will disqualify your offer from being considered and may constitute a criminal offence.

With your quotation you must provide evidence to fulfil the health and safety requirements, scanned certification and documentation can be attached alongside the quotation.

Your organisation will only be evaluated based on the information you present. If you do not mention any applicable previous experience of working with us in your reply, we cannot take this into account.



## Mobile Food and Beverage Sales concession tender application

Vendor name	
Registered company address	
Registered Company No	
Registered VAT No	
Name and position of person completing form	
Contact number	
Contact email	

**Q1:** Tell us about your business and what you envisage selling at Wells Recreation Ground. Your response must include, but is not limited to:

- The sales vehicle or trailer
- Furniture and fittings
- Food and beverage sales equipment including production equipment such as ice cream and coffee serving machinery
- Power generator or source detailing noise and efficiency rating
- Electronic Point of Sale and Payment facility
- Signage: A description and presentation of your brand identity as exhibited on any signage, packaging and sales materials
- The types of food and drink you would offer including healthy and special diet options. Identify any specific local produce and their suppliers.
- Provide a price list of goods for sale

**Q2.** Financial Suitability – please confirm that your business is financially in profit, if not please explain why.

**Q3.** Financial bid: Base Fee Offer:

You are required to provide us with your best competitive offer for what you are prepared to pay for base fee. VAT will be added on top of this when invoices are raised.

**Q4. Insurances**

Wells City Council requires the following insurance for this concession:

- Employers Liability and Public Liability to minimum 10 million pounds
- Vehicle Insurance and MOT for any vehicles

Please confirm you will have this in place for this agreement.

**Q5.** You will be asked to provide evidence of the following relevant certification, policies and procedures to maintain a high standard of health and safety requirement for this offer:

- That you already have or are willing to attain the correct Food Business registration / licence with the relevant Local Authority before commencing trading
- Risk assessments
- Food Hygiene Certification
- Food Hygiene rating
- Fire Safety Policy including service of fire safety equipment
- Accident Incident Policy including reporting procedure
- Portable Appliance Testing
- Waste Management Procedure
- COSHH fulfilment

**Q6.** Provide details of the training and experience of your staff, including but not limited to:

- Food and beverage sales staff qualifications and experience
- First Aid certification

**Q7.** Images of proposed concession unit

Please include any images and website links to proposed concession unit and business for consideration

**Q8.** Please provide information on how you will utilise sustainable and environmentally friendly products.

**Send your completed quotation to [sofficer@wells.gov.uk](mailto:sofficer@wells.gov.uk) before 12 noon 31<sup>st</sup> January 2024**

## **Agenda Item 7 i**

### WELLS RECREATION GROUND – A SHORT-TERM DEVELOPMENT PLAN

The land occupied by the Recreation Ground was given to the citizens of Wells by Bishop Hervey in 1887 as part of the celebrations for the Golden Jubilee of Queen Victoria. It is vital that we maintain it as best as possible for the people of Wells to continue to enjoy for years to come.

In meetings of the Open Spaces Committee, in consultation with local residents and the wider public of Wells, the following short-term priorities have emerged:

PROPOSAL	ACTION	TIME FRAME
New benches and tables to make the Recreation Ground more family friendly.	Order and install	By spring 2024
Tendering for alternative catering near the bandstand.	Send out tender and interview prospective candidates	By Christmas 2023
Overhaul the play area, repair the underlay and include replacement of aged equipment, plus installation of new features, such as tennis table and basket ball hoop. Possible provision for less able-bodied children.	Submit contract for underlay replacement/repair Cost new play equipment Commission work	By April 2024
Work on the Bishop's Barn, to include the following initial repairs: <ul style="list-style-type: none"><li>• Stripping of one wall to ascertain overall condition of walls in the barn</li><li>• Stripping and polishing floor</li><li>• Improving lighting</li></ul>	Get estimate for repair work on Barn & start work	By Spring 2024 to start immediately

<ul style="list-style-type: none"> <li>Possible replacement of two small doors</li> </ul>		
Install colourful planters outside the Bishops Barn to brighten the area	Check with Outdoor Spaces Team re availability of planters and plants	By Spring 2024
Preservation work on all the trees including removal of dead trees and pruning of plane trees as per guidance from tree survey	Check tree survey	ASAP & by spring 2024
Provision of a water feature	Submit to tender and commission	Christmas 2024
Cleaning of the Bandstand	Get estimate and carry out cleaning	By May 2024
Improve noticeboards and signs	Commission notice boards	By Spring 2024
Possible siting of Mosaic	Discuss with artist and make a decision about a place	By Christmas 2023

Councillor J. Browne October 2023