



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 10 AUGUST 2026 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Sylvia Verrinder, Norma Harris, James Thompson, Jack Gocher, Carey Bennett and Henry King

**In Attendance:** Katie Herr (Clerk) and Tracy Lees (Committee Clerk)

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

| AGENDA ITEM | MINUTE NO. | AGENDA POINT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTION FOR |
|-------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1           | F26/065    | <b>APOLOGIES OF ABSENCE</b><br>Apologies were received and approved for Cllr. Evans (Vice Chair), Cllr. Marsh, Cllr. Thomas and Cllr. Oldfield; apologies were also received and approved for WSCC Cllr. Deborah Urquhart and ADC Cllr Andy Cooper. Apologies were not received and therefore not approved for Cllr. Bicknell and ADC Cllr. Amelia Warne.                                                                                                                                                                                                                                                                                                                                                                                |            |
| 2           | F26/066    | <b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |
| 3           | F26/067    | <b>APPROVAL OF MINUTES</b><br>Approval of the minutes of the meeting of the Council on <b>Monday 13 July 2026</b> were agreed and signed by the Chair.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| 4           | F26/068    | <b>PUBLIC CONSULTATION</b><br>No members of the public were present and no questions had been sent in.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| 5           | F26/069    | <b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA.</b><br>The Clerk asked if there were any questions regarding her report – none were asked. She then reported the following: <ul style="list-style-type: none"><li>• The new Assistant Groundsman was settling in really well and now driving the van.</li><li>• There has been more vandalism at Mayflower Park, this time the BMX sign has been targeted and will need to be replaced as it is a Health &amp; Safety requirement to have this sign.</li><li>• The new initiative, WSCC Rangers, is off to a good start and Councillors were encouraged to report any issues to the APC Office so they can pass them on.</li></ul> |            |

AIB have also been advised of the scheme and encouraged to send over any requests they have so they can also be passed on.

The Committee Clerk then spoke about the upcoming events over the summer months, which are listed below, as well as what has been achieved since the start of the year. The Community Networking meetings were also discussed; the next meeting will be taking place on Thursday 1 October 2026.

#### **August & September Events**

Saturday 15 August – Summer Skate Jam, delayed from June

Saturday 19 September – Angmering Revealed

#### **Freedom Leisure**

Free Play Sessions are back for another year

23 July to the 28 August

Decoy Drive, Palmer Road Rec – Mondays, 10am – 12noon

Mayflower Park – Wednesdays, 10am – 12 noon

An Ice cream van and coffee van has been requested to be at all sessions if possible

#### **Board AF**

New for this year

Free Skateboard Lessons on Tuesdays 9:30 – 11:30 at Mayflower Park throughout July & August – lessons aimed at 6yrs+ boards and pads will be available

### **6 F26/070 CHAIR'S REPORT**

The Chair advised that she had not written a report for this month but gave a verbal update instead.

She reported that she, the Clerk and Cllr. Gocher attended a meeting with Arun Youth Projects to discuss what they are currently delivering and what they could deliver in the future such as a regular slot at Mayflower Park. They will be working with them on ideas going forward – the meeting was very positive.

The Chair then invited questions, but none were asked.

### **7 F26/071 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

Cllr. Urquhart was unable to attend the meeting, and no report was submitted. Councillors did not have any questions to pass onto Cllr. Urquhart.

### **8 F26/072 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

Cllr. Cooper was unable to attend the meeting, and no report was submitted. Councillors did not have any questions to pass onto Cllr. Cooper.

### **9 F26/073 DEVOLUTION UPDATE & LOCAL GOVERNMENT REORGANISATION UPDATE**

The Chair reported that there was no further update. She did mention there seemed to be a lot of chatter on social media re what could be expected next.

### **10 F26/074 MAYFLOWER PARK PROJECT**

The Chair talked through the supporting paper and opened the floor up for questions and discussions. The Clerk explained how the various parts of the paper had been put together and also what was needed at tonight's meeting which was basically an agreement that a supplier to build the café could go out to tender and nothing more at this stage and that this action would have no cost at this stage.

Cllr. Verrinder commented on the many positive comments received at the recent Cycle and Stunt Show event in Mayflower Park where the project was advertised. Cllr. Gocher asked about the closeness of the neighbouring properties and how they would be made aware of this potential project, letters will be put through doors regarding the plans and notifying them when the application had been submitted to planning.

Cllr. King asked about the process in deciding who was awarded the tender, he was pointed towards how the decision was made for the supplier of the new Russett Play Park at the back of Angmering Community Centre and Cllr. Thompson asked about the use of land the proposed café would sit on – this would be on the land that used to house the Discovery Play Area and that it was currently bare tarmac.

The Task and Finish Group were named as Cllrs. Gocher, Thompson, Evans (Vice Chair), Marsh and Hamilton-Street (Chair). Out of this group it has been suggested that three members join the Clerk and Office Manager to score the received tenders. The Clerk will send an email round to ask for volunteers from this group.

After discussion the following six points were then talked through and then agreed:

1. To approve the commencement of an Open Tender process for the Mayflower Park Café Project.
2. To approve the preparation and publication of tender documentation for the design, manufacture, supply, installation and commissioning of a Café and Community Facility at Mayflower Park.
3. To authorise the Clerk and Office Manager to administer the tender process on behalf of the Council.
4. To advertise the opportunity through Contracts Finder, the Angmering Parish Council website and other appropriate channels.
5. Confirm members of the Mayflower Park Improvements Task and Finish Group who will be responsible for evaluating tenders received.
6. To receive a further report following evaluation of submitted tenders before any contract award is made.

|                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|
| Cllr. Verrinder <b>PROPOSED</b> that all the above 6 points were approved. Cllr. Gocher <b>SECONDED</b> and <b>ALL AGREED</b> . |
|---------------------------------------------------------------------------------------------------------------------------------|

**11 F26/075 ANNUAL PLAN BUDGET UPDATE REVIEW 2026/27**

The Chair asked councillors for an update on their actions / tasks. Cllr. Bennett updated the committee as did Cllr. Thompson. The Annual plan will be reviewed in October / November, and all Councillors are asked to keep the APC Office updated. A short conversation was also had regarding the QE2 Garden on Water Lane and what could potentially be achieved in this area. The Clerk will contact WSCC Tree Department to ask if someone would be able to come out and review the area.

**12 F26/076 UPDATES ON REPORTING HIGHWAYS ISSUES WITHIN ANGMERING**

The Chair gave an overview of the meeting held on Monday 15 June regarding highways and splitting the village into areas for reporting of issues and asked if there were any questions. She also reminded councillors to keep reporting issues.

The Clerk read out a report sent in by Cllr. Evans about what he had reported and how he was planning to work going forward, no questions were asked.

The Chair then explained that she had reported a large number of potholes which have all been filled which was a great result and asked what else had been reported. A short discussion then took place.

**13 F26/077 APC TREE POLICY**

The Clerk explained that the policy had previously been reviewed at the last Planning and Infrastructure Committee meeting as well as the last Governance and Oversight Committee meeting, she also explained the colour coding and the updates that had been made. After a short discussion the following was agreed:

|                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|
| Cllr. Thompson <b>PROPOSED</b> that APC Tree Policy 2026 was re-adopted. Cllr. Gocher <b>SECONDED</b> and <b>ALL AGREED</b> . |
|-------------------------------------------------------------------------------------------------------------------------------|

**14 F26/078 APC CCTV POLICY 2026**

The Chair reminded everyone present of all the stages this policy had gone through to get to this point and invited questions, none were asked. The Clerk also commented that she would be looking into funding opportunities such as grants to help pay for the purchase and installation of another CCTV camera for Mayflower Park.

After a short discussion the following was agreed:

Cllr. King **PROPOSED** that the APC CCTV Policy 2026 was adopted. Cllr. Harris **SECONDED** and **ALL AGREED**.

**15 F26/079 FINANCIAL AND GENERAL RISK REGISTER**

No updates or changes have been made and was noted by all present. These registers are updated quarterly and will be going to the October Governance and Oversight Committee meeting.

**16 F26/080 COMMUNITY GRANT APPLICATIONS**

The 2026/2027 budget for Community Grants is £6,000.

Two grants were awarded last month therefore the remaining budget is now £4,500.

APC received 1 grant application this month, this was as follows:

4Sight Vision Support - £250

A discussion took place, and the following decision was made:

Cllr. Verrinder **PROPOSED** that the sum of £250 was granted to 4Sight Vision Support. Cllr. Harris **SECONDED** and **ALL AGREED**.

**17 F26/081 2026/27 FINANCIAL REPORT**

The reports were presented, no questions were asked.

Cllr. Bennett will sign the reconciliations ahead of the next meeting.

**18 F26/082 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

Cllrs Harris and Verrinder advised the Committee that they would be attending the 50<sup>th</sup> Anniversary celebrations of the Twinning Association in France later this month and would submit a full report in time for the September meeting.

**19 F26/083 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

The Planning and Infrastructure Committee: None.

Governance & Oversight Committee: None.

**20 F26/084 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

None.

**DATE OF NEXT MEETING**

The Committee's next meeting will be on **Monday 14 September 2026** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.33**

.....  
Chair

Date.....



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL FULL COUNCIL MEETING**

### **MONDAY 14 SEPTEMBER 2026**

#### **Agenda Item 10 – Mayflower Park Café – Opportunity to Operate**

#### **Purpose of Report**

To seek Council approval for the publication of the Opportunity to Operate – Mayflower Park Café document and associated Application Form and to authorise the launch of the operator selection process for the proposed Mayflower Park Café.

#### **Background**

Angmering Parish Council is progressing the development of the Mayflower Park Café and Community Facility, which forms part of the Council's wider investment in Mayflower Park and community infrastructure.

The facility is currently being procured through a separate construction contract and is anticipated to become operational during 2027.

In order to maximise the long-term success of the café, it is proposed that the Council identifies a preferred café operator during the development phase. This will allow the preferred operator to contribute towards discussions relating to café layout, equipment requirements, customer flow and operational considerations prior to completion of the building.

The proposed process relates solely to the operation of the café. The community space and public toilets will remain under the management and control of Angmering Parish Council.

## **Opportunity to Operate**

The attached Opportunity to Operate document has been developed to:

- Promote the opportunity to prospective operators.
- Explain the Council's vision for the facility.
- Provide information regarding Mayflower Park and future aspirations.
- Outline the proposed selection process.
- Set out the evaluation criteria.
- Request operational and financial proposals from interested parties.
- Ensure a fair, transparent and auditable process.

The document makes clear that:

- The Council is not obliged to accept the highest financial offer.
- Community benefit forms a key part of the evaluation process.
- Appointment as a preferred operator does not create a contractual right to a lease.
- Any future lease arrangements will be subject to separate Council approval.

## **Application Form**

An accompanying Application Form has been prepared to provide a consistent structure for submissions and to ensure that all applicants are assessed against the published evaluation criteria.

The form seeks information relating to:

- Business background and experience.
- Café concept and vision.
- Community benefit and engagement.
- Sustainability.
- Financial proposals.
- Business sustainability.
- References.
- Conflicts of interest.

## Proposed Programme

The Opportunity to Operate document proposes the following programme:

| Activity                                             | Date                            |
|------------------------------------------------------|---------------------------------|
| Opportunity Released                                 | 15 September 2026               |
| Submission Deadline                                  | 13 October 2026                 |
| Shortlisting / Evaluation                            | 15 October 2026                 |
| Applicant Presentations / Interviews (if applicable) | Week Commencing 19 October 2026 |
| Evaluation Period                                    | 26 October 2026                 |
| Council Approval                                     | 9 November 2026                 |
| Design Collaboration                                 | During Construction             |
| Anticipated Opening                                  | Spring 2027                     |

## Governance

The documents have been prepared to ensure that the process is:

- Open and transparent.
- Proportionate to the nature of the opportunity.
- Consistent with the Council's governance arrangements.
- Based on published evaluation criteria.
- Capable of withstanding external scrutiny and audit.

It is proposed that officers administer the process, manage clarification requests and undertake the initial evaluation of submissions.

A report setting out the outcome of the evaluation process and recommendation for a preferred operator will be presented to Full Council on 9 November 2026.

## Financial Implications

There are no direct financial implications arising from approval of the Opportunity to Operate document and Application Form.

The purpose of the process is to identify a suitable operator and obtain proposals regarding the future operation of the café facility. Any future lease arrangements will be reported separately to Council for consideration and approval.

## **Recommendation**

### **Council is recommended to:**

1. Approve the Opportunity to Operate – Mayflower Park Café document.
2. Approve the accompanying Application Form.
3. Authorise the Clerk to publish and promote the opportunity.
4. Authorise the Clerk to administer the process, including responding to clarification requests and undertaking the evaluation of submissions in accordance with the published documentation.
5. Require the outcome of the evaluation process and recommendation for a preferred operator to be reported to Full Council for consideration and approval prior to any lease negotiations or agreements being entered into.

# OPPORTUNITY TO OPERATE

## Mayflower Park Café

## Angmering Parish Council

### Introduction

Angmering Parish Council is seeking proposals from experienced café operators, hospitality businesses, community enterprises and suitable individuals interested in operating a new Café within Mayflower Park, Angmering. There will also be a community facility attached to the toilets/café which will be run by Angmering Parish Council.

This is a unique opportunity to become involved in an exciting new community facility from an early stage and to work collaboratively with the Council in helping shape the final operational layout and fit-out of the building before construction is completed.

The Council is investing significantly in the future of Mayflower Park and is seeking a long-term operator who shares its vision of creating a vibrant, welcoming and sustainable destination for residents, visitors and community groups.

### The Project

The Café and Community Facility forms part of a wider programme of investment in Mayflower Park.

The proposed development is expected to include:

- Café serving area
- Commercial kitchen
- Internal customer seating
- External seating areas
- Veranda overlooking the park
- Public toilet facilities
- Dedicated community and meeting space
- Storage facilities
- Modern, sustainable building design
- External serving hatches for park users

The proposed development is expected to include:

### Café facilities to be operated by the successful applicant:

- Café serving area
- Commercial kitchen
- Internal customer seating

- External seating areas
- Veranda overlooking the park
- External serving hatches
- Storage facilities

**Facilities to be managed by Angmering Parish Council:**

- Public toilet facilities
- Dedicated community and meeting space

The facility is currently being procured through a separate construction contract, with completion anticipated during 2027, subject to programme and approvals.

Indicative design concepts are available and demonstrate the Council's aspiration to create a modern, attractive and welcoming facility that complements Mayflower Park and its surroundings.

**Why This Opportunity Is Different**

This is not simply a café tenancy.

The Council is seeking a partner who wishes to become part of a much broader community vision.

The preferred operator will have the opportunity to work with:

- Angmering Parish Council
- The appointed building contractor
- Design consultants
- Specialist suppliers
- Community focused groups

to help shape elements of the final facility, including:

- Kitchen layout
- Food preparation areas
- Storage requirements
- Refrigeration requirements
- Equipment specification
- Counter design
- Customer flow and service arrangements
- Outdoor serving facilities
- Operational efficiencies

The Council believes that involving the operator before construction is complete will create a better facility and maximise its long-term success.

**About Mayflower Park**

Mayflower Park is one of Angmering's most important recreational and community destinations.

The proposed café site occupies a central location within the park overlooking key recreational facilities and open green space.

The location benefits from:

- Existing BMX facilities
- Existing skate bowl facilities
- Open recreational areas
- Regular organised events
- Dog walking routes
- Walking and running routes
- Cyclist use
- Proximity to The Angmering School
- Routes connecting residential areas and Angmering railway station

The Council considers the location to offer significant potential for a successful year-round café operation.

### **Community Consultation and Customer Insights**

Angmering Parish Council has undertaken community consultation regarding the proposed Café and Community Facility at Mayflower Park.

The consultation has been designed to better understand:

- Community support for the proposed facility.
- Anticipated frequency of use.
- Desired food and drink offer.
- Preferred opening hours.
- Potential use of the community space.
- Interest in events and activities.
- Visitor expectations for the facility.

The Council recognises that this is a new facility with no previous trading history. To assist applicants in assessing the opportunity, the results of the consultation will be made available as part of this process.

Applicants are encouraged to consider the findings when preparing their operational and financial proposals.

The Council believes the consultation findings will provide valuable insight into local demand and help shape a successful long-term operation.

### **Future Growth Potential**

The café forms Phase 1 of the Council's wider vision for Mayflower Park.

Future aspirations include:

- Additional play facilities
- Further recreational investment
- Improvements to existing facilities
- Increased community activities
- Additional events and engagement opportunities

Applicants should therefore consider the potential future growth of the site and not solely existing park usage.

## **The Council's Vision**

Through this project the Council wishes to:

- Deliver a welcoming community destination
- Improve the visitor experience at Mayflower Park
- Encourage year-round use of the park
- Support community wellbeing
- Support local activities and events
- Create a sustainable long-term community asset
- Encourage partnership working with local organisations
- Deliver excellent value for the community

The Council is looking for an operator who shares these values.

## **Community Focus**

The Café and Community Facility is intended to become a community hub rather than simply a place to purchase refreshments.

The Council welcomes proposals which demonstrate how applicants would:

- Create a welcoming environment for all users
- Support community use of the building
- Work with local organisations
- Engage with schools and young people
- Promote health and wellbeing initiatives
- Support community events
- Encourage repeat visits to the park
- Work collaboratively with the Council

Applicants are encouraged to be creative and demonstrate how they could help maximise the benefit of the facility for the wider community.

## **Sustainability**

As part of the wider project objectives, the Council would welcome information on how applicants would:

- Reduce waste
- Minimise food waste
- Support local suppliers
- Use sustainable products where possible
- Reduce environmental impact
- Encourage responsible business practices
- Employ local people

Sustainability forms an important part of the Council's wider vision for the project.

## **Public Toilets and Community Space**

The facility will incorporate publicly accessible toilets and a dedicated community space.

**Angmering Parish Council intends to retain responsibility for the management, booking and operation of the community space.**

The Council is seeking an operator for the café facility only.

However, the Council is keen to work collaboratively with the successful operator and welcomes suggestions regarding:

- Opportunities to support community activities.
- Café services that may complement community room bookings and events.
- Partnership opportunities.
- Support for events and activities taking place within Mayflower Park.

The Council's aim is to ensure that the café and wider facility work successfully together for the benefit of the community.

## **Financial Arrangements**

As this is a new facility with no previous trading history, the Council recognises that forecasting future performance is challenging.

The Council is therefore not prescribing a fixed rental level at this stage. The Council will consider the overall merits of each proposal and is not obliged to accept the highest financial offer.

Applicants are invited to submit proposals outlining:

- Preferred lease term

- Proposed annual rent or licence fee
- Any stepped rent arrangements
- Any turnover-related proposals (if applicable)
- Utility assumptions
- Service charge assumptions
- Any proposed investment by the operator
- Any assumptions used when preparing the proposal

The Council is seeking a sustainable long-term arrangement that balances commercial viability with community benefit.

The Council's objective is not profit maximisation but the creation of a successful and sustainable community asset. The Council will assess proposals on the basis of overall quality, community benefit, sustainability and financial viability. The Council is not obliged to accept the highest financial offer and reserves the right to select the proposal that it considers delivers the greatest overall benefit to the community and the long-term success of the facility.

### **Information Available to Applicants**

Applicants may be provided with the following information:

- Concept designs and indicative layouts.
- Site location plans.
- Aerial photographs.
- Community consultation findings.
- Information relating to park facilities and events.
- Details of future planned improvements within Mayflower Park.
- Responses to clarification questions issued during the process.

### **Information to be Submitted**

Applicants should provide:

- Organisational Information
- Business name
- Contact details
- Company status
- Trading history
- Relevant Experience

Details of existing or previous:

- Cafés
- Coffee shops

- Kiosks
- Hospitality venues
- Community venues

Including references where available.

## **Operational Proposal**

Please explain:

- Your proposed café concept.
- Who your target customers will be.
- Proposed opening hours.
- Staffing arrangements.
- Example menu offer.
- Loyalty Initiatives/student discounts etc.
- Community engagement proposals.
- Event support proposals.
- How you have taken account of the community consultation findings when developing your proposal.

Please explain how your business would:

- Support residents.
- Work with local organisations.
- Engage with schools and young people.
- Contribute positively to the community.

## **Financial Proposal**

Please provide:

- Proposed commercial arrangements.
- Lease term preference.
- Financial assumptions.
- Any proposed investment.
- Supporting Information

You may also submit:

- Business plans
- Marketing information
- Sample menus
- Branding concepts
- Website information
- Social media links

- Photographs of similar operations
- Any other relevant supporting information

### **Conflict of Interest**

Applicants must declare any actual, potential or perceived conflict of interest involving:

- Parish Councillors.
- Council Officers.
- Immediate family members.
- Associated organisations.

Failure to disclose a conflict of interest may result in a proposal not being considered.

### **Selection Process**

The Council currently anticipates the following process:

#### **Stage 1**

Application submission.

#### **Stage 2**

Review and shortlisting.

#### **Stage 3**

Presentations and discussions with shortlisted applicants.

#### **Stage 4**

Selection of a preferred operator.

#### **Stage 5**

Participation in detailed design and fit-out discussions.

#### **Stage 6**

Agreement of lease terms and occupation arrangements, subject to formal Council approval and completion of legal documentation.

Appointment as the preferred operator does not create a contractual right to a lease or occupation of the premises.

Selection of a preferred operator will be subject to formal consideration and approval by Angmering Parish Council.

### Evaluation Criteria

Proposals will be assessed against the following criteria. The Council reserves the right to seek clarification of any submission and to consider the overall merits of each proposal in accordance with the objectives of the Mayflower Park Café & Community Facility. The Council is not obliged to accept the highest financial offer and will seek to identify the proposal that delivers the greatest overall benefit to the community and the long-term success of the facility.

| Criteria                         | Description                                                                                                                                                                                                                   | Weighting  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Café Concept and Vision</b>   | Quality, originality and suitability of the proposed café offer, including the applicant's vision for the facility, understanding of the location and ability to create an attractive destination for residents and visitors. | <b>25%</b> |
| <b>Experience and Capability</b> | Relevant experience, qualifications, skills and track record in operating cafés, hospitality venues, kiosks, community facilities or similar businesses.                                                                      | <b>20%</b> |
| <b>Community Benefit</b>         | Contribution to community objectives, support for local groups and events, engagement with residents, schools and organisations, and commitment to creating an inclusive and welcoming environment.                           | <b>25%</b> |
| <b>Business Sustainability</b>   | Evidence of a viable and sustainable business model, including operational arrangements, staffing proposals, financial resilience and long-term sustainability of the café operation.                                         | <b>20%</b> |

|                           |                                                                                                                                   |             |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Financial Proposal</b> | Proposed commercial arrangements, including rent or licence fee, lease term preferences and overall value offered to the Council. | <b>10%</b>  |
| <b>Total</b>              |                                                                                                                                   | <b>100%</b> |

The Council may invite shortlisted applicants to attend an interview, presentation or discussion meeting as part of the evaluation process. Any such meeting may be used to clarify proposals and assist the Council in identifying a preferred operator. The Council reserves the right not to appoint an operator if it considers that no proposal sufficiently meets its objectives or requirements.

### **Indicative Programme**

Opportunity Released – 15 September 2026

Submission Deadline – 13 October 2026

Shortlisting/Evaluation – 15 October 2026

Applicant Presentations/Interviews (if applicable) – Week Commencing 19 October 2026

Evaluation Period – 26 October 2026

Council Approval – 9 November 2026

Design Collaboration – During Construction

Anticipated Opening – Spring 2027

### **Clarifications**

Any questions regarding this opportunity should be submitted by email to:

admin@angmering-pc.gov.uk

The Council reserves the right to share clarification responses with all interested parties where the information may assist other applicants or ensure the fair and transparent operation of the process.

### **Further Information**

For further information please contact:

Tracy Lees

Office Manager

Angmering Parish Council

Email: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

**Angmering Parish Council reserves the right not to appoint any operator and shall not be liable for any costs incurred by applicants in preparing submissions.**

### **Appendix A – Community Consultation Findings**

**Include:**

**Number of responses.**

**Percentage supporting the café.**

**Frequency residents expect to visit.**

**Preferred refreshments.**

**Preferred opening times.**

**Interest in community space hire.**

**Interest in events.**

**Any notable comments.**

**To be added once consultation is complete 😊**

# APPLICATION FORM

## Mayflower Park Café

### Opportunity to Operate

Thank you for your interest in operating the proposed Mayflower Park Café.

Please complete this form and submit it together with any supporting information by the published deadline.

## SECTION 1 – APPLICANT DETAILS

| Information                                 | Response |
|---------------------------------------------|----------|
| Business Name                               |          |
| Trading Name (if different)                 |          |
| Company Registration Number (if applicable) |          |
| Contact Name                                |          |
| Position                                    |          |
| Address                                     |          |
| Telephone Number                            |          |
| Email Address                               |          |
| Website                                     |          |

## SECTION 2 – BUSINESS BACKGROUND

Please provide a brief overview of your business, including your experience within the café, hospitality or catering sector.

**Response:**

---

---

---

---

## SECTION 3 – RELEVANT EXPERIENCE

Please provide details of any cafés, coffee shops, kiosks, hospitality venues or similar businesses that you currently operate or have previously operated.

| Business/Venue | Location | Dates | Brief Description |
|----------------|----------|-------|-------------------|
|                |          |       |                   |
|                |          |       |                   |
|                |          |       |                   |
|                |          |       |                   |
|                |          |       |                   |

## SECTION 4 – YOUR VISION FOR MAYFLOWER PARK CAFÉ

Please explain:

- Your proposed café concept.
- What will make the café successful.
- Who your target customers will be.
- How the café will complement Mayflower Park.

**Response:**

---

---

---

---

## SECTION 5 – OPENING HOURS

Please indicate your proposed opening hours.

| Day       | Proposed Hours |
|-----------|----------------|
| Monday    |                |
| Tuesday   |                |
| Wednesday |                |
| Thursday  |                |
| Friday    |                |
| Saturday  |                |
| Sunday    |                |

Please provide details of any seasonal variations:

---

---

## SECTION 6 – FOOD AND DRINK OFFER

Please provide details of your proposed food and beverage offer.

This may include:

- Coffee and hot drinks
- Cold drinks
- Snacks
- Cakes and pastries
- Breakfast items
- Lunch offer
- Children's options
- Dietary requirements

**Response:**

---

---

---

## SECTION 7 – COMMUNITY BENEFIT AND COMMUNITY ENGAGEMENT

Please explain how your proposal would:

- Support local residents.
- Contribute positively to Mayflower Park.
- Work alongside community events and activities.
- Create a welcoming environment for all users.

**Response:**

---

---

---

---

## SECTION 8 – SUSTAINABILITY

Please explain how your business would:

- Reduce waste.
- Minimise food waste.
- Support local suppliers.
- Reduce environmental impact.

**Response:**

---

---

---

## SECTION 9 – COMMUNITY CONSULTATION

The Council will provide the results of community consultation undertaken in relation to the proposed facility.

Please explain how your proposal reflects the consultation findings.

**Response:**

---

---

---

## SECTION 10 – FINANCIAL PROPOSAL

Please provide details of your proposed commercial arrangements.

| Item                          | Response |
|-------------------------------|----------|
| Preferred Lease Term          |          |
| Proposed Annual Rent (£)      |          |
| Any Stepped Rent Proposal     |          |
| Any Other Commercial Proposal |          |

Please explain any assumptions used:

---

---

---

## SECTION 10A – BUSINESS SUSTAINABILITY

Please explain why you believe your proposal represents a viable and sustainable long-term business.

You may wish to include information regarding:

- Expected customer base.
- Seasonal trading considerations.
- Previous trading experience.
- Staffing arrangements.
- Financial sustainability.

**Response:**

# SECTION 11 – DESIGN INPUT

The successful operator may be invited to contribute to discussions regarding the detailed design and fit-out of the café.

Please outline any requirements or ideas relating to:

- Kitchen layout
- Storage
- Equipment
- Service arrangements
- Customer flow

**Response:**

---

---

---

# SECTION 12 – REFERENCES

Please provide details of two business references.

| Referee Name | Organisation | Telephone | Email |
|--------------|--------------|-----------|-------|
|              |              |           |       |
|              |              |           |       |
|              |              |           |       |
|              |              |           |       |

The Council reserves the right to contact any referee named in this application.

Please indicate whether supporting reference letters are attached:

☐ Yes

☐ No

## SECTION 13 – CONFLICT OF INTEREST DECLARATION

Do you have any actual, potential or perceived conflict of interest involving:

- Angmering Parish Councillors
- Council Officers
- Immediate family members
- Associated organisations

☐ No

☐ Yes

If yes, please provide details:

---

---

---

## SECTION 14 – SUPPORTING INFORMATION

Please indicate which supporting documents you have included:

☐ Business Plan

☐ Sample Menus

☐ Marketing Material

☐ Branding Concepts

☐ Website Information

☐ Social Media Information

☐ Photographs of Existing Operations

☐ References

☐ Other Supporting Information

---

## SECTION 15 – DECLARATION

I confirm that the information provided within this application is true and accurate to the best of my knowledge.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed applications should be returned to:**

**Tracy Lees**

Office Manager

**Email:** [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL COMMITTEE MEETING**

### **MONDAY 14 SEPTEMBER 2026**

#### **Agenda Item 11 – Mayflower Park café and community facility tender update**

The tender opportunity for the Mayflower Park Café and Community Facility was published through the Find a Tender service on 13 August 2026, with a submission deadline of 14 September 2026. The procurement seeks a turnkey solution for the design, manufacture, supply, delivery and installation of a modular café and community facility at Mayflower Park, with an approved project budget of up to £750,000 excluding VAT.

Since publication, the Council has received expressions of interest and enquiries from prospective tenderers. A number of these enquiries have sought clarification regarding the availability of outline drawings and a detailed schedule of accommodation.

A review of the tender documentation confirms that the procurement has been deliberately structured as a design-and-build contract, with tenderers required to develop and submit their own concept designs. The Council has not provided outline building drawings or a detailed accommodation schedule. Instead, the Invitation to Tender sets out the required functions of the building, including:

- Café preparation and service area.
- Internal seating area.
- Provision for external seating.
- Storage facilities.
- Flexible community accommodation.
- Accessible public toilet facilities.

Tenderers are required to submit a Concept Design Pack comprising floor plans, elevations, site layouts and visualisations, together with supporting information on accessibility, sustainability, programme delivery and whole-life value.

Supporting information has been made available to bidders through the tender pack, including site photographs, aerial imagery, utility information, Land Registry documentation and pre-application planning advice.

Due to a request from an interested company, the procurement programme has been amended to allow an extra week on the tender return deadline, from 14 September to the 21 September, the clarification deadline has also been extended by one week. The rest of the programme remains unchanged. All interested parties have been updated, as well as the online tender and our website.

Clarification deadline: 14 September 2026 (amended from 7 September)

Tender return deadline: 21 September 2026 (amended from 14 September)

Evaluation period: to 30 September 2026

Council approval of preferred bidder: 12 October 2026

Contract award: 14 October 2026

**Recommendation:**

Council notes the progress of the tender process for the Mayflower Park Café and Community Facility and receives a further report following tender evaluation and prior to contract award.



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL COMMITTEE MEETING**

### **MONDAY 14 SEPTEMBER 2026**

#### **Agenda Item 12 – Proposal for the Installation of Village Gateway Features at Key Entrances to Angmering**

##### **Purpose of Report**

This report seeks Council's approval in principle to progress the installation of village gateway features at the main entrances to Angmering, subject to obtaining detailed quotations and any necessary approvals from West Sussex County Council.

The proposal is intended to improve driver awareness when entering the village, promote considerate driving behaviour, enhance the appearance of key approaches to Angmering, and strengthen the village's identity.

##### **Background**

The Parish Council has explored options for introducing village gateway features at a number of locations around Angmering. Highway assessments have been undertaken and discussions held regarding suitable siting locations, highway constraints and licensing requirements.

The proposed gateways would be installed under the provisions of Sections 115B and 115E of the Highways Act 1980, subject to agreement with West Sussex County Council. The locations identified within the licence documentation are:

Arundel Road  
Water Lane  
Roundstone Lane  
Station Road

Highway assessments have confirmed that suitable locations can be achieved at all four approaches, although some sites require vegetation clearance and, in the case of Arundel Road, further consideration may be required regarding works within an embanked verge.

### **West Sussex County Council Licence**

West Sussex County Council has completed site assessments and agreed locations for village gateway installations on Arundel Road, Water Lane, Roundstone Lane and Station Road. A draft licence under Sections 115B and 115E of the Highways Act 1980 has been prepared to permit the installation of the gateways at the approved locations.

The licence has not yet been signed. This will be completed once the Council has determined whether it wishes to proceed with the scheme, selected a preferred supplier and agreed the final specification and installation arrangements.

The licence places ongoing responsibilities on the Parish Council for the maintenance, inspection and upkeep of the gateways following installation.

### **Proposal**

It is proposed that village gateway features are installed at four locations:

| <b>Location</b> | <b>Number of Gateways</b> |
|-----------------|---------------------------|
| Arundel Road    | 2                         |
| Water Lane      | 2                         |
| Roundstone Lane | 2                         |
| Station Road    | 2                         |

This would provide a total of eight gateway structures, with two features positioned opposite each other at each village entrance.

### **Gateway Messages**

To provide a positive and welcoming approach, it is proposed that the gateways display:

#### **Entering Angmering**

Please Drive Carefully Through Our Village

#### **Leaving Angmering**

Thank You for Driving Carefully Through Our Village

The wording encourages responsible driving behaviour whilst presenting a welcoming image of the village.

### **Recommended Gateway Size**

A review of the available highway verge widths indicates that a standard size can be adopted across all locations.

It is recommended that all gateways are manufactured to:

960mm wide × 1300mm high above ground level

This size has been selected because:

- It fits within the most constrained locations.
- It provides a consistent appearance throughout the village.
- It reduces design and procurement costs.
- It is a standard size available from established gateway suppliers.

Using a single specification across all sites will simplify procurement, installation and future maintenance.

## **Site Considerations**

### **Arundel Road**

The proposed locations are considered suitable. However, substantial vegetation clearance will be required and there may be a need for retaining works within the embanked verge.

### **Water Lane**

Suitable locations have been identified. The inbound gateway has been relocated to a revised position to ensure compliance with highway land requirements.

### **Roundstone Lane**

The locations are suitable but vegetation management will be required at the inbound location to maintain visibility and maximise the effectiveness of the gateway feature.

### **Station Road**

The original inbound location was not suitable due to highway boundary constraints. A revised position has been identified and is considered acceptable.

### **Benefits of the Scheme**

The proposed village gateways would deliver a number of benefits:

- Reinforce the transition from rural roads into a residential village environment.
- Encourage lower vehicle speeds and more considerate driving behaviour.
- Improve the visual quality of the village entrances.
- Strengthen Angmering's sense of identity and place.
- Provide a highly visible and attractive welcome for residents and visitors.
- Complement existing road safety initiatives.

Village gateways are widely used by local authorities and parish councils as a cost-effective traffic-calming measure and place-making feature.

### **Estimated Costs**

At this stage only indicative costs are available, and formal quotations would be required.

Based on current market pricing, gateway structures typically range between approximately £500 and £800 per unit before installation, depending on specification and materials.

An initial project budget in the region of:

£8,000 to £16,500

should be allowed for:

Manufacture of gateway structures.

Bespoke sign panels.

Installation works.

Traffic management requirements.

Vegetation clearance.

Contingency for unforeseen highway requirements.

### **Financial Implications**

No budget commitment is requested at this stage beyond authority to obtain formal quotations and prepare a detailed project cost plan.

Any future expenditure would be brought back to Council for approval once firm prices have been obtained and any necessary highway permissions confirmed.

The funding will be from the EMR for Angmering Village.

### **Recommendation**

1. Support the installation of village gateway features at Arundel Road, Water Lane, Roundstone Lane and Station Road.
2. Approve the proposed gateway wording.
3. Authorise the Parish Clerk to obtain quotations for supply and installation.
4. Receive a further report with costs and recommendations for approval on 12 October 2026 Full Council Meeting.

**Siting of village gateway  
A285 Duncton south of West Sussex.**



**Sections 115B and 115E Highways Act 1980**

**IN CONSIDERATION** of **West Sussex County Council** giving consent/permission subject to the following conditions of the installation & future maintenance responsibility of a village Gateway.

Locations for this licence cover the following agreed location/locations:

**Arundel Road, Angmering  
Water Lane, Angmering  
Roundstone Lane, Angmering  
Station road, Angmering**

The licence shall commence on the date of this agreement, and either party may terminate this licence by the serving of one calendar months' written notice on the other party of its intention to terminate the licence. Either party may also terminate the agreement in relation to one or more locations by the serving of one calendar months' written notice on the other party of its intention to terminate the agreement in relation to that particular location or locations. At the termination of the licence the named Council in this licence will remove their assets and shall leave the land in a clean and tidy condition.

Duncton Parish Council hereby undertakes to: -

- (a) Maintain the specified asset/assets to the reasonable satisfaction of the Highway Manager.
- (b) Conduct regular inspections.
- (c) Repair forthwith any damage howsoever caused to the asset/assets to the reasonable satisfaction of the Highway Manager.
- (d) Remove offensive graffiti within 24 hours and other graffiti with 5 working days of notification.
- (e) Ensure gateway is installed in accordance with national standards
- (f) Indemnify the County Council against any costs, claims and demands that may arise because of its placing, existence, or removal.
- (g) Ensure that the contractor conducting the work has £10 million public liability insurance and New Roads and Street Works accreditation.

**SCHEDULE**

This consent approved on behalf of WSCC by                      Assistant Area Highway Manager,

Signed by (owner).....on behalf of Angmering Parish Council.

In the presence of (name and address) .....

.....

.....

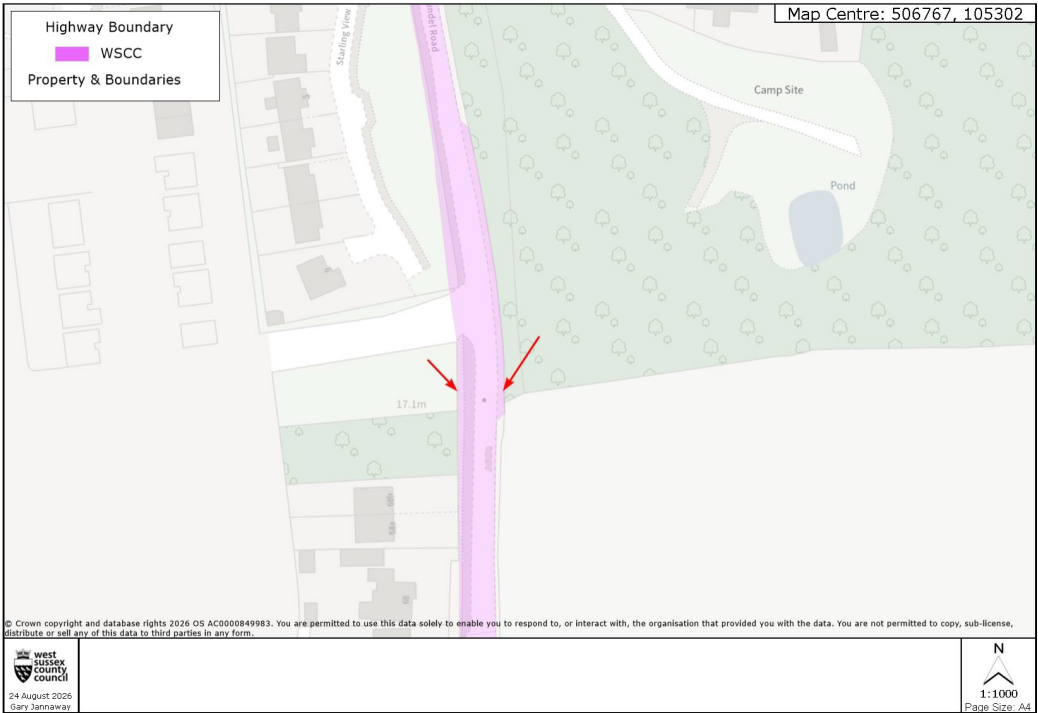
Dated.....

Appendix 1 – Maps

Arundel Road



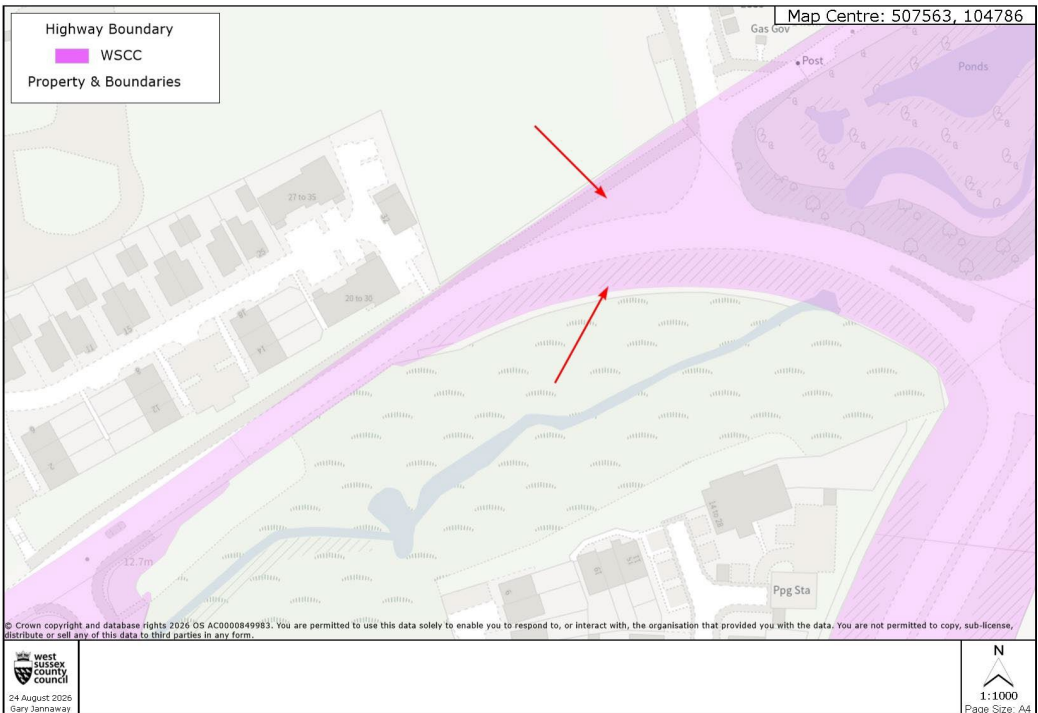
Arundel Road -  
Gateways.pdf



Water Lane



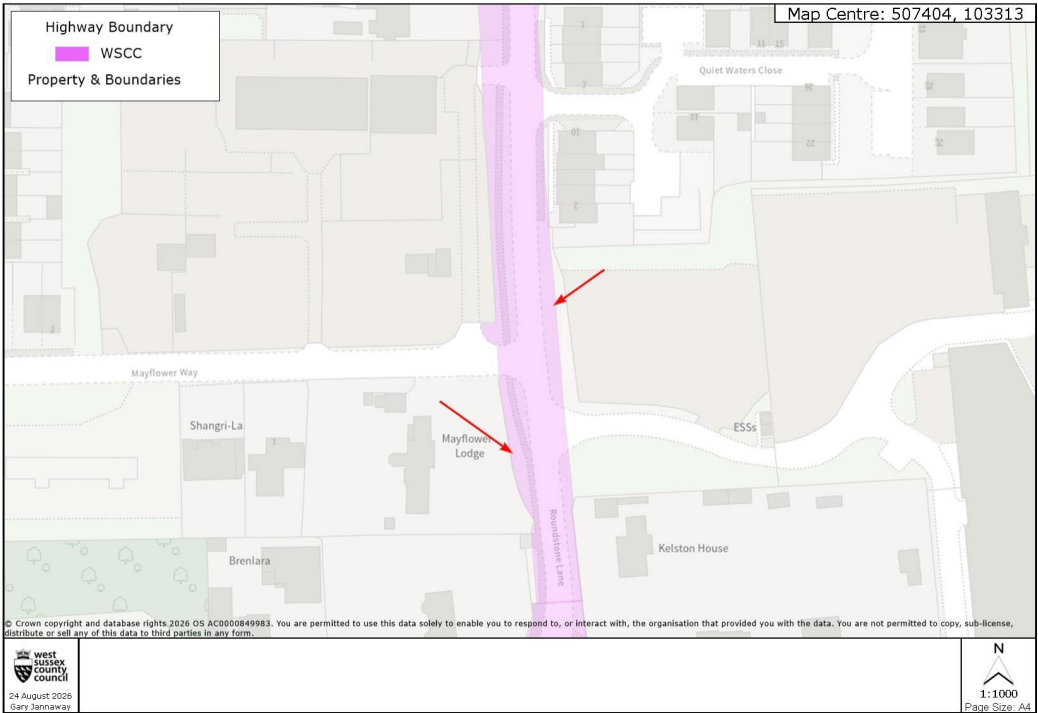
Water Lane.pdf



Roundstone Lane



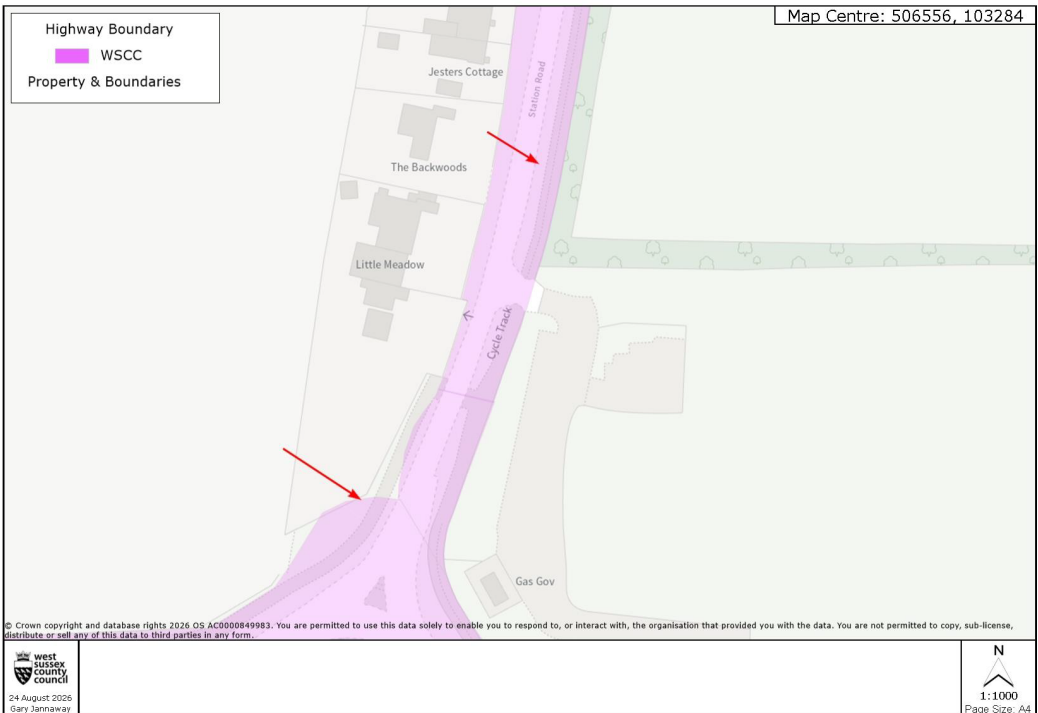
Roundstone  
Lane.pdf



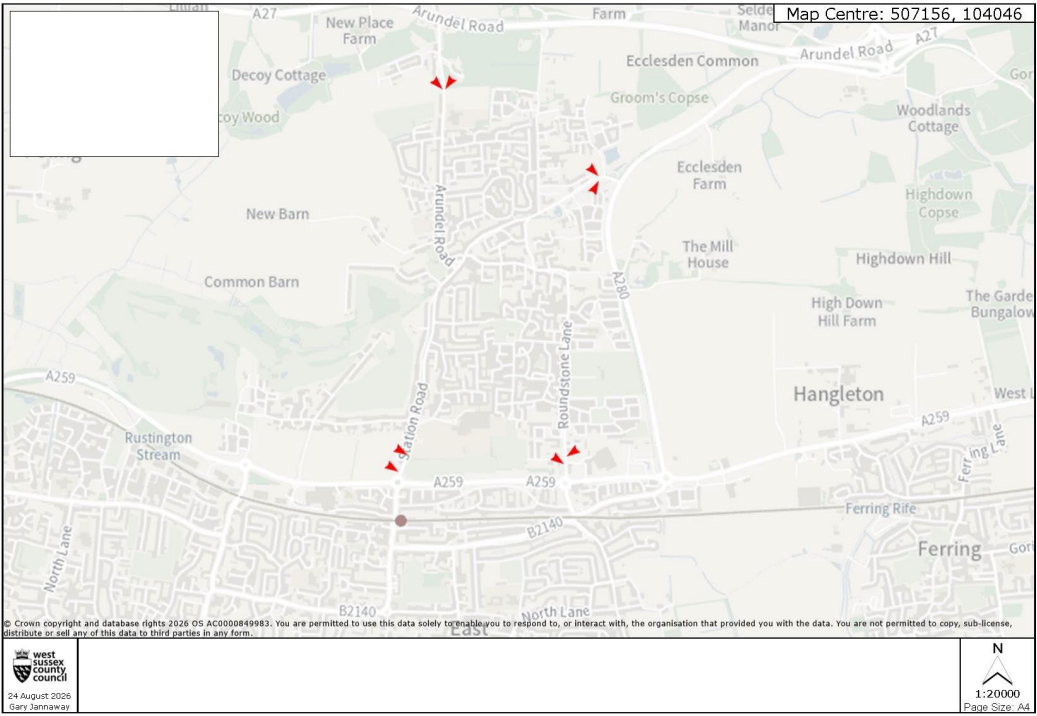
Station Road



Station Road.pdf



Village Location



[illegible]

| No.                                                                                                                                                                                                         | Location     | Problem we are trying to solve       | Why it matters                                                        | Who is affected | Possible fixes                                                                           | Priority (1-5) | Who to work with         | Area already identified                                                   | Cllr |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------|-----------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------|----------------|--------------------------|---------------------------------------------------------------------------|------|
| 12                                                                                                                                                                                                          | Village-wide | Delivery routing through village     | Adds unnecessary traffic and contributes to congestion                | Residents       | Engage delivery companies to encourage appropriate routing                               | 2              | WSCC                     |                                                                           |      |
| <b>Comments/Action: Rachael sending out w/c 31/08/2026</b>                                                                                                                                                  |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 14                                                                                                                                                                                                          | Dappers Lane | Incomplete pedestrian routes         | Interruptions in walking routes reduce safety and usability           | Pedestrians     | Complete missing path sections                                                           | 1              | WSCC, ADC                |                                                                           |      |
| <b>Comments/Action: KH to email WSCC and ADC re no further action being taken to provide the path. Email sent to all PI for comment 27/08/2026</b>                                                          |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 15                                                                                                                                                                                                          | Village-wide | Overgrown vegetation narrowing paths | Reduces usable width and accessibility of pavements                   | Pedestrians     | Increase amount of reporting to WSCC and liaise with residents re overgrown private land | 2              | WSCC, Residents          |                                                                           |      |
| <b>Comments/Action: Emailed councilors to encourage reporting to office for the WSCC Rangers - none received to date</b>                                                                                    |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 16                                                                                                                                                                                                          | Village-wide | Path encroachment (mud/grass)        | Creates uneven and narrow walking surfaces                            | Pedestrians     | Regular maintenance and clearance/ increase amount of reporting to WSCC                  | 2              | WSCC                     | Water Lane, Station Road and Arundel Road leading to St Margaret's School |      |
| <b>Comments/Action: Siding works completed through the winter, raise as normal WSCC website issues, not via Rangers</b>                                                                                     |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 17                                                                                                                                                                                                          | Village-wide | Lack of safe crossing points         | Difficulty crossing roads safely, especially for vulnerable users     | Pedestrians     | Review and install additional crossings where needed, tactile paving, road markings      | 2              | WSCC, Government Schemes | Water Lane (between Ecclesden Park and Langmead Place), near schools      |      |
| <b>Comments/Action: WSCC Officer to update re crossing between Ecclesden Park and Langmead Place, also discussed formal crossing point to the north of Greenwood Drive to aid school children crossing.</b> |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 18                                                                                                                                                                                                          | Village-wide | Lack of defined cycling routes       | Cyclists must share space with vehicles; discourages active travel    | Cyclists        | Identify and mark shared or dedicated routes                                             | 2              | WSCC/ADC                 | Mayflower Park                                                            |      |
| <b>Comments/Action: See LCWIP updates from ADC.</b>                                                                                                                                                         |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 19                                                                                                                                                                                                          | North Drive  | No dedicated cycle space             | Increased interaction between cyclists and vehicles                   | Cyclists        | Introduce marked cycle lane or shared-use provision                                      | 2              | WSCC/ADC                 |                                                                           |      |
| <b>Comments/Action: See LCWIP updates from ADC.</b>                                                                                                                                                         |              |                                      |                                                                       |                 |                                                                                          |                |                          |                                                                           |      |
| 20                                                                                                                                                                                                          | Village-wide | Inadequate lighting                  | Poor visibility increases risk and reduces sense of safety after dark | All users       | Upgrade or extend street and path lighting                                               | 2              | WSCC                     |                                                                           |      |

[illegible]

