

Cafe Brief and Expression of Interest Form

The Opportunity: cafe at Victoria Park

We are excited to present an opportunity for local organisations to lease the former pavilion at Victoria Park for the purpose of developing a café. This initiative follows the return of several disused bowling green venues to the City of Edinburgh Council by Edinburgh Leisure in 2023. Community consultation revealed a strong interest in refurbishing the existing pavilion into a cafe and public toilets. [More information about the consultation is available here.](#) The existing pavilion was originally used as part of the bowling green, and includes two sets of toilets (with exterior entrances), storage, changing rooms, and a cafe/kiosk.

In addition to the café, we envision transforming the adjacent vacant bowling green into a sensory garden and community space, with plans for immediate establishment of the community garden. The development of the sensory garden and café will follow soon after. There is potential for the community garden tenant to participate in running these initiatives, fostering a collaborative environment.

We are also planning a phased introduction of additional features, including an outdoor education area, and trim trail. Tenants interested in these elements can collaborate with the Council for fundraising opportunities to enhance the park further.

Location

The pavilion is situated within the former bowling green area, easily accessible from Newhaven road. The pavilion is approximately 17mx9m, including 3mx3m toilets on each side. The pavilion would also be leased with approximately 700 m² of land around it – which could be used to extend the building, provide outdoor seating, or landscaping.

Victoria Park is a green flag awarded park. It is well connected with existing active travel routes, including the Hawthornvale Path and National Cycle Route 75, which provide onward connections to the centre of Edinburgh and the Water of Leith. The park is well used by all ages,

and includes two separate play areas for different ages, and a range of sports facilities. Victoria Park is Common Good Land and is also protected by Fields in Trust.



Current Status of the Pavilion

The pavilion is a single storey building that currently stands vacant and requires renovation to prepare it for use as a café. It features a layout that includes separate ladies' and gents' toilet facilities on the eastern and western sides, respectively, with a main central section equipped with lockers. The pitched roof is covered with clay tiles and supported by a cast iron drainage system. All external doors are made of timber, while the windows are single-glazed metal-framed; currently, the windows are boarded up, and the glazed sections of the doors are covered. The utilities have been switched off.

Excluding contingency fees, professional fees and any outside works for parking or outside seating areas, condition surveys estimate that the pavilion refurbishment costs will range from £60-£170k depending on the design preferences and features required by the tenant. Meanwhile, based on the footfall in the park and the high demand for a local cafe, a rough estimate suggests that a leaseholder could make between £8,000-12,000 monthly, and £100,000-£151,000 annually.

To transform the pavilion into a café space, several upgrades are necessary:

1. **Floor Finishes:** The flooring requires upgrading, as the existing finish is not suitable for public use. Both toilet areas have exposed concrete floors that need attention.
2. **Ceilings:** No major defects have been noted in the ceilings.
3. **Windows and Doors:** To enhance security and energy conservation, the external doors and windows need upgrading.
4. **Sanitary Facilities:** The toilet areas require refurbishment, including upgrading sanitary installations, new floor coverings, installation of mechanical ventilation, and overall decoration.
5. **Mechanical Services:** The existing little mechanical equipment is in fair condition, requiring minimal upgrades. Water Services will require some attention.
6. **Electrical Services:** The electrical system is operating satisfactorily but would benefit from adjustments to the power and lighting installations. Upgrading to LED lighting with automatic controls is recommended, along with implementing the recommendations from the Electrical Installation Condition Report (EICR) to ensure compliance with current standards.
7. **Redecorations:** External decorations need to be addressed, including the woodwork, roof edge details, and the rainwater drainage system, as some areas show flaking paint and mould.
8. **Fixed Internal Furniture and Fittings:** The lockers in the main area are in fair condition but may need to be removed depending on the future use of the building.
9. **External Areas:** Maintenance is required for the paved surfaces, including repairs of defects, cleaning up glass and debris, and removing vegetation growth.

Further information regarding the condition survey is available on request.

This pavilion offers a unique opportunity for redevelopment into a vibrant café space, with potential for community engagement and enhancement of the park's amenities. Interested parties should be prepared to invest in renovations to create an inviting atmosphere for visitors.

The Role of the Leaseholder

The tenant would be expected to operate a small cafe. Negotiation around rental fees and refurbishment costs with the City of Edinburgh Council (e.g., rent-free periods) will be required, as funds are not currently held for this project.

The leaseholder will play a vital role in its transformation into a vibrant café space – likely requiring a comprehensive plan for renovating and possibly extending the building, which could involve various financing options. This might include collaborating with the Council on a long-term lease that allows for investment in the property or exploring financing solutions, such as taking out a loan to fund the renovations with repayment terms.

Public access is paramount; the pavilion is situated in a public park, and it is essential that all community members feel welcome in the space during operating hours, and that the design of the space is inclusive to individuals of all abilities. As improvements continue in the neighbouring bowling green—such as the development of a garden and additional community features—the tenant should be prepared for ongoing construction and adapt your plans accordingly. Flexibility will be key as we work together to enhance the pavilion and its surrounding environment for the benefit of the entire community.

Interested bidders should note that we intend to appoint a preferred tenant through this process and would work with them to develop the designs and secure additional funding. The final rent will be subject to negotiation with the Council, and possibly final committee approval.

Litter and Recycling

The tenant must provide and maintain temporary litter bins and recycling facilities when operating. Arrangements should be in place to recycle materials such that residual waste is minimised. Waste management arrangements should facilitate the efficient recycling of the food packaging provided.

The tenant must check for and remove any litter on site at the end of each day of operation. This extends to any litter arising from the kiosk in the garden. The number of litter and recycling

bins provided should be adequate to cope with the level of litter and waste arising from the cafe.

Vehicular Access

No vehicle access is currently provided and would need to be considered during site preparation.

Terms

The space is offered for lease on an annual basis starting from February/March 2025, with the option for a lease term of up to five years. It may also be possible to extend this in the future, and specific requirements can be discussed to accommodate the needs of the tenant.

The tenant must obtain all necessary consents from relevant authorities. The unit's appearance must be approved by the City of Edinburgh Council and in keeping with the surrounding area.

The lease is offered on a fulltime basis. The successful applicant must apply for all appropriate licences immediately.

Rent

Rental offers are invited (exclusive of VAT, Non-Domestic Rates and Insurance).

Fees

In addition to the rent an administration fee of £300 will be payable prior to occupation.

Notes

Prospective tenants should, when submitting their offer, indicate the proposed use of the subjects, which must meet the approval of the Council, both as landlord and Planning Authority. It will also be the applicant's responsibility to obtain all necessary consents from the appropriate Authority.

The appearance of the unit must meet the approval of The City of Edinburgh Council (Parks and Greenspace team).

It is a mandatory requirement that the concessionaire appointed to this contract have the following insurance in place.

- Employers liability insurance (minimum of £5 Million)
- Public liability insurance (minimum of £5 Million)

Timeline for Expressions of Interest

- **EOI Announcement:** 1st week of December 2024
- **Submission Period:** 1st week of December – 12th January (6 weeks)
- **Evaluation & Selection:** Mid-January 2024 – February 2025
- **Lease development begins:** February 2025

Council officers are available the week of December 16th to answer questions and organise site visits.

Expression of Interest

PLEASE SUBMIT A DOCUMENT WITH THE FOLLOWING DETAILS

Lead Contact person's name:

Business / organisation name (if applicable):

Telephone:

Email:

Key EOI Criteria - please answer each question (no more than 300 words per answer)

1. **Social enterprise model and/or Business Plan**

- a) Please outline what your social enterprise or business approach is – what are your key objectives? (what do you supply, who do you help and how, what about measuring your impact?)
 - b) Detail your model (e.g. co-operative, charity, joint partnership, private business) and its legal form (e.g. unincorporated association, CIC, CIO).
2. **Café / Development experience**
- a) What experience do you have of café development?
 - b) Do you have any experience developing a building through planning, detailed design, and construction?
 - c) Please outline your existing experience in managing and operating food services.
3. **Café Offer**
- a) How would you want to refurbish, extend and utilise the pavilion? (e.g., kitchen space, outdoor seating)
 - b) What facilities would you require?
 - c) Please outline what service offering you would bring.
 - d) Please outline your proposed days and hours of operation.
 - e) Detail the proposed staffing structure and assessment of risks to delivery of services
4. **Wider benefits (no more than 300 words per answer)**
- a) Would you offer any benefits to the community (e.g., training, community wealth building, community space)?
 - b) The pavilion is situated within the outer bowling green (closest to Newhaven Road), surrounded by greenspace within this bowling green. The neighbouring bowling green is due to become a community garden, and is also following an Expression of Interest procedure ([more information available on our website here](#)). **Would you like to include any additional outdoor space within your lease? If so, please detail here.**

5. **Capital investment proposals (no more than 300 words per answer)**
 - a) Provide amount of capital funding you are investing in this business.
 - b) Provide details of any match funding from external sources or agencies.
 - c) Please detail any evidence of revenue sustainability.
 - d) Assessment of the revenue costs of the business (please determine how efficiently the business can run and the likely pricing structure it will need to adopt).

6. **Other experience**
 - a) If there is anything else of relevance you would like to add to your proposal, please detail it here.

Deadline for Submissions: 12 January at midnight. Please email completed applications to thrivinggreenspaces@edinburgh.gov.uk