**Refreshments Kiosk at Hazlemere Recreation Ground.**

Following the June meeting of Hazlemere Parish Council (HPC), a Working Party (WP) was set up to look at the proposals for a container type structure to be erected as a Refreshment Kiosk at Hazlemere Recreation Ground.

Details of the Terms of Reference and membership of the Working Party are contained in Appendix 2

**Background.**

Following a request in 2020 from Hazlemere Memorial Hall (CIO), HPC granted a permit for the Canny Café to operate a Refreshment Kiosk at the Recreation Ground from a strip of land adjacent to the Hall building. The Canny Café operated a weekend service from approximately 9 until 12 from a Gazebo which they erected and dismantled each weekend.

 This initiative has proven popular and has been well supported by users of the Recreation ground over the last few months.

**Proposal.**

The CIO are now proposing to have a container installed at the Recreation Ground in order to provide a more suitable and permanent

structure from which a Refreshment Kiosk can operate.

Councillor Thompson has identified a suitable steel structure that appears to meet the necessary requirements and I have included the details and costings that he has kindly provided in Appendix 1.

The WP visited the proposed site for the kiosk on the 9th June. We were in agreement that it was a suitable site for the kiosk to be located. There are already drainage and waste containers on site. There is also some limited storage availability in the nearby cellar.

The structure of the Kiosk will be in keeping with the site and will complement the current memorial hall building.

The WP believe that it would be sensible and logical for HPC to undertake the build of the Kiosk and then lease it back to the CIO. The CIO then propose to lease it to the Canny Café under a licence agreement for a period of 2 years with an exit clause after 12 months if required.

If the kiosk is approved, then a contractual agreement between HPC, CIO and the Canny Café would be confirmed. A draft agreement was circulated to councillors at their June Full Council meeting.

The CIO have previously informed HPC that they had approached other local catering companies but chose the Canny Café who were considered best placed to offer a Saturday morning kitchen facility. On that basis, HPC agreed to issue a permit to the Canny Café. This would therefore be an extension of that agreement if HPC are content.

The service offer from the Canny Café would be to operate the kiosk from Monday to Friday between 10 and 16.00 and on weekends between 09.00 and 14.00, subject to some flexibility.

The Canny Café, based in Rose Avenue, have been trading in Hazlemere for the last two years. The Kiosk would be a second outlet for them where they would seek to replicate their service offer where possible. They have drawn up their proposals around staffing the kiosk each day.

They use environmentally friendly products and they have confirmed that all of their take away cups are 100% recyclable.

No discernible increase in waste appears to have been identified at the Recreation Ground since the initial permit was granted. The Canny Café have been taking any industrial waste such as coffee beans back to their main premises at the end of each day and will continue to do this.

With the proposed increase in operating hours, the Open spaces committee will consider if any extra bins, including recycling containers, will be required at the Recreation ground.

Under the terms of their proposed agreement the Canny Café would be responsible for insuring the container. The WP noted that there is already a Security camera attached to the memorial hall in close proximity to where the container would be sited. Utility costs would also be the responsibility of the Canny Café.

HPC currently have sufficient funds to support this project and the WP believe that this would be an excellent investment on behalf of the Community. Council may wish to consider if this would be a suitable project for funding from monies available to HPC as part of the Community Infrastructure Levy (CIL/s106).

However, we believe that planning permission will need to be obtained.

The WP, CIO and the Canny Café are all eager to seek approval from HPC at the earliest opportunity so that arrangements can be made to seek planning permission and allow work to start as soon as possible.

Councillor Thompson, as Open Spaces Chair will work with the CIO to organise and co-ordinate delivery, installation and associated tasks ensuring that all Health and Safety and Industry standard requirements are met as appropriate. Consideration to be given as to whether the new structure has any impact on the current location and visibility of the Defibrillator.

The WP believe that the purchase of a Refreshment Kiosk would be a tremendous asset to the local community and will positively enhance the experience of both residents and visitors when using the Recreation ground.

**Recommendations**

1. That Hazlemere Parish Council seek planning approval prior to funding the purchase of a container structure, as outlined in Appendix 1 to be used for the purposes of a Refreshment Kiosk at Hazlemere Recreation Ground.
2. That Hazlemere Parish Council allow the CIO to manage the Refreshment Kiosk in accordance with their current lease agreement or an updated one as appropriate.
3. That Hazlemere Parish Council then instruct the Open Spaces Committee to progress the project in conjunction with the CIO.

**Appendix 1**

**Container Specifications and Costings.**

1 x 10ft x 8ft x 8ft Brand new container
With serving hatch and personal door
18mm ply floor

£3400

1 x extra hatch £500

Additional cost for added work.

Full line, 50mm Rockwool insulation. White melamine boards, grey poly floor.

Standard electrics
1 x commando socket
1 x consumer unit
1 x LED light
3 x double sockets

1 x stainless steel corner and hot water hand wash.

£2770

Delivery extra.Prices do not include VAT.

Lead time is around 6 weeks from when deposit is paid.

**Appendix 2**

**Hazlemere Parish Council - HMH Refreshments Kiosk Working Party - Terms of Reference**

This policy was adopted by Full Council at its Meeting held on 6 July 2021.

Membership of Working Party:

Councillors P Ruffles (Chairman), L Casey, A Cecil, F Doonican, J Horton, D Thompson and The Clerk

**Operations of the Working Party**

* The Working Party will recommend an appropriate budget forapproval by Full Council.
* A Working Party must consist of at least 3 Councillors.
* Quorate: Minimum of 2 Councillors at each meeting.
* Work priorities and co-option of named experts to be approved by Full Council.
* Prepare notes of meetings for Full Council to report on any activity and progress.
* The Working Party will generally not meet in public but may meet at the site location, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
* To examine best location options and make recommendations to Full Council.
* To consider the lease implications for the Hazlemere Memorial Hall CIO and to recommend the terms for an extension to their current lease.
* To liaise with the Canny Café Limited management team and other interested parties regarding the interior requirements and necessary installation work for the proposed kiosk.
* All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.

**Specific Action:**

**To prepare a report for Full Council on recommendations for the Parish Council to proceed with the installation of a permanent Refreshments Kiosk at Hazlemere Recreation Ground.**

**To be Reviewed July 2022**

**Reviewed: July 2021**