

Summary of meeting

- Ethos of the Site – due consideration needs to be given to the current ethos of the site, being a Country Park. A balance needs to be struck between uses, including wildlife, within the Tender process and submissions.
- TMBC Capital investment available to support development of the site that will form part of the Tender pack. Tenders to advise on how they believe this capital could be invested linked to their future proposals for the park.
- Land Ownership – it was suggested that land ownership be retained by the Council and only the management of the park be outsourced.
- Legal Restrictions – it was recognised that a number of restrictions may apply to the land including a potential right of access for a local resident. TMBC Legal Services are undertaking a full review of restrictions and this will form part of the Tender documents.
- Lease – it was noted that a long-term lease (20-25years) would be applicable though flexibility needed to be introduced to respond to future development opportunities. It was suggested that 5 year reviews should be considered.
- Financial Risk – it was noted that the financial risk to the Council regarding a third party operator needed to be considered. Due consideration needed to be given to this aspect in the production of and evaluating the Tender documents.
- Management Plan – it was agreed that any new operator would need to pay due consideration to the existing Management Plan. Compliance with this could form part of the evaluation criteria.
- Water Sports – it was noted that no motorised water sports should be undertaken in the park.
- Current and Future Activities/Events – all future activities should be appropriate to the setting and environment of the park. Proposed activities could form part to the Tender submission and any future activities could be introduced following consultation with the Council. It was suggested that some community activities needed to be protected under the new arrangements including parkrun, health walks and scout activities at the site.
- Proposed Built facilities – these needed to be sympathetic to the environment and reflect the needs of the park and its users.
- Repair and Maintenance – a full repair and maintenance agreement should be considered to potentially achieve the highest financial saving to the Council.

- Procurement Route – this is currently being discussed and will be confirmed by TMBC’s Legal Services in due course – potential Open Tender.
- Master Plan/Business Plan – the Tenders could be asked to submit a Master/Business Plan for the Park outlining key activities, investment and developments.
- Car Park Management and Income – it was suggested that full management of the car park would be transferred and include the income received.
- Car Park Charges – it was suggested charges would be self-levelling and that any third party would not benefit from increasing them above the market rate. Therefore, control over future charges may not be required, however, a future charging strategy could be asked for as part of the Master/Business Plan. Due consideration would need to be given to the season ticket provision that currently covers both Leybourne Lakes and Haysden Country Park.
- Increased Footfall – the need to increase footfall was discussed and the implications this would have on the park. Whilst a level of increased footfall may be inevitable it would be useful to gauge anticipated levels through the Tender process as there could be more opportunity to increase secondary spend.
- Balance of Use – a balance needs to be retained for different users of the site to include dog walkers.
- Green Flag Award – ensure this quality standard is retained for the site.
- Access – access to remain free to the public with the exception of the car park, concessions and events. Due consideration would also be given to access for all.
- BBQ’s – fixed BBQ’s were discussed though at the current time these were no being encouraged at the site. Such opportunities may, however, arise through the Tender process.
- Staffing – It was suggested that current levels of staffing be the minimum level required going forward and that the jobs of current staff on site be protected.
- Community Engagement – the engagement of the community in the site should be retained and this includes the current volunteer opportunities and the Customer Panel.
- Water Quality – current standards and monitoring should be maintained to ensure safe access to the water for all authorised activities.
- Concessions – Current concessions are being reviewed by an external officer working group though it is envisaged that all would eventually be consumed by the third party operator though may still be sublet. The small concession to the local fishing club was specifically raised and it was suggested that this be protected, both in terms of area and price.

- Opening Times (car park) – whilst there are currently restricted on access to the car park there is the potential to extend this if appropriate measures are put in place to control issues such as antisocial-behaviour.
- Monitoring – formal monitoring of any agreement will be essential to ensure any third party is meeting the agreed delivery of services.
- It was agreed that when evaluating the Tenders priority should be given to Quality of submission over price.