

CAFÉ OPERATOR OPPORTUNITY MINERVA CENTRE CAFÉ BAR

1. INTRODUCTION

Chichester Community Development Trust (CCDT) is seeking to appoint an experienced and enthusiastic café operator to establish and manage the new Minerva Centre Café Bar within Minerva Heights, Chichester. This represents a unique opportunity to become the founding café operator within a brand-new community facility serving one of Chichester's largest new residential neighbourhoods. The successful operator will have the opportunity to build a thriving business whilst helping to create a vibrant and welcoming social hub for residents. The Minerva Centre is expected to open in March 2027, with the café forming a key element of the building's public offer from the outset.

2. ABOUT CHICHESTER COMMUNITY DEVELOPMENT TRUST

Chichester Community Development Trust (CCDT) is an award-winning independent charity that develops, owns and manages community buildings, heritage assets and public spaces across Chichester. CCDT creates and stewards places that bring communities together, improve wellbeing, support local enterprise and provide opportunities for learning, culture and social connection. The charity's portfolio includes The Pavilion Chichester, Graylingwell Chapel, Havenstoke Park, The Chichester Shed, Marchwell Studios and a range of other community facilities across Chichester. Our mission is to create thriving communities through the provision of high-quality community assets that improve wellbeing, reduce isolation, support local enterprise and create opportunities for local people. Further information can be found at [Chichester Community Development Trust](https://www.chichestercommunitydevelopmenttrust.org.uk/).

3. THE OPPORTUNITY

The Minerva Centre Café Bar will be located within the new Minerva Centre, a purpose-built community facility situated at the heart of the Minerva Heights development. Upon completion, Minerva Heights will comprise approximately 1,500 homes, creating a substantial residential catchment within easy walking distance of the café. The Community Centre benefits from:

- An adjacent primary school
- A dedicated 40-space car park
- Excellent pedestrian and cycle access
- Flexible spaces for meetings, events, learning and wellbeing activities
- Community halls hire and private bookings
- A Tier 7 Library operated by West Sussex County Council

The café is intended to become a welcoming focal point within the building, serving residents, families, visitors, library users and community centre users throughout the day. We are seeking an operator with the vision, creativity and business acumen to establish a successful neighbourhood café that complements the wider role of the Community Centre.

4. THE PREMISES

The café occupies a prominent position within the main reception area of the building, see Appendix 1. The combined Reception and Café area extends to approximately 120m² and has been designed to accommodate customer seating, informal meetings, waiting areas and community interaction. The café area includes a customer-facing café counter, dedicated catering kitchen, food preparation facilities, internal customer seating spaces,

accessible customer environment and an adjacent outdoor seating area. The café has been designed to sit at the heart of the building's daily activity and benefit from footfall generated by community programmes, events, room bookings and library users.

5. FACILITIES AND EQUIPMENT PROVIDED

CCDT will provide:

- Fitted café serving counter
- Commercial catering kitchen, see Appendix 2

The successful operator will be responsible for supplying customer tables and chairs, external seating and furniture, crockery, cutlery and glassware, point of sale system, small catering equipment, display equipment, consumables and stock. Applicants should identify any additional fit-out or equipment they intend to provide as part of their proposal.

6. VISION FOR THE CAFÉ

CCDT is seeking an operator who shares our ambition to create a welcoming, accessible and high-quality community destination. We are particularly interested in proposals that demonstrate how the café can become a valued community asset whilst operating as a successful business.

7. OPERATING REQUIREMENTS

The Community Centre will operate seven days a week between 8.00am and 10.00pm. The successful operator will be required to open the café as a minimum between 9.00am and 5.00pm, Monday to Sunday. Applicants are encouraged to propose extended opening hours where these support the viability of the business and the needs of the community. Proposals that include evening opening linked to community activities, events and licensed operations will be welcomed.

8. CAFÉ OFFER

Applicants should provide details of their proposed food and beverage offer. As a minimum, proposals should include hot and cold drinks, children's and healthy food options.

9. CATERING OPPORTUNITIES WITHIN THE CENTRE

The Minerva Centre will host a range of activities, meetings, events, training sessions and private bookings throughout the year. The appointed operator will have first refusal on catering requirements arising from room hire and programmed activities within the Community Centre. Whilst CCDT cannot guarantee catering income, this is considered a significant commercial opportunity associated with the café operation.

10. OUTDOOR SEATING

The café benefits from adjoining external space suitable for customer seating. The successful operator may utilise this area, subject to any necessary approvals and operational requirements. The operator will be responsible for providing, maintaining and replacing all external furniture and equipment.

11. COMMUNITY EXPECTATIONS

The café will play an important role in supporting the wider objectives of the Community Centre. Applicants should demonstrate how they will:

- Create an inclusive and welcoming environment
- Support community events and activities
- Work collaboratively with CCDT and centre users
- Encourage social connection
- Promote healthy and sustainable food choices
- Create local employment opportunities where possible
- Minimise waste and environmental impact

The successful operator will be expected to recognise and support the community value of the facility alongside its commercial operation.

12. UTILITIES AND RUNNING COSTS

The successful operator will be responsible for utility costs associated with the operation of the café. Charges will apply as follows:

Service	Charging Basis
Electricity	Metered and recharged
Water	Metered and recharged
Broadband	25% contribution to building broadband costs
Waste Collection	25% contribution to building waste collection costs
Business Rates	Paid by CCDT

Further details will be provided within the licence agreement.

13. LICENSING

The sale of alcohol is permitted, subject to all necessary statutory approvals. Where alcohol sales form part of the proposed business model, the Licence Holder shall be solely responsible for:

- Obtaining and maintaining all necessary licences and permissions
- Compliance with all licensing legislation
- Compliance with all licence conditions
- Staff training and supervision relating to alcohol sales
- Any enforcement action, penalties or liabilities arising from licensed activities

Applicants wishing to include alcohol sales within their proposal should outline their approach within their submission.

14. OPERATOR RESPONSIBILITIES

The successful operator will be responsible for:

- Day-to-day operation of the café
- Staffing and supervision
- Procurement and stock control
- Menu development
- Food hygiene compliance
- Health and safety compliance
- Environmental health requirements
- Insurance
- Utility payments
- Waste management
- Cleaning of café areas
- Obtaining and maintaining necessary licences and registrations

15. COMMERCIAL TERMS

CCDT proposes to offer the premises under a licence to operate.

Indicative Terms

Item	Provision
Licence Fee	£750 per calendar month
Business Rates	Paid by CCDT

Item	Provision
Electricity	Metered and recharged
Water	Metered and recharged
Broadband	25% contribution
Waste Collection	25% contribution
Initial Term	3 years
Security Deposit	None
Service Charge	None
Repairs	Internal repairing responsibility only
Commencement	March 2027 (anticipated)

CCDT reserves the right to negotiate final terms with the preferred applicant.

16. EVALUATION CRITERIA

Applications will be assessed against the following criteria:

Criteria	Weighting
Quality and attractiveness of café offer	35%
Community benefit and engagement	25%
Relevant experience and track record	20%
Business viability and financial sustainability	15%
Environmental sustainability	5%

CCDT may invite shortlisted applicants to attend an interview and presentation.

17. SUBMISSION REQUIREMENTS

Applicants should submit:

A. Business Proposal (Maximum 6 Pages)

Including:

- Business overview
- Vision for the café
- Proposed menu
- Opening hours
- Staffing arrangements
- Marketing proposals

B. Financial Information

Including:

- Financial projections
- Business model
- Evidence of financial sustainability

C. Relevant Experience

Including:

- Examples of previous café or catering operations
- Relevant references
- Case studies where appropriate

D. Community Benefit Statement

A short statement outlining how the proposed operation will contribute to the wider aims of the Community Centre and the Minerva Heights community.

18. PROCUREMENT TIMETABLE

Milestone	Date
Tender Issued	30 September 2026
Site Visits	w/c 19 October 2026
Tender Submission Deadline	20 November 2026
Shortlisting and Interviews	w/c 11 January 2027
Preferred Operator Selected	25 January 2027
Licence Agreement Completed	12 February 2027
Café Opening	March 2027

CCDT reserves the right to amend the timetable if required.

19. PROCUREMENT CONDITIONS

Reservation of Rights

CCDT reserves the right, at its absolute discretion, to:

- Not appoint any applicant.
- Withdraw, suspend or amend the tender process at any time.
- Request clarification or additional information.
- Enter discussions or negotiations with one or more applicants.
- Reject incomplete submissions.
- Appoint an operator other than the highest-scoring applicant where this is in the best interests of the project and community.

Submission of a proposal does not create any contractual relationship unless and until a formal licence agreement has been executed.

Costs of Participation

Applicants shall bear all costs associated with preparing and submitting a tender.

CCDT shall not be liable for any costs, expenses or losses incurred by applicants during the procurement process.

Accuracy of Information

Whilst CCDT has taken reasonable care in preparing this document, applicants should satisfy themselves regarding the accuracy and completeness of the information provided.

Applicants are strongly encouraged to undertake a site visit and make their own enquiries before submitting a proposal.

Clarifications

Requests for clarification should be submitted in writing to the contact detailed in this document.

CCDT reserves the right to share clarification responses with all applicants where appropriate.

Insurance Requirements

Prior to commencement, the successful operator will be required to provide evidence of:

- Public Liability Insurance with a minimum indemnity limit of £5 million
- Employers' Liability Insurance with a minimum indemnity limit of £10 million, where applicable
- Product Liability Insurance where appropriate

- Contents Insurance covering all equipment, stock, furniture, fittings and other property owned or brought into the premises by the Licence Holder

The Licence Holder shall maintain appropriate insurance cover throughout the term of the agreement.

Statutory Compliance

The successful operator will be responsible for obtaining and maintaining all licences, registrations, permissions and certifications necessary for the lawful operation of the café.

Conflict of Interest

Applicants must disclose any actual or potential conflict of interest relating to this opportunity.

Data Protection

Any personal information supplied during the procurement process will be processed in accordance with applicable UK data protection legislation.

Proposed Agreement

The successful operator will enter into a formal licence agreement with CCDT.

The Licence Holder will be responsible for maintaining the interior of the café premises in good repair and condition throughout the term.

CCDT will remain responsible for the structure, exterior and common parts of the building.

No service charge will be payable.

Business rates will be paid by CCDT.

20. SITE VISITS AND FURTHER INFORMATION

Prospective operators are strongly encouraged to arrange a site visit before applying.

For further information or to arrange a visit, please contact:

Liz Woodsell

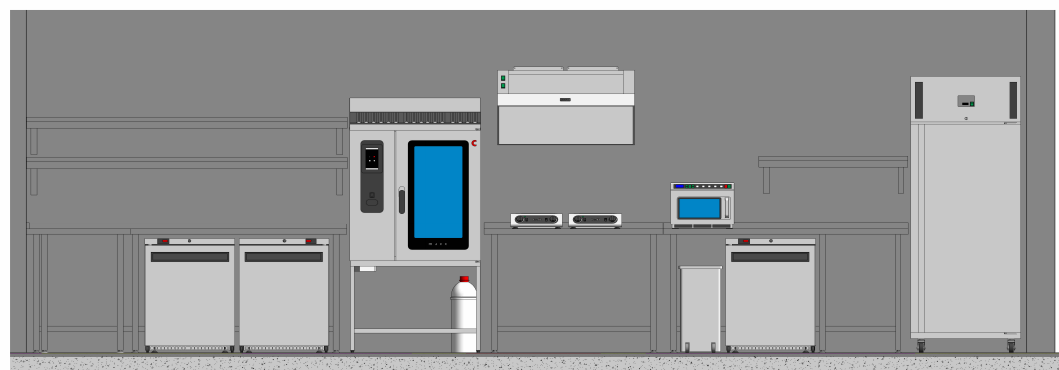
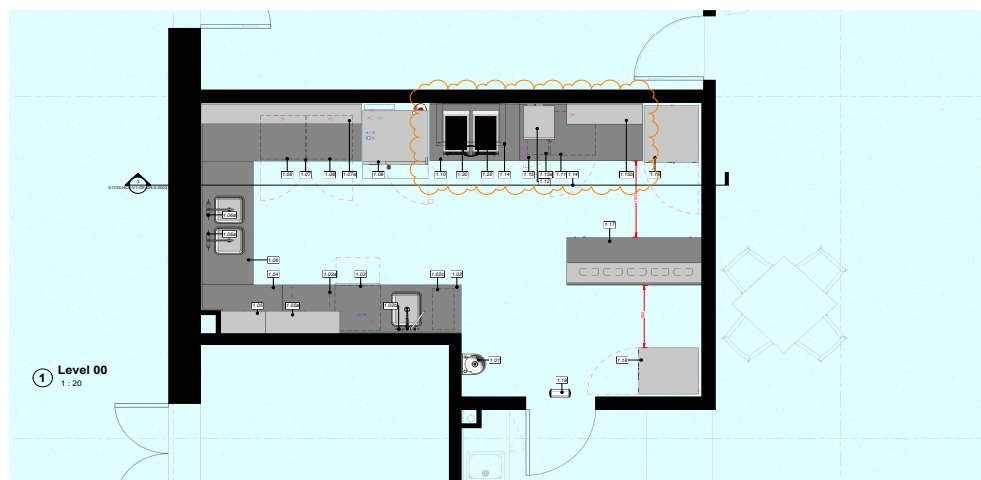
CEO, Chichester Community Development Trust

Email: Minerva@chichestercdt.org.uk

Appendix 1



Appendix 2

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