

COMMUNITY CENTRE AVAILABLE TO LET
EASTBROOK MANOR COMMUNITY CENTRE WEST ROAD SOUTHWICK BN41 1QH
Subject to Contract and Without Prejudice



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1. Introduction

Adur District Council is inviting expressions of interest from organisations or groups to take on the management and operation of Eastbrook Community Centre in Fishersgate. We are seeking a party with strong community focus and proven experience in delivering inclusive, accessible activities that meet local needs, strengthen community ties, and support residents of all ages. The successful operator will be expected to run the centre as a thriving hub for the community and will enter into a lease agreement with the Council to do so.

Fishersgate is a small coastal neighbourhood within Adur District, located between Southwick and Portslade with strong transport links and a close knit community, Eastbrook Community Centre sits at the heart of this area and offers a valuable opportunity to create a welcoming space that brings people together and enhances local wellbeing.

If your organisation has a passion for active community engagement, we encourage you to express your interest. Details on how to do this and what is required are below.

2. Property overview

Eastbrook Community Centre is a purpose built community facility. The building comprises of:

Main Hall - a large, flexible space suitable for a range of community uses, events and activities





Meeting Rooms - Smaller rooms ideal for group activities, workshops, and community meetings.





Kitchen Facilities - a fitted kitchen that is intended to be operated as a community café, providing a welcoming space and benefit to local residents.

Office/ Storage space - rooms available for administration and storage to support day to day operations

WC Facilities - including accessible toilets

Outdoor space - the site includes external areas which may be suitable for outdoor activities and community use.

The property benefits from good access and is within walking distance to Fishergate railway station and local bus routes, making it easily accessible for the wider community.

3. Opportunity for Prospective Tenants

Youth Intervention Space at the Community Centre

The Council has applied for funding from the Government's Youth Intervention Fund (YIF) to bring the former roller rink space—located at the rear of the Community Building—back into use as a dedicated youth provision hub.

If the application is successful, the site will be enhanced with:

- Two double modular buildings
- Storage facilities
- A private 1-2-1 room
- Accessible toilet facilities

These improvements will provide a flexible and well-equipped base for delivering youth-focused services and activities.

The grant agreement for the site, along with the responsibility for delivering the outcomes attached to the funding, will be held by a new tenant. As such, we are seeking a tenant organisation that can demonstrate:

- A track record in delivering youth interventions, or
- The capability to curate and manage the space through commissioning and partnership working

This is a valuable opportunity to shape and lead a new chapter of youth provision in the community in addition to facilitating the community development offer as part of the wider demised community centre.

4. Terms for a new lease

Lease length: A contractual term of 20+ years

Break Clause: Tenant option break at year 5

Repairing obligations: Full repairing and insuring (FRI) basis.

Rent: Peppercorn rent, in recognition of the community benefit provided, in exchange for FRI obligations

Management agreement: A separate management agreement will set out operational expectations

Subletting: Options to sublet part of the premises may be permitted with landlord consent, provided the use remains consistent with community purposes.

Cost: Each party will bear their own legal and professional costs

Security of Tenure: The lease will be contracted out of the security tenure provisions of the Landlord and Tenant Act 1954

Use: The premises must be operated as a community hub, with active engagement and inclusive provision for the benefit of the Adur community.

Governance and reporting: The tenant will be expected to provide periodic community impact and usage reports to the Council.

5. Expression of Interest Process

Interested parties should submit an expression of interest by 5pm Friday 24th October 2025. This can be submitted by post, by email, or can be delivered by hand to Worthing Town Hall. Details below. Email is preferable. If posted or delivered by hand, please inform the Property Team so it is expected.

The EOI should include the completed EOI form which includes a section to complete on the selection criteria, and the supporting information.

Eligible Organisations

In order for organisations to be eligible to submit an EOI, they must provide evidence that they:

- Are a constituted organisation, charity, community interest company, social enterprise or other non-profit body with a clear community purpose
- Have appropriate governance arrangements in place (e.g. management committee or board of trustees/ directors)
- Can demonstrate a track record of delivering community services, projects or activities that meet local needs
- Are committed to ensuring open access, active community engagement and local benefit to residents in the surrounding community.
- Sound knowledge and experience of running a community building and/or with a cafe.
- Financial stability and acumen to raise income from the centre.
- Excellent self-governance, policies, procedures and relevant insurances to ensure that members of the public and groups using the centre are safe and secure.
- Strong community networks and proven track record of building partnerships with both other organisations and local people.
- Solid leadership through paid staff, board members/directors and volunteers with a desire to work with a systems leadership approach, where the community and its residents (and their needs and wants) are at the heart of all that they do.

Selection Criteria

As well as being an eligible organisation, the successful party should be able to demonstrate the following:

- evidence of close community and local ties
- details of knowledge and previous experience of running a similar site/operation
- detail on which community members will be targeted, and how this will be achieved
- if selected, readiness to enter into the new lease and take the site on in Spring 2026

Supporting Information

The EOI submission should also include:

- Completed EOI form
- A simple business plan including details of services to be offered
- Contact details of applicant

Expressions of interest must be received by 5pm on Friday 24th October 2025.

We advise that interested parties undertake a viewing of the site. Viewings will be possible on the below dates and times, by appointment only. Please contact the Property Team to confirm attendance, and include date and estimated arrival time.

- Monday 13th October, 9am - 11am
- Tuesday 14th October, 2pm - 4pm

Once all applications are received, each will be scored against a scoring matrix and then, if the Council feels further information is necessary to make the selection, face to face interviews will be requested.

Contact Details

Contact number: 01903 221413

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Address: Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA