

Eastbrook Community Centre - Application Form

Please complete this form and submit along with the supporting documentation to the Property Team at Adur District Council. Details at the end of the form.

1. Contact Details

Information Required	Response
Name of person who should be contacted regarding this EOI	
Email	
Phone Number	
Address	

2. Eligibility Criteria

Criteria	Response
Is the tenant organisation an incorporated body?	
Can you provide incorporation evidence such as a CIC or Company Registration number?	
Is the organisation legally trading and able to enter into a contract with the Council?	
Please can you provide a list of current Directors/ Trustees and any other party who has interest in the organisation.	
Do you have in place appropriate organisation policies: <ul style="list-style-type: none">- Health and safety- Safeguarding- Data protection	
Please provide evidence of these policies	

3. Selection Criteria

Criteria	Response
Adur District Council is seeking a strong not-for-profit organisation to take on the overarching lease, management and development of the building as a	

<p>community centre or 'community hub' for the community of Fishersgate with a cafe offering.</p> <p>Please provide evidence of your organisation's connections to the Adur area and local community.</p> <p>Please provide details on how you intend to operate a cafe offering.</p>	
Please provide details of knowledge and previous experience of running a similar site/operation.	
Please provide detail on which community members will be targeted, and how this will be achieved (keeping in mind the charitable objective)	
If selected, confirm readiness to enter into the new lease and take the site on in Spring 2026, and be open to the community as soon as possible.	
Please indicate if your intention would be to work in partnership to deliver services with any other community sector organisations. Please provide details.	
<p>Funding may be available to bring the rink area at Eastbrook Manor Community Centre back into use. If this goes ahead, the new tenant would then need to take on the conditions of the grant funder.</p> <p>Please outline how you would demonstrate the ability to deliver this project and manage the additional units.</p>	

4. Supporting Information

Criteria	Response
Is your business plan enclosed with details of services to be offered? Please include details of your financial model and how you expect to make the project viable	
Confirm you have read and, subject to contract, agree to the proposed heads of terms.	
Confirm you understand that the property is offered as seen as the council takes no responsibility for the condition of the property, M&E or fixtures and fittings.	

<p>The Lease will be offered on a Full Repairing and Insuring (FRI) basis, please provide evidence of your ability and capacity to manage the building under these terms, including the responsibility for keeping the whole site in good repair, insuring it and making sure all legal safety checks and certificates are kept up to date.</p> <p>Please show you have the ability and resources to manage these responsibilities along with relevant experience in running community buildings.</p>	
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5. Risks

Please state and explain the most significant risks in delivering the proposal, and how they can be mitigated. Examples may include planning or leasing issues or unconfirmed external funding.

Risk	Likelihood (low = 1 high = 3)	Impact (low = 1 high = 3)	Notes

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

Contact Details

Contact number: 01903 221413

Email : propertyteam@adur-worthing.gov.uk

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