

Thank you for confirming your interest in proposing a temporary community use for the site which previously housed the recently demolished Burgess Hill Library, I am pleased to invite you to submit your proposal and have outlined the Council's process for this below.

Please note that :

- The Council does not have resource and does not plan to make any amendments to the current surface on the site at this time and you should bear this in mind when considering your submission.
- Your proposal should cover a period of up to 6 months only. Whilst you may choose to indicate potential ongoing use past this time period the Council cannot make any commitments beyond this at this time.

With regard to making any lease arrangements, the Council will need to be satisfied that there is a sustainable business plan in place to ensure the site will be effectively managed for the benefit of the local community. At the most basic level this would mean ensuring there is a designated person responsible for managing and ensuring safe access to the site and policies in place to deal with statutory responsibilities such as equal opportunities, health and safety, safeguarding and licensing and planning etc. The expectation is that any use will be cost neutral to the District Council so any proposal should aim to be self sufficient. An outline programme of varied groups / activity providers will be needed to estimate anticipated use . A strong marketing and communications plan will also be needed to show how the space and its proposed use will be promoted to community users. When a business plan is agreed, the MSDC Estates team will draw up Heads of Terms and we would need Cabinet member approval will be required prior to the issuing of a lease.

For info, the submission should show that the organisation taking on the lease is:

- established for community / social / environmental benefit objectives
- non-profit distributing – it must reinvest any surpluses to further its social aims
- appropriately constituted, for example, a registered charity, a community interest company or a charitable incorporated organisation, parish council, a not for profit company; a co-operative. And that such constitution allows the management / ownership of buildings and or provision of services
- can demonstrate good governance, management experience and a track record of delivering services or property management
- has the skills and capacity within or available to its managing body to effectively deliver services and manage the asset;
- is non-discriminatory, fully inclusive and embrace diversity
- does not promote political activities or religious beliefs

The submission should further include:

- a detailed proposal explaining how the premises will be managed on a day to day basis and policies to ensure compliance with any legislation regarding premises management and / or running a service including details of any policy requirements i.e. safeguarding, health and safety
- organisational contact details, constitution and 3 years financial accounts
- track record of delivering services and or managing property
- the planned programme, hiring arrangements, user groups and information about community consultation, partners and stakeholder engagement
- the outcomes and community benefits to result from the proposals
- the proposal should be fully costed
- A communications and marketing plan

Submissions should be made in writing and returned to myself by email to [emma.sheridan@midsussex.gov.uk](mailto:emma.sheridan@midsussex.gov.uk) by close of business (5pm) on Friday 28<sup>th</sup> May.  
The Council will endeavour to make a decision based on the submissions with 10 working days