



MINERVA CENTRE PHASE 1 HALL

1. INTRODUCTION

Chichester Community Development Trust (CCDT) is seeking expressions of interest from suitably qualified organisations to occupy and operate Phase 1 Hall within the new Minerva Centre at Minerva Heights, Chichester. Following community consultation, residents have identified several priority uses for the space, including:

- A functional community gym
- A nursery or early years provider
- Health and wellbeing facilities
- Children's activities and family services

CCDT is therefore inviting proposals from organisations that can demonstrate a sustainable business model, strong community benefit and a commitment to becoming part of the long-term success of the Minerva Centre. The successful operator will become an anchor tenant within the Centre and contribute to the creation of a vibrant community hub serving the growing Minerva Heights neighbourhood. The Minerva Centre is expected to open in March 2027.

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 Phase 1 Hall 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 opportunity relates to Phase 1 Hall, a substantial hall space extending to approximately 279.74m², together with two dedicated storage areas measuring 20.51m² and 18.66m², providing a total dedicated area of approximately 318.91m², see Appendix 1. The hall benefits from access to the wider facilities within the building, including reception and café area, Tier 7 Library operated by WSCC, accessible changing facilities and accessible toilets. The

space is suitable for a wide variety of potential uses and may require tenant fit-out depending on the proposed operation.

4. PREFERRED USES

Community consultation has identified a number of preferred uses for the hall.

Community or Functional Gym

CCDT is particularly interested in proposals for a high-quality community gym that:

- Supports health and wellbeing
- Encourages participation by residents
- Offers accessible membership or pay-as-you-go options
- Provides exercise classes and training opportunities
- Serves a broad range of age groups and abilities

Nursery or Early Years Provision

CCDT welcomes proposals from nursery operators and early years providers that can:

- Deliver high-quality childcare provision
- Meet local demand for childcare places
- Support working families
- Create employment opportunities
- Operate successfully within a community setting

Other Community Uses

We also welcome proposals for alternative uses that demonstrate strong community benefit and operational sustainability.

Examples could include:

- Children's activity centres
- Wellbeing and rehabilitation facilities
- Indoor recreation and leisure uses
- Dance or performing arts schools
- Educational providers

Applicants proposing alternative uses should clearly demonstrate market demand, financial viability and compatibility with the wider Community Centre.

5. PHASE 2 HALL

Applicants should be aware that Phase 2 Hall will be retained and operated by CCDT.

Phase 2 Hall extends to approximately 411.83m² and will be used for a wide range of community activities, including:

- Group exercise classes
- Community group activities
- Team sports
- Family events
- Training sessions and workshops
- Celebrations and community events

Applicants should therefore demonstrate how their proposed operation can coexist successfully alongside a busy and varied programme of community activity.

6. 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 Phase 1 Hall as a minimum between 9.00am and 5.00pm, Monday to Friday. Applicants are encouraged to propose extended opening hours where these support the viability of the business and the needs of the community.

7. COMMUNITY BENEFIT

The Minerva Centre has been created to serve the long-term needs of the local community. Applicants should demonstrate how their proposal will:

- Improve health and wellbeing
- Reduce social isolation
- Support local families
- Increase community participation
- Create local employment opportunities
- Deliver affordable access where appropriate
- Contribute positively to the success of the wider Centre

Weighting will be given to proposals that demonstrate measurable social impact.

8. COMMERCIAL TERMS

CCDT is seeking a long-term partner capable of delivering a sustainable operation that provides measurable community benefit whilst contributing positively to the overall success of the Minerva Centre. The successful operator will occupy Phase 1 Hall under a lease or licence agreement, depending on the nature of the proposed use and investment required. Applicants should include within their submission:

- Preferred term of occupation
- Proposed annual rent or licence fee
- Proposed investment in the facility
- Fit-out proposals
- Operating hours
- Staffing arrangements
- Business plan and financial projections
- Community benefit proposals

CCDT welcomes proposals from organisations seeking to establish a long-term presence within the Centre and invest in creating a high-quality facility for residents.

Rent Proposal

Applicants are required to submit a proposed annual rent or licence fee as part of their tender submission. CCDT recognises that the financial viability of the space will vary depending on the nature of the proposed use, the level of community benefit delivered, and the capital investment required by the operator. Rental proposals will therefore be considered alongside the overall quality of the proposal, community impact, financial sustainability and investment commitment.

CCDT anticipates that proposals are likely to fall within the range of £15,000 to £30,000 per annum, although higher or lower proposals may be considered where justified by exceptional community benefit, significant capital investment or other material factors. The proposed rent will form part of the overall evaluation process and should be supported by a robust business plan demonstrating the sustainability of the proposed operation.

Indicative Terms

Item	Provision
Premises	Phase 1 Hall (279.74m ²) plus two dedicated stores (39.17m ² combined)
Agreement Type	Licence to operate
Initial Term	5 to 15 years, subject to proposal
Commencement	March 2027 (anticipated)
Rent	Tendered by applicant
Indicative Rental Range	£15,000 to £30,000 per annum

Item	Provision
Business Rates	Paid by CCDT
Electricity	Metered and recharged
Water	Metered and recharged
Broadband	25% contribution to building broadband costs
Waste Collection	25% contribution to building waste collection costs
Service Charge	None
Security Deposit	Subject to negotiation
Repairs	Internal repairing responsibility only

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

Applicants proposing significant investment in the premises may be considered for longer occupational terms where appropriate.

Fit-Out and Alterations

The premises will be provided in a completed shell condition suitable for occupation following any tenant fit-out works. Applicants should provide details of:

- Proposed fit-out works
- Estimated investment in the premises
- Specialist equipment requirements
- Occupation timescales
- Funding arrangements, where applicable

All alterations, installations and fit-out works will require prior written approval from CCDT.

9. 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.

10. OPERATOR RESPONSIBILITIES

The successful operator will be responsible for the management and operation of the facility throughout the term of the agreement.

Operational Management

Including:

- Day-to-day management of the facility
- Staffing and supervision
- Programming and delivery of services
- Customer management and bookings
- Marketing and promotion

- Financial management

Health and Safety

Including:

- Compliance with all health and safety legislation
- Preparation and review of risk assessments
- Fire safety compliance
- Safe management of equipment and activities
- Safeguarding arrangements where applicable

Statutory Compliance

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

This includes:

- Employment legislation compliance
- Equality Act compliance
- Data protection compliance
- Safeguarding requirements
- Sector-specific regulatory compliance

Maintenance and Repairs

The operator will be responsible for:

- Internal decoration
- Internal repairs
- Maintenance and replacement of equipment installed by the operator
- Cleaning of occupied areas
- Waste management

CCDT will remain responsible for the structure, roof, external envelope and common parts of the building unless otherwise agreed.

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
- Professional Indemnity Insurance where appropriate
- Contents Insurance covering all furniture, fixtures, fittings, equipment and stock owned by the operator

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

Community Centre Partnership

The successful operator will be expected to:

- Work collaboratively with CCDT
- Coordinate activities alongside the wider Centre programme
- Participate in regular partnership review meetings
- Support community engagement initiatives where appropriate
- Operate in a manner consistent with CCDT's charitable objectives

11. WHAT WE ARE LOOKING FOR

Applicants should demonstrate:

- Relevant operational experience
- Financial sustainability
- Strong governance arrangements

- Ability to deliver community benefit
- Long-term commitment to the community
- Ability to work in partnership with CCDT
- Capacity to deliver and manage a high-quality facility

12. EVALUATION CRITERIA

Criteria	Weighting
Quality and suitability of proposal	25%
Community benefit and social impact	25%
Financial sustainability	20%
Experience and track record	15%
Rent offer and investment commitment	10%
Compatibility with Centre operations	5%

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

13. SUBMISSION REQUIREMENTS

Applicants should provide:

Organisation Overview

Details of the organisation, governance structure and relevant experience.

Proposal for the Space

Including:

- Proposed use
- Target audience
- Operating model
- Community benefits
- Staffing arrangements
- Proposed opening hours

Financial Information

Including:

- Financial projections
- Funding arrangements
- Proposed rental offer
- Investment proposals

References

Relevant references from comparable projects or facilities.

14. 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
- Request clarification of any submission
- Enter into negotiations with one or more applicants
- Reject incomplete submissions
- Select the proposal that best meets the needs of the Centre and local community

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

Costs of Participation

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

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.

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.

15. 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.

16. 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.

17. 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

