

**4a Guildhall Hill**  
Norwich  
NR2 1JH  
**Expression of Interest Brief**



## **Brief for organisations wishing to express their interest in taking a long lease or purchasing the Council's freehold interest in 4a Guildhall Hill.**

**Norwich City Council are inviting experienced, properly constituted organisations and/or partnerships to express their interest in taking a long lease from the Council or in acquiring the Council's freehold interest in 4a Guildhall Hill to use for the delivery of community-based services and activities.**

### **Background**

4a Guildhall Hill (the Old Library), constructed in the 18th century, was historically the city's first subscription library. It served as a library until its closure in 1976 and was most recently used as a restaurant until 2019. The building retains several original features from its time as a library, most notably the first-floor gallery that surrounds the main central space on the ground floor. The building is also listed as Grade II.

### **Accommodation**

The property includes a recessed block with long wings returning to the street line and comprises a basement, ground floor, first floor, and second floor.

### **Outgoings**

The new prospective tenant / purchaser will be responsible for paying all outgoing; including but not limited to utility bills, business rates, waste collection, buildings insurance recharges, and general running costs in respect of the premises.

### **Business rates**

The current Rateable Value is £50,000 (2023 rating list). Mandatory rate relief of 80% is available to tenants who are registered charities, community amateur sports clubs, or groups with similar charitable aims. Discretionary rate relief may also be available in some cases. For full details and eligibility criteria, please visit the Business Rates section on the Council's website.

### **Organisation Specification**

Needs to be a properly constituted organisation and must demonstrate the following:

- Must generate social, economic, or environmental benefits.
- Must directly benefit the people of Norwich, and particularly people in the local area.
- Should benefit as wide and diverse a range of local people as possible.
- Needs to have a well-prepared business case.

- Needs to demonstrate a clear community/social demand for the proposed use.
- Needs to have the capacity to manage the asset and have directors, trustees or management committee members who have the necessary experience and skills to do this.

**The prospective tenant / purchaser should also have:**

- A clear vision for the future use of the building.
- A proven track record of successfully managing an historic building, or trustees or board members who have the necessary experience and expertise to successfully manage an historic building for community-based activities.
- A track record of working in partnership with residents and community organisations.
- Experience and expertise of financial planning and control.
- An understanding of current Health & Safety and Fire Safety legislation.
- An understanding of Equalities legislation, including the Equalities Act 2010 in relation to the accessibility of public buildings.
- Experience and/or knowledge of managing and maintaining a Grade II listed property.

**Selection Criteria and Decision-Making Process**

Applications will initially be considered by a Selection Panel made up of Council Officers.

Please note, the Council will not be bound to enter any further discussions with unsuccessful applicants.

Emphasis will be placed on the capacity, governance and financial sustainability of the applicant; on the applicant's experience and ability of engaging a diverse community; on the level of social / economic / environmental benefits likely to be generated by the proposed use of the property; and how the applicant's proposals would meet the wider aims and objectives of the Council's Corporate Plan.

Expressions of interest will need to clearly demonstrate how the running costs of the building will be met, by providing details of realistic funding sources and anticipated income from activities and hiring out the premises.

The Council may consider shortlisting Expressions of Interest and carrying out a second round of Expressions of Interest once the initial round has been concluded.

A final decision on whether to grant a Lease or to dispose of the property will be made by Cabinet, following consultation with the Head of Service.

Viewings by arrangement.

**The Council is inviting interested organisations that meet the criteria to submit an expression of interest by 5pm on 14<sup>th</sup> February 2025.**

## **SCORING**

<b>A</b>	<b>Criteria – Organisational Capacity</b>	<b>Scoring</b>	<b>Score</b>
1	<b>A properly constituted organisation (Ltd/CIO/CIC/Partnership etc)</b>	<b>Yes / No</b> (only properly constituted organisations will be considered further)	<b>Yes/No</b>
2	Must generate social, economic, or environmental benefits.	0-4	
3	Must directly benefit the people of Norwich, and particularly people in the local area.	0-4	
4	Should benefit as wide and diverse a range of local people as possible.	0-4	
5	Needs to have a well-prepared business case.	0-4	
6	Needs to demonstrate a clear community/social demand for the proposed use.	0-4	
7	Needs to have the capacity to manage the asset and have directors, trustees or management committee members who have the necessary experience and skills to do this.	0-4	
	<b>Subtotal – Section A</b>	24 Points available	

<b>B</b>	<b>Criteria - Other</b>	<b>Scoring</b>	<b>Score</b>
1	A clear vision for the future use of the building.	0-4	
2	A proven track record of successfully managing a community building, or trustees or board members who have the necessary experience and expertise to successfully manage a property for community-based activities.	0-4	
3	A track record of working in partnership with residents and community organisations.	0-4	
4	Experience and expertise of financial planning and control.	0-4	
5	An understanding of current Health & Safety and Fire Safety legislation.	0-4	
6	An understanding of Equalities legislation, including the Equalities Act 2010 in relation to the accessibility of public buildings.	0-4	
7	Experience and/or knowledge of managing and maintaining a Grade II listed property.	0-4	
	<b>Subtotal – Section B</b>	28 Points available	
	<b>Total Score</b>	52 points available	

### Scoring Method

- 0 – not answered**
- 1 – does not demonstrate criteria**
- 2 – only limited evidence provided**
- 3 – meets criteria**
- 4 – exceeds criteria**

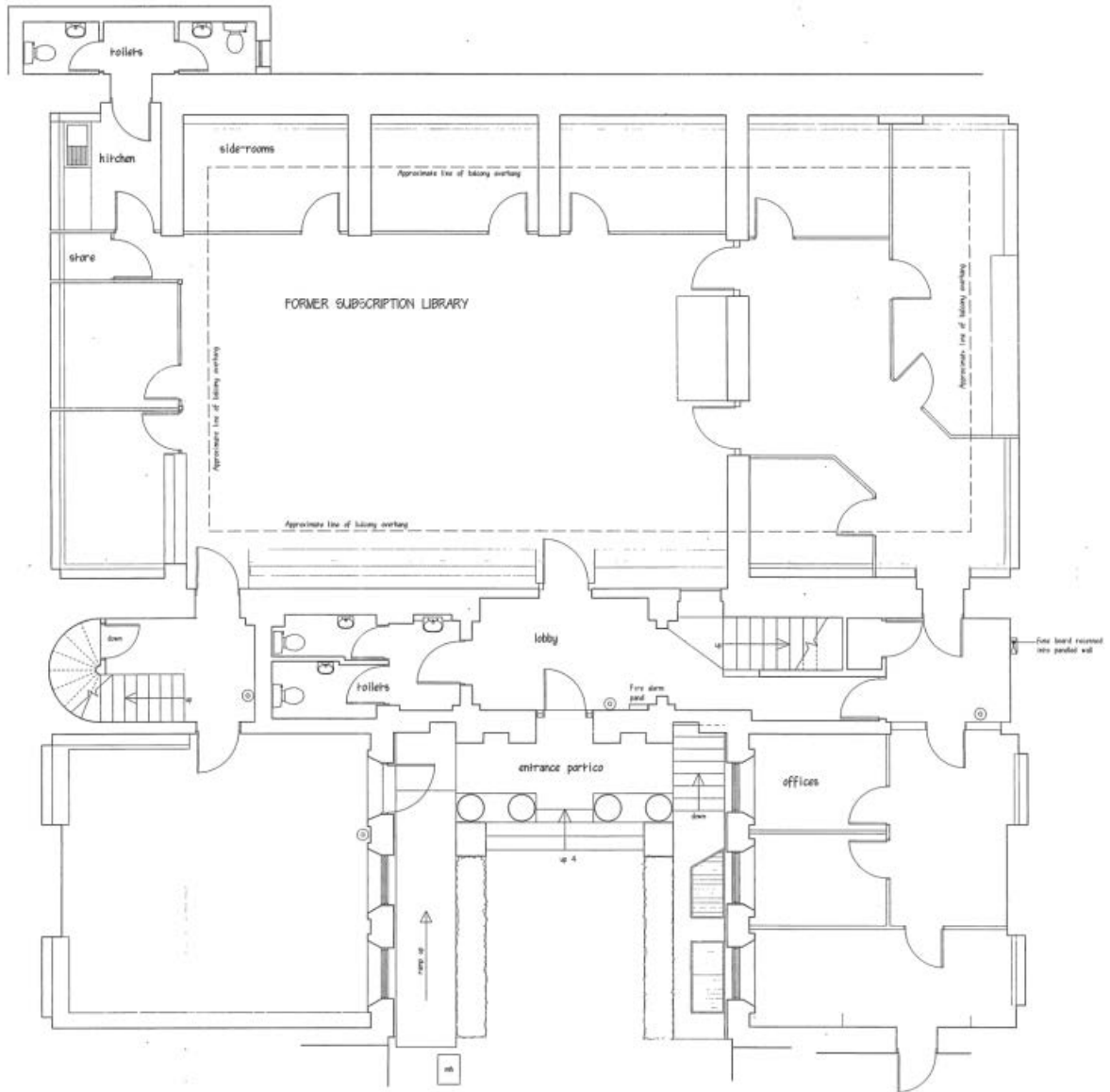
## Appendices

### Location/site plan

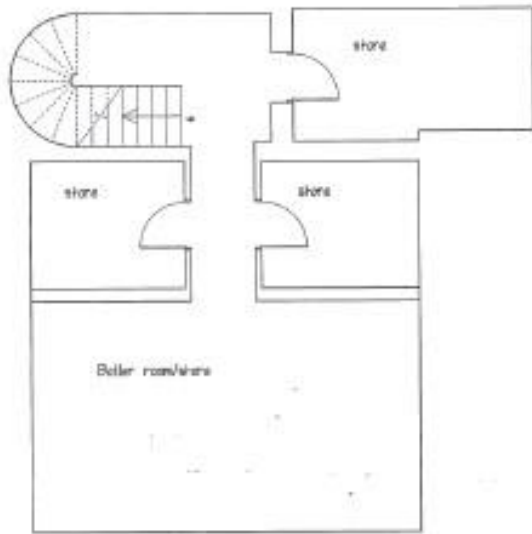


# Floor plans

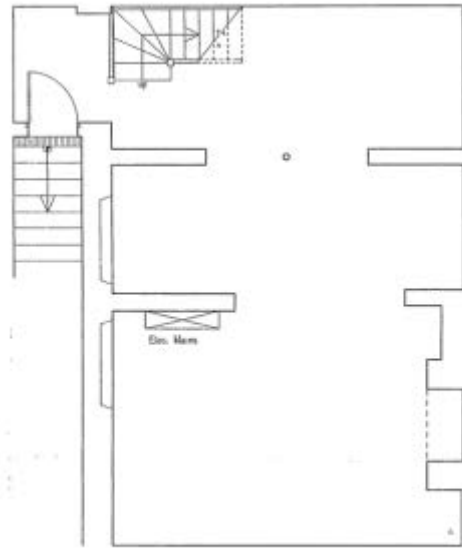
## Ground Floor







West Basement Plan (not enlarged)



East Basement

# First Floor

