

Nottinghamshire Police and Crime Commissioner

Notice of Decision



Nottinghamshire

POLICE & CRIME COMMISSIONER

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For Decision or Information	Decision
Date received*:	15 October 2013
Ref*:	2013/027

*to be inserted by Office of PCC

TITLE: LEASE OF FIRST FLOOR OF ARNOT HILL HOUSE, ARNOLD, NOTTINGHAM.

EXECUTIVE SUMMARY:

It is proposed to take a Lease of the first floor of Arnot Hill House, Arnold, from Gedling Borough Council for the purpose of accommodation for the OPCC. Arnot Hill House is a detached building in the grounds of Arnot Hill Park adjacent to the Council's main Civic Centre. The OPCC currently occupies offices within County Hall, West Bridgford at an inclusive rent of £37,865 per annum. The inclusive rent for Arnot Hill House will be £20,000 per annum, representing a substantial annual saving. The lease will run until 2023, with tenant only break options at the end of each year subject to 6 months notice. The accommodation will require refurbishment and alteration at an estimated cost of £150,000 (for which there is provision in the capital programme). This represents a pay back on investment of just over 8 years.

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)

The proposed lease will be in accordance with the attached Heads of Terms, which have been provisionally agreed with the landlord, Gedling Borough Council, subject to formal approval.

Is any of the supporting information classified as non public or confidential information?**

Yes		No	x
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If yes, please state under which category number from the guidance**:

DECISION:

To take a lease of the first floor of Arnot Hill House, Arnold, from Gedling Borough Council

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:

Nottinghamshire Police and Crime Commissioner

Date:

23/10/13

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:

Chief Executive

Date: 22nd October 2013

** See guidance on non public information and confidential information.

Heads of Terms for letting of space at First Floor, Arnot Hill House, Arnot Hill Park, Arnold, Nottingham

1	Premises	First Floor Arnot Hill House shown edged red on Plan 1.
2	Parking Permits	13 car parking permits (spaces are subject to availability) to be used within the grounds of Arnot Hill Park in the areas shown edged orange on Plan 2. No parking spaces are guaranteed. Parking is strictly on a first come first served basis.
3	Landlord	Gedling Borough Council
4	Landlord's Solicitors	In house
5	The Council	Gedling Borough Council
6	The Building	Arnot Hill House, Arnot Hill Park, Arnold, Nottingham, shown edged purple on plan 3.
7	Arnot Hill Park	The area shown edged red on plan 4.
8	Meeting Rooms at Civic Centre	Rooms at the Civic Centre shown edged yellow on plan 5.
9	Civic Centre	Shown edged blue on plan 3.
10	Council Chamber	Shown edged blue on plan 5.
11	Tenant	The Nottinghamshire Office of the Police and Crime Commissioner
12	Tenant's Solicitors	East Midlands Legal Services Unit Constabulary Headquarters Butterley Hall Ripley Derbyshire DE5 3RS FAO: Malcolm Turner Tel: 01773 572064 (Internal 700 2064) Email: malcolm.turner.16171@derbyshire.pnn.police.uk
13	Tenant's works	Please insert list of works to be paid for and carried out by the Tenant – subject to Council approval and LBC, Building Control etc. <i>We may have to have a licence for alterations to cover this – solicitors to</i>

		<i>advise</i>
14	Term	Term to expire on date to be agreed in 2023. Tenant only to have an annual break clause at the end of each year of the term on giving six months written notice.
15	During Arnold Carnival Weekend	<p>Subject to agreement with the Tenant during the Carnival the Police / whichever security is used in connection with the Carnival will be allowed to use the Premises as a “discreet” vantage point as it covers both the front and rear of Arnot Hill Park and enables monitoring to be carried out without a full-on Police / security presence.</p> <p>The Premises will also be used as a briefing area for the Police/security.</p> <p>The Premises will also be used by the Police/ security staff on duty to take their breaks and make refreshments.</p>
16	All inclusive rent	<p>£20,000pa for whole premises. To include:</p> <p>13 Parking Permits</p> <p>Exterior repair and maintenance to Landlord’s standard</p> <p>Internal repair and decoration to Landlord’s standard (excluding any damage caused by the Tenant),</p> <p>Cleaning of Premises to Landlord’s standard</p> <p>Window Cleaning to Landlord’s standard</p> <p>Refuse Collection to Landlord’s standard</p> <p>Planned maintenance to Landlord’s standard</p> <p>Building insurance</p> <p>Gas</p> <p>Electricity</p>

		<p>Business rates</p> <p>Provision of hot and cold running water to the Premises</p>
17	Use of meeting rooms and Council Chamber	<p>The Tenant will be allowed reasonable use of the Meeting Rooms during Opening Hours subject to availability on the room booking system controlled by the Landlord. If the Tenant is to have more than 6 guests at any particular meeting to be held in the Meeting Rooms it will give advance notice via the room booking system arrangements so that the overflow car park can be opened and parking can be arranged if possible for the guests in question.</p> <p>The Tenant will be allowed to use the Council Chamber during Opening Hours no more than 10 times in any one year subject to availability on the room booking system controlled by the Landlord. Further use of the Council Chamber would be subject to a separate charge and agreement. The Tenant will follow Council Chamber rules when using the Council Chamber e.g. no drinks permitted etc...</p>
18	Meet and greet facility	<p>The Tenant's visitors will be greeted at Civic Centre reception where if necessary they will be issued a parking permit to cover the duration of the meeting. (A maximum of 5 parking permits per day will be issued by GBC Civic Centre reception staff, unless advance notice has been given in accordance with 17. above).</p> <p>GBC Civic Centre reception staff will telephone the generic Tenant telephone number to announce the arrival of each visitor (one voicemail message announcing visitor's arrival will be left if there is not a member of the Tenant's staff available to answer the announcement call) and will direct each visitor to Arnot Hill House where they will be greeted by the Tenant.</p>
19	Use	The Premises will only be used in line with existing planning use as office premises.
20	Hours of use	The Premises will normally only be used during the

		<p>periods 7 am to 7 pm – Monday to Friday except bank holidays. Evening meetings and other use out of opening hours will be permitted subject to the Tenant setting the alarm as agreed with the Landlord to ensure that the building is safe with the Landlord being able to withdraw this right should it become apparent that the security of Building is becoming compromised. The Tenant will be liable for any damage or loss caused to the Building or its contents that results from incorrect setting of the alarm by the Tenant, unless the Tenant separates the alarms so that the alarm for the ground floor is unaffected by these arrangements in which case the Tenant will be only be liable if it invalidates the Building insurance in any way.</p>
21	Confidentiality	<p>Each of the Tenant's employees or agents or guests who are provided with access to non public areas of the Civic Centre (which could include meeting rooms) will sign the Councils Confidentiality Agreement document.</p>
22	Building Rules and Use of Council facilities	<p>The Tenant will obey The Civic Centre and/or Arnot Hill House building rules including those relating to smoking and fire evacuation procedures.</p> <p>The Tenant will with the permission and agreement of The Landlord have the right to erect signage at the Premises (internal & external). Agreement not to be unreasonably withheld.</p>
23	Repair and Indemnity	<p>Tenant will not be responsible for internal repair, maintenance and decoration provided that it has carried out the proposed alterations to the satisfaction of the Landlord and will only be required to make good/reinstate at the end of the lease where the Landlord reasonably deems that the alterations are detrimental to the future use / letting out of the building.</p> <p>The Landlord will be responsible for repairs, decoration and insurance for the exterior and interior of the Premises to be carried out in accordance with the Landlord's own standards</p>

		<p>The Tenant will take out its own insurance for contents, public liability, employer's liability etc</p> <p>The Tenant will indemnify the Landlord in relation to the carrying out of the Tenant's business under the lease.</p> <p>At the commencement of the lease the Landlord will carry out a photographic schedule of condition of the exclusive areas. Six months prior to expiry the Landlord will complete a dilapidations survey. The agreed works i.e. any damage caused by the Tenant and any reasonable reinstatement works required by the Landlord but not general repairs/decoration or fair wear and tear, will be carried out by the Tenant before vacation to the reasonable satisfaction of the Landlord.</p>
24	Subletting	The Tenant will not be permitted to sublet the lease.
25	Legal Costs	Each to bear own.
26	No Security of Tenure	The Tenant will have no automatic right to renew the lease at the end of the term.
27	Conditions	These Heads of Terms are subject to contract and approval.