

29 June 2015

Agenda Item: 6a

**REPORT OF SERVICE DIRECTOR TRANSPORT, PROPERTY &
ENVIRONMENT**

PROPOSED LEASE OF 71 HIGH STREET, COLLINGHAM

Purpose of the Report

1. To seek approval to the taking of a lease at 71 High Street, Collingham on terms outlined below.

Information and Advice

2. The County Council currently occupy rooms within the Health Centre in Collingham for the purposes of a library service which has operated from the Health Centre since 1981. The area occupied is currently let to the County Council by way of a Licence and comprises of an area of approximately 58 sq m (624 sq ft). Details of the Licence Fee and Service Charge currently being paid are set out below.
3. Library Services have been reviewing their financial obligations and service delivery, following the business case for Community Partnership Libraries which was agreed at Full Council in February 2014 (outline Business case B13) (Resolution Number 2014/012). This is part of the Libraries, Archives, Information and Learning's response to the budget reductions and it falls within the *Strategy for Nottinghamshire Libraries*, specifically the pledge to "increase community involvement in the shaping and delivery of libraries provision". As part of this review it was identified that a new Parish Hub building was being created in Collingham and it would be suitable for the Library Service to be located within this building.
4. Collingham Parish Council recently acquired 71 High Street, Collingham next to Collingham Post Office for the purposes of creating the Parish Hub. The total Net Internal area of this building is approximately 67 sq m (721 sq ft) and the premises were formerly the Police Contact Point.
5. At a Parish Council meeting on 22 January 2015 the purchase of the property was confirmed, as was the future use of the building, for the continued benefit and use of the community. This included the proposal for the Library Service being provided from within the Parish Hub.
6. Approval to the co-location of the Library Service within the new Parish Hub building was granted at Culture Committee on 9 March 2015, Resolution Number 2015/015.
7. Discussions are currently taking place with the existing landlord over termination of the agreement for the current library accommodation in the Health Centre.

8. Under the terms of the agreement the Licence fee payable for the existing Library is £1,562 per annum, and service charge of £9,300 per annum totalling approximately £17.40 per sq ft.
9. The terms for the proposed lease at 71 High Street, Collingham are as detailed below.

Property	71 High Street, Collingham, Nottinghamshire
Lessor	Collingham Parish Council
Lessee	Nottinghamshire County Council
Term	25 years
Break Option	Lessee to have a break option on 31 March 2021 and then every 5 years thereafter subject to 6 months prior written Notice
Rent	£1 per annum (if demanded)
Demise	As outlined on the attached plan
Use	The Lessee shall use the demised area only for the purposes of a library and other supporting uses including the provision of community based functions providing these are ancillary to the main use.
Service charge	£1,000 per annum to be reviewed every 3 years, for the Lessor providing the services listed below (this equates to approximately £1.39 per sq ft).
Services	External maintenance of the building including, roof, walls, main structure and fabric of the building (including plate glass), external decoration, window cleaning and building insurance. Service charge to be reviewed every 3 years upwards/downwards depending on the levels of expenditure. However, where there is planned major expenditure the Lessee shall not be responsible for paying for such expenditure.
Repairs and maintenance	The Lessor will keep the exterior of the demised premises in good and substantial repair, order and condition including, roof, walls and main structure and fabric of the building and including the maintenance of the plate glass and windows and cleaning the external elements of the windows. The Lessee shall be responsible for keeping the interior of the building in no worse condition than the Schedule of Condition (to be prepared).
Insurance	Lessor to insure the building, Lessee to insure for contents and public liability.
Outgoings	The Lessee shall be responsible for running costs. The annual

estimates of these are as follows: Electricity (£2,000), Water (£100), Business rates (£400 assuming registered Charity), waste disposal (£150), alarm maintenance (£150).

Signage The Lessee shall be permitted to display any posters, notices or signage necessary in connection with the use of the premises subject to agreement by the Newark and Sherwood District Council Conservation Policy for Collingham.

Alienation The Lessee shall not be permitted to assign or sub-let their rights conveyed in the Lease to any other party without prior written consent of the Lessor (such consent not to be unreasonably withheld). A sub-letting or assignment of whole or part to a Community Partnership Library Development Group or organisation shall be permitted without prior consent of the Lessor.

The Lessee shall be permitted to hire whole or part of the premises without consent, such agreements to be managed by the library manager. Any income received from such arrangements shall be retained by the Lessee.

Conditions The parties will enter into an agreement for lease for a period of 6 months with lease completion conditional upon the Lessor satisfactorily completing the works which in summary comprise roof & guttering repairs and cleaning, dry lining, internal and external decoration, installation of a sliding door, provision of satisfactory electrical test certificate.

Costs Each party to bear their own costs.

10. In summary, based upon the estimated outgoings stated above and the service charge, the total amount that would be payable for the new proposed hub would amount to approximately £5.27 per sq ft. Currently the total amount payable equates to approximately £17.40 per sq ft.

Other Options Considered

11. Remaining in the existing premises was considered however this would prevent the achieving of a reduction in ongoing running costs and developing a sustainable Library within the community.

12. This option was considered following an appraisal of the suitability of locations, cost, potential for increasing levels of use, sustainability and access to other community services.

Reason/s for Recommendation/s

13. The co-location would reduce existing running costs and would create a more modern, flexible library improving the delivery of the overall library service in the area.

14. The new accommodation would increase the potential for volunteering and community activities would be enhanced.
15. Following the re-location to the Parish Hub, a full Community Partnership Library development will become more likely as further opportunities for partnership working will be developed with Collingham Parish Council and community organisations as the potential for increased volunteering and community activity will be enhanced. The County Council will continue to manage and operate the library service from the new Parish Hub building.
16. Approval to move the Library Service to the hub was approved at Culture Committee on 9 March 2015. The taking of a lease would therefore ensure this service can be delivered from the new hub and secure the long term future for the library within a community owned building.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That approval be given to the taking of a lease at 71 High Street, Collingham on the terms outlined in the report.

Jas Hundal
Service Director – Transport, Property & Environment

For any enquiries about this report please contact: Luke Smith 0115 9772082

Constitutional Comments (CEH 04.06.15)

18. The recommendation falls within the delegation to the Finance and Property Committee for consideration.

Financial Comments (TR 17.06.15)

19. The financial implications are set out in the report.

Background Papers and Published Documents

20. None.

Electoral Division(s) and Member(s) Affected

21.Ward(s): Collingham
Member(s): Councillor Maureen Dobson

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Properties affected: 03385 - 71 High Street