



To: Business Coordination Board

From: Chief Executive

Date: 12 June 2014

LEASE RENEWAL: 76 FEN LANE, SAWTRY

1. Purpose

1.1 To seek approval to renew the lease of part of 76 Fen Lane Sawtry to Cambridgeshire Police Shrievalty Trust (CPST)

2. Background

2.1 In 2012 CPST relocated to Sawtry from Alconbury Airfield where the property they occupied was demolished to make way for the main entrance into the proposed new development.

2.2 This relocation coincided with the departure of the Rural Crime Action Team who moved out of Sawtry when they became part of the Centralised Intelligence Bureau (CIB) towards the end of April 2012.

2.3 Three rooms on the ground floor of Sawtry police office, amounting to approximately 32 square metres of space, were identified as suitable for occupation by CPST who have been in occupation for approximately 2 years.

2.4 Video Interview rooms to the first floor are currently retained.

2.5 This short term lease was originally negotiated on the basis that the Estates Review/Strategy would be making a number of rationalisation proposals.

2.6 After initial discussions the Estates Sub Group agreed to the negotiation of a further short term renewal of the lease.

2.7 Main heads of terms have now been agreed with CPST and are essentially the same as those originally negotiated (except for an increase in rent from £2750 to £3250 per annum). They are as follows:

- **Demise:** 76 Fen Lane Sawtry; Ground floor offices (Rooms GF02, GF03 and GF010) with shared use of ancillary areas including toilets, kitchen and parking.
- **Landlord:** Police and Crime Commissioner for Cambridgeshire (PCC).
- **Tenant:** Cambridgeshire Police Shrievalty Trust (CPST).
- **Rent/Occupation Charge:** £3250 per annum payable quarterly in advance (inclusive of all utilities).
- **Term:** 2 year lease contracted out of the Landlord and Tenant Act 1954 Part II (no security of tenure) from 23 May 2014.
- **Break Clause:** Landlord or tenant to break on 6 months written notice at any time during the term of the lease.
- **Use:** Offices and storage.
- **Assignment/Subletting:** Absolute bar on assignment and subletting.
- **Fees:** Each party to bear their own costs.

2.8 These heads of terms were supported by the Estates Sub Group on 28 May 2014.

2.9 It should be noted that the occupation charge has once again been agreed on the basis of 50% of the current on costs for this property (CPST will be occupying approx. 50% of the space). There is no specific rental element on top of the on-costs.

3 Summary

3.1 This is an opportunity to continue to support CPST by utilising surplus space and recovering costs for a property which is under review.

4. Recommendation

4.1 That the Business Coordination Board approves the renewal of the lease of part of Sawtry Police Office to CPST from 23 May 2014 at an occupation charge of £3250 per annum.

BIBLIOGRAPHY

Source Document(s)	Estate Management – Property Files
Contact Officer	Elly McKee (Estates Management Surveyor), CC Colin Luscombe (Director of Estates), OPCC