



**TO:** Business Co-ordination Board

**FROM:** Chief Constable

**DATE:** 22 May 2013

## **ESTATES DECISIONS**

### **1. Purpose of Paper**

#### **1.1 The purpose of this paper is to:**

- Seek approval to renew the lease of Building 252 Alconbury Airfield for continued use by the Dog Section
- Seek approval to the grant of a lease of part of St Ives Police Station to Cambridgeshire County Council (CCC) Adult Day Service (ADS)

### **2. Recommendation**

#### **2.1. The OPCC is requested to:**

- Renew the lease of Building 252 Alconbury Airfield for continued use by the Dog Section.
- Approve the grant of the lease on the basis of occupation outlined above

### **3. Alconbury - Dog Section: Unit 252 Alconbury Airfield**

**3.1** This property was first occupied by the Dog Section in February 2002 under a 5 year lease at an initial rent of £4125 per annum. On occupation, approximately £50,000 was incurred on the fitting out and installation of a septic tank.

**3.2** Due to the long term redevelopment plans for the Airfield the Landlords (initially Alconbury Developments, now Urban & Civic) introduced a general policy of granting a maximum lease term of 3 years with no security of tenure. This was coupled with a standard landlords break clause giving 3 months notice at any time after the first anniversary of the term. This provides them with flexibility to secure vacant possession if/when required. There are no immediate plans for the redevelopment of the dog section site.

**3.3** Lease renewals have been implemented 3 yearly as required.

3.4 Main heads of terms for the current lease renewal as agreed with Urban & Civic are outlined below:

- Term: 3 years from 22 February 2013.
- Rent: £5,250 per annum including maintenance charge for external/communal areas.
- Repairs/Insurance: Tenant responsible for all repairs and insurance but not obliged to put the premises in any better repair than at the commencement of the occupation (in 2002).
- Use: Office/ Dog Kennels and occasional use of other parts of the airfield for dog exercising/training purposes.
- Break Clause: The tenant/landlord have the option to break at any time after the 1<sup>st</sup> anniversary of the term (22 Feb 2014) on 3 months' notice in writing.

3.5 It should be noted that the main entrance to the Airfield has recently been relocated to a position close to the Dog Section. This has resulted in the loss of the grassed training area to the front (due to road and landscaping reconfiguration) and a more exposed position for the unit. Urban and Civic have provided security fencing and gates to secure this part of the site. They have also given an undertaking (to be recorded within the lease) to make available an area on the airfield for the purpose of exercise and training of dogs.

#### **4. St Ives Police Station – Lease of Part to Cambridgeshire County Council**

4.1 Discussions with partners through the Making Assets Count programme identified an opportunity for Cambridgeshire County Council (CCC) to utilise surplus space at St Ives Police Station. This would allow CCC to relocate the Adult Day Service (ADS) from existing less suitable premises in the town.

4.2 The MAC Cross Boundary Group has considered the basis of occupation for partnership arrangements where 'easy in, easy out' terms would be beneficial to avoid the time and cost restraints of standard lease arrangements. The result of this is the Memorandum of Terms of Occupation (MOTO). Alongside the MOTO, average rental values have been agreed and that a 50% discount would be applied to reflect a restricted occupation by MAC partners. With regard to the facilities management costs these would be fully recovered.

4.3 Main heads of terms have yet to be agreed with CCC but the following are proposed:

- Term: 18 months determinable by 6 months notice at any time.
- Occupation charge: Approx. £16,000per annum (dependent upon amount of space required) including rental and all on costs. WC and kitchen facilities to be shared with Police.

4.4 CCC proposes to carry out alterations which would essentially reconfigure their space with a separate entrance being created to the elevation fronting onto Broadleas. There would also be an internal door between the Police/enquiry office and ADS through which the police will have access to shared wcs/kitchen. Planning consent is required for a change of use and this is ready for submission by CCC.

4.5 It is anticipated that the accommodation would be ready for occupation around Sept/Oct 2013.

## **5. Recommendation**

5.1 The OPCC is requested to:

- Renew the lease of Building 252 Alconbury Airfield for continued use by the Dog Section.
- Approve the grant of the lease on the basis of occupation outlined above