



Cambridgeshire
Police & Crime
Commissioner

To: Business Coordination Board

From: Chief Executive

Date: 02 October 2014

LEASE: 18 EAST PARK STREET, CHATTERIS

1. Purpose

1.1 To seek approval to grant a lease of 18 East Park Street, Chatteris to the Police Firearms Officers Association (PFOA).

2. Recommendation

2.1 That the Board approves the grant of a 15 year lease to the PFOA at an annual rent of £11,850 for 18 East Park Street, Chatteris

2.2 That the Board approves the continued occupation of the Enquiry Office at 18 East Park Street, Chatteris under a licence agreement at £1 per annum (if requested).

3. Background

3.1 Cambridgeshire Constabulary (“the Constabulary”) only utilise the Enquiry Office, toilets and kitchen at East Park Street, with the building being vastly underutilised.

3.2 In April 2014 the PFOA opened discussions on the future of the building and the possibility of it becoming the PFOA headquarters, training facility and police firearms museum.

3.3 The options for public contact have been considered and included a presence in the Library, new superstore or continued use of the enquiry office.

3.4 Following discussion with Deputy Chief Constable Alec Wood it has been agreed to retain the Enquiry office in its current location with a review in the summer of 2015.

3.5 The initial proposal was considered by the Police and Crime Commissioner's Estates Sub-Group on 5th June 2014 where authorisation was obtained to continue negotiations with the PFOA.

4. Lease Terms

4.1 The main heads of terms have now been agreed with the PFOA and are as follows:

- **Demise:** 18 East Park Street, Chatteris, Cambridgeshire PE16 6LD.
- **Landlord:** Police and Crime Commissioner for Cambridgeshire.
- **Tenant:** Police Firearms Officers Association (PFOA)
- **Term:** 15 year lease contracted out of the Landlord and Tenant Act 1954 Part II (no security of tenure) from 1st November 2014 (or other such date agreed between the parties).
- **Rent/Occupation Charge:** £11,850 per annum (payable quarterly in advance) exclusive of business rates and all other outgoings.
- **Rent Free Period:** A two month rent free period will be granted to the tenant.
- **Rent Review:** Upwards only rent review on the 5th and 10th anniversary of the term to Open Market Value (OMV) or in line with the RPI, whichever is the higher at the review date.
- **Break Clause:** The tenant shall have the right to determine the lease at any time after the 5th anniversary of the term subject to providing 12 months written notice.
- **Permitted Use:** Use of the premises as offices and training facilities in connection with the PFOA charity.
- **Assignment/Subletting:** Absolute bar on assignment and subletting.
- **Repairs & Maintenance:** Tenant to keep the building and site in good repair and condition with the exception of intruder alarm, fire alarm, gate to the rear yard. Subject to the tenant providing a condition survey, the tenant is not required to leave the premises in any better condition than that recorded within the survey.
- **Building Insurance:** Landlords responsibility while the Enquiry office is in use. (Insurance premium to be recharged to the tenant if the police vacate the premises).
- **Business Rates:** Tenant to pay NNDR.
- **Radio Mast:** Excluded from the tenancy.
- **Enquiry Office:** Police use of this office is at no charge and will be regulated by a separate licence.

- **Emergency Police Phone:** The emergency (yellow) phone on the outside of the building will remain in use.
- **Fees:** Each party to bear their own costs.

5. Summary

- 5.1 Heads of terms have been agreed to lease 18 East Park Street, Chatteris to the PFOA on a medium term lease with continued occupation of the Enquiry Office under a licence agreement.

6. Recommendation

- 6.1 That the Board approves the grant of a 15 year lease to the PFOA at an annual rent of £11,850 for 18 East Park Street, Chatteris
- 6.2 That the Board approves the continued occupation of the Enquiry Office at 18 East Park Street, Chatteris under a licence agreement at £1 per annum (if requested).

BIBLIOGRAPHY

Source Document(s)	Estates Management – Property Files
Contact Officer	Elly McKee, Estates Management Surveyor, Cambridgeshire Constabulary Colin Luscombe, Director of Estates, Cambridgeshire Office of Police and Crime Commissioner