

**To: Estates Sub Group**

**From: Elly McKee: Estate Management Surveyor**

**Date: 6<sup>th</sup> November 2018**

## **Hampton Police Station: DVSA**

### **1.0 Purpose**

1.1 To seek approval to the grant of a lease of part of Hampton Police Station to the Driver and Vehicle Standards Agency.

### **2.0 Background**

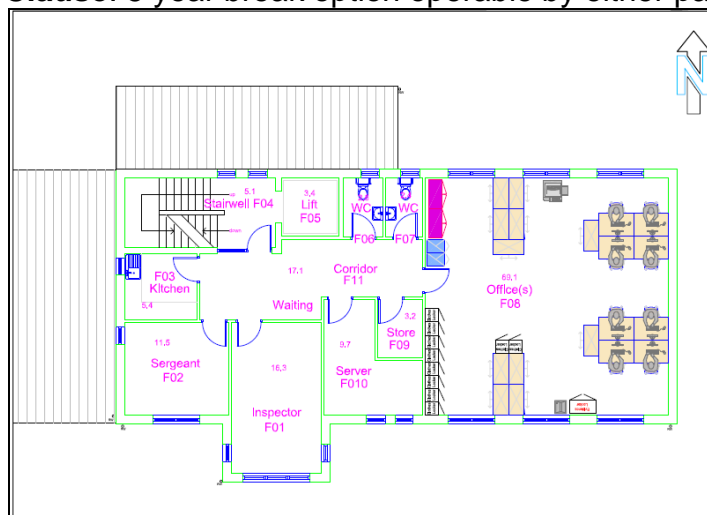
2.1 DVSA originally expressed interest in occupying space in Hampton Police Station in November 2016 when they were rationalising their own property portfolio.

2.2 Whilst Hampton PS was considered a viable option for their occupation we were unable to offer space at that time due to competing internal demands from change projects.

2.3 DVSA have recently contacted the OPCC office following concerns from their staff over moving to another site within the private rented sector. They consider Hampton PS to be their preferred site for relocation.

2.4 Initial discussions have taken place and DVSA are keen to proceed with a lease on the following main heads of terms:

- **Demise:** First floor office (approx. 70 sq m) with shared use of communal areas including kitchen/ rest room/ lift/ wcs and car park.
- **Term:** 10 years contracted out of the Landlord and Tenant Act 1954 Pt II.
- **Use:** Offices.
- **Rent:** £16,500 per annum (inclusive of all on costs).
- **Break Clause:** 5 year break option operable by either party.



- 2.5 All other heads of terms are to be agreed following a site visit scheduled for 13<sup>th</sup> November 2018.
- 2.6 Should DVSA wish to proceed following the site visit it is anticipated that early occupation will be required.

### **3.0 Summary**

- 3.1 This is an opportunity to generate income from an underutilised asset whilst supporting another public sector organisation.

### **4.0 Recommendation**

- 4.1 That ESG approve the grant of the lease for 10 years on the basis of the main terms outlined in 2 above with all other heads of terms to be signed off by the s151 Officer.

### **Bibliography**

<b>Source Document(s)</b>	<b>Contact Officer</b>	<b>Location</b>
Estate Management – Property Files	Elly McKee(Estates Management Surveyor) or 01480 422423 (EM)	Cambridgeshire Constabulary