

These Minutes should be referred to in conjunction with the Minutes of the subsequent meeting of the Council, where they are presented; and for completeness to the next relevant meeting when the Minutes are adopted.

Elmbridge Borough Council

Individual Cabinet Member Decision Making - Resources

Report of decisions taken on 21 August 2019

Present:

C.R. Sadler (Portfolio Holder for Resources)

Also present:

Mrs. K. Randolph

3/19 Declarations of Interest

In respect of item 2 'New Lease to The Esher and District Citizens Advice Bureau', Mrs K Randolph declared a non-pecuniary interest under the Member Code of Conduct arising from her appointment by Elmbridge Borough Council as a Trustee to the Esher and District Citizens Advice Bureau. The nature of the interest did not preclude participation in debate.

Matter of Report

4/19 New Lease to: The Esher and District Citizens Advice Bureau

(Link to Council Priorities: AMP3 – Rental Revenue)

The Portfolio Holder for Resources considered a report that provided an overview of property terms in relation to the proposed lease transaction with the Esher and District Citizens Advice Bureau (EDCAB).

The Portfolio Holder noted that the EDCAB was currently located in a Council asset, namely Harry Fletcher House in Esher. As the current lease at Harry Fletcher House was due to expire in October 2019, the Council had served notice on the EDCAB to vacate the premises. It was proposed that the EDCAB would relocate to the Civic Centre by way of the proposed 10-year lease which would enable them to continue to provide key services to local residents.

It was noted that the proposed space located on the Lower Ground Floor of the Civic Centre would be equivalent to that which was currently in Harry Fletcher House and it had been agreed that as part of the proposed lease, the Council would undertake internal alterations to provide a layout that met the needs of the EDCAB. Arising from a query, it was confirmed that it was anticipated that the lease agreement would be in place and the refurbishment works concluded by the end of the year.

The Portfolio Holder noted that the rent to be paid would be £7,500 per annum and would be linked to the Service Level Agreement between the Council and the EDCAB for the provision of an advisory service. The rent level would be

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reviewed in year 5 of the lease and would be linked to the level of services that the EDCAB would be providing to the Council at that time.

The Portfolio Holder then invited Councillor Mrs. Randolph to speak. Mrs. Randolph queried the arrangements in place for ICT provision. In response, it was noted that discussions on this aspect were still taking place however it was confirmed that it would be independent ICT provision with a direct line to the accommodation.

Mrs. Randolph also queried the arrangements for lease continuation, and it was confirmed that the Council would be providing a 'letter of comfort' to the EDCAB to indicate that it would use best endeavours to provide commensurate accommodation to meet the needs of the service after the initial leasing period had concluded. A query was also made with regard to timescales for the 'service of notices' and it was confirmed that the parameters would follow standard leasing terms.

It was noted that access to the EDCAB accommodation would be via the Civic Centre. With regard to the proposed hours of use of the accommodation, Mrs. Randolph queried whether access could be obtained outside the prescribed hours. Officers confirmed that, where possible, assistance would be provided in the event of access needing to be obtained outside of these times, for example in the event of responding to an emergency situation.

Having considered the report, the Portfolio Holder for Resources

Resolved that a new 10-year lease be granted to The Esher and District Citizens Advice Bureau for a suite of office accommodation on the lower ground floor of Elmbridge Civic Centre, as set out in Appendix A of the report.

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The meeting commenced at 10.00 am and concluded at 10.09 am

C.R. Sadler
Portfolio Holder for Resources

Democratic Services Officer

Ms. M. Bailey

Committee and Member Services Manager

Other Officers in attendance

A. Harrison
S. La Frenais
M. Downey

- Head of Legal Services
- Property Portfolio Manager
- Estates Surveyor