

BROADLAND CABINET

Minutes of a meeting of the Broadland Cabinet of Broadland District Council, held on Tuesday, 21 May 2024 at 6.00 pm.

Committee Members Present: Councillors: S Holland (Chairman), N Harpley (Vice-Chair), S Beadle, S Riley and D Roper

Apologies for Absence: Councillors: M Booth and J Davis

Also in Attendance: Councillors: L Douglass, J Emsell, M Murrell, N Starling and F Whymark

Officers in Attendance: J Sutterby (Director of People and Communities), D Lorimer (Director of Resources), E Hodds (Chief of Staff) and J Overy (Democratic Services Officer)

115. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs M Booth and J Davis.

116. MINUTES

The minutes of the meeting held on 23 April 2024 were confirmed as a correct record.

117. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded from the meeting for the remaining items of business because otherwise, information which is exempt information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by The Local Government (Access to Information) (Variation) Order 2006, would be disclosed to them.

118. LEASE OF THE ANNEX AND MEZZANINE FLOOR AT THE HORIZON CENTRE

The Director for Resources presented the exempt report, which sought approval to let a lease for the separate Annex Building on the Horizon Centre site and to lease some of the spare capacity on the mezzanine floor within the main Horizon Centre Building.

In answer to a query, it was confirmed that the Energy Performance Certificate (EPC) rating for the Annex would need to be undertaken as a separate exercise, as the current EPC rating covered the whole Horizon Centre site.

Members were advised that the tenant would need to apply for planning permission for change of use. They also proposed installing two lifts to improve access and making internal adaptations to meet the requirements of their business. Some additional signage would also be required. It was confirmed that no incineration facilities would be installed at the site.

The proposal was for a full repairing and insuring lease of 15 years with a break clause at five and a requirement to return the Annex to its original condition when the lease came to an end. The tenant would have exclusive use of the first two rows of parking next to the Annex, as well as sole use of the nearby electric vehicle charging points. The Council would be exploring options for the provision of electric vehicle charging points elsewhere on the site. The tenant would also benefit from electricity generated by solar panels on the buildings, however the money received from the sale of energy to the national grid would be retained by the Council.

It was noted that additional usage at evenings and weekends would provide a further element of security for the site.

Members were advised that as well as income from the lease of the Annex, a saving would be made on Business Rates for the Council.

The second proposal in the report was for the lease of 1,227 square foot of space on the mezzanine floor of the Horizon Building for office and meeting room space. The tenant would pay for the construction of their facilities, which would be a showcase for other potential tenants. The lease would be for five years with an option to break at two years.

In answer to a question about car parking, it was confirmed that that staff car permits were being considered to allow for monitoring, however capacity remained good with an estimated 80 to 100 surplus parking spaces. The tenant for the mezzanine area had approximately ten employees. Members were also reminded that the site had good public transport links and staff had the flexibility to work from home, if demand for spaces was high when the Council was hosting special events.

Cllr Riley, the Portfolio Holder for Finance, welcomed the opportunity to generate income for the Council and reduce the Business Rate burden and he commended the proposal.

In answer to a query, it was confirmed that the current market rate for rent per square foot would be monitored to ensure that the Council would be achieving the best return from any future tenants.

It was,

RESOLVED

To approve the:

1. Lease of the Annex Building, on the Horizon Centre Site, to the third party described in paragraph 3.1 on the basis of the heads of terms outlined in paragraph 3.5 of this report.
2. Lease of part of the mezzanine floor within the Horizon Centre Building to the named organisation in paragraph 5.1 on the basis identified in section 5.
3. Delegation to the Director Resources in consultation with the Portfolio Holder for Transformation & Organisational Development and the Portfolio Holder for Finance and the relevant Portfolio Holders for South Norfolk Council to make amendments to the heads of terms for both the Annex Building lease and the first lease of part of the mezzanine floor.
4. Delegation to the Director Resources in consultation with the Portfolio Holder for Transformation & Organisational Development and the Portfolio Holder for Finance and the relevant Portfolio Holders for South Norfolk Council to agree future leases in relation to spare capacity on the mezzanine floor of the Horizon Centre Building which are based on the principles outlined in section 4.

Reasons for Decision

To utilise spare capacity at the Horizon Centre site and provide an income stream that would assist with closing the Council's budget gap.

119. EXEMPT MINUTES

The exempt minutes of the meeting held on 23 April 2024 were confirmed as a correct record.

(The meeting concluded at 6.29 pm)

Chairman