

Causeway Coast and Glens Borough Council

To: Corporate Policy and Resources Committee

For Decision

21st April 2015

Licence to Occupy Premises in County Hall for the Planning Function

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Stephen McMaw
Cost: (If applicable)	Lease/licence charge of £45,172.36 (Transferred as part of the Transferring Functions budget)

1.0 Background

- 1.1 At the Transferring Functions and Group Committee meeting held on Thursday 4th September 2014, Elected Members considered a number of options in relation to accommodation for the Planning staff from 1st April 2015.
- 1.2 It was agreed that the preferred option is to retain the County Hall premises as an initial approach and Officers were given approval to negotiate a lease term up to a maximum of 3 years.
- 1.3 The County Hall premises is owned by the Department of Finance and Personnel (DFP) and had previously been leased by the Department of the Environment (DoE) for the Planning Service.
- 1.4 The costs associated with a future lease/licence agreement between DFP and the Causeway Coast and Glens Borough Council (the Council) will transfer as part of the Transferring Functions grant, therefore retaining the Planning Staff at County Hall will be cost neutral to Council.

2.0 Detail

2.1 Following on from the Transferring Functions and Group Committee meeting, a meeting was held with DFP to negotiate a new draft lease agreement for the County Hall premises. A copy of the draft lease is attached as Appendix 1. The proposed lease/licence agreement is for an initial 2 year period and expires on 31st March 2017. The Council has the option of negotiating a future extension of the lease/licence. The cost of the lease/licence is £45,172.36 per annum and covers the following:

- The provision of the facilities and services
- All rates payable in respect of the premises during the occupancy of the licence
- The repair, maintenance and cleaning of all pipes, sewers, drains, cables and conduits the use of which is common to the premises and other parts of the building
- The repair, maintenance and cleaning of the exterior of the building (contradiction on point 5.1.4 to be clarified)
- The maintenance of the grounds surrounding the building

2.2 The draft lease/licence agreement proposed by DFP has been scrutinised by the Legal Team at Derry and Strabane District Council and they are satisfied with the content from a legal perspective.

Recommendation

IT IS RECOMMENDED that the Causeway Coast and Glens Borough Council approve a 2 year lease/licence agreement (as set out in Appendix 1) with DFP for occupancy of the County Hall premises for Planning Staff.