

## **Briefing note for works required to relocate to Woolsthorpe Depot**

For several years Meals at Home (MaH) has been looking to relocate from Willow Road to a new site, ideally close to the Passenger Transport Services' (PTS) site to enable better integration and efficiencies for the two services.

Willow Road was previously used as a depot for Council services and is currently only part occupied by MaH. The site is not fully utilised and there is capacity for MaH to move onto the Woolsthorpe Depot site and co-locate with PTS.

Willow Road has been the subject of a report which declared the site surplus and authorised for sale (No. 3933 Sale of Council Depot at Willow Road, Lenton).

### **Other options considered**

1. Retain Willow Road and refurbish  
Rejected as this would not be cost effective and does not meet the objective of MaH being managed on the same site as PTS, enabling better integration and service efficiencies.
2. Move Meals at Home to Eastcroft Depot  
Not considered to be the best logistical location for the service. It was not feasible to meet food preparation standards or to deliver efficiencies through the co-location with PTS.
3. Locate to Building 2 at Woolsthorpe Depot  
This has been identified as the only preferred viable option. A proposed 5-year initial rent has been agreed with Bridge Estates for the whole of the ground floor. The cost of this is £23,000 rent and £20,000 rates – a total of £43,000 plus utilities.

Currently Building 2 is used for storage. C&A pay £5,000 for a storage room (now part of the new rent agreement which will reduce the MaH liability).

A further option is being investigated to let the rest of the unused area in Building 2 to a charity for storage. This would reduce the rates payable by a further £15,000. Therefore, the cost to MaH for the new premises would reduce to £23,000 pa. The current rates for Willow Road are £22,272.

To note that, in order to facilitate the move for MaH from Willow Road, work is required to Building 2 to convert it to the standard required for a food preparation area. A quote for £107,760 has been obtained for this work. Authority is being sought for the expenditure to be met from the sale of Willow Road and the surplus will be returned to Strategic Assets.

If this expenditure is not authorised, MaH will not be able to move premises and therefore the sale could not go ahead until a suitable further alternative location is found. This would not be in the best interests of the Council.

Norman England  
Commercial Operations Manager Transport