

**Delegated Decision Making Form  
(Property Delegations 232-251 only - Executive Officer Decisions)**

|   |
|---|
| REF NO<br><br>2647<br><br><i>Constitutional Services<br/>Use Only</i> |
|---|

| <b>Decision Type</b>   | Officer   |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
|--|---|-------------------------------------|-----|----|-------|--------------------------|-------------------------------------|---------|--------------------------|-------------------------------------|-----------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------------|--------------------------|-------------------------------------|-------------|--------------------------|-------------------------------------|-------------|--------------------------|-------------------------------------|------------------------|--------------------------|-------------------------------------|
| <b>Department</b>  | Development   |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Subject</b>   | Unit 2 Clarence Court, Carlton Road, Nottingham, NG3 2FB  |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Decision</b>  | <p>Subject to call-in: Yes</p> <p><b>If <u>NOT</u> subject to call-in</b><br/>Reason and who consulted:</p> <p>Total value of decision: Detailed in the exempt appendix.</p> <p><b>Revenue or Capital:</b> Revenue</p>  |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Decision taken</b>  | To approve the letting set out in the exempt appendix.  |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Exempt Decision Reason for exemption</b><br>(including public interest reason)    | <p>Yes - appendix only</p> <p>The additional information sheet attached to this decision is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding the information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it reveals commercially sensitive information that could prejudice future negotiations.</p>   |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Other options considered</b><br>(with reasons for rejecting options not favoured) | To continue marketing the property, this option was rejected as acceptable terms have been agreed with the applicant.   |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Reason for Decision</b>   | The property has been vacant since 2015 and the rental level achieved reflects the market value of the property.  |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Affected Wards</b>  | St Ann's  |                                     |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| <b>Advice sought</b>   | <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Legal</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Finance</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Human Resources</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Equality &amp; Community Relations Team</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Voluntary and Community Sector</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Grants Team</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Procurement</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (please specify)</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> |                                     | Yes | No | Legal | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Finance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Human Resources | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Equality & Community Relations Team | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Voluntary and Community Sector | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grants Team | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Procurement | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other (please specify) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|  | Yes   | No                                  |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Legal  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Finance  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Human Resources  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Equality & Community Relations Team  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Voluntary and Community Sector   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Grants Team  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Procurement  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |
| Other (please specify)   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> |     |    |       |                          |                                     |         |                          |                                     |                 |                          |                                     |                                     |                          |                                     |                                |                          |                                     |             |                          |                                     |             |                          |                                     |                        |                          |                                     |

**Details of consultations undertaken**

|                          | Yes                      | No                                  | Name and Date |
|--------------------------|--------------------------|-------------------------------------|---------------|
| Portfolio Holder         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Ward Councillors         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Area Committee           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Other Council Bodies     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Corp. Directors Affected | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Trades Unions            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Minority Group           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |
| Others (Specify)         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____         |

**Reasons for not consulting**

There has been no express consultation about this decision, but regular meetings take place with the Portfolio Holder and Director of Strategic Asset and Property Management on general property matters, which may include this matter. The Decision relates to a day to day business matter where further consultation is not deemed appropriate.

**Consultation outcomes**

N/A

**Background to the decision**

The applicant wishes to use the property for their main business activity. All references received were satisfactory. The Council is to undertake all health and safety checks before the applicant takes occupation.

**Declared interests**

None

**Dispensation by Standards Committee**

|           |                             |
|-----------|-----------------------------|
| Date: N/A | Dispensation Reference: N/A |
|-----------|-----------------------------|

**Equalities**

|  |                                     |
|--|-------------------------------------|
| Has the equality impact of the decision been assessed? |                                     |
| NO – Not required                                      | <input checked="" type="checkbox"/> |
| YES – equality impact assessment attached              | <input type="checkbox"/>            |

**Social Value implications  
Crime and Disorder implications**

|   |
|---|
| There are no Social Value Implications that relate to this Decision.      |
| There are no Crime and Disorder Implications that relate to this Decision |

**Background Papers**

There are no Background Papers which this Decision relies upon.

**Published documents**

There are no Published Documents that have been relied upon to make this Decision.

|   |  |             |            |
|---|--|-------------|------------|
| <b>Uniform / Property Ref<br/>(if applicable)</b>             | 00739/08   |             |            |
| <b>Contact Person</b>   | Sarah Dawson <i>Sarah Dawson</i><br>Assistant Estates Surveyor<br>sarah.dawson@nottinghamcity.gov.uk | Contact No. | Ext: 63668 |
| <b>Scheme of Delegation<br/>Reference Number</b>              | 237 – Council Owned Land and Property – Grant of Tenancies and Leases                                |             |            |
| <b>Portfolio &amp; Investment<br/>Manager</b>                 | Pippa Hall   |             |            |
| <b>Signature</b>  | <i>Pippa Hall</i>  | Date:       | 21/11/16   |
| <b>Head of Portfolio<br/>Investment &amp;<br/>Development</b> | Peter Carroll  |             |            |
| <b>Signature</b>  | <i>Peter Carroll</i>   | Date:       | 4/11/16    |

**To be completed by Constitutional Services**

Date published: 04/11/2016

Last date for Call-in: 11/11/2016

**OFFICER DECISION – Additional Information**

**NOT FOR PUBLICATION**

**Paragraph 3 Schedule 12A, Local Government Act 1972**

The additional information sheet attached to this decision is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding the information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because it reveals commercially sensitive information that could prejudice future negotiations.

|   |   |                |   |                              |                       |                        |
|---|---|----------------|---|------------------------------|-----------------------|------------------------|
| <b>Existing Tenant / Vacant</b>   | VACANT  |                |   | <b>Guarantors:</b> No        |                       |                        |
| <b>Proposed Applicant</b>   | A&D Computer Ltd<br>3 Clarence Street<br>Carlton<br>Nottingham  |                |   | <b>Deposit:</b> No           |                       |                        |
| <b>Nature of Agreement</b>  | Lease<br>[ x ]  | Tenancy<br>[ ] | Licence<br>[ ]                                    | Easement/<br>Wayleave<br>[ ] | Under<br>Lease<br>[ ] | Other<br>(Name)<br>[ ] |
| <b>Proposed Term</b>  | 10 Year Lease Agreement with option to break on fifth year, tenant only (subject to six months prior notice)                    |                |   |                              |                       |                        |
| <b>Rent – Previous</b>  | N/A   |                |   |                              |                       |                        |
| <b>Rent – Proposed</b>  | Years One – Three £20,000 p.a.<br>Years Four – Five £22,000 p.a.  |                |   |                              |                       |                        |
| <b>Is Vat Payable?</b>  | No  |                |   |                              |                       |                        |
| <b>Incentives Offered</b>   | Works Clause to be agreed (linked to a 3 months' rent free period) works are to be complete within first 12 months of occupancy |                |   |                              |                       |                        |
| <b>Review Pattern</b>   | In the fifth year   |                |   |                              |                       |                        |
| <b>Period of Notice</b>   | on fifth year, tenant only (subject to six months prior notice)   |                |   |                              |                       |                        |
| <b>Detailed Description of proposed Use</b>   | B1- B2 (subject to planning permission) Vehicle Key Cutting Services  |                |   |                              |                       |                        |
| <b>Repairs – Internal</b><br>[ T ]  | <b>Repairs – External</b><br>[ L ]  |                | <b>Insurances</b><br>[ L ]                        |                              |                       |                        |
| <b>Are References acceptable?</b><br>[ Y ]  | <b>Tenant need a Fire Risk Ass'ment?</b><br>[ Y ]   |                | <b>Hazardous Materials to be stored?</b><br>[ N ] |                              |                       |                        |
| <b>Any Other H&amp;S issues?</b><br>[ N ]   | <b>Gas / Boiler Test up to Date?</b><br>[ TBC ]   |                | <b>Electrical Test up to Date?</b><br>[ TBC ]     |                              |                       |                        |
| <b>Remarks / Background</b><br>The applicant proposes to use the unit to expand his business adventure, he currently resides in 3 Clarence Street, Carlton, Nottingham trading as 3D Group. This business A&D Computers Limited will concentrate on key cutting for vehicles with plans to put in a trade counter at the front of the premises subject to planning. They would also like to add in a car ramp in the future subject to the Landlords permission. Nottingham City Council requires 6 month's rent up front, no deposit is to be taken but all legal fees are required in preparation of the lease. All health and safety checks will be complete prior to the occupation of the unit, roof repairs have been completed and we are awaiting for quotes on the replacement of the front windows of the premises. |   |                |   |                              |                       |                        |
| <b>Legal Costs</b>  |   |                |   | <b>Code:</b>                 |                       |                        |
| <b>Departmental Costs:</b>  |   |                |   | <b>Code:</b>                 |                       |                        |