

Record of operational decision

Decision title:	Approval of new leases, licences and tenancies in respect of vacant properties held within the council's commercial property portfolio
Date of decision:	30th May 2022
Decision maker:	Acting Head of Property
Authority for delegated decision:	The Scheme of Delegation for the Economy and Environment directorate line 54 gives the Acting Head of property authority to take this decision "To negotiate and agree terms for the grant of leases, licences, tenancies, agreement for lease, development agreements and legal consents".
Ward:	Countywide
Consultation:	None – this is an operational decision arising out of the management of the council's commercial property portfolio
Decision made:	To approve the grant of new leases, licences or tenancies at will in relation to properties identified in Schedule 1, at Rotherwas Industrial Estate and Three Elms Trading Estate on terms negotiated and recommended by the council's appointed agents
Reasons for decision:	<p>The council owns a property investment portfolio held to deliver optimum commercial returns through rental income that is used to support the council's strategic objectives in line with the county plan 2020 – 2024.</p> <p>The Council has appointed Bruton Knowles and JNA Property to achieve new lettings in respect of any vacant units.</p> <p>The agents have openly marketed the units and following negotiations with prospective tenants make fully justified recommendations as to the terms of the agreements and the level of rent to be agreed that reflect the current market conditions.</p>
Highlight any associated risks/finance/legal/equality considerations:	The council's legal team will draft the legal agreements incorporating the agreed heads of terms negotiated and its standard lease covenants for business premises.
Details of any alternative options considered and rejected:	Not to approve the grant of agreements as negotiated by the agents would delay the receipt of rental income and risk the council being liable for void building costs
Details of any declarations of interest made:	None

I am an officer delegated to make the decision

Signed:

Print Name: Sarah Jowett

Job Title: Strategic Asset Delivery Director

Schedule 1

Unit	Town
Units 4 and 5 , Three Elms Trading Estate	Hereford
Units 19, 19, 20 , Three Elms Trading Estate	Hereford
Unit 36 , Three Elms Trading Estate	Hereford
Unit 14 Ravenswood Court, Rotherwas	Hereford
Unit 11 Ravenswood Court, Rotherwas	Hereford
Units 5 and 6 Wallbrook Court, Rotherwas	Hereford
Units 1 and 2 Wallbrook Court, Rotherwas	Hereford
Unit 2 Twyford Court, Rotherwas	Hereford
Unit 3 Twyford Court, Rotherwas	Hereford