

Record of officer decision

Decision title:	Short-term License to Occupy in respect of Unit 13/14, 1 Trinity Square, Maylord Orchards Centre, Hereford.
Date of decision:	10 th November 2025
Decision maker:	Commercial and Investments Manager
Authority for delegated decision:	The Directorate's scheme of delegation dated April 2025 (line 35) gives the Commercial and Investments Manager the authority to take the decision.
Ward:	Central
Consultation:	None
Decision made:	To grant a new short-term License to Occupy for Unit 13/14, 1 Trinity Square, Maylord Orchards Centre, Hereford.
Reasons for decision:	<ol style="list-style-type: none"> 1. The tenant has negotiated a deal to take the currently vacant Unit 13/14 on a short-term license agreement. 2. The Centre comprises multiple units, some of which have been vacant for some time and it is important that occupation levels are maximized so that the holding costs incurred by the Council are mitigated. 3. This unit has been unoccupied since the previous tenant vacated. 4. The terms agreed leave the tenant responsible for payment of the service charge, insurance, business rates and utilities in line with the Maylord Orchards Management Plan (January 2024).
Highlight any associated risks/finance/legal/equality considerations:	None
Details of any alternative options considered and rejected:	No suitable alternatives were proposed
Details of any declarations of interest made:	None

Signed..... Date: 20th November 2025

Print Name: David Micah

Job Title: Commercial and Investments Manager