

SALISBURY DISTRICT COUNCIL
SPECIAL DELEGATION PROCEDURE

Cllr

For your approval &
return to DSU

For Information

COMMITTEE CONCERNED: **Cabinet**

FROM: **Property Manager**

SERVICE UNIT: **Legal & Property Services**

DATE: **18 June 2004**

OFFICES - 95 CRANE STREET, SALISBURY

The demand for office accommodation at Bourne Hill is presently outstripping supply and a review of the Council's stock of administrative offices for pockets of vacant space has only served to identify other areas of overcrowding.

In order to satisfy a particularly urgent demand and release some of the pressure on accommodation, a market search has been undertaken and a property identified which will meet the Council's short-term needs.

These offices were formerly occupied by the Community Health Council and are located at 95 Crane Street, Salisbury, they are situated on the ground floor and cover an area of 890 sq.ft.

The main lease terms are as follows:-

- Rent - £11,844 per annum (not subject to further review)
- Lease expiry - 21st June 2006
- Repairs - 33% recharged through the service charge
- Utility Bills - the ground floor is metered separately for electricity, water 33% and heating 80%.

The premises would be taken by way of an assignment of the existing lease and all the terms referred to above are included in that lease.

The Council will incur a number of one-off costs associated with taking the premises, IT, Telephone and removals are estimated to be in the region of £20,000. The only additional revenue cost will be £1,400 per annum for the rental charge paid to B.T. of the 10mb network connection.

At the present time key members of the Customer Services team are based in various Council offices and it is proposed to bring the team together in Pennyfarthing House. In order to do this the Parking Team, currently in Pennyfarthing House, will be relocated into 95 Crane Street.

It is therefore recommended that the Council take an assignment of the lease of the ground floor offices at 95 Crane Street on the brief terms referred to above and more fully described on the attached particulars prepared by Messrs Woolley & Wallis.

(Please tick relevant box)

IMPLICATIONS	OFFICER	COMMENTS (incl)	NONE	NOT APPLICABLE
Legal	Susan Tovey		√	
Financial	Alan Osborne	Costs associated with the lease included in the office centralisation scheme		
Personnel	Anne McConkey	Some initial disruption for staff but nothing adverse longer term. All staff involved being consulted.		
Environmental				

Co-ordinated with

Officer (s)

Unit (s)

APPROVED :

Leader : Portfolio Holder :

Copy to: Chairman & Vice-Chairman of Resources Overview & Scrutiny Panel

OFFICES

**GROUND FLOOR, 95 CRANE STREET,
SALISBURY SP1 2PU**

**Ground Floor Offices in Attractive Period
Building 82.7 m² (890 ft²)**



TO LET

**WIGLEY
& WALLIS**

Chartered Surveyors, Salisbury, Wiltshire

REPAIRS

Main Building – The tenant has a full repairing obligation by way of a service charge (excluding the roof) and is liable for 33.33% of the total budget.

Extension – The tenant has a practical full repairing obligation which is qualified by way of a Schedule of Condition.

RENT

The rent passing is **£11,844 per annum** which is not subject to further review.

UTILITY BILLS

The ground floor is metered separately for electricity while the tenant is responsible for 33.33% of water bills for the entire property and 80% of all heating bills.

RATES

Rateable Value **£7,250**

The multiplier for the year 2004/5 is 45.6p in the £.

SERVICES

We understand that all mains services are connected to the property.

CAUTION

Woolley and Wallis Commercial have not tested the services mentioned in these particulars.

LEGAL COSTS

Both parties reasonable legal costs are to be borne by the incoming tenant.

VIEWING

Strictly by appointment through Woolley and Wallis Commercial. Tel: 01722 330333.

IMPORTANT NOTICE

Woolley and Wallis, their clients and any joint agents give notice that:

1. They have no authority to make or give any representations or warranties in relation to the property.
2. These particulars have been prepared in good faith to give an overall view of the property, do not form any part of an offer or contract, and must not be relied upon as statements or representations of fact.
3. Any areas, measurements or distances are approximate. The text, photographs and plans are for guidance only and are not necessarily comprehensive. It should not be assumed that the property has all necessary planning, building regulation or other consents and Woolley and Wallis have not tested any services, equipment or facilities. Purchasers must satisfy themselves by inspection or otherwise.

These particulars were compiled in May 2004.

LOCATION

The premises are centrally located close to the High Street and within convenient distance of the City's main shopping areas, banks and building societies. There is access to Salisbury Cathedral and its grounds via the Close Gate which is within a short walking distance. Salisbury's mainline railway station is within approximately 10 minutes walk.

DESCRIPTION

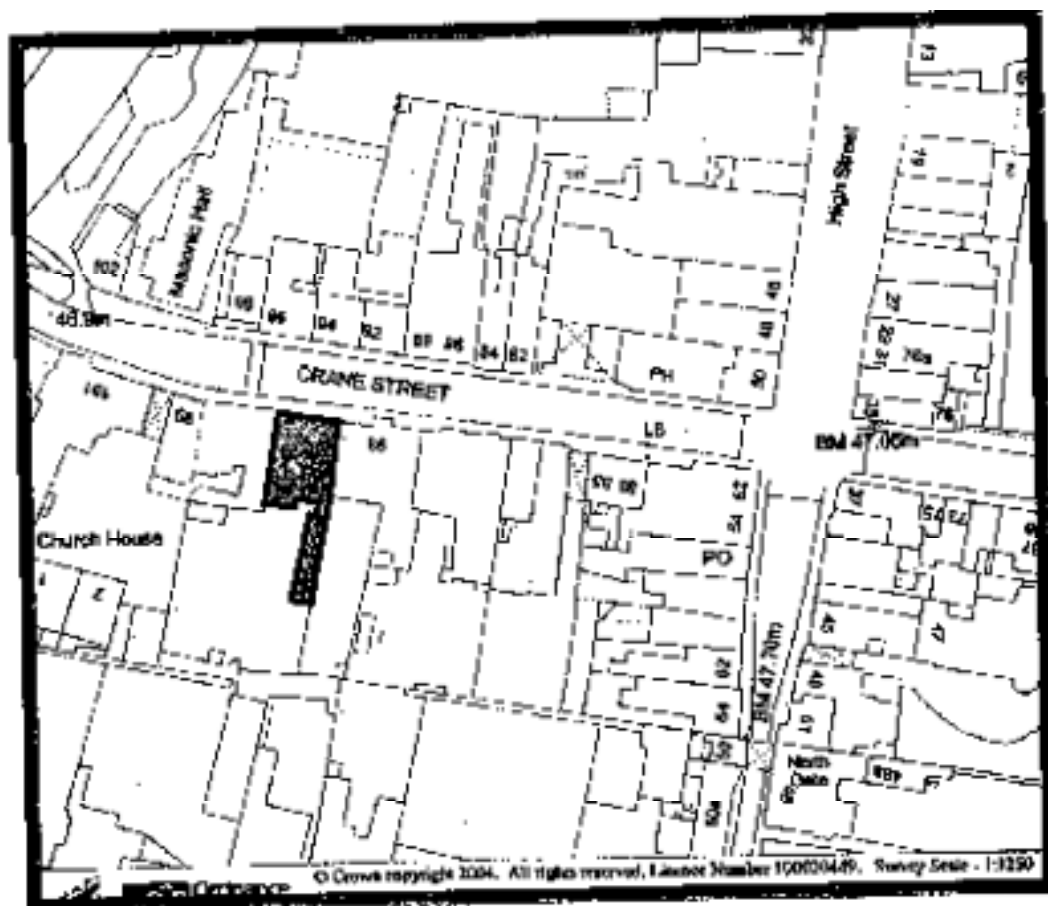
The offices are located on the ground floor of an attractive three storey Grade II Listed property accessed off Crane Street via a communal entrance lobby. There is a large general office to the front of the building and two further offices to the rear, one of which has french doors to the garden which is included in the demise, the upkeep of which is the responsibility of the tenant. In addition there is a single storey extension with brick elevations under a pitched clay tiled roof which provides a further office, kitchen, storage/filing and WC cloakroom facilities. There is gas central heating.

ACCOMMODATION

Approximate net internal areas	m ²	ft ²
Main Building		
Inner lobby	-	-
Office (1) (front)	26.55	286
Office (2) (rear)	22.92	247
Office (3) (rear)	15.42	166
	64.89	699
Extension		
Inner lobby	-	-
Boiler room/store	-	-
Kitchen	3.05	33
Office	7.38	79
Filing/stores	7.37	79
	17.80	191
Total	<u>82.69</u>	<u>890</u>

LEASE

The premises are held on a ten year lease (contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954 Part II) expiring 21st June 2006. The lease is available by way of an assignment.



WOOLLEY & WALLIS CHARTERED SURVEYORS	OS Licence No. ES 785423	95 Crane Street Salisbury Wiltshire
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