

Grounds Team Workshop Update / Wroughton Business Park

1.0 Summary

- 1.1 WPC were served notice on its current rent agreement with Berkley Farm on 28 October 2020, after communication back and forth with land lord Ed Gosling, it was noted by WPC that we had to move workshops by the end of December 2021.
- 1.2 After exploring various options WPC had moved to the Maunsell Way Pavilion on a temporary basis. The local residents were consulted with and social media / website including SBC all updated.
- 1.3 WPC have since borrowed two large 40ft shipping containers and purchased one smaller 20ft shipping container. All containers are currently on site at Maunsell Way.
- 1.4 The Grounds Team have installed secure fencing around the perimeter of the shipping containers and created their own compound as a temporary base.

2.0 New Lease Arrangements

- 2.1 WPC are now entering into a new 10-year lease with the owner / landlord of Unit 1 at the Wroughton Business Park. There is a 5-year break clause within the new lease which will enable WPC to consider its financial position without financial penalties.
- 2.2 Unit 1 at the Business Park has undergone a deep clean and now has new kitchen, WC installed, new flooring in the office area and a new secure front door.
- 2.3 The agent and landlord have allowed WPC to store the Grounds Team Fuel tank on site in the car park and this had been moved back in September. Insurance details and approval was gained from both the managing agent - Alder King and WPCs insurance broker James Hallam.
- 2.4 Prior to occupation of the business unit, WPCs Chair Cllr J Hewer has signed a statutory agreement (copy attached) and also Cllr J Hewer and Cllr D Archer have signed the hard copy of the lease (hard copy available if requested). The Clerk has also confirmed with the solicitor, in writing, WPCs VAT status for the purposes of HMRC.
- 2.5 As of Friday, 03rd November WPCs solicitor had confirmed safe receipt of the following documents:
 - EPC Energy Certificate
 - Electrical Installation and Conditions report
 - Gas Safety Certificate
 - Landlords insurance policy
 - Land registry documentation

The latest request from the landlord is more detail required regarding the fuel tank which is already stored in the car park. The WPC Clerk has confirmed in writing (6th Nov 2023) any o/s questions.

WPC are planning for the completion date to be imminent as all o/s issues have been resolved. Date still to be confirmed as of 06th Nov 2023.

2.6 **Update as of 06th Nov 2023** – The only outstanding issue to be resolved before completion is the o/s electrical works:

“2DB1 Remarks:1/L1 – High Bay Lighting: There is a general lack of 13A sockets around the installation which is causing the tenant to use extension leads trailing across the floor causing a hazard.

Also, there is a lack of RCD protection for socket and commando outlet circuits STRONGLY recommend that this is rectified. “

2.7 WPC solicitor advice below; The Clerk, in agreement with the Grounds Manager and Chair have agreed to take this approach to speed up the moving in process.

“The other option is that you carry out the works recommended by the report yourselves and the landlord in exchange reimburses the cost – or, more likely, grants you a rent-free period for a period for which the rental value matches the cost of conducting the works. We could work this into the lease fairly easily by introducing a rent commencement date. As you have a full repairing lease, I do not consider that a separate licence for works would be necessary. This is a suggestion I would need to put to the landlord’s solicitor, however. I do consider this to be the best course of action.”

2.8 WPC have also ordered new signage for the Business Park Unit, and car park plaques to highlight which spaces belong to WPC. Estimate completion date and install – early December 2023.

3.0 **Budget Summary**

3.1 Remaining budget for 2023 – EMR and General Reserves

Budget	Nominal Code	Balance
Workshop Building Fund	EMR 355	£18,774
Professional Fees	4170/100	£4,971
Workshop Rates	4630/450	£600
Outstanding fees		
Solicitor Fees		£1,550 + VAT est
SDLT Liability		£495.00 (paid)
SDLT Admin fee		£10.00 (paid)
Land registry fees		£45.00 est
NNDR expected fees		£ tbc
Rent payable		£20,000 per annum (Quarterly in advance)

3.0 **Recommendations**

3.1 This report is **NOTED**.

3.2 **NOTE** that rent payable should not exceed £10,000 for the first and second quarter of the rental period assuming Nov 2023 – April 2024 are covered. (This may reduce on the outcome of 2.7)

3.3 **NOTE** after all costs are accounted for there is expected to be a surplus of funds estimated £12,245.

3.4 **To APPROVE** that the remaining budget at 3.3 will be used to complete any electrical remedial works, purchase new internal racking /shelving and install secure metal fencing around the waste bins and fuel tank.

Useful Information

Landlord	: MHS Properties Ltd
Landlords Solicitor	: RWK Goodman
Tenant	: Wroughton Parish Council
Tenants Solicitor	: Bevirs Law, Jake Evans
Independent Solicitor <i>For Stat Declaration</i>	: Awdry Baily & Douglas
Managing Agent	: Alder King, James Gregory