

	<p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 16th September 2015</p>
Title	<p>Approval of Additional Temporary Car Parking at NLBP</p>
Report of	<p>Chief Operating Officer</p>
Wards	<p>All</p>
Status	<p>Public</p>
Enclosures	<p>Agreed Lease Document and Licence for Alterations</p>
Officer Contact Details	<p>Glenn Miller; Director of Estates and Valuation, Customer and Support Group Email Glenn.Miller2@capita.co.uk</p>

<p>Summary</p>
<p>Following the termination of the leasehold interest within Unit 4 NLBP a number of car parking spaces will be lost which are currently provided under the existing arrangements. Consequently a short term lease and licence for alterations have been agreed from the 18th October 2015 for 108 replacement car park spaces and the installation of a parking machine.</p>

<p>Decisions</p>
<p>1. Approve the Council entering into a new lease and a licence for alterations to provide additional parking at North London Business Park.</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 As part of the Civic Accommodation Strategy, the Council determined to operate the break clauses within the occupational leases in North London Business Park (NLBP), Building 4 with effect from the 17th October 2015. As a result of intensification of the occupation of Building 2, NLBP and the loss of the current car parking spaces allocated to the Council under the Building 4 leases, further car parking spaces were required.
- 1.2 Following the exercise of the break option for Building 4 NLBP, only 240 spaces will remain within the Council's control under the Building 2 Lease to service approximately 1200 staff. Priority for t^{he} use of these remaining spaces has been given to that staff that require their vehicle to carry out their duties.
- 1.3 In addition to those staff that require their vehicle to carry out their duties, it is recognised that there is a requirement to provide a limited number of spaces for staff who visit other council sites and customers on a less frequent basis and to use on occasions when other means of travel to work are not available. Additional spaces also allow the council to maintain visitor access to the site. It is also necessary to install a parking machine to assist in the management of the additional parking provision.
- 1.4 The proposed lease allows for 108 additional car parking spaces at a rent of £135,000 per annum exclusive of VAT for a term of three years from 18th October 2015 until 17th October 2018. The lease will contain a break clause enabling LBB to sever the arrangement at any time on or after the 18 April 2017 by giving six months prior notice in writing. A Licence for Alterations, which will run alongside the lease, will allow the Council to install a parking machine, subject to the usual obligation to remove the machine at the end of the lease and reinstate. The Council will also reimburse the Landlord's legal costs arising out of the grant of the lease, which are estimated at £780 inclusive VAT.
- 1.5 After careful consideration and assessment of likely demand along with the need to both demonstrate value for money and encourage sustainable means of transport it was considered appropriate to secure 108 additional spaces,

2. REASONS FOR DECISIONS

- 2.1 Additional staff car parking to enable the beneficial occupation of Building 2, NLBP.

3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 3.1 It was considered that no additional spaces should be acquired, however as priority over existing spaces was being given to staff who required vehicles for the conduct of their jobs this would mean there would be insufficient provision for members of the public and staff needing to use cars on an infrequent basis to visit other council sites and customers.

- 3.2 The acquisition of more than 108 additional spaces was also considered but was rejected as it was felt that the numbers as proposed is sufficient to provide for the requirements as described above

4. POST DECISION IMPLEMENTATION

- 4.1 To complete the lease prior to 18th October 2015

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The corporate plan 2015-2010 sets out 4 strategic objectives. Taking a lease of car parking at NLBP to replace car parking lost due to the surrender of leases of office space at NLBP will comply with the Strategic Objectives of the Corporate Plan by assisting the efficient delivery of services to get value for money for the taxpayer.

- 5.1.2 Occupation by the Council at NLBP will be at a higher density of employee numbers than was originally envisaged by the owner of the estate. This higher density enables the Council to occupy the office space more efficiently however a greater provision of car parking is therefore needed than was originally allowed for by the freeholder when granting the leases of Building 2

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 The lease will commit the Council to pay a rent of £135,000 per annum exclusive of VAT for a term certain of 18 months (subject to operating the break clause) with the option to extend the lease until 17th October 2018. It is considered that this level reflects a discount against open market rates and is in keeping with the landlord's rental levels for parking at NLBP generally. There is also reimbursement of the Landlord's legal fees in the estimated sum of £780 (inclusive of VAT).

- 5.2.2 The rental amount will be funded from existing accommodation project resources.

5.3 Legal and Constitutional References

- 5.3.1 A decision to consolidate within NLBP was confirmed within the Strategic Asset Management Plan authorised in September 2014 and the Office Accommodation Rationalisation Strategy authorised on the February 2015. In accordance with Responsibility for Functions, Annex B (Scheme of Delegated Authority to Officers) set out in the Constitution, Chief Officers have delegated authority:

- to discharge the functions allocated to them or dealt with by them or their staff, except for matters specifically reserved to, Committees or Council;
- in all matters where they have managerial or professional authority;

5.4 This decision is the implementation of an earlier decision of the Assets, Regeneration & Growth Committee on 8 September 2014 in relation to the Strategic Asset Management Plan

5.5 **Risk Management**

5.5.1 The additional car parking is a critical success factor to enable the Council to increase the efficiency of its occupation of Building 2 and the small part of Building 4 to be retained.

5.6 **Equalities and Diversity**

5.6.1 Under the Equality Act 2010, the Council must have due regard to the need to: a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; b) advance equality of opportunity between those with a protected characteristic and those without; c) promote good relations between those with a protected characteristic and those without. The 'protected characteristics' referred to are; age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation. It also covers marriage and civil partnership with regards to eliminating discrimination.

5.6.2 The Council is committed to improving the quality of life for all and wider participation in the economic, educational, cultural, social, and community life in the Borough.

5.6.3 The proposal to secure adequate car parking for the Council's North London business park premises which provide accommodation for the Council's central services will assist the Council's staff in providing services which comply with the Equality Act.

5.7 **Consultation and Engagement**

5.7.1 The office Accommodation Rationalisation Strategy (OARS) forms part of the Strategic Asset Management Plan published in 2014.

6. **BACKGROUND PAPERS**

Cabinet Resources Committee, 31 October 2007 - [Building 2, North London Business Park Variations in detailed lease terms and a new lease of parts of the Lower Ground](#)

Floor: <http://barnet.moderngov.co.uk/CeListDocuments.aspx?Committeeld=0&MeetingId=416&DF=31%2f10%2f2007&Ver=2>

Assets, Regeneration & Growth Committee, 8 September 2014, Strategic Asset Management Plan:

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=696&MID=7885>

Estates Summary Delegated Powers Reports, June 2015 – details the decision of the Head of Estates Management to authorise a sub-lease by Middlesex University of areas of Building 2, North London Business Park

<http://barnet.moderngov.co.uk/documents/s23970/Summary%20DPRs%20-%20Property%20transactions%20June%202015.pdf>

7. DECISION TAKER'S STATEMENT

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

8. OFFICER'S DECISION

I authorise the following action

8.1

Signed



John Hooton, Chief Operation

Officer

Date

16 September 2015
