

Cabinet Agenda



Contact: Steve Culliford, Democratic Services Officer
Telephone number 01235 540307
Email: steve.culliford@southandvale.gov.uk
Date: 20 November 2013
Website: www.whitehorsedc.gov.uk

A meeting of the

Cabinet

will be held on Thursday 28 November 2013
at 6.35 pm or on the adjournment of the Scrutiny Committee meeting
in the Council Chamber, The Abbey House, Abingdon, OX14 3JE

Cabinet Members:

Councillors

Matthew Barber (Chairman)
Roger Cox (Vice-Chairman)
Mike Murray
Reg Waite
Elaine Ware

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A handwritten signature in black ink, appearing to read 'M Reed', written in a cursive style.

Margaret Reed
Head of Legal and Democratic Services

Agenda

Open to the Public including the Press

Map and vision

(Page 3)

A map showing the location of the venue for this meeting is attached. A link to information about nearby car parking is http://www.whitehorsedc.gov.uk/transport/car_parking/default.asp

The council's vision is to take care of your interests across the Vale with enterprise, energy and efficiency.

1. Apologies for absence

To receive apologies for absence.

2. Declarations of interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

3. Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

4. Statements, petitions, and questions relating to matters affecting the Cabinet

Any statements, petitions, and questions from the public under standing order 32 will be made or presented at the meeting.

5. Office accommodation

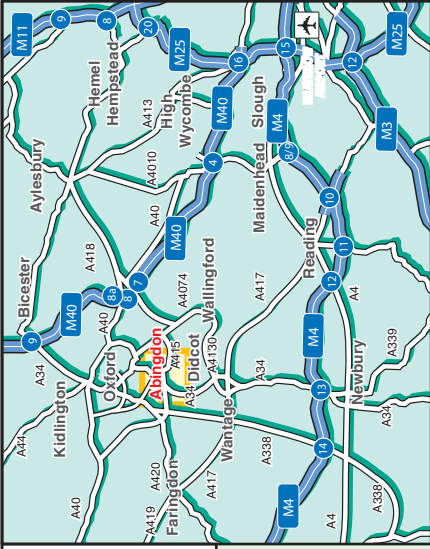
(Pages 4 - 19)

To consider the report of the strategic director and comments from Scrutiny Committee.

Exempt information under section 100A(4) of the Local Government Act 1972

None

Vale of White Horse District Council
 Abbey House, Abbey Close, Abingdon, OX14 3JE
 Tel: 01235 520202 Fax: 01235 532217
www.whitehorsedc.gov.uk



© www.giveaway.co.uk 2008 Tel: 0800 019 0027.
 Mapping sourced from
 OS data. PU100040256. Crown©2008.

KEY: Car Parks	
	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

By rail – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit www.nationalrail.co.uk or call 08457 484950

By bus – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council's website at www.oxfordshire.gov.uk. Contact details for bus operators can be found on the travel information pages on our website www.whitehorsedc.gov.uk

Parking – details of car parks charges can be found on our website

Cabinet Report



Report of the Strategic Director

Author: Steve Bishop

Telephone: 01235 540332

E-mail: steve.bishop@southandvale.gov.uk

Wards affected: All

Cabinet member responsible: Matthew Barber

Tel: 07816481452

E-mail: councillor@matthewbarber.co.uk

To: CABINET AND SCRUTINY COMMITTEE

DATE: 28 November 2013

Sharing of Abbey House with Oxfordshire County Council

Recommendations

Scrutiny Committee 28th November 2013:

(a) That the Scrutiny Committee considers the proposed terms of the lease and makes any comments or recommendations to Cabinet for consideration.

Cabinet 28th November 2013:

(b) That Cabinet approves the proposed terms as detailed in the report for the proposed occupation by Oxfordshire County Council of part of Abbey House

(c) That Cabinet delegates to the Strategic Director in consultation with the Leader of the Vale Council authority to agree any variation to the terms outlined in this report and to enter into the agreement for lease, lease, licence to alter and facilities management agreement and any other related or ancillary agreements or documents

(d) That Cabinet notes a further report will be presented for approval to the Leader, setting out the necessary arrangements between the Vale of White Horse and South Oxfordshire District Councils regarding the use of office space at Crowmarsh Gifford.

Purpose of Report

1. The purpose of this report is to seek Cabinet's approval to the proposed terms of a lease and other agreements in respect of the proposed occupation of part of Abbey House by Oxfordshire County Council (OCC).

Corporate Objectives

2. The proposals would make a significant contribution to the corporate objective of effective management of resources. The proposals also have the potential to further the objective of excellent delivery of key services.

Background

3. On 4 October 2013 Cabinet considered a report of the head of economy, leisure, and property on a proposal to let part of Abbey House in Abingdon and relocate significant numbers of staff to South Oxfordshire District Council's (South's) offices at Crowmarsh Gifford. The proposal included letting part of the ground floor of Abbey House and all of the office accommodation on the first and second floors to OCC, together with shared use of the reception area. The report also raised the possibility that part of Abbey House is let to the Citizens Advice Bureau (CAB). The report sought approval in principle to these proposals, and sought delegated authority for the strategic director to finalise the agreements, and appoint a consultant to manage the project, plan space requirements, and specify and oversee works at Abbey House.
4. Cabinet approved the principle of a letting to OCC, to include shared use of the reception area, but requested that the strategic director in consultation with the Cabinet member for property bring the final agreement back to Cabinet for approval. This report therefore details the terms provisionally agreed with OCC. It does not deal with the terms of any letting of space to the CAB which has not been discussed in detail.
5. A number of documents will ultimately be required to cover the proposed arrangements between the Vale Council and OCC. In addition to the lease these will include a facilities management (FM) agreement (which will detail responsibility for the provision of various services in the building and allocation of cost), an agreement regarding provision of the combined reception facility (which may be included in the FM agreement), and a licence for alterations giving consent to proposed works by OCC prior to occupation.
6. The proposal is that the parties will, at an early stage, enter into an overarching agreement for lease whereby the Vale Council undertakes to give access to allow OCC to carry out the required alterations (with full access from no later than 10 March 2014) and with the parties committing to entering into a lease from 1 June 2014. Whilst the lease is in a form which is essentially agreed (subject to Cabinet approval) and would therefore be attached to the agreement, the other documents, despite good progress having been made, are not yet all in agreed form. If they are in a final form at the time of the agreement being ready for execution then they can be attached, but otherwise the parties will commit to agreeing them before grant of the lease.

7. The principal terms of the proposed lease are as follows:

- accommodation includes part ground, first and second floors as shown edged red on the attached plan
- a term of 10 years with mid term break provisions in favour of the tenant
- a rent of £237,953 a year subject to upward only rent review after 5 years
- OCC to be responsible for fitting out works in accordance with a schedule to be agreed and completed to the Vale Council's reasonable satisfaction and in addition OCC would be responsible for all their own furnishings, desks, chairs etc.
- OCC to pay for usual outgoing including utilities and rates (it is intended that the space will be separately metered for electricity)
- OCC to pay a service charge based on their floor area relative to the whole to cover common costs such as heating, maintenance of common parts, external repairs and landscaping
- OCC will be permitted to assign the lease, or underlet the whole but only where the new occupier is a public body or one which shares the same values or goals and where in the Vale Council's opinion the activities of the proposed occupier would not be in conflict with its own activities or would not impact on security of the building

External solicitors have been advising the Vale Council and they have prepared a report on the proposed lease terms and this is also attached.

8. The rent is calculated based on a total area (excluding the reception) of 28,112 square feet and applying a rate of £8.01 per square foot, plus an amount for the shared reception of 3,190 square feet based on half this rate.
9. It is agreed that OCC will have 132 car parking permits which matches the number available at their existing site. These spaces are limited to the Charter (levels 5 and above), Rye Farm and Hales Meadow car parks but provision has been made to terminate parking at the Charter in the event that it is redeveloped. In that case parking will be restricted to the other two car parks mentioned. In addition OCC staff members will be able to purchase permits at a 20 per cent discount to public rates.
10. Given the level of rent involved and the requirement to achieve best consideration, external property consultants have been engaged to consider the proposed transaction. They have indicated that they are satisfied that the proposals represent best consideration, but their formal report confirming such will be required before completion of the agreement.
11. Signage will be an important matter for consideration. Both Vale and OCC will require suitable signage to indicate they occupy the building and the services that are provided. The precise signage has not been discussed in detail.

Facilities management agreement and provision of services to OCC

12. In addition to the services provided via the lease, the parties have also discussed co-operating over the provision of additional services to avoid duplicating provision of a particular service within the building. In a few instances OCC have requested that they provide the service, for which the Vale Council would pay a proportion of the cost and this includes operation of the post room and managing the access control mechanisms on doors. Most other services would continue to be provided by Vale Council's facilities team either directly or via contractors.
13. Whilst all the arrangements over provision of services are still to be finalised, estimates of the cost of providing the various services have been given to OCC. Many of the costs incurred in relation to Abbey House are unlikely to increase, or increase only modestly, as a result of OCC's occupation, such as business rates, insurance, heating, external repairs and maintenance. In some instances, the more intensive use of the building is likely to increase costs, such as use of materials and consumables. However by re-charging the majority of the costs to OCC, the letting will result in substantial savings under the existing Abbey House cost centre. The most significant of these will be business rates (estimated saving of £125,000 but precise figures dependent on whether the two parts are separately assessed) but significant savings are also expected in heating and electricity, contract cleaning and staff costs (caretakers, management etc).
14. The Vale Council will be recharged a proportion of the costs of services provided by OCC, however this is also expected to reflect pro rata occupation of the building and would therefore be a relatively small proportion. For present purposes these costs have been estimated to be no more than the existing cost incurred directly.
15. Whilst OCC will be undertaking works to the leased area there will be some one-off costs incurred by the Vale Council over works to common areas, such as changes to the secure access door system. The precise extent of these works has not yet been finalised or costed but is expected to be modest.
16. The FM agreement is intended to be personal between the parties and as such would fall away, or have to be renegotiated, if another occupier was proposed and was acceptable to the Vale Council.

Reception sharing agreement

17. A significant benefit of these proposals is that a shared reception service involving two tiers of local government will greatly simplify customer contact from the customer's point of view. Officers have taken the view that, having regard to the existing customer service contract (part of the wider financial services contract) between Vale and Capita, the most workable arrangement is that this contract be extended to incorporate the additional services required for OCC. On that basis Vale would contract directly with OCC to provide those services. Capita has submitted a commercial proposal against a draft specification for the services required by OCC. In most instances the services would replicate what is presently being provided, albeit the number of visitors will increase, but some training will be required in relation to other services, notably social services

case meetings and signposting of OCC services. The indications are that some visitors requiring OCC services can occasionally be more challenging or require segregation from other visitors and so this will need to be incorporated in training and protocols. OCC are proposing to take some additional ground floor space to enable visitors to be taken out of the main reception area when appropriate. Three way discussions between Vale, OCC and Capita are ongoing, but generally OCC is happy that the space and facilities being allocated for customer service meet their needs, and OCC are happy with the proposed contractual arrangement.

18. In relation to cost, the proposal is that OCC will be liable for the additional charges made by Capita for the extended service under its contract and the Vale Council will recharge these costs by way of separate agreement to OCC at cost, i.e. without Vale applying any management fee.
19. The agreement will also need to have flexibility to change services over time and would effectively mirror the provisions of the Capita contract where there is a procedure to change services, and which in practice has been done frequently over the years. The Capita contract is due to be retendered by July 2016 so the Vale Council's contract with OCC will reflect this. The contract will also dovetail termination arrangements so that if OCC's lease was assigned and it was subsequently agreed that the new tenant would no longer require the reception services then suitable notice would have to be given and/or any costs or penalties under the contract would have to be covered by OCC.
20. Because two separate contracts are proposed, i.e. one between Vale and OCC, and separately an extension of the existing customer service contract between Vale and Capita, there are no direct transfers of existing OCC reception staff between OCC and Vale, and after seeking advice officers believe that TUPE does not apply in relation to OCC's existing reception staff. This eliminates Vale's commitment e.g. to redundancy costs.

Options

21. The Cabinet have agreed in principle to the lease and on that basis the available options relate to variation of the terms of the agreement. In part the terms have been driven by a need to be competitive with the terms on offer through OCC's existing landlords, but even so the terms are believed to represent a good deal for the Vale Council.

Financial Implications

22. The proposed rent is as indicated above.
23. As regards services provided in the lease and in the FM agreement, the attached table shows costs incurred in relation to Abbey House for the year 2012/13, a budget estimate based on those costs assuming OCC are in occupation (with costs added in certain categories where these are expected to increase) and the split in responsibility between the Vale Council and OCC based on the proportion of the building occupied by each authority. The totals have been adjusted for inflation. These are presently best estimates – the precise amounts will depend

on the final agreement reached with OCC and the actual experience of costs and recharges, but the savings will be substantial.

24. The Capita agreement is expected to be cost neutral.
25. There will need to be an agreement with South over a contribution to reflect the extra staff being located at those offices. This could be in the form of a one-off contribution to adaptation/improvement works to accommodate the new staff numbers and an ongoing charge to reflect the additional outgoings/rent. Officers understand that these discussions have not been concluded, however, the savings generated by recharging operating costs to OCC should comfortably exceed any recharge.
26. Other costs will be incurred as a result of the new arrangements. This includes one-off costs such as rearranging IT within Abbey House and Wantage Civic Hall to service the new working arrangements (estimated at £65,000) and ongoing annual costs such as additional officer travelling arising from relocating well attended committee meetings (full council, planning, scrutiny, audit) to Wantage Civic Hall/Abingdon Guildhall, whilst committee meetings involving fewer numbers (cabinet, licensing) remain in Abbey House council chamber. In addition, staff that are relocated to South's offices and whose journey to work and back will be longer as a result, will be entitled to claim the additional mileage incurred for two years. The cost of this over two years is currently estimated at a total of £185,000.

Legal Implications

27. As indicated external consultants have been engaged for the purposes of preparing the documents.

Risks

28. Careful treatment of the signage to ensure the building continues to be easily recognised as a Vale Council building as well as an OCC/CAB service centre, advance warning to the public of the changes and ensuring continuity of the services provided from the building will be important to ensure any potential negative impact or public confusion is eliminated or minimised.
29. Any leasing arrangement involves an element of doubt over what will happen at the end of the lease or at break points within it. There is therefore the risk that OCC will operate the break or will not wish to renew on expiry of the lease and that the building will then be empty and, unless another occupier is found, the building could quickly become a liability. This will depend on prevailing market conditions which cannot of course be predicted at this point in time. There is not proposed to be a break in the lease in favour of the Vale so for the duration of the lease the building is not available for its own occupation and if for any reason it was felt that additional space was required in Abingdon then it may mean looking to lease space in the town.

Other implications

30. There are of course a great many implications relating to the accommodation project as a whole, including relocation of many staff to South's offices and the programme of works that flow from that. The Vale and South councils have procured external assistance from a project manager to oversee this complicated process, which has been working effectively. This will be se subject of a future report to the Leader.

Conclusion

31. The proposals will produce a significant financial benefit to the Vale Council. The proposed lease and ancillary agreements have resulted from a negotiation process but are believed to be satisfactory, workable arrangements which will result in greatly more efficient occupation of this public building.
32. In the short term there is a minimal risk to the provision of services during the transition period and in the longer term the proposals represent an opportunity to complement services offered by the two councils for the benefit of the public.
33. Scrutiny is therefore asked to scrutinise the proposed deal and make any comments to Cabinet. Cabinet is asked to approve the proposed terms as detailed in the report for the proposed occupation by Oxfordshire County Council of part of Abbey House. In addition it is asked to delegate to the Strategic Director in consultation with the Leader of the Vale Council authority to agree any variation to the proposed terms and to enter into the agreement for lease, lease, licence to alter and facilities management agreement and any other related or ancillary agreements or documents.

Background Papers

- None

DRAFT REPORT ON DOCUMENTATION

AGREEMENT FOR LEASE:

The agreement provides for the Grant of the Lease on the terms set out below on the 1 June 2014.

The Agreement also deals with two other matters pre-completion:-

1. In clause 5 the Agreement deals with the approval of the following matters:-

- (a) Plans and specifications for the Tenant's Works which are to be attached to the Licence to Alter.
- (b) A method statement relating to the Tenant's Work again to be attached to the Licence to Alter.
- (c) The Service Schedule which will be attached with the Facilities Management Agreement; and
- (d) The Operating Protocol to be attached to the Lease.

All of these items are to be approved by the Landlord/agreed by the parties acting reasonably. Accordingly, to some extent, there will be an "agreement to agree" which is unenforceable but the parties are obliged to cooperate in good faith in this regard.

2. The Agreement for Lease also provides in clause 6 that the Tenant may have access to the Property in stages; in respect of the second floor of the Property no later than 1 February 2014 and as to the whole no later than 10 March 2014. Access could be given earlier on two weeks' notice.

As mentioned above, the Agreement provides for the completion of the Lease on the 1 June 2014. On this date there will be an apportionment of rent and insurance rent (there is no rent free period) and the parties will enter in to the Lease, the Licence to Alter and the Facilities Management Agreement.

In addition on completion the Landlord must issue 132 car parking permits for use by the Tenant's employees within any of Rye Farm, Hales Meadow or Charter (levels 5 and above) car parks.

LEASE:

Tenant : The Tenant will be Oxfordshire County Council.

- Premises : The premises demised by the Lease are the part ground floor, first and second floors Abbey House Abingdon. This is an internal demise which is relevant for the Tenant's repairing obligations.
- Term : The Lease Term is a term of ten years commencing on 1 June 2014. The Lease is inside the security of tenure provisions of the Landlord and Tenant Act 1954 which means at the end of the Lease Term the Tenant will have a statutory right to remain in the Property and renew their Lease unless the Landlord can show certain limited grounds (for example redevelopment) apply.
- Tenant's Break : The Tenant has a right to break the Lease on either the 1 June 2019 or 1 June 2020 (Break Dates) on giving no less than twelve months but not more than twenty-four months prior notice. The operation of break is conditional on payment of the annual rent and vacant possession of the property being given at the Break Date. If the Lease is terminated then any rents paid in advance must be repaid to the Tenant to the extent that they relate to a period after the Break Date.
- Rent : The annual rent is £237,953 per annum payable on the usual quarter days.
- Rent Review : The rent is to be reviewed on the fifth anniversary of the term of the Lease to the open market rent. The rent review is upwards only. Note that the open market rent is assessed on the usual assumptions and disregards however, particular attention is drawn to the alienation provisions (see below) which are restrictive and therefore could have a detrimental effect on review.
- Permitted Use: The permitted use of the Premises is offices within Use Class B1 (a) of The Town and Country Planning (Use Classes) Order 1987.
- Repair and Decoration : This is a full repairing Lease on the part of the Tenant so the Tenant is required to keep the premises in good repair and condition (damage by the insured risks accepted). The Tenant is required to decorate the Property as often as reasonably necessary and in the last three months before the end of the Term. Note that there is no dilapidations provision so at the end of the Term the Tenant only has to return the Property in a clean and tidy condition making good any damage caused. The Tenant also has to remove its chattels.
- Insurance : The Landlord covenants to insure the Property against the usual commercial risks (confirmation as to whether this includes terrorism is awaited) for the full reinstatement value. If the Property is destroyed by

the Insured Risks then the Landlord must reinstate the same and during such time as the Property the Annual Rent will be suspended until such time as the Property is reinstated or three years whichever is sooner. If the Landlord considers the Property is impossible to reinstate then the Landlord may terminate the Lease on notice. The Tenant may terminate the Lease if the Property has not been reinstated within three years of the date of damage or destruction.

The Tenant is required to pay a fair and reasonable proportion of the cost of insuring the building and also the cost of insuring up to three years loss of rent. Note that a fair and reasonable proportion is defined in the Lease as being based on the net internal area that the Property bears to the remainder of the lettable units within the Building.

Services : The Landlord is required to use reasonable endeavours to provide the services to the Building which include maintenance of the structure and the common parts of the Building, cleaning the windows maintaining the machinery and equipment on the common parts and the other items set out in clause 8 of the Lease. The Landlord has the ability to vary the services, if reasonable to do so.

The Tenant is to pay a fair and reasonable proportion of the Service Charge on a quarterly estimated basis with a balancing charge or credit after certification at the end of each service charge year.

Note that whilst the Facilities Management Agreement is in place then some of the services may be charged under that document not the lease and there is to be no double counting.

Assignment : The Tenant may assign the whole of the lease with the consent of the Landlord, such consent not to be unreasonably withheld.

Note that there are certain circumstances in which the Landlord may withhold its consent which are:-

- (a) The annual rent or any money due is outstanding or there is an unremedied material breach of covenant.
- (b) The assignee is not of sufficient financial standing in the reasonable opinion of the Landlord.
- (c) The assignee and the Tenant are group companies.

- (d) The assignee is not a public body or an organisation which in the opinion of the Landlord shares similar goals and aspirations of the Landlord.
- (e) In the opinion of the Landlord the activities of the Assignee would conflict with the Landlord's day to day activities or overall security of the building.

Note that these latter two requirements mean that the Landlord has an effective veto on any assignee which could have a negative impact on rent review; on the other hand you will have greater control over the building than in a usual landlord and tenant situation.

On an assignment any assignee must take a novation of the Facilities Management Agreement unless otherwise agreed by the Landlord. The Landlord is also to re-issue the car parking permits to the assignee.

Underletting : The Tenant may underlet the whole or a permitted part of the Property with consent not to be unreasonably withheld. A permitted part is either whole floors or a part of the Property which is capable of independent occupation. The Landlord may withhold its consent to an underletting of whole where in its opinion the activities of the undertenant would conflict with the Landlord's day to day activities or the overall security of the building. Where the Tenant is Oxfordshire County Council, no consent is required for underletting to a supplier of services to the Tenant or a partner organisation.

All underlettings must be outside the provisions of the Landlord and Tenant Act 1954.

Sharing Occupation : The Tenant may share occupation of the Property with a public body, a subsidiary body or a body which provides services to the Tenant subject to each case in each case to consent not to be unreasonably withheld or delayed where the body will agree with the Landlord's reasonable requirements as to security.

Operating Protocol : There will be an operating protocol attached to the Lease setting out matters such as fire drills and first aid etc.

Rights Granted To the Tenant : The Tenant is granted the usual rights as would be expected over the common parts of the Building also to place refuse bins within a designated area and to place bicycles again in a designated area. There are also rights to load and unload in the exterior area to be

shown on the lease plan. The Tenant also has rights to use the lavatories and wash rooms on the first and second floor of the building and to display the name and logo of the Tenant on a sign provided by the Tenant outside the Building and in reception and at the entrance of the Property.

Landlord's Rights: The Landlord reserves rights to connect in to any Service Media within the Property, rights to develop adjoining property, rights to erect scaffolding, rights to re-route any means of access to the Premises or any service media. The Landlord may also enter the Property to carry out repairs and for any other purpose mentioned in the Lease. These rights of entry may be exercised on reasonable notice except in emergency subject to minimising disruption and making good any damage caused to the reasonable satisfaction of the Tenant.

Permitted Hours: The permitted hours in the Lease are 7am to 7pm, The Tenant will have 24 hour access to the Property but to the extent that services are used outside of this time there will be a separate charge.

Car Parking : As mentioned above, the Tenant will have a 132 car parking permits and will also have the ability to buy other permits on a discounted basis. The Landlord may change the designated car parks from time to time.

LICENCE TO ALTER

The Tenant on completion will also enter in to a Licence to Alter regarding its fit out works. The Tenant is obliged to carry out the works within six months of completion of the Lease.

The Licence provides that the works are carried out in accordance with the Method Statement and the Plans and in compliance with all laws. The Tenant must also comply with CDM requirements.

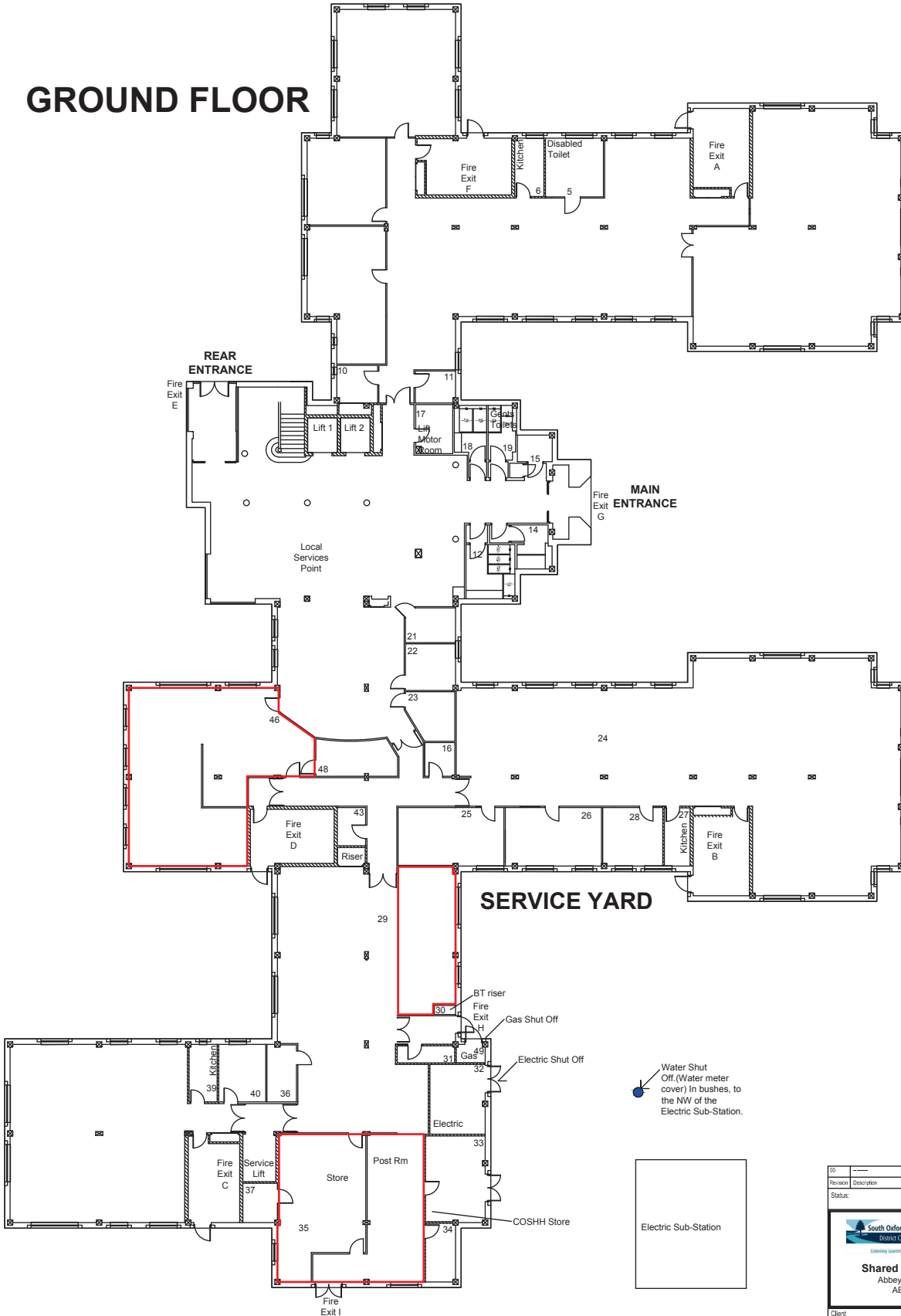
The Tenant's Works are to be disregarded on rent review.



FACILITIES MANAGEMENT AGREEMENT:

The Landlord is to provide certain services to the Tenant with regard to the Property i.e. cleaning and security etc. and the Tenant is to provide services to the Landlord for example, the post room. In addition the Landlord is to provide reception services to the Tenant or to a specification agreed. This Agreement is currently under discussion and we will add further details once its terms are firmed up.

GROUND FLOOR

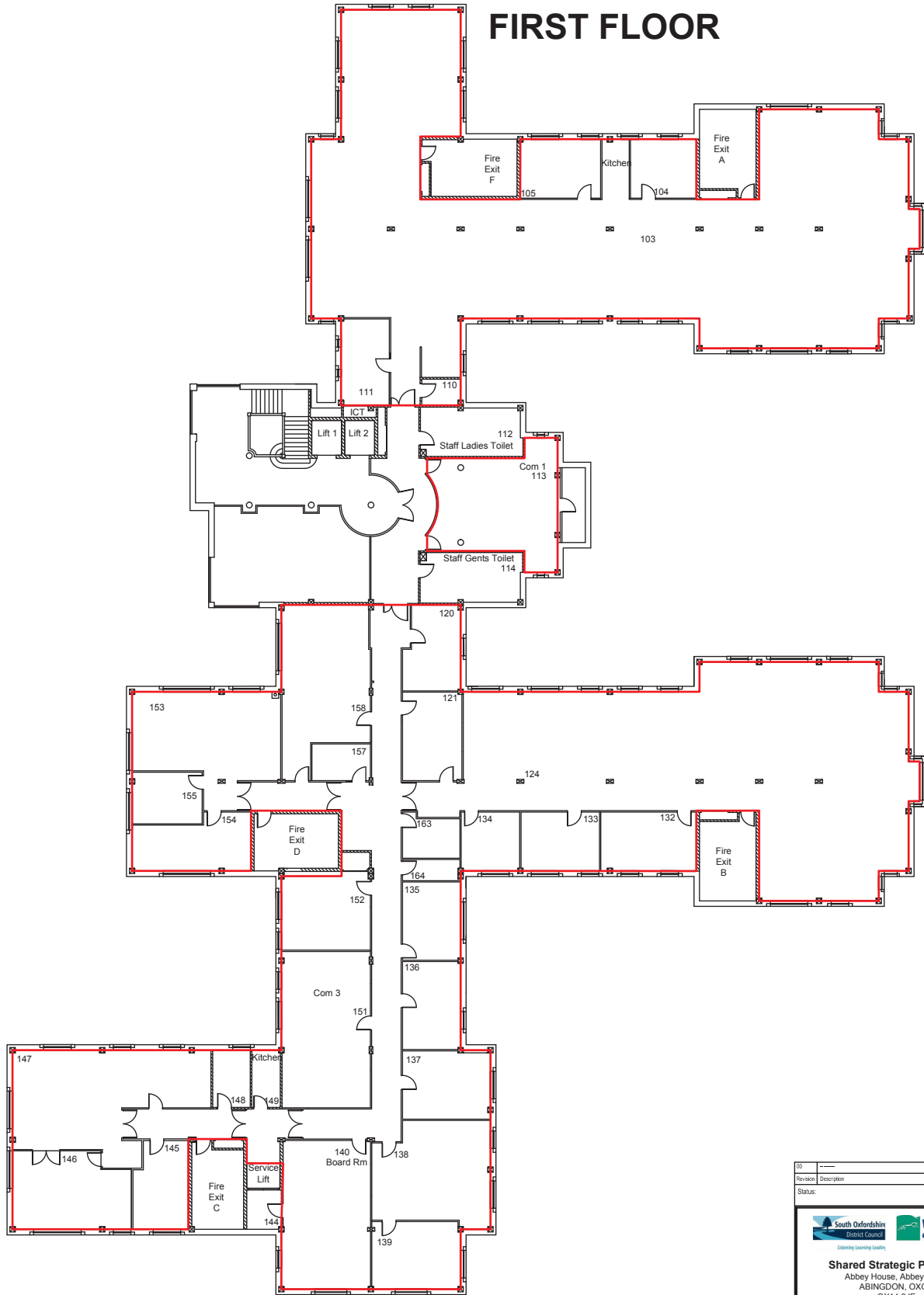
- NOTES:**
1. This drawing to be read in conjunction with all relevant drawings, documents and specifications.
 2. Dimensions not to be scaled from drawing.
 3. Dimensions are in millimetres unless otherwise stated.





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Revision	Description	Date
Status:		
 		
Shared Strategic Property Abbey House, Abbey Close ABINGDON, OXON OX14 3JE		
Client		
South Oxfordshire District Council and Vale of White Horse District Council		
Contract		
Abbey House Abbey Close Abingdon		
Title		
Ground Floor Demised & Common Areas		
Suzanne Malcolm - Shared Economic Development Manager		
Drawn	Economy Leisure & Property	Proj Date
Scale	1:250 @ A3	20/11/2013
Drawn by	RSE	Eng No.
		App by

- NOTES:**
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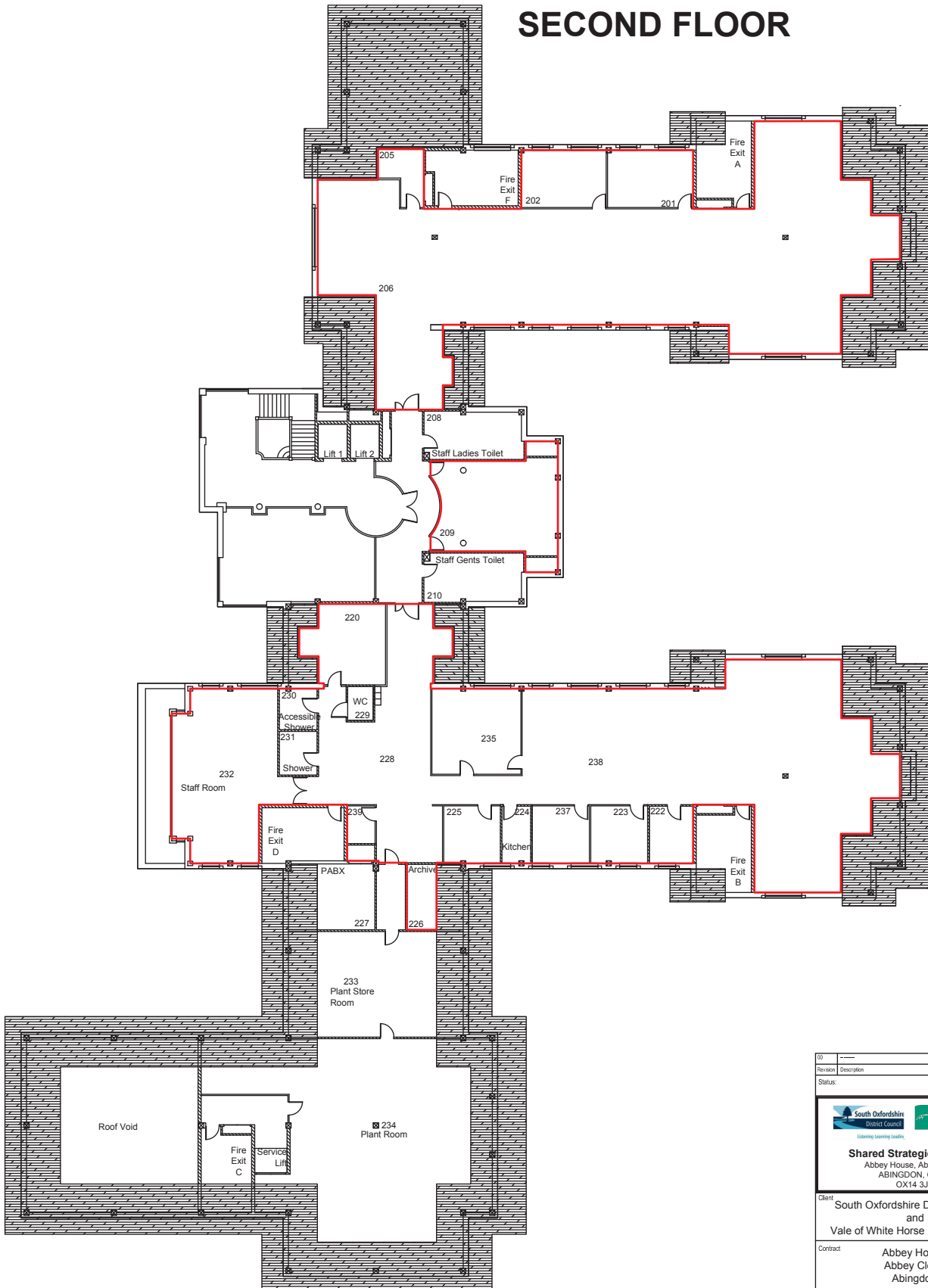
FIRST FLOOR





00	---	00/00
Revision	Description	Date
Status:		
 		
Shared Strategic Property Abbey House, Abbey Close ABINGDON, OXON OX14 3JE		
Client		
South Oxfordshire District Council and Vale of White Horse District Council		
Contract		
Abbey House Abbey Close Abingdon		
Title		
First Floor Demised & Common Areas		
Suzanne Malcolm - Shared Economic Development Manager		
Division	Proj. No.	Proj. Date
Economy Leisure & Property	---	20/11/2013
Scale	Eng. No.	Rev.
1:250 @ A3	---	---
Drawn by	CHK'd by	App. by
RSE	---	---

- NOTES:**
1. This drawing to be read in conjunction with all relevant drawings, documents and specifications.
 2. Dimensions not to be scaled from drawing.
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SECOND FLOOR



10	---	06/08
Revision	Description	Date
Status:		
 		
Shared Strategic Property Abbey House, Abbey Close ABINGDON, OXON OX14 3JE		
Client		
South Oxfordshire District Council and Vale of White Horse District Council		
Contract		
Abbey House Abbey Close Abingdon		
Title		
Second Floor Demised & Common Areas		
Suzanne Malcolm - Shared Economic Development Manager		
Division	Project Date	Rev.
Economy Leisure & Property	20/11/2013	
Scale	Eng. No.	
1:250 @ A3		
Drawn by	CHK'd by	App'd by
RSE		

	2012/13 running costs	Estimated running costs 2012/13 assuming OCC in occupation	Cost to Vale 31.77%	County responsibility 68.23%
Agency staff (to cover non planned absences)	1,596.16	1,596.16	£507.10	£1,089.06
Repairs and maintenance to land and...	19,362.36	24,202.95	£7,689.28	£16,513.67
Repairs & Maintenance of Fixtures &...	3,804.84	4,756.05	£1,511.00	£3,245.05
Repairs & Maintenance of Plant	8,238.98	10,298.73	£3,271.90	£7,026.82
Electricity	54,194.21	67,742.00	£21,521.63	£46,220.37
Gas	14,174.93	14,174.93	£4,503.38	£9,671.55
Non domestic rates	177,647.46	177,647.46	£56,438.60	£121,208.86
Water rates	5,115.88	6,394.85	£2,031.64	£4,363.21
Contract Cleaning	40,428.92	40,428.92	£12,844.27	£27,584.65
Waste Management	5,582.43	6,978.04	£2,216.92	£4,761.11
Premises Insurances	5,908.98	5,908.98	£1,877.28	£4,031.70
Purchase of equipment	349.98	349.98	£111.19	£238.79
Maintenance of equipment	352.34	352.34	£111.94	£240.40
Maintenance contracts	12,576.31	12,576.31	£3,995.49	£8,580.82
Materials & consumables	9,985.50	14,977.00	£4,758.19	£10,218.81
Clothing and uniforms	12	100	£31.77	£68.23
Communications - Telephones & Fax	950.33	950.33	£301.92	£648.41
Subscriptions - Autocad	1,666.25	615.00	£195.39	£419.61
Third Party Payments - Security	7,630.06	7,630.06	£2,424.07	£5,205.99
Payments to South - Salary costs	106,411.31	105,992.62	£33,673.86	£72,318.77
Admin/service charge		5,000.00	£1,588.50	£3,411.50
	£475,989.23	£508,672.70	£161,605.32	£347,067.39
allow 5% inflation for 12/13 to 14/15		£534,106.34	£169,685.58	£364,420.76

Note - it is intended electricity will be sub metered so this will not be split pro rata but charged on actual use