

EAST HERTS COUNCIL

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

OFFICER DECISION WRITTEN RECORD

Reference:	OD/(to be added by Democratic Services)
Subject Matter:	Leasing of Space at Wallfields to High Oak Business Centres (Hertford) Limited
Date of Decision:	8 th April 2025
Exempt/Confidential information (Yes/No):	EXEMPT Appendix A
If Exempt/Confidential – reason why:	Contains commercially sensitive financial information about a third party, High Oak. Furthermore, publishing the financial information could fetter the council's ability to secure best value for future lettings
Name of Officer taking decision under delegated authority:	Jonathan Geall, Head of Housing, Health and Property
Source of delegated authority (constitution/express delegation/etc):	Paragraph 10.13.16 in the council's Constitution, that is, responsibility for 'Lettings of all properties including council offices; consents to assignments and sub-lettings; the granting of easements and licences; entering into leases, sub-leases, licences and easements on behalf of the council as lessee or lessor, sub-lessee, licensee or grantee as

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	appropriate; consent to modification or release of restrictive covenants; rent reviews under existing and future leases, including the approval of terms, subject to reporting transactions half-yearly to the Executive'
Exercise of delegated authority approved by: <i>(if different from Officer taking decision)</i>	<p>Note: Cllr David Jacobs, Chair of the Overview and Scrutiny Committee, has approved use of the General Exemption under reg 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 which allows the 28 day notice period for key decisions to be curtailed to five days.</p> <p>This was confirmed by an email from Cllr Jacobs to the council's Monitoring Officer on 27th March 2025</p>
Decision:	The rental of 3,700 sq ft of floor space at East Herts Council's Wallfields office, Hertford, to High Oak Business Centres (Hertford) Limited for a 15 term in return for a commercial rent, with a rent review at the end of the fifth and tenth years of the lease
Reason(s) for Decision:	The council's move to modern ways of working has freed up space at Wallfields in Hertford. The council's Medium Term Financial Plan has included the potential for income from leasing vacant space Wallfields.

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	<p>Following a marketing exercise, the council identified High Oak Business Centres (Hertford) Limited as a tenant for 3,700 square feet of space. The council has agreed the terms of a 15 year lease to High Oak.</p> <p>On behalf of the council, the Head of Housing, Health and Property is approving the lease with a start date of 1st May 2025</p>

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Details of alternative options, if any considered and rejected:	<ol style="list-style-type: none"> 1. Option 1 - Do not rent the space at Wallfields. NOT RECOMMENDED at the council has identified a tenant willing to rent space at a commercial rent, thus, not proceeding would deprive the council of this income. 2. Option 2 - Wait for an alternative commercial tenant who wishes to rent a larger area of the available space. NOT RECOMMENDED as the council has been marketing property since the middle of 2024 and High Oak's offer is the most financially advantageous to the council. 3. Option 3 - Lease 3,700 square feet of space to High Oak in return for a

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	commercial return. RECOMMENDED.
Name of Officer who has confirmed with all Members involved in taking this decision whether they have pecuniary or non-pecuniary interest:	N/a as this is a decision delegated to an officer
Name(s) of any Member who has removed himself/herself from contributing to this decision because of a conflict of interest:	None
Signature of Decision Maker (where decision is taken in consultation with a Member):	REDACTED
Signature of Member consulted by Decision Maker (where decision is taken in consultation with a Member):	N/a

SIGNATURES TO BE REDACTED