

**Cotgrave Town Council Extraordinary Meeting  
21st September 2016**

- Present** : Councillors V Wood (Chairman), R Butler, K Chewings, M Chewings  
C Chewings, S Chewings, W Handbury, L Healy, C Jeffreys, J Mileham,  
A Wilkie and Y Wilson.
- Apologies** : Councillors S Gardner and I Shaw.
- Absent** : Councillors H Brumpton & C Denham.
- In Attendance** : The Clerk.

The meeting was held at Cotgrave Futures and started at 7.00pm.

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**Declarations of Interest**

- 1121 No declarations of interest were given.
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**Public Open Session**

- 1122 Kath Marriott and Nick Berry, from Rushcliffe Borough Council gave an update on the progress of the re-development of the shopping precinct and the Multi Use Building.
- 1123 Kath Marriott, introduced Nick Berry and gave an outline of work within the project, Nick currently works with all traders on the precinct, and the business units on Hollygate Lane.
- 1124 Rushcliffe Borough Council have three planning applications being considered, the three applications are for the multi-use building, the retail units on the precinct and changes to the car park area located on Rivermead.
- 1125 Councillor K Chewings had forwarded questions to Rushcliffe Borough Council requesting information, he had requested a full breakdown of the service charge and the reason for the significant changes of the breakdown charge.
- 1126 Kath Marriott explained the change in the service charge, the original architect had made the potential council office space too large and this had been revised and recharged accordingly and Nick Berry explained the full break down of the service charge for the potential office space and how it is made up, including business rates.
- 1127 All business rates will be reviewed nationally by the Valuation Office.
- 1128 Rushcliffe Borough Council are aware of Cotgrave Town Council's maximum budget for purchasing any new office space.
- 1129 Rushcliffe Borough Council need to be informed of Council's decision, whether Cotgrave Town Council, would like to purchase the long lease and move into the new building by the end of September 2016.

- 1130 If Cotgrave Town Council decided not to take office space in the new building, this would allow time for the variations to the current planning application to be made and would not hold up the planning application for the new building for the doctors, pharmacy, library, police and Rushcliffe Borough Council.
- 1131 The office space that Council would occupy is located on the first floor and would have two dedicated car parking spaces in a new car park.
- 1132 Some of the money paid from the Hollygate Lane development is being used to build the multi service building to provide the doctors and all the additional services supplied by the health service. This will protect the health provision within Cotgrave.
- 1133 Cotgrave Town Council, Police and Library are all offered a leasehold of 999 years and Rushcliffe Borough Council will have a licence agreement with the library, this will allow for Rushcliffe staff to have a manned contact point within the building.
- 1134 If Cotgrave Town Council decided to take the office space, it would be of a similar size and facilities of which the office currently has.
- 1135 Rushcliffe Borough Council is aware that the Council has a maximum budget to consider when taking any new office space.
- 1136 A service charge will provide funding to carry out repairs and maintenance on the building, repairs are not as likely within the first few years, due to it being a new build and the building will have lot of various guarantees.
- 1137 The freehold of the building will be held by Rushcliffe Borough Council.
- 1138 If Council purchased the leasehold and then needed to change its office provision, the leasehold could be sold or rented out.
- 1139 If the planning application for the multi-use building is approved, building works will hopefully commence in March 2017.
- 1140 The Heads of Term document has been produced and all potential customers have been issued with a copy and this is the document the lease will be produced from.
- 1141 Rushcliffe Borough Council have instructed their solicitors, Freeths, to start preparing the draft lease for all customers of the building to see and sent to their own solicitors for approval.
- 1142 The different ways of heating the office were discussed but no decision made, the building will not have one heating system for all users.
- 1143 Kath Marriott and Nick Berry left at 8.15pm, after giving their presentation and taking questions.
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- 1144 The minutes for the previous meeting, were not available when the meeting was called, but a copy was emailed to all Councillors on email, prior to the meeting.
- 1145 Councillor K Chewings noted the minutes were not approved for accuracy and progress and noted Councillor M Chewings had not received a paper copy prior to the meeting.

### **Future Provision for Consideration for Cotgrave Town Council Office Space**

- 1146 Councillor C Chewings said he was not comfortable with spending £120K on new office space within the multi-use building, especially as the space would be similar in size to the current office space.
- 1147 Councillor W Handbury noted the size of the office space and wanted to confirm that Council had capped the price which they are willing to pay for any new space, but noted that it would be positive to be sharing the building with partners.
- 1148 Councillor Jeffreys commented on the very long leasehold, of 999 years.
- 1149 Councillor Wilkie noted that in the future, Rushcliffe Borough Council could sell the freehold and would this affect any of the leaseholder's service charges.
- 1150 Councillor Healy noted that it would be a long term investment for Council and feels that Council should be present within the building. The building and facilities look very impressive.
- 1151 Councillor S Chewings stated that we have discussed the positives for taking office space in the building and but has concerns that the office purchase must not impact on residents' council tax. The residents would not be happy if this happened.
- 1152 Councillor Butler noted the information provided by the presentation given and noted the service charge costs, but costs in the current office are likely to increase and the current office space is not very energy efficient. Council would be part of a long term investment and in a new flagship building for Cotgrave.

With all the current investment planned for Cotgrave, it is a good opportunity to bring new investment into Cotgrave.

- 1153 Councillor Mileham noted that she had joined Council after some of the decisions to considering moving into the office space had been discussed, but noted that the current office space can be problematic and is in favour of the new office space but within the budget set by Council.
- 1154 Councillor M Chewings noted his concerns of entering into an agreement before the lease had been given to Council and was concerned of potential cost of legal bills.
- 1155 Councillor K Chewings noted that the project would continue even if Council decided not to take any office space in the building. The Police and Library were giving up land and not cash for them to be in the new building, the health centre were putting money into the project.

Councillor K Chewings noted that Rushcliffe Borough Council would only be taking a licence agreement and not taking a lease, but this would allow for Rushcliffe Borough Council to provide a manned desk for five days a week.

- 1156 Councillor Wood noted that Council do work with all our partners to regenerate Cotgrave. The multi-use building will gather all service providers under one roof and this would then become the central point for all residents.

Councillor Wood would like for Cotgrave Town Council to take the leasehold and noted that Council have previously voted to support relocating the Town Council office, this was prior to knowing all costs.

Council would need to have the lease checked by a solicitor and check all costs.

1157 Councillor K Chewings felt that Council should still continue towards taking new office space but need to see the contract and have it checked by a solicitor before a final decision is made.

1158 Councillor Wood proposed to :

**Resolve** : 'to relocate Cotgrave Town Council office and joins our partners in the multi-use building at costs agreed by Cotgrave Town Council and subject to legal scrutiny considerations, when a final decision will be made.'

1159 Councillor K Chewings seconded the proposal.

1160 All councillors vote in favour of the proposal.

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There being no further business the meeting ended at 8.59pm.

Chairman..... Signed as a True Record (Date).....