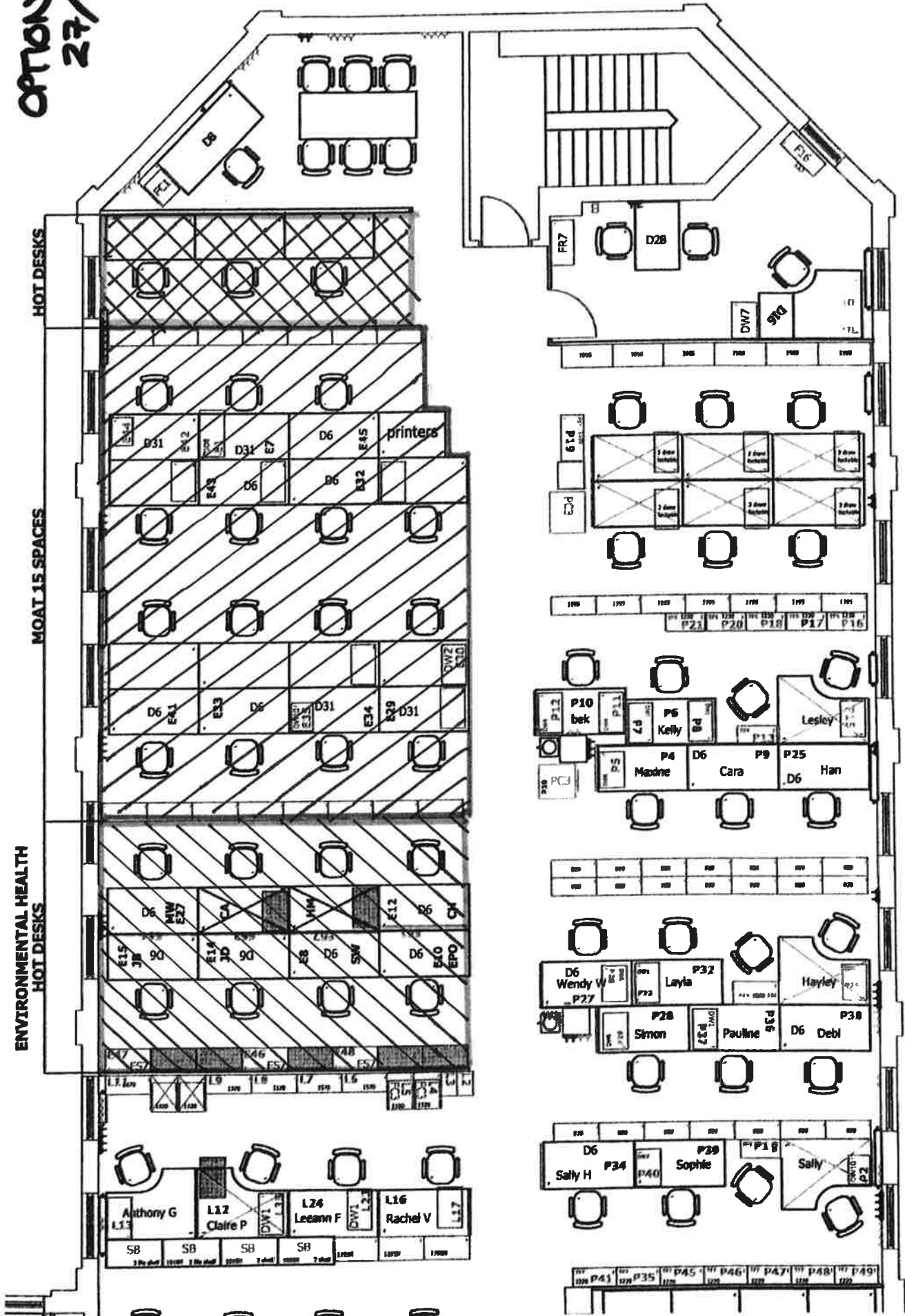


**OPTION 2**  
27/4/12



HOT DESKS

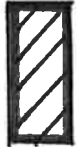
MOAT 15 SPACES

ENVIRONMENTAL HEALTH HOT DESKS

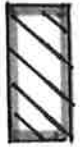
COMMUNITY DEVELOPMENT  
HOT DESKS (3)

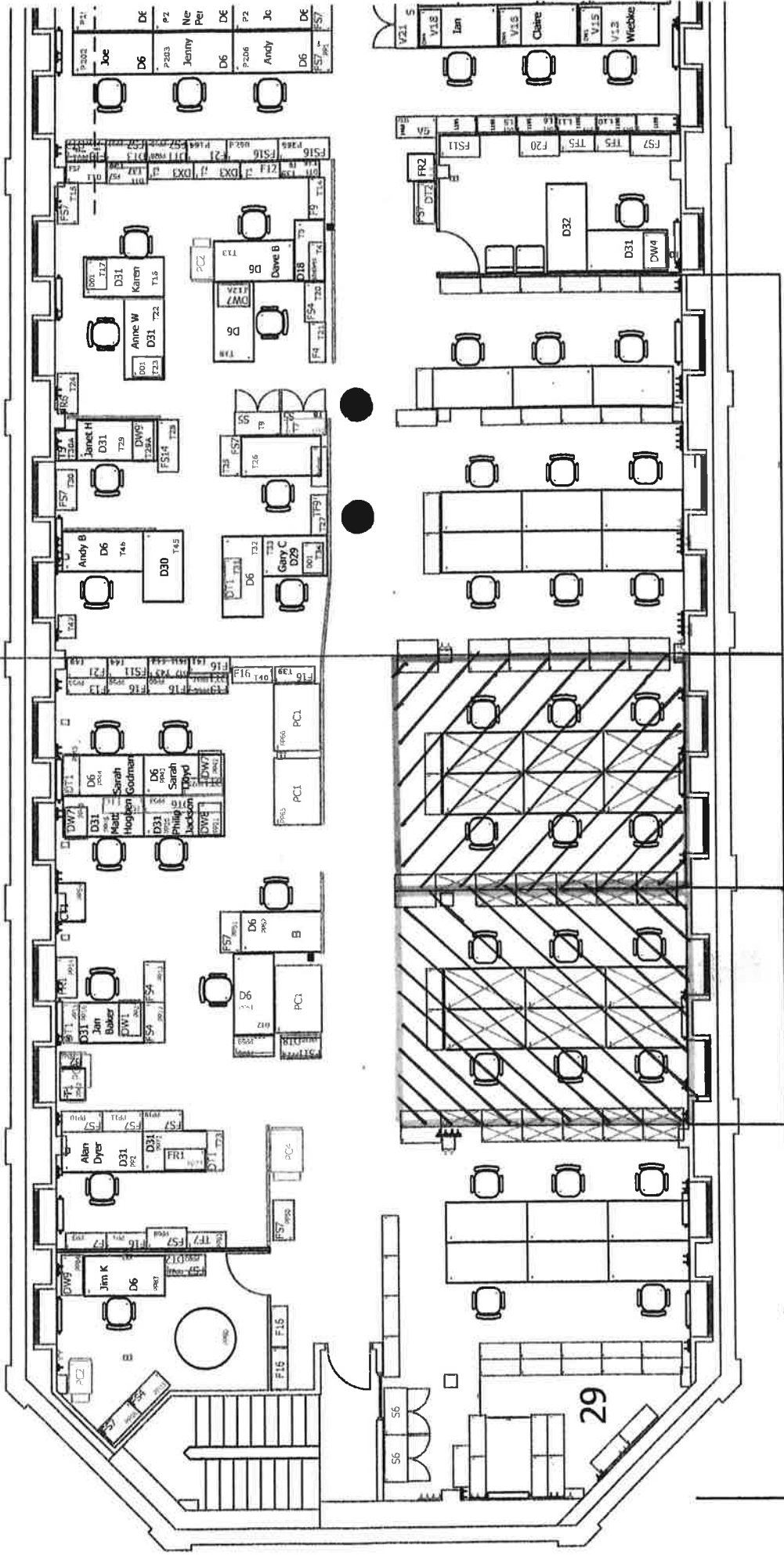


MOAT (15)



ENVIRONMENTAL HEALTH  
HOT DESKS (8)





electoral & LC

hot desks

KCC

property

# OPTION 2b

**OFFICE ACCOMMODATION FOR MOAT HOUSING AT COUNCIL OFFICES, ARGYLE  
ROAD, SEVENOAKS, TN13 1HG**

**PROPOSED HEADS OF TERMS**

**Proposal:** To grant a licence to occupy office accommodation within the Argyle Road offices.

**Term:** 5 years with break clause to be exercised upon 6 months notice by either party after the end of the 3<sup>rd</sup> year

**Rent:** £9,500p.a. with no reviews for the first 5 years

**Service Charge:** Based on 2011/12 expenditure £18,000p.a. to cover rates, insurance, energy, security, office support including use of the photocopying equipment and post room and all related building running costs payable annually in arrears. Subsequent years service charge based on actual costs per square metre calculated on the square meterage of the accommodation occupied by Moat Housing .

**Accommodation:** The District Council will provide sufficient accommodation for 15 work stations, each workstation comprising a desk, chair and storage cabinet. The location of the accommodation is shown edged red on the attached plan.

**Cost of works:** Sevenoaks District Council will meet the cost of providing the accommodation and workstations including power supply and furniture. Moat Housing will be responsible for providing their own office equipment, PCs, printers, telephones etc.

**Car Parking:** No on site car parking will be allowed.

**Operating hours:** The offices are open for staff from 7am to 7pm Monday to Friday, public access is from 8.45am to 5.15pm. Out of hours working will only be available if security staff are available and any addition cost met by the requesting party.

**Indemnity:** If Moat Housing withdraws from the proposal it is to reimburse the District Council any costs expended in providing the accommodation. (This is with immediate effect as the District Council will be committing to expenditure prior to Moat taking up the accommodation.

**Early surrender:** If Moat Housing vacate the accommodation provided within the first 3 years of the agreement it will reimburse the District Council a proportion of the capital cost expended in providing the accommodation on the following scale vacation in year 1 100% reimbursement, year 2 66% reimbursement, year 3 33% reimbursement and after year 3 reimbursement nil.

**OFFICE ACCOMMODATION FOR KENT COUNTY COUNCIL (SOCIAL SERVICES) AT COUNCIL OFFICES, ARGYLE ROAD, SEVENOAKS, KENT, TN13 1HG**

**PROPOSED HEADS OF TERMS**

**Proposal:** To grant a licence to occupy office accommodation within the Argyle Road offices.

**Term:** 5 years with break clause to be exercised upon 6 months notice by either party after the end of the 3<sup>rd</sup> year

**Rent:** £4,700 p.a. with no reviews for the first 5 years

**Service Charge:** £7,200 p.a. to cover rates, insurance, energy, security, office support including use of the photocopying equipment and post room and all related building running costs payable annually in arrears. Service charge based on actual costs per square metre calculated on the square meterage of the accommodation occupied by Kent County Council .

**Accommodation:** The District Council will provide sufficient accommodation for x work stations, each workstation comprising a desk, chair and storage cabinet. The extent of the accommodation will be shown edged red on a plan

**Cost of works:** Sevenoaks District Council will meet the cost of providing the accommodation and workstations including power supply and furniture. Kent County Council will be responsible for providing their own office equipment, PCs, printers, telephones etc.

**Car Parking:** No on site car parking will be allowed.

**Operating hours:** The offices are open for staff from 7am to 7pm Monday to Friday, public access is from 8.45am to 5.15pm. Out of hours working will only be available if security staff are available and any addition cost met by the requesting party.

**Indemnity:** If Kent County Council withdraws from the proposal it is to reimburse the District Council any costs expended in providing the accommodation. (This is with immediate effect as the District Council will be committing to expenditure prior to KCC taking up the accommodation.

**Early surrender:** If KCC vacate the accommodation provided within the first 3 years of the agreement it will reimburse the District Council a proportion of the capital cost expended in providing the accommodation on the following scale vacation in year 1 100% reimbursement, year 2 66% reimbursement, year 3 33% reimbursement and after year 3 reimbursement nil.