

# Finance and Resources Committee

10:00a.m., Thursday, 7 March 2019

## City Chambers – Proposed New Lease of Part of Level 9

Item number	8.4
Executive/routine	Routine
Wards	11 – City Centre
Council Commitments	<a href="#">2</a> , <a href="#">3</a>

### 1. Recommendations

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1.1 That Committee:

- 1.1. Approves a new lease to Visit Scotland of rooms 9.42 and 9.43 on level 9 of the City Chambers on the terms outlined in this report and on other terms and conditions to be agreed by the Executive Director of Resources.

**Stephen S. Moir**

Executive Director of Resources

Property and Facilities Management, Resources Directorate

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# Report

## City Chambers – Proposed New Lease of Part of Level 9

### 2. Executive Summary

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- 2.1 The Council has entered into a lease with VisitScotland for the former advice shop premises on the ground floor (level 5) of the City Chambers complex. Office space was subsequently identified that could be leased to VisitScotland to assist with their business needs resulting in additional income generation for the Council.
- 2.2 The report seeks approval to grant a lease of office space on level 9 City Chambers to VisitScotland on the terms and conditions outlined in the report.

### 3. Background

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- 3.1 On 16 August 2018, the Finance and Resources Committee approved the lease of the former advice shop premises on level 5 to VisitScotland or a new tourist information centre. This lease is due to commence on 4 April 2019.
- 3.3 Subsequent discussions identified the need for VisitScotland to occupy additional office accommodation close to the Tourist Information Centre. Available office space was identified in rooms 9.42 and 9.43 located above the new tourist information centre.
- 3.3 The accommodation, in total, extends to 213.09 sq m (2,294 sq ft) or thereby and is shown outlined red on the attached plan.

### 4. Main report

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- 4.1 The following terms have been provisionally agreed:
- Subjects: Rooms 9.42 and 9.43 of City Chambers;
  - Lease Term: Co-terminus with new lease of tourist information centre so likely to expire on 3 April 2029;
  - Rent: £45,880 per annum (all-inclusive rate and includes provision for rent, non-domestic rates, utilities, insurance and repairs);

- Rent Reviews: Reviewed on each 5<sup>th</sup> anniversary, RPI lined with a minimum of 1% and maximum 3% increase at each review;
- Use: Office;
- Repairs: Tenant internal repairing. Council will retain control and responsibility for maintaining external and common parts of City Chambers;
- Rates: Included in all-inclusive rental charge;
- Utilities: Included in all-inclusive rental charge;
- Costs: Both parties to meet their own costs; and
- Other terms: As contained in a standard commercial lease.

4.2 Access and egress to rooms 9.42 and 9.43 will be provided from ground floor of 249 High Street, being the entry point for the tourist information centre

## 5. Next Steps

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- 5.1 Should Committee approve this report, the Council's solicitors will be instructed to conclude all legal documentation.
- 5.1 Council officers will ensure rooms 9.42 and 9.43 are fully cleared and ready for occupation by VisitScotland.

## 6. Financial impact

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- 6.1 A new rental income of £45,880 per annum will be generated for the General Property Account.

## 7. Stakeholder/Community Impact

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- 7.1 Ward elected members have been made aware of the recommendations of this report.
- 7.2 The impact on equalities has been considered. The Integrated Impact Assessment (IIA) checklist has been completed and the outcome is that a full IIA is not required for this report.

## 8. Background reading/external references

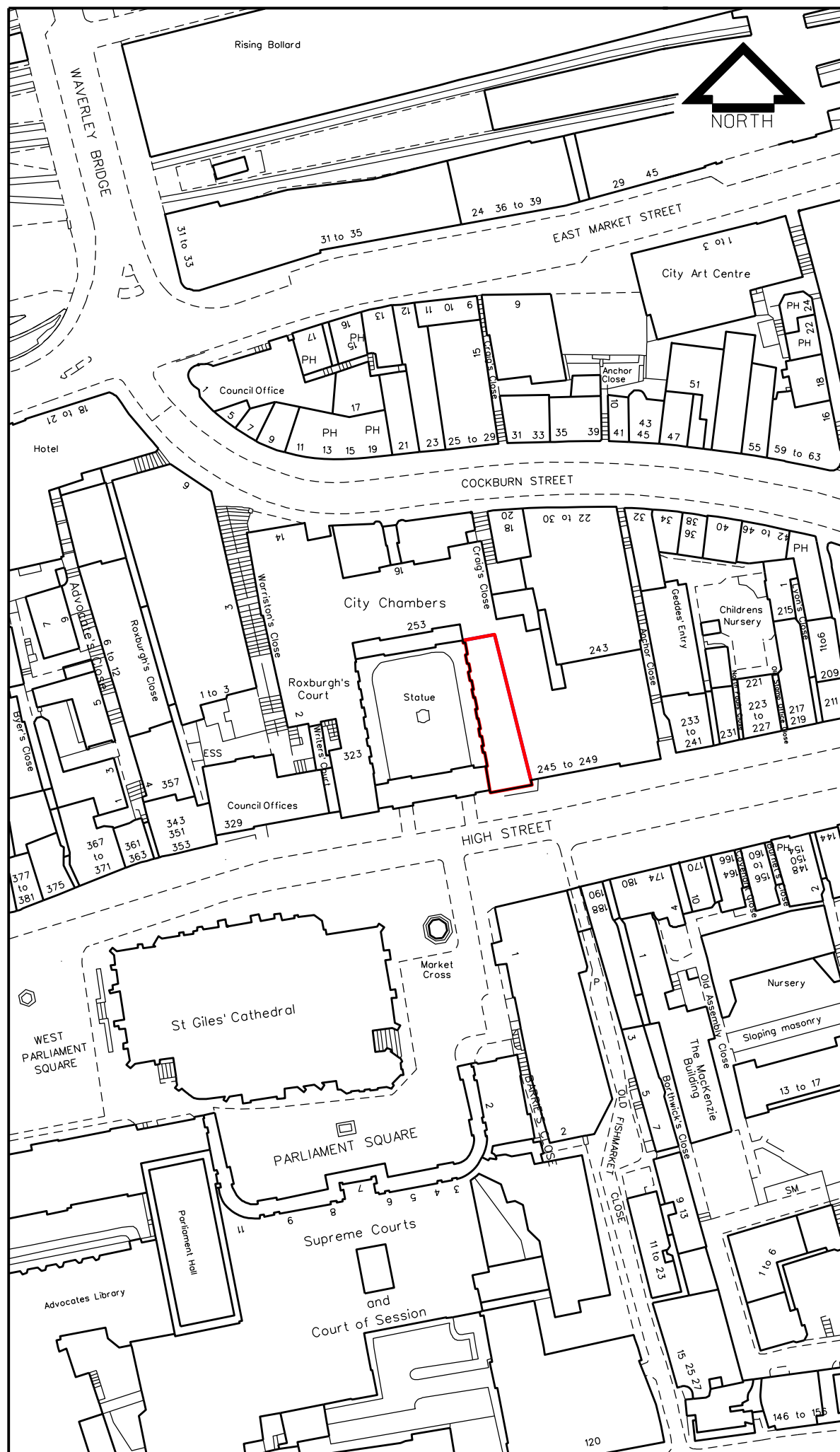
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- 8.1 [Finance and Resources Committee 16 August 2019 - Proposed New Lease of part of 249 High Street, Edinburgh \(Advice Shop\).](#)

**9. Appendices**

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9.1 Appendix 1 – Location Plan



LOCATION PLAN

SCALE 1:1250



FLOOR PLAN

SCALE 1:500

HIGH STREET

**• EDINBURGH •**  
THE CITY OF EDINBURGH COUNCIL

PROPERTY AND FACILITIES MANAGEMENT  
RESOURCES

Visit Scotland Occupation  
3rd Floor - Level 9  
City Chambers  
249 High Street  
Edinburgh

DATE 25/01/2019

SURVEYED BY

DRAWN BY F McDonald

FILE NO.

NEG. NO. NT 2573/A3/2045 B