

THE CHARTER TRUSTEES FOR POOLE



Report subject	Future accommodation needs
Meeting date	6 October 2025
Status	Public Report
Executive summary	On the 22 July 2025 BCP Council agreed the freehold disposal of Poole Civic Centre for £5.25m and after completion of the sale to MCR Property Group (the purchaser) to enter discussions with the Poole Charter Trustees or any future Poole Town Council regarding the lease of the vertical slice. The purpose of this report is to facilitate a conversation between Poole Charter Trustees in respect of size, specification, location and lease terms of any future accommodation needs for either: - 1. Poole Charter Trustees 2. A future Poole Town Council 3. A combination of (1) and (2) The Community Governance Review being undertaken by BCP Council will be a key determining factor as to which of these outcomes needs to be provided for. Another relevant factor will be the extent to which any space is required for community use.
Recommendations	It is RECOMMENDED that Poole Charter Trustees: a) Determine the process for confirming the size, specification and location of any future accommodation requirements.
Reason for recommendations	To seek clarification as to the size, specification and lease requirements for any use of the vertical slice at Poole Civic Centre in Sandbanks Road, Poole. BH15 2RU
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Lead Member	Karen Rampton: Chair PCT Civic Working Group
Classification	For Decision

Background

1. On the 22 July 2025 BCP Council agreed the disposal of Poole Civic Centre based on the following resolution.

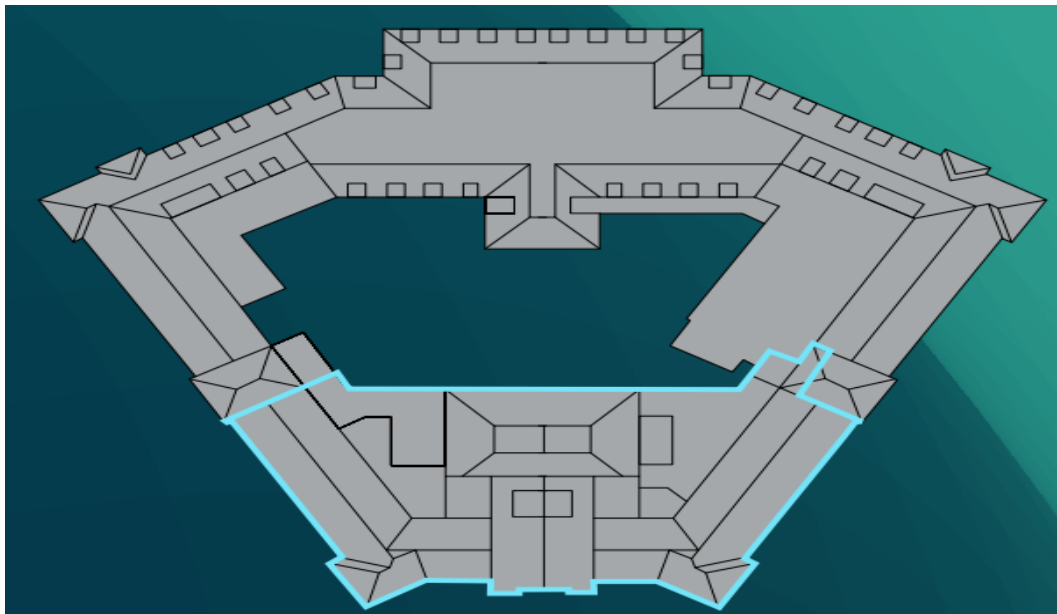
Approve the freehold disposal of the whole of the former Poole civic offices to MCR Property Group for £5.25m. After completion of the sale, MCR Property Group will enter discussions with the Poole Chartered Trustees or any future Town Council regarding the terms of lease of the vertical slice. The terms of this offer are set out in confidential Appendix C1 and C2 (to the BCP Council report).

2. BCP Council are endeavouring to support the Poole Charter Trustees in facilitating the conversation with the purchaser MCR Property Group in respect of the extent of the vertical slice at Poole Civic Centre which will be needed by either.
 - i. Poole Charter Trustees
 - ii. A future Poole Town Council
 - iii. A combination of (1) and (2)

It is also recognised that either Poole Charter Trustees or a Poole Town Council may wish to hold space for community use which they directly manage.

Poole Civic Centre – Vertical Slice

3. The vertical slice at Poole Civic Centre comprises an area of the Civic Offices on four floors. The ground floor area (edged blue) is shown below.



4. Drawings of all the floor areas are set out below and attached in an easier to read format in Appendix A. These demonstrate that previously there were proposals for the vertical slice to be a shared space with the Dorset Coroners Service.

Consider changing doors to windows

Legend:

- GIA = 12541
- Areas to exclude from GIA = 7901
- New Items
- Escape route
- BCP
- Charter Trustees
- Commoners
- Commoners - Secure

Plan showing is indicative only
DO NOT SCALE
Use Square dimensions only
All dimensions are in feet
Unless noted otherwise, all information
should not be relied upon for any
purpose without written verification

BCP Construction and FM

Property Name:
County of Santa Clara
San Jose, California

Details:
General Plan - Commoners -
Proposed Area

Item	Quantity	Unit	Notes
Commoners	10	Sq. Ft.	See Notes

Drawing Number:
PS21054-102 Rev. 0

[illegible][illegible]

5. The offer from MCR Property Group was based on them making this vertical slice space available to Poole Charter Trustees or any future Poole Town Council on a new 10-year lease on full repairing and insuring terms at a rental of £17 per sq. ft. Based on the 26,555 square footage of the entire vertical slice this would equate to an annual rental of £451,435 per annum. The elements previously marked for use by Poole Charter Trustees is set out below and equates to 12% of the entire vertical slice. The other elements were previously considered for use by the Coroners Service.

Poole Vertical Slice: Poole Charter Trustee element

	sq. m	sq. ft	Rate	Total Payable
Ground Floor				
Store	10.3			
Cattistock room (50%)	109.6			
First Floor				
Mayors' parlour	33.0			
Kitchen	9.7			
Office	18.2			
Strong Room	9.2			
Meeting Room (50%)	29.50			
Council Chamber (50%)	78.15			
Total	297.65	3,204	£17	£54,468
				say £54,500 pa

6. A site inspection can be arranged at Poole Civic Centre to facilitate this process and allow the trustees to get a better understanding of their space requirements within the vertical slice.
7. The commercial conversation with MCR Property Group would need to consider the size and specification and the terms of the lease or licence of the accommodation and any costs of conversion which were estimated in the report to BCP Council on the 22 July 2025 as around £1.448m. It is understood that MCR Property Group would be minded to consider a lease or licence for a smaller footprint than the whole of the vertical slice as currently defined (26,555 square feet). Consideration would also need to be given to any operational costs not covered by the rent. Once the specification and specific space requirements are known, then these, alongside MCR Property Group's commercial terms, should make it easier to estimate the financial implications of any such arrangement.
8. In determining future accommodation needs it should be emphasised that Poole Charter Trustees currently budget to spend £15,450 on accommodation based on the following Estates Services unapproved service level agreement.
 - The Charter Trustees may select an appropriate venue for their meetings. Charges for hire of the venue will be bespoke per venue, e.g. hire of the Guildhall is charged on a meeting-by-meeting basis.

- Share of strongroom safe (£500)
- Share of garage (£750)
- Share of caged area CCTV room (£500)
- Share of non-caged area CCTV room (£500)
- Use of storage space Poole Annex (£1,000)
- Use of Robe Room at the Guildhall (Mayor's reception room) (£6,000)
- Use of Guildhall for meetings (£358 per event)
- Hire of Streaming equipment (£200)
- Use of Council buildings such as the Civic Centre or Library Hub offices for Civic Working Group meetings or other informal meetings will be free of charge.

Currently based on the above schedule the Poole Charter Trustees are likely to allocate £10,682 of the approved £15,450 budget. However, it should be noted that the above is still part of an active conversation with the Charter Trustees, nothing has been agreed, and therefore it should be emphasised it is still subject to confirmation.

9. Room hire in Scaplen's Court, Poole:
 - Upper Hall - £600 for a half day and £1,000 for a full day (9am to 5 pm)
 - Smaller room - £300 for a half day and £500 for a full day (9am to 5 pm)
10. Below are examples of non BCP Council owned space available to rent in the open market at the time of the original drafting of this report.
 - Beach House, 28-30 Wimborne Road - 2,066 to 15,824 sq. ft at £17 per sq. ft on full repairing and insuring terms. Extensively refurbished offices with lift and on-site parking. Available Q1 2026.
 - 95-97 High Street - 1,339 sq. ft at £15.66 per sq. ft on full repairing and insuring terms. Double fronted retail unit with one car space.
 - 100 High Street – 1,805 sq. ft at £13.78 per sq. ft on full repairing and insuring terms. Retail unit.
11. It may also be worth highlighting that previously discussions were held regarding three potential options around the Guildhall covering floor area from 366 sq. ft to 603 sq. ft. To achieve these the cost of conversion, on a basic specification, would be between £90,000 and £125,000.

Summary of financial implications

12. Rental of the entire vertical slice at £17 per square foot would amount to a rental of £451,435 per annum.
13. In renting any space Poole Charter Trustees and/or a future Poole Town Council would need to be mindful of the impact on the public purse and any subsequent precept on its residents.

Summary of legal implications

14. Charter Trustees cannot directly lease property. The regulations state *The relevant council [BCP] shall provide accommodation for the proper discharge of the functions of any charter trustees; and the accommodation to be provided and the terms on which it is provided shall be determined by agreement between that council and the*

charter trustees or, in default of such agreement, by the decision of a person agreed on by them or, in default of their agreement, appointed by the Secretary of State.”.

Therefore, in respect of the vertical slice there would first need to be a legal contract agreement between BCP Council and MCR Property Group. There would then need to be a licence agreement between BCP Council and the Charter Trustees.

15. It would be the duty of any future Town Council to source and directly arrange their own accommodation requirements.
16. BCP Council on the 14 October 2025 will determine whether or not to establish a Town Council for Poole. If the decision is to establish a Town Council, then a budget requirement for Year 1 (2026/27) would need to be determined by BCP Council on 9 December 2025. Poole Charter Trustees cannot commit a future Town Council to take on the vertical slice of Poole Civic Centre in whole or in part. That would have to be a decision of the new Town Council after the elections in May 2026.

Summary of human resources implications

17. There are no direct human resources implications of this decision.

Summary of sustainability impact

18. There are no direct sustainability implications of this decision.

Summary of public health implications

19. There are no direct public health implications associated with this decision.

Summary of equality implications

20. There are no direct equality implications associated with this decision.

Summary of risk assessment

21. It is essential that Poole Charter Trustees and/or a future Poole Town Council are clear on any future accommodation requirements.

Background papers

22. BCP Council reports

21 March 2023

BCP FuturePlaces Ltd – Outline Business Cases for Poole Civic Centre Buildings

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?CId=284&Mid=5033&Ver=4>

BCP Council 15 October 2024

Poole Civic Centre

<https://democracy.bcpccouncil.gov.uk/ieListDocuments.aspx?CId=284&Mid=5909&Ver=4>

BCP Council 22 July 2025

Poole Civic Centre

<https://democracy.bcpccouncil.gov.uk/ieListMeetings.aspx?CId=284&Year=0>

Appendices

Appendix A: Floor Area of Vertical Slice