

Record of Officer Decision

Lease of Offices 2-03, 3-03, 3-04, 3-05, 3-06, 3-09 & 3-10 at EPIC, Brixham Road, Paignton

Decision Taker and Date Decision Taken:

Director of Finance on 09 December 2025

Summary of Matter or Issue Requiring Decision:

The Tenant, Superb Media Limited (Company number: 08197829), currently holds two leases which cover occupation of offices 2-03, 3-03, 3-04, and 3-05, both of which expire 31 December 2025. They also currently have use and occupation of office 3-10 on a Tenancy at Will basis, and finally a separate lease for office 3-09 which expires 31 December 2026. The Tenant wishes to amalgamate all agreements into one lease commencing 1 January 2026. This will ensure a valued tenant remains at EPIC and that Torbay Council guarantee rental income for 2 years. To enable this, we suggest simultaneously surrendering their lease for office 3-10 and formalising their occupation by way of a new lease. The new lease will have an annual rent as set out in exempt appendix 1 on a 2 year term. Torbay Council have also agreed an extension to the break clause of a minimum of 6 months notice to further protect our income.

Decision Taken:

Permit the mutual surrender of office 3-10 and grant of a new lease as described above.

Summary of Reason(s) for Decision Taken:

The new lease secures an annual rental income for two years.

Summary of Alternatives or Options considered and rejected and Background Papers:

The Council may choose not to surrender the lease for office 3-10 and instead only offer an amalgamated lease for offices 2-03, 3-03, 3-04, 3-05, 3-06 & 3-09. However, strategically the Council are minded to nature the long term working relationship with the Tenant.

Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None

Implementation:

This decision will be implemented immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's officers or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email governance.support@torbay.gov.uk

Signed: _____ Date: _____
(Director of Finance)