

**To receive a report on Longstone Depot lease and consider any actions and associated expenditure**

**Report to:** Services Committee

**Date of Report:** 11.02.26

**Officer Writing the Report:** Town Clerk / RFO

**Purpose of the Report:**

To inform the Town Council that the current lease for Longstone Depot is nearing its expiry date (29 March 2026) and to present options for the Town Council's consideration regarding future arrangements.

**Officer's Recommendations:**

Members are invited to seek clarification from the Town Clerk on any aspect of this report and to participate fully in discussions regarding the future use of Longstone Depot.

It is recommended that a small Working Group be appointed to work alongside the Town Clerk to develop a clear vision for the department, both for the immediate future and the longer term.

To delegate authority to the Town Clerk to prepare a detailed report capturing the Working Group's findings and recommendations, to be presented to the April meeting of the Services Committee.

**Report Summary**

The existing lease for Longstone Depot is due to expire on **29 March 2026**. The full lease document is provided in **Appendix A** for Members' reference.

Cornwall Council has put forward proposed terms for a renewed lease of the depot. These are set out in **Appendix B**.

The Town Clerk has undertaken a review of both the current lease and the proposed renewal terms and has submitted a series of queries (in no particular order) to Cornwall Council for clarification. These questions are summarised below:

1. Potential devolution:

I'd be grateful if you could clarify what implications, if any, signing the lease renewal might have should the Town Council wish to explore the devolution route in the future, subject of course to Cornwall Council's approval?

*I would suggest progressing with the lease renewal. Having discussed this with Nicola Willocks, I can advise that if the devolution package Saltash TC have recently mentioned for a number of assets in the Longstone area becomes an option, this will be considered on its merits. And if it's one to be progressed it would then be included in the countywide devolution programme and would be taken forward when there is capacity.*

*Also, as you are aware there are already a number of other assets/priorities in the town linked to devolution and they would take precedence over this new request.*

2. Rent:

I notice that the annual rent has increased from £4,500 (£375 per month) to £6,750 (£562.50 per month), which is a rise of £187.50 per month. This increase was queried during Saltash Town Council's precept setting, but we didn't receive a response at the time, so no adjustment was made. I'd really appreciate the opportunity to work with you to understand the basis of the increase and explore whether there is scope to reduce it.

*I understand that in October 2023 it was agreed that the rent would continue at the current level of £4,500 pa until 29 March 2026, at which point the lease renewal was to be considered. The rent has not been increased from £4,500 pa since the start of the lease in March 2018 almost 8 years ago. We have considered comparable lettings evidence in the area and consider £6,750 pa to be reflective of the current market rent.*

3. Insurance:

The previous lease included Saltash Town Council using Cornwall Council's insurance at a cost. The new terms request that the Town Council obtains its own insurance. That's absolutely fine, but is this intentional and the correct approach going forward.

*I understand that this request for Saltash Town Council to take on the insurance payment direct had recently been made via Wendy Peters, as it is already covered within the Town Council's insurance policy.*

4. Lease duration:

The proposed lease term increases significantly from 8 years to 24 years. Could you please provide some background on the rationale for this change?

*The main reason for the change to a longer lease is to avoid the time and cost involved with multiple lease renewals. We have proposed a longer lease but with a flexible break option, so that while the lease could be terminated if required, there would be no need to renew the lease if both parties are happy to continue.*

5. Break Clause:

The proposed terms appear to offer Saltash Town Council very limited security when it comes to investing in the building or ensuring the Town Council will not suddenly find itself without a base. The depot is essential, as it houses the Service Delivery team and plays a vital operational role for the town. I'd really appreciate the opportunity to work with you to explore a more balanced break clause that provides sufficient security for the tenant while still supporting the landlord's needs.

*The reason for the proposed rolling break is in conjunction with point 3. (below) regarding the longer lease term. If you could let me know what timescales for a lease break option you might be looking for, I can discuss this with Phil and see if we can accommodate this.*

6. Property Boundary / Additional Space:

Is there any possibility of extending the leased area to include the full car park, the adjoining green space leading to Callington Road and Longstone Park toilets? Saltash Town Council is currently reviewing the location of the welfare cabin situated at Jubilee Car Park, with a view to potentially relocating it beside the depot. Would Cornwall Council be open to supporting this, and could such an arrangement be included within the new lease?

*I will need to discuss this with Phil Jones, Principal Surveyor*

7. Lease Expiry / Timescales:

I appreciate Phil confirming that Cornwall Council does not expect Saltash Town Council to vacate the depot at the end of the current lease, thank you. However, based on previous experience, I will be recommending to the Committee tomorrow evening that we form a small working group (including myself) so that I can establish the Town Council's vision for the depot now and into the future. A report would then be prepared for Cornwall Council's consideration. With that in mind, could you please advise how long Cornwall Council would be willing to allow the existing lease to roll on, or whether that option is not available?

*I will need to discuss this with Phil Jones, Principal Surveyor*

## **Budgets**

**Budget Codes:** 7107 Rent - Longstone

**Budget Availability:** £1,174 – 2025-26

**Budget Availability:** £4,680 – 2026-27

**Committed Spend:** annual rent £4,500, annual insurance £180  
(rent has been £375 per month / £4,500 per year since April 2021)

**Signature of Officer:**

Town Clerk / RFO