

Requestor

~~Larson Way Unit 7~~

~~FZ 1/60~~

BH Unit 4

FZ 1/78

Copy

**Ian Roberts**

**From:** [REDACTED]  
**Sent:** Thursday, 12 April 2018 12:56  
**To:** [REDACTED]  
**Subject:** FW: Andy McDonald / Broadcasting House  
**Attachments:** Unit 4 Broadcasting House (EPC).pdf

For info

**From:** David Jamison  
**Sent:** Thursday, 12 April 2018 12:22  
**To:** [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>  
**Subject:** FW: Andy McDonald / Broadcasting House

Hi , please note the EPC rating - [REDACTED] if you could action, are you confident that the ceiling grid / fixing can take the additional weight ? If so please charge to [REDACTED]

[REDACTED] It may help get the EPC rating to E when [REDACTED] does his revisit ?

do we know who

**David Jamison**

Strategic Asset Manager

Property & Commercial Services | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY (TS1 2RH)

T: (01642) [REDACTED] | E: [REDACTED]@middlesbrough.gov.uk

W : [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) | [www.investmiddlesbrough.co.uk](http://www.investmiddlesbrough.co.uk)



**From:** [REDACTED]  
**Sent:** Thursday, 12 April 2018 11:04  
**To:** David Jamison <[REDACTED]@middlesbrough.gov.uk>  
**Subject:** RE: Andy McDonald / Broadcasting House

Dave,

I assume it's Unit 4, please find attached.

With Regards

[REDACTED]  
Energy Technical Assistant

Strategic Asset Management  
Environment, Property and Commercial Services  
Middlesbrough Council  
1st Floor, Civic Centre  
Middlesbrough  
TS1 9FY (Sat-Nav; TS1 2RH)

**From:** David Jamison  
**Sent:** Wednesday, 11 April 2018 15:40  
**To:** [REDACTED]@middlesbrough.gov.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>  
**Subject:** RE: Andy McDonald / Broadcasting House

Thanks [REDACTED] what is the arrangement with this , is it down to the lease holder ( [REDACTED] what is the EPC rating on it)

**David Jamison**

Strategic Asset Manager

Property & Commercial Services | Middlesbrough Council  
P.O. Box 504 | 1st Floor Civic Centre | Middlesbrough | TS1 9FY (TS1 2RH)  
T: (01642) [REDACTED] | E: [REDACTED]@middlesbrough.gov.uk  
W : [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) | [www.investmiddlesbrough.co.uk](http://www.investmiddlesbrough.co.uk)



**From:** [REDACTED]  
**Sent:** Wednesday, 11 April 2018 15:24  
**To:** David Jamison <[REDACTED]@middlesbrough.gov.uk>  
**Subject:** Andy McDonald / Broadcasting House

Good afternoon.

Can you assist ?

A couple of months ago [REDACTED] asked me to call down to the above site, as the staff mentioned that there was a cold spot in the main room.

I called down and it appeared that some work had been carried out in the ceiling space and the insulation had been lifted back and not replaced.

The building has very poor heating and the insulation in the ceiling space throughout the offices is inadequate and in some places there isn't any. There are cold draughts blowing through the tiles.

The area is 96sq m.

20 rolls of Knauf Earthwool from Travis Perkins would be required. The suspended ceiling comprises of 600 x 600 grid. The ceiling tiles would require removing two rows at a time, to enable the man to lay the insulation. The tiles would then be replaced and the then move across to lay the next roll.

I would recommend the main office is done in two halves to minimise the inconvenience to the staff. The furniture would be covered with dust sheets while the work is being carried out.

The building is of a tin sheet construction and portable heaters provide the warmth. Insulation is not the full answer, but it will help.

The cost for the works is £1325.00.

The staff have asked me if the work is to go ahead.

Cheers

I



# Energy Performance Certificate

Non-Domestic Building



Unit 4 Broadcasting House  
Newport Road  
MIDDLESBROUGH  
TS1 5JA

**Certificate Reference Number:**  
0598-2943-4330-3400-6303

This certificate shows the energy rating of this building. It indicates the energy efficiency of the building fabric and the heating, ventilation, cooling and lighting systems. The rating is compared to two benchmarks for this type of building: one appropriate for new buildings and one appropriate for existing buildings. There is more advice on how to interpret this information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government's website at [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates).

## Energy Performance Asset Rating

More energy efficient

**A+**

..... Net zero CO<sub>2</sub> emissions

**A** 0-25

**B** 26-50

**C** 51-75

**D** 76-100

**E** 101-125

**F** 126-150

**G** Over 150

Less energy efficient

◀ **149**

This is how energy efficient  
the building is.

## Technical Information

Main heating fuel:	Grid Supplied Electricity
Building environment:	Heating and Natural Ventilation
Total useful floor area (m <sup>2</sup> ):	71
Building complexity (NOS level):	3
Building emission rate (kgCO <sub>2</sub> /m <sup>2</sup> per year):	123.51
Primary energy use (kWh/m <sup>2</sup> per year):	730.59

## Benchmarks

Buildings similar to this  
one could have ratings as  
follows:

**29**

If newly built

**86**

If typical of the  
existing stock

## Administrative Information

This is an Energy Performance Certificate as defined in the Energy Performance of Buildings Regulations 2012 as amended.

<b>Assessment Software:</b>	DesignBuilder SBEM v5.0.3 using calculation engine SBEM v5.3.a.0
<b>Property Reference:</b>	684459330000
<b>Assessor Name:</b>	
<b>Assessor Number:</b>	STER000890
<b>Accreditation Scheme:</b>	Sterling Accreditation Scheme
<b>Employer/Trading Name:</b>	Encom Energy Compliance Consultancy Limited
<b>Employer/Trading Address:</b>	14 Benacre Croft Tattenhoe Milton Keynes MK4 3FG
<b>Issue Date:</b>	14 Nov 2017
<b>Valid Until:</b>	13 Nov 2027 (unless superseded by a later certificate)
<b>Related Party Disclosure:</b>	Not related to the owner.

Recommendations for improving the energy performance of the building are contained in the associated Recommendation Report - 0240-6945-0443-3330-9084.

## About this document and the data in it

This document has been produced following an energy assessment undertaken by a qualified Energy Assessor, accredited by Sterling Accreditation Scheme. You can obtain contact details of the Accreditation Scheme at [www.sterlingaccreditation.com](http://www.sterlingaccreditation.com).

A copy of this certificate has been lodged on a national register as a requirement under the Energy Performance of Buildings Regulations 2012 as amended. It will be made available via the online search function at [www.ndepcregister.com](http://www.ndepcregister.com). The certificate (including the building address) and other data about the building collected during the energy assessment but not shown on the certificate, for instance heating system data, will be made publicly available at [www.opendatacommunities.org](http://www.opendatacommunities.org).

This certificate and other data about the building may be shared with other bodies (including government departments and enforcement agencies) for research, statistical and enforcement purposes. Any personal data it contains will be processed in accordance with the General Data Protection Regulation and all applicable laws and regulations relating to the processing of personal data and privacy. For further information about this and how data about the property are used, please visit [www.ndepcregister.com](http://www.ndepcregister.com). To opt out of having information about your building made publicly available, please visit [www.ndepcregister.com/optout](http://www.ndepcregister.com/optout).

There is more information in the guidance document *Energy Performance Certificates for the construction, sale and let of non-dwellings* available on the Government website at: [www.gov.uk/government/collections/energy-performance-certificates](http://www.gov.uk/government/collections/energy-performance-certificates). It explains the content and use of this document, advises on how to identify the authenticity of a certificate and how to make a complaint.

## Opportunity to benefit from a Green Deal on this property

The Green Deal can help you cut your energy bills by making energy efficiency improvements at no upfront costs. Use the Green Deal to find trusted advisors who will come to your property, recommend measures that are right for you and help you access a range of accredited installers. Responsibility for repayments stays with the property – whoever pays the energy bills benefits so they are responsible for the payments.

To find out how you could use Green Deal finance to improve your property please call 0300 123 1234.

**From:** [REDACTED]  
**Sent:** Wednesday, 11 April 2018 16:00  
**To:** David Jamison  
**Cc:** [REDACTED]  
**Subject:** RE: Andy McDonald / Broadcasting House

Dave

It might depend on whether the Council did the work in the ceiling space to which [REDACTED] has referred and then neglected to replace the insulation which had been lifted back.

If the Council did not undertake that work, I'd suggest that the tenant would be liable for the cost of adding any extra insulation, but Tim might have other ideas as he dealt with the last lease renewal ?

The MP has been in occupation for a number of years now, so I wonder why this has only recently become an issue ?

Cheers  
[REDACTED]

**From:** David Jamison  
**Sent:** Wednesday, 11 April 2018 15:40  
**To:** [REDACTED]@middlesbrough.gov.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>  
**Subject:** RE: Andy McDonald / Broadcasting House

Thanks [REDACTED] what is the arrangement with this , is it down to the lease holder ( [REDACTED] what is the EPC rating on it)

**David Jamison**

Strategic Asset Manager

Property & Commercial Services | Middlesbrough Council  
P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY (TS1 2RH)  
T: (01642) [REDACTED] E: [REDACTED]@middlesbrough.gov.uk  
W : [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) | [www.investmiddlesbrough.co.uk](http://www.investmiddlesbrough.co.uk)



**From:** [REDACTED]  
**Sent:** Wednesday, 11 April 2018 15:24  
**To:** David Jamison <[REDACTED]@middlesbrough.gov.uk>  
**Subject:** Andy McDonald / Broadcasting House

Good afternoon.

Can you assist ?

A couple of months ago [REDACTED] asked me to call down to the above site, as the staff mentioned that there was a cold spot in the main room.

I called down and it appeared that some work had been carried out in the ceiling space and the insulation had been lifted back and not replaced.

The building has very poor heating and the insulation in the ceiling space throughout the offices is inadequate and in some places there isn't any. There are cold draughts blowing through the tiles.

The area is 96sq m.

20 rolls of Knauf Earthwool from Travis Perkins would be required. The suspended ceiling comprises of 600 x 600 grid. The ceiling tiles would require removing two rows at a time, to enable the man to lay the insulation. The tiles would then be replaced and then move across to lay the next roll.

I would recommend the main office is done in two halves to minimise the inconvenience to the staff. The furniture would be covered with dust sheets while the work is being carried out.

The building is of a tin sheet construction and portable heaters provide the warmth. Insulation is not the full answer, but it will help.

The cost for the works is £1325.00.

The staff have asked me if the work is to go ahead.

Cheers

I

**From:** [REDACTED]  
**Sent:** Thursday, 17 August 2017 12:48  
**To:** [REDACTED]  
**Cc:** David Jamison; [REDACTED]  
**Subject:** RE: Unit 4 Broadcasting House, Middlesbrough - Proposed alterations

Thanks [REDACTED]

**From:** [REDACTED] <[REDACTED]@middlesbrough.gov.uk>  
**Sent:** 17 August 2017 12:42  
**To:** [REDACTED] <[REDACTED]@parliament.uk>  
**Cc:** David Jamison <[REDACTED]@middlesbrough.gov.uk>; [REDACTED] <[REDACTED]@middlesbrough.gov.uk>  
**Subject:** FW: Unit 4 Broadcasting House, Middlesbrough - Proposed alterations

Good afternoon [REDACTED]

I refer to your exchange of e-mails with Dave earlier today.

Please see my e-mail of 23 March 2016, below.

I don't recall receiving confirmation that the terms set out therein are agreed.

I appreciate that this is probably because you didn't have Parliamentary approval to fund the works until now.

Please can you ask Andy to confirm that the conditions are agreeable.

Thanks  
[REDACTED]

**From:** [REDACTED]  
**Sent:** Wednesday, 23 March 2016 14:31  
**To:** [REDACTED] <[REDACTED]@parliament.uk>  
**Cc:** David Jamison <[REDACTED]@middlesbrough.gov.uk>; [REDACTED] <[REDACTED]@middlesbrough.gov.uk>  
**Subject:** Unit 4 Broadcasting House, Middlesbrough - Proposed alterations

Dear [REDACTED]

Thank you for your e-mail.

I note the request for Landlord's consent to the proposed alterations to the subject property.

I confirm that I'd be happy to confirm the granting of Landlord's consent to the works specified on the attached documents by exchange of written correspondence/e-mail, subject to Andy McDonald confirming his agreement to the following conditions :-

- i) That the alterations are carried out at the tenant's expense;
- ii) That the tenant obtains any other consents as may be required, e.g. Building Regulations approval, planning permission, etc;
- iii) That the tenant maintains the door, door frame, plate glass therein, locks, handles and all associated items in full repair, good order and condition at all times and yields up all keys for the door at the end of the tenancy.
- iv) That the tenant indemnifies the Council against any claims, damages, etc, in respect of the works;
- v) That the tenant will make good any damage caused to the property in the process of undertaking the alterations.

Please can you ask Andy to confirm that this is agreeable.

Kind regards

**From:** David Jamison [mailto: [REDACTED]@middlesbrough.gov.uk]  
**Sent:** 10 March 2016 07:16  
**To:** [REDACTED]@parliament.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>  
**Subject:** FW: Labour Party Office Door QSW1125

Morning [REDACTED] please see attached quote. If you want to action this, under the terms of the lease you will need to ask for permission by e-mailing [REDACTED]. The council can arrange the works, but would need you to cover the costs

Regards

Dave

David Jamison  
Strategic Asset Manager

Strategic Asset Management  
Environment, Property & Commercial Services  
Middlesbrough Council  
1st Floor Civic Centre  
Middlesbrough  
TS1 9FY (Post Code for GPS & sat nav systems TS1 2RH )

Tel: 01642 [REDACTED]

Fax: 01642 729964

Email: [REDACTED]@middlesbrough.gov.uk

From: [REDACTED]

Sent: 09 March 2016 13:32

To: David Jamison <[REDACTED]@middlesbrough.gov.uk>

Cc: [REDACTED]@middlesbrough.gov.uk; [REDACTED]@middlesbrough.gov.uk

Subject: FW: Labour Party Office Door QSW1125

Dave.

Please find attached a copy of the quotation from Polar Window for the addition of a single access door at the labour office.

Let us know how you wish to proceed.

Regards

[REDACTED]

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, 17 August 2017 12:13  
**To:** David Jamison  
**Cc:** [REDACTED]  
**Subject:** RE: Labour Party Office Door QSW1125 - Unit 4 Broadcasting House

Hi Dave

I don't recall ever receiving confirmation that the tenant accepts the conditions which I set out for giving Landlord's consent to the proposed alterations, probably because they didn't have Parliamentary approval to fund the works until now.

I'll e-mail [REDACTED] about this.

Do they need Building Regulations approval or planning permission for the works please ?

Cheers  
[REDACTED]

**From:** David Jamison  
**Sent:** Thursday, 17 August 2017 12:01  
**To:** [REDACTED]@parliament.uk>; [REDACTED]@middlesbrough.gov.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>  
**Subject:** RE: Labour Party Office Door QSW1125

Hi [REDACTED] it may be more effective if we arrange / supervise the works to ensure it runs smoothly , with Polar generating an invoice for you to directly pay to them on completion of the works - I will ask [REDACTED] to arrange this with yourself & Polar

Regards

Dave

David Jamison  
Strategic Asset Manager

Strategic Asset Management  
Environment, Property & Commercial Services  
Middlesbrough Council  
1st Floor Civic Centre  
Middlesbrough  
TS1 9FY (Post Code for GPS & sat nav systems TS1 2RH )

Tel: 01642 [REDACTED]  
Fax: 01642 729964

Email: [REDACTED]@middlesbrough.gov.uk

[REDACTED]

**From:** David Jamison [mailto:[REDACTED]@middlesbrough.gov.uk]

**Sent:** 20 February 2017 12:23

**To:** [REDACTED]@parliament.uk>

**Subject:** FW: Labour Party Office Door QSW1125

Hi Matthew , please note

Regards

Dave

**From:** [REDACTED]

**Sent:** Thursday, 16 February 2017 11:06

**To:** David Jamison <[REDACTED]@middlesbrough.gov.uk>

**Subject:** RE: Labour Party Office Door QSW1125

Hi David.

[REDACTED] have confirmed they will stand by the price of the original quotation.

Regards

[REDACTED]

**From:** David Jamison

**Sent:** 16 February 2017 08:20

**To:** [REDACTED]@parliament.uk

**Cc:** [REDACTED]@middlesbrough.gov.uk>

**Subject:** FW: Labour Party Office Door QSW1125

Hi [REDACTED], I will ask [REDACTED] to obtain a new quote

Regards

Dave

[REDACTED]

**From:** David Jamison [mailto:[REDACTED]@middlesbrough.gov.uk]

**Sent:** 10 March 2016 07:16

**To:** [REDACTED]@parliament.uk>

**Cc:** [REDACTED]@middlesbrough.gov.uk>

**Subject:** FW: Labour Party Office Door QSW1125

Morning [REDACTED], please see attached quote. If you want to action this, under the terms of the lease you will need to ask for permission by e-mailing [REDACTED]. The council can arrange the works, but would need you to cover the costs

Regards

Dave

David Jamison  
Strategic Asset Manager

Strategic Asset Management  
Environment, Property & Commercial Services  
Middlesbrough Council  
1st Floor Civic Centre  
Middlesbrough  
TS1 9FY (Post Code for GPS & sat nav systems TS1 2RH )

Tel: 01642 [REDACTED]

Fax: 01642 729964

Email: [REDACTED]@middlesbrough.gov.uk

**From:** [REDACTED]

**Sent:** 09 March 2016 13:32

**To:** David Jamison <[REDACTED]@middlesbrough.gov.uk>

Cc: [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>

Subject: FW: Labour Party Office Door QSW1125

Dave.

Please find attached a copy of the quotation from [REDACTED] for the addition of a single access door at the labour office.

Let us know how you wish to proceed.

Regards

[REDACTED]

\*\*\* Email Security scanned this email for malicious content \*\*\*  
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Page redacted



Page redacted



**From:**  
**Sent:**  
**To:**  
**Subject:**

Friday, 21 October 2016 11:16

FW: 4 Broadcasting House - Andy McDonald MP

For info

**From:**  
**Sent:** Friday, 21 October 2016 11:13  
**To:** mbc\_property services <mbc\_property services@middlesbrough.gov.uk>  
**Cc:** @middlesbrough.gov.uk  
**Subject:** 4 Broadcasting House - Andy McDonald MP

Hi – the MPs office has rang to report problems with the electrics at the above office.

They are not working in one of the rooms and suspect that rain water has got through to the wires above the ceiling tiles – it appears to be also affecting the telephone lines

Could you arrange for an electrician to call out to investigate asap . The office is open mon-Friday 9-5 . Even if the shutter is down there will be someone in

Cheers

[REDACTED]

**From:**

**Sent:**

12 August 2016 15:35

**To:**

**Cc:**

**Subject:**

RE: Valuation of Council Assets

Hi [REDACTED]

Thanks – we won't be visiting until around 10:45 as [REDACTED] now has another meeting at 10.

Cheers

[REDACTED] Project Manager | ECONOMIC GROWTH

Economic Development & Communities | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

Postcode for GPS and sat nav systems: TS1 2RH

T (01642) [REDACTED]

**From:**

**Sent:** 12 August 2016 15:31

**To:**

**Cc:**

**Subject:** RE: Valuation of Council Assets

Hi [REDACTED]

Just spoken to [REDACTED] which was very helpful. I will discuss with [REDACTED] on Monday morning first thing to see he can free up sometime to accompany you. On a practical level it makes sense in terms of both access and making it clear to tenants whom they need to contacts on everyday tenancy matters/agreements etc.( i.e. Asset Management) . I think it will help reassure tenants that this is just early stages and that their tenancy certainly in the short and medium term is secure.

[REDACTED] will get back to you on [REDACTED] Monday morning to confirm your schedule ([REDACTED] mentioned it may be later than the 10am start).

Kind Regards

**From:**

**Sent:** 12 August 2016 15:21

**To:**

**Cc:**

**Subject:** RE: Valuation of Council Assets

Hi [REDACTED]

The plan for Monday is that [REDACTED] and I will visit the Bus Station tenants with [REDACTED] to give a quick overview of where we are with the TMIV project and inform that [REDACTED] will be carrying out an inspection of the Bus Station as part of an independent valuation on Friday 26<sup>th</sup> August and to explain that [REDACTED] and I will be the contact for the TMIV project.

We will then do the same with Broadcasting House – [REDACTED], will you be attending with us? If not, will we be able to get access?

We then intend to send a letter summarising discussions to all tenants following our visit.

Thanks

[REDACTED]

[REDACTED] | Project Manager | **ECONOMIC GROWTH**

Economic Development & Communities | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

Postcode for GPS and sat nav systems: TS1 2RH

T (01642) [REDACTED]

---

**From:** [REDACTED]

**Sent:** 12 August 2016 14:14

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Valuation of Council Assets

Good Afternoon [REDACTED]

Can you just be clear on this. Are you and [REDACTED] visiting tenants in the Bus Station and Broadcasting House to explain the nature of the proposed valuation visit on the 26<sup>th</sup> by [REDACTED]? If this is the case are you simply literally hoping to knock on tenants doors and explain matters verbally or are you providing written information.

Is [REDACTED] required to accompany you to do this?

What are you actually telling the tenants?

My apologies if this is information you have already relayed, but I am just picking up on this in more detail.

Kind Regards

[REDACTED]

---

**From:** [REDACTED]

**Sent:** 12 August 2016 14:00

**To:** [REDACTED]

**Subject:** FW: Valuation of Council Assets

---

**From:** [REDACTED]

**Sent:** 12 August 2016 07:59

**To:** [REDACTED]

Cc: [REDACTED]  
Subject: RE: Valuation of Council Assets

Thanks [REDACTED]

I have forwarded you an email from [REDACTED] which confirms he does require internal access in Broadcasting House where possible including the upper floors.

[REDACTED] and I are visiting tenants in the Bus Station from 10:00am on Monday and then we are intending to go to Broadcasting House therefore will also require access where possible.

Thanks

[REDACTED]  
Project Manager | ECONOMIC GROWTH  
Economic Development & Communities | Middlesbrough Council  
P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY  
Postcode for GPS and sat nav systems: TS1 2RH  
T (01642) [REDACTED]

From: [REDACTED]  
Sent: 11 August 2016 16:24  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: RE: Valuation of Council Assets

[REDACTED] – do we know if he needs internal access to all the units at BH ?  
[REDACTED] is the contact for BH as he manages the Vanguard Suite offices, has the contact with the BBC but not the ground floor shop units – although I have asked him to deal with those where we can get access if possible – may not be possible for all.  
Not clear whether you need access before the 26<sup>th</sup> though ?? or is it just a letter drop visit to warn whats intended?  
[REDACTED] phone is [REDACTED]  
So far as the plans are concerned , so far as I am aware the area quoted on the plans relate to net internal areas on a room by room basis.

[REDACTED]  
Valuation and Estates  
Tel 01642 [REDACTED]

From: [REDACTED]  
Sent: 11 August 2016 15:02  
To: [REDACTED]@middlesbrough.gov.uk>  
Cc: [REDACTED]@middlesbrough.gov.uk>; [REDACTED]  
[REDACTED]@middlesbrough.gov.uk>  
Subject: FW: Valuation of Council Assets

Hi [REDACTED]

Following our meeting this morning with [REDACTED], he has confirmed that he would like to carry out the valuation of the Bus Station, Broadcasting House and Denmark Street Car Park on Friday 26<sup>th</sup> August from 10am onwards. Can you please confirm who he needs to liaise with regard to access. [REDACTED] and I will be visiting tenants on Monday and following up with a letter.

Thanks

[REDACTED] | Project Manager | **ECONOMIC GROWTH**

Economic Development & Communities | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

Postcode for GPS and sat nav systems: TS1 2RH

T (01642) [REDACTED]

**From:** [REDACTED]@middlesbrough.gov.uk]

**Sent:** 11 August 2016 11:43

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Valuation of Council Assets

Hi [REDACTED]

Thank you for meeting with [REDACTED] and I.

As discussed:

- We will confirm if the floor plans you received are net internal
- Contact for Denmark Street Car Park is [REDACTED]@middlesbrough.gov.uk / 01642 [REDACTED]

- Dates for inspection: [REDACTED] and I suggest 25<sup>th</sup>/26<sup>th</sup> August – let me know if this is convenient for you
- I will liaise with [REDACTED]'s team to get copies of leases for Bus Station and Broadcasting House
- [REDACTED] will forward you contacts in Kier who are responsible for Bus Station and Broadcasting House for you to contact
- [REDACTED] and I are visiting the Bus Station and Broadcasting House tenants on Monday, we will then follow our visit up with a letter confirming date [REDACTED] will be inspecting

Please let me know if you require anything else. For information, I have attached the correspondence that was sent to tenants when the project appeared in the press.

Kind Regards

[REDACTED]

[REDACTED] | Project Manager | **ECONOMIC GROWTH**

Economic Development & Communities | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

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T (01642) [REDACTED]

\*\*\*\*\*  
\*\*\*\*\*

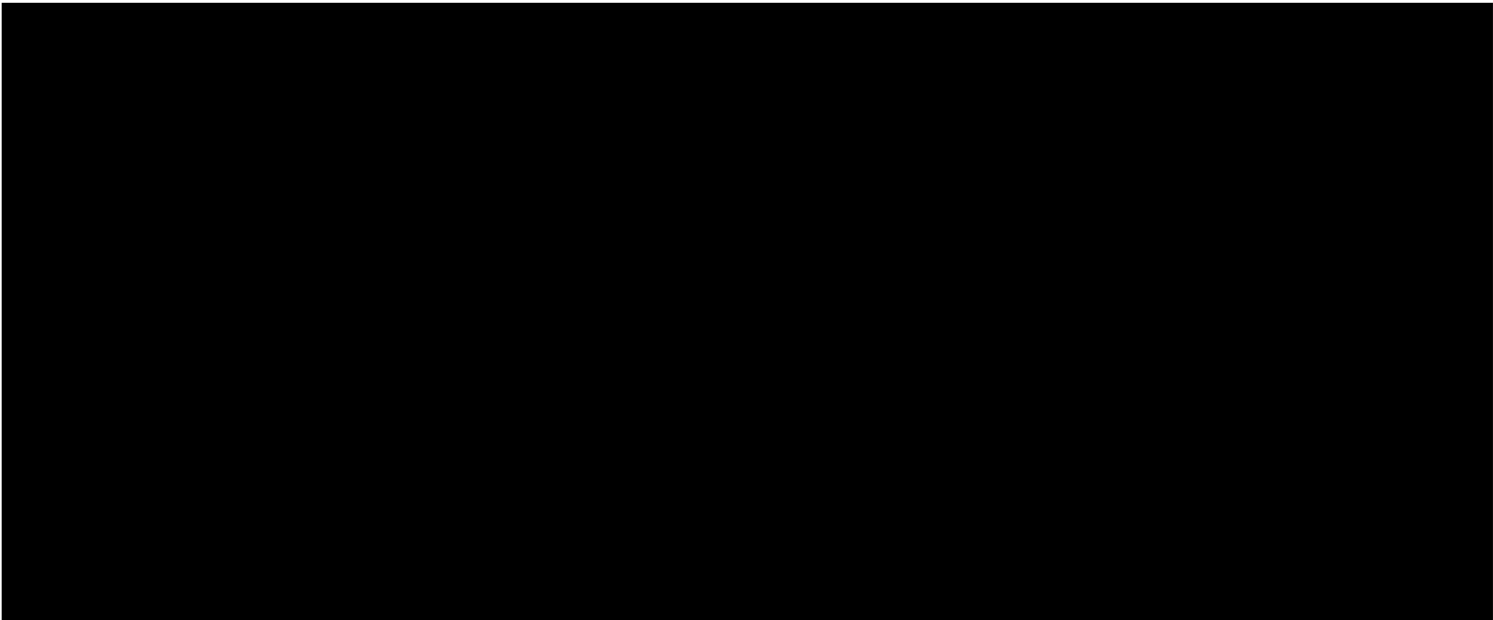
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[REDACTED]

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**From:** [REDACTED]  
**Sent:** 12 August 2016 07:56  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** FW: Valuation of Council Assets

Hi [REDACTED]

Please see response from [REDACTED] below regarding access to Broadcasting House.

Thanks

[REDACTED]

[REDACTED] | Project Manager | ECONOMIC GROWTH  
Economic Development & Communities | Middlesbrough Council  
P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY  
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T (01642) [REDACTED]

[REDACTED]

**From:** [REDACTED] @middlesbrough.gov.uk]  
**Sent:** 11 August 2016 16:29  
**To:** [REDACTED]  
**Subject:** FW: Valuation of Council Assets

Hi [REDACTED]

Please see response from [REDACTED] regarding plans.



Can you confirm if you need internal access to the units at Broadcasting House?

Thanks

[REDACTED]  
[REDACTED] Project Manager | ECONOMIC GROWTH  
Economic Development & Communities | Middlesbrough Council  
P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY  
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T (01642) [REDACTED]

From [REDACTED]  
Sent: 11 August 2016 16:24  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: RE: Valuation of Council Assets

[REDACTED] - do we know if he needs internal access to all the units at BH ?  
[REDACTED] is the contact for BH as he manages the Vanguard Suite offices, has the contact with the BBC but not the ground floor shop units – although I have asked him to deal with those where we can get access if possible – may not be possible for all.  
Not clear whether you need access before the 26<sup>th</sup> though ?? or is it just a letter drop visit to warn what's intended?  
[REDACTED] phone is [REDACTED]  
So far as the plans are concerned, so far as I am aware the area quoted on the plans relate to net internal areas on a room by room basis.

[REDACTED] MRICS  
Valuation and Estates  
Tel 01642 [REDACTED]

From: [REDACTED]  
Sent: 11 August 2016 15:02  
To: [REDACTED]@middlesbrough.gov.uk>  
Cc: [REDACTED]@middlesbrough.gov.uk> [REDACTED]  
[REDACTED]@middlesbrough.gov.uk>  
Subject: FW: Valuation of Council Assets

Hi [REDACTED]

Following our meeting this morning with [REDACTED], he has confirmed that he would like to carry out the valuation of the Bus Station, Broadcasting House and Denmark Street Car Park on Friday 26<sup>th</sup> August from 10am onwards. Can you please confirm who he needs to liaise with regard to access. [REDACTED] and I will be visiting tenants on Monday and following up with a letter.

Thanks

[REDACTED]  
[REDACTED] Project Manager | ECONOMIC GROWTH  
Economic Development & Communities | Middlesbrough Council  
P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

Postcode for GPS and sat nav systems: TS1 2RH

T (01642) [REDACTED]

**From:** [REDACTED]

**Sent:** 11 August 2016 14:10

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** RE: Valuation of Council Assets

[REDACTED]

**From:** [REDACTED]@middlesbrough.gov.uk]

**Sent:** 11 August 2016 11:43

**To:** [REDACTED]

**Cc:** [REDACTED]

**Subject:** Valuation of Council Assets

Hi [REDACTED]

Thank you for meeting with [REDACTED] and I.

As discussed:

- We will confirm if the floor plans you received are net internal
- Contact for Denmark Street Car Park is [REDACTED] / 01642 [REDACTED]
- Dates for inspection: [REDACTED] and I suggest 25<sup>th</sup>/26<sup>th</sup> August – let me know if this is convenient for you
- I will liaise with [REDACTED] team to get copies of leases for Bus Station and Broadcasting House
- [REDACTED] will forward you contacts in Kier who are responsible for Bus Station and Broadcasting House for you to contact
- [REDACTED] and I are visiting the Bus Station and Broadcasting House tenants on Monday, we will then follow our visit up with a letter confirming date [REDACTED] will be inspecting

Please let me know if you require anything else. For information, I have attached the correspondence that was sent to tenants when the project appeared in the press.

Kind Regards

[REDACTED] | Project Manager | ECONOMIC GROWTH

Economic Development & Communities | Middlesbrough Council

P.O. Box 504 | 1<sup>st</sup> Floor Civic Centre | Middlesbrough | TS1 9FY

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T (01642) [REDACTED]

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[REDACTED]

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**From:** [REDACTED]  
**Sent:** 01 August 2016 22:51  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Executive

They have been considered and are included in the tenant strategy.

Thanks  
[REDACTED]

---

**From:** [REDACTED]@middlesbrough.gov.uk]  
**Sent:** 1 August 2016 at 09:46:31  
**To:** [REDACTED]  
**CC:** [REDACTED]  
**Subject:** RE: Executive

[REDACTED] -  
You will also need to consider the tenants of the Broadcasting House – if the plans also envisage them being affected. I understand the BBC are already 'in the circle' so that may not be such an issue and the tenants of Vangaurd suite offices are on easy in easy out so again that should not be an issue but we will still need to organise the viewings.

[REDACTED] MRICS  
Valuation and Estates  
Tel 01642 [REDACTED]

**From:** [REDACTED]  
**Sent:** 29 July 2016 16:29  
**To:** [REDACTED]@middlesbrough.gov.uk>  
**Cc:** [REDACTED]@middlesbrough.gov.uk>  
**Subject:** RE: Executive

Hi [REDACTED]

[REDACTED] and I are meeting with [REDACTED] on Thursday 11<sup>th</sup>. We are then proposing to visit tenants w/c 15<sup>th</sup> August. [REDACTED] will confirm date and liaise with you.

Kind Regards

[REDACTED]  
Project Manager

Middlesbrough Council  
Economic Development  
Civic Centre, P O Box 504  
Middlesbrough, TS1 9FY  
Postcode for GPS and sat nav systems: TS1 2RH  
t: 01642 [REDACTED]

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[www.middlesbrough.gov.uk/business](http://www.middlesbrough.gov.uk/business)

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**From:** [REDACTED]  
**Sent:** 28 July 2016 15:31  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** RE: Executive  
**Importance:** High

Hi [REDACTED]

Please see attached an overview of the tenants at the bus station. I believe from the email from [REDACTED] we are planning on speaking with the tenants – do you have a date for this as yet?

If you require anything further, please do not hesitate to contact me.

Regards  
[REDACTED]

**From:** [REDACTED]@middlesbrough.gov.uk]  
**Sent:** 07 July 2016 09:06  
**To:** [REDACTED]>  
**Cc:** [REDACTED]>  
**Subject:** FW: Executive

Hi [REDACTED]

We have received this from [REDACTED] with info for the bus station tenants (I assume you have fed in at some point). Would you be able to provide a little synopsis on each of the tenants please, if any are in rent arrears etc, it looks as though there are a couple holding over, what would any notice periods be for these and the likelihood of tenants wanting to extend the leases.

We are looking to develop a tenant engagement strategy and want to get an idea of the position of each of the tenants for when we engage and an idea of potential requirements as the Teesside Media Village project develops. Obviously as the bus station is operational we want to ensure that revenue is not lost with businesses leaving so want to be able to provide clear messages from the project.

Feel free to give me a ring to discuss [REDACTED]

Thanks  
[REDACTED]

**From:** [REDACTED]  
**Sent:** 06 July 2016 15:31

**From:** [REDACTED]  
**Sent:** 28 July 2016 15:54  
**To:** Ian Roberts  
**Subject:** FW: Media city  
**Attachments:** Teesside Media and Innovation Village Executive Report 19 05 16 v14.docx;  
Teesside Media and Innovation Communication Letter 15.03.16.doc

**Importance:** High

[REDACTED] MRICS  
Valuation and Estates  
Tel 01642 729107

**From:** [REDACTED]  
**Sent:** 28 July 2016 15:22  
**To:** [REDACTED]@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>;  
David Jamison <David\_Jamison@middlesbrough.gov.uk>; [REDACTED]@middlesbrough.gov.uk>; [REDACTED]  
[REDACTED]  
**Subject:** FW: Media city  
**Importance:** High

Response to questions raised below...

---

[REDACTED]  
Project Manager

Middlesbrough Council  
Economic Development  
Civic Centre, P O Box 504  
Middlesbrough, TS1 9FY  
Postcode for GPS and sat nav systems: TS1 2RH  
t: 01642 [REDACTED]

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**From:** [REDACTED]  
**Sent:** 28 July 2016 14:18

To: [REDACTED]  
Cc: [REDACTED]  
Subject: RE: Media city  
Importance: High

Hi [REDACTED]

As I mentioned on my e-mail yesterday, I *wasn't* aware [REDACTED] were intending on carrying out valuation next week (if I was aware I would have liaised with you straight away) and I am going to suggest they come w/c 8<sup>th</sup> August.

In response to the questions raised:

- Teesside Media and Innovation Village has not yet gone to executive. A report went to LMT and to informal executive requesting Middlesbrough Council enter into a collaboration agreement with NewRiver Retail to explore how we progress the TMIV project further carrying out feasibility work. It was agreed that we enter into a collaboration agreement and commence with feasibility work (report attached)
- [REDACTED] and I have produced a tenant strategy liaising with [REDACTED] and I are intending to visit next week with [REDACTED] or a member of the Valuation and Estates team. We are proposing to introduce ourselves (so tenants have a contact for the project) and let them know where we are with the project (TMIV is very much a vision at this stage and we are carrying out feasibility works to see if the project is feasible, establish what the scheme will consist of, have final designs and establish timescales) We want to stress that that the bus station won't be closing immediately but it could potentially relocate. I have attached correspondence that was sent to all tenants previously.
- Denmark Street is the car park, [REDACTED] is the contact.
- [REDACTED] have been advised that if any tenants ask to clearly say they are carrying out an asset valuation.

Thanks

[REDACTED]

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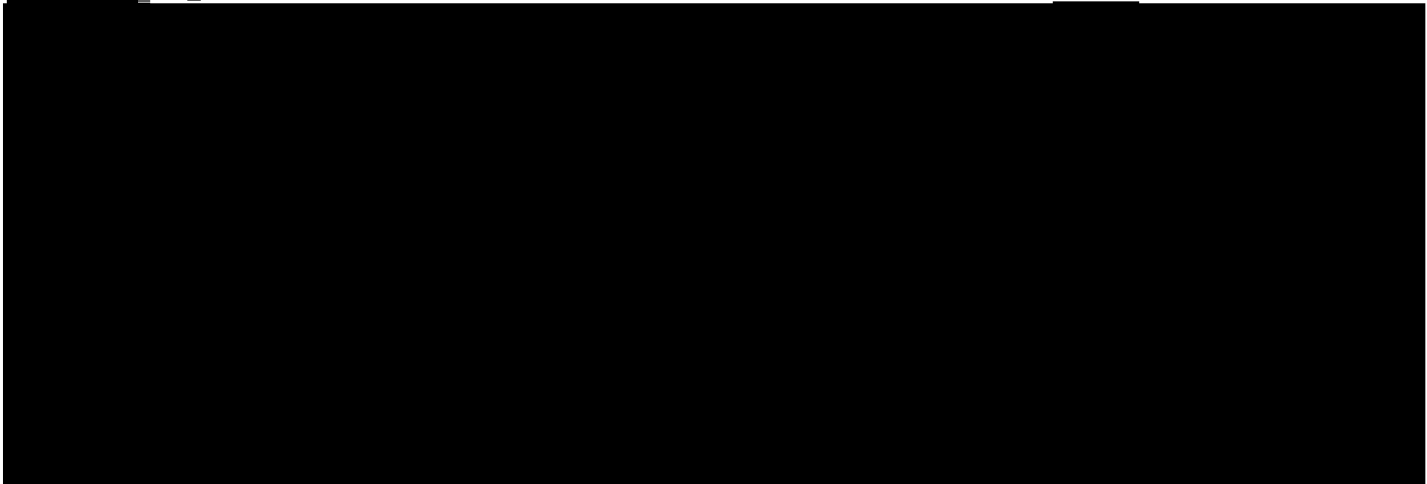
Project Manager

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From: [REDACTED]  
Sent: 27 July 2016 12:21  
To: [REDACTED]  
Subject: Media city



- Re: Broadcasting House, of the Units we manage, the position is as follows :-

Unit 1 – BBC

Unit 2 – [REDACTED] (Chambers Hairdressing)

Unit 2a/3 – Social Care – Contacts [REDACTED] Erik Scollay, [REDACTED]

Unit 4 – Andy McDonald MP

Unit 5 – [REDACTED] still has the keys. As you know, [REDACTED]

Unit 6 – Vacant – keys on my desk.

First floor - BBC

- Who is going to let [REDACTED] into Unit 6 ? [REDACTED]
- His dates are off – 1<sup>st</sup> August is next Monday. Are they hoping to inspect on 1 & 2 or 2 & 3 ? I'd imagine that tenants would like a more definite time than just sometime after 9.30 a.m. on such a date.

Cheers

[REDACTED] MRICS  
Valuation and Estates  
Tel 01642 [REDACTED]



**VALUATION & ESTATES SERVICE**  
**REQUEST FOR DELEGATED APPROVAL**

**PROCESSING NEW TENANCIES – EXISTING TENANT**

1. PREMISES – Unit 4, Broadcasting House, Middlesbrough
2. DESCRIPTION – Shop/office unit
3. FULL NAME OF PROSPECTIVE TENANT(S) – Andrew Joseph McDonald MP  
ADDRESS – [REDACTED] Linthorpe, Middlesbrough
4. USE – no change to existing
5. UNIT SIZE – Approx 810 sf.
6. PRESENT TENANCY – 3 yrs 26 March 2013
7. PRESENT CONSIDERATION – £4000pa
8. PROPOSED TENANCY – New lease to 1 June 2020 .
9. PROPOSED CONSIDERATION – £4000pa (unchanged)
10. PROPOSED USE (IF DIFFERENT) – no change
11. BACKGROUND INFORMATION (IF ANY) – This lease is being renewed as the Middlesbrough constituency office for the MP. All the present terms will remain as in the existing agreement and the lease to be outside the 1954 Landlord and Tenant Act

- Notes
- i) To the best of my knowledge there is no reason to consider that Community Council involvement is appropriate.
  - ii) There are no estate management objections.
  - iii) This transaction is not a Key Decision.
  - iv) The tenant's conduct has been satisfactory
  - v) The letting is considered to be of Community benefit to provide access to voters as a whole to the MP services.

12. SURVEYOR [REDACTED]

13. DATE 27 February 2016

14. SIGNATURE [REDACTED]

I approve the legal transaction and that the Head of Legal Services be instructed to process the legal formalities.

Signed [REDACTED]

Martin Shepherd Head of Strategic Assets.

Date

27/3/16

*Sent to legal with instruction to deal.*  
3/3/2016  
(3989)