

To: Legal Services



Local Authority Legal Services for  
Wealden and Rother District Councils

Instructing Officer: Taris de Mann

Client Department: Estates

Your Ref: Villas

Tel No: 01424 787830

Date: 10<sup>th</sup> October 2025

**SUBJECT TO CONTRACT**

## Instructions

<b>Matter Description:</b>  <i>(Licence, Lease etc.)</i>	New Lease
<b>Tenant Details:</b>  Name / Company Name:  Company Number:  Address:          Contact Number:  Email:   Agent's details (if applicable):	Bexhill Town Council    Bexhill Town Council 35 Western Road Bexhill On Sea East Sussex TN40 1DU    01424214248 07392767901  Town.clerk@bexhilltowncouncil.gov.uk

Tenant's Solicitors details (if applicable)	
<b>Property:</b>  <b>Land Registry Number(s):</b>	The Villas, Town Hall, London Road Bexhill-on-Sea TN39 3JX
<b>Description of Premises:</b>  <i>(eg. whole/part of building)</i>	Offices within The Villas
<b>Land to be let with premises:</b>	None
<b>Plan:</b>	Attached: <input type="checkbox"/> To Follow
<b>Rights to be granted:</b>  <i>(Rights of way, parking)</i>	None
<b>Rights to be reserved:</b>	Please refer to lease
<b>Permitted use:</b>	Office within class E of Town & country (Use classes) Order 2020 as amended.
<b>Commencement date:</b>	On completion
<b>Term:</b>	Three (3) years
<b>Break Clause:</b>  <i>(In favour of Tenant / Landlord / Both? Specify notice period or break date)</i>	Either party can determine the Lease by giving at least 3 months' notice in writing
<b>Security of Tenure:</b>	No: <input type="checkbox"/>
<b>Rent:</b>  <b>Rent Free Period (if applicable):</b>  <b>Deposit (if applicable):</b>	£33,580 per annum excluding VAT (£2798.33 per month)(£20per sqft)  N/A  N/A

<b>VAT Chargeable:</b>	Yes: <input type="checkbox"/>
<b>When payable:</b> <i>(Monthly, Quarterly, Annual, Specific Dates)</i>	Monthly in advance
<b>New Lease or Lease Renewal:</b> Lease Renewal only (please tick):	New Lease: <input type="checkbox"/>
<b>Rent Review:</b> <i>(Include details of proposed rent review e.g. rent review date)</i>	NONE
<b>Services / Utilities:</b> <i>(who is liable for services, e.g. gas, water electricity)</i>	Landlord: <input type="checkbox"/>
<b>Repairing obligations:</b> <i>(Full or how apportioned)</i>	Landlord
<b>Decoration obligations:</b>	Landlord
<b>Schedule of condition required:</b>	No: <input type="checkbox"/>
<b>Insuring obligations:</b> <i>(Who, what risks, whether reimbursed)</i>	Landlord to insure building
<b>Permitted assignment/subletting:</b>	No: <input type="checkbox"/>
<b>Permitted alterations / additions:</b>	No: <input type="checkbox"/>
<b>Does tenant pay legal costs:</b>	Yes: <input type="checkbox"/> £250+VAT
<b>Special covenants:</b>	

<i>(Standard conditions re. Planning, Nuisance, notices, forfeiture etc will be included as a matter of course)</i>	
<b>General:</b>  <b>Any known restrictions against title:</b>  <b>Energy Performance Certificate:</b> <b>Asbestos Register:</b>	Attached <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Other:</b>  <i>(Any other matter not covered above)</i>	
<b>Authorisation:</b>  <i>(Committee minute or scheme of delegation)</i>	
<b>Proposed Timescales:</b>	