

## Decision Record Template



**POLICE & CRIME  
COMMISSIONER**  
for Leicester,  
Leicestershire & Rutland  
Your Communities - Your Commissioner

Date of Decision: 27/03/2026

Lead Officer: Roger Buckley

Decision Record URN: EXE0012-26

Title: **The Rothley Centre Police Neighbourhood Office – Proposed lease.**

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### **Decision summary:**

For many years, the Force has had the use of a single room on an informal basis at the Rothley Centre, Mountsorrel Lane, Rothley, as a Neighbourhood Office serving the Rothley and surrounding area. Originally, the agreement was with the Rothley Parish Council who leased the building from the owners, the Charnwood Borough Council. However, the Charnwood B.C. has now offered the Force a new 10 year lease at nil rent, using the same room as under the previous agreement. The lease will also contain a clause whereby both the landlord and the tenant will be able to terminate the lease by giving six months' notice. The Council will be installing electric heating in the accommodation at nil cost to the Force on the understanding that we will pay for the electricity charges generated, which will be the only cost we are being asked to pay for.

It is considered that the proposal offered to the Force is satisfactory from an estate management perspective.

## **Decision Sought:**

It is recommended that the proposed terms for the use of accommodation at the Rothley Centre, as outlined above, for use as a Police Neighbourhood Office, serving the local area, are approved.

Note: If a request for a decision is from the Force, this section needs to show the decision-making process within the force, highlighting clear advice and clear recommendations and showing the support of the Chief Constable and/or Chief Officer Team.

The Assistant Chief Officer (Finance and Resources), Mr Paul Dawkins has been consulted in respect of this proposal.

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## **Supporting information**

### **1) Background information**

No further background information.

### **2) Detail of additional information attached.**

N/A

### **3) Expected benefits.**

The use of the Neighbourhood Office at the Rothley Centre will enable the Force to continue to serve the local Rothley area with the benefit of the local premises.

### **4) Impact of not approving the application**

The loss of the accommodation would cause difficulties in serving the local area, not least being the additional travelling time to and from Rothley and the surrounding area.

### **5) Financial implications (including any cost savings)**

The benefit of a 10 year lease at nil rent would give the certainty of no rent for that length of time. The cost of the electricity for the heating, which is the only cost in entering into this lease, is relatively insignificant in relation to the benefit of the provision of heating over the Winter months.

### **6) Consultations**

Senior officers from the Charnwood NPA have been consulted who consider the proposal acceptable.

7) **Collaboration**

There are no specific collaboration implications.

8) **Equality, Diversity & Human Rights implications**

There are no specific Equality, Diversity & Human Rights implications to the best of my knowledge.

9) **Legal comments**

The Forces solicitor has been consulted in respect of the lease and is quite happy with the draft documentation.

10) **Publication**

**To be completed**

It is appropriate to publish this record of decision made by the Police and Crime Police and Crime Commissioner: Yes

It is appropriate to publish the contents of the supporting papers:  
NA

It is appropriate to publish details of the decision by the Police and Crime Police and Crime Commissioner for Leicestershire: Yes

**Reasons for any non-Publication (referencing appropriate legislation):**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Unless the information provided is covered by an exemption and stated to be either confidential or partly confidential, the information contained in the form will be published on the OPCC website.

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**Chief Finance Officer:**

**Comments** Approved

I have been consulted about the proposal and confirm that financial advice has been taken into account in the preparation of this report and assurances sought have been outlined within the report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

**Signature:**

**Name:**

**Date: 27/03/2026**

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**Chief Executive and Monitoring Officer:**

**Comments:** Click here to enter text

I have been consulted about the proposal and confirm that legal and equalities advice have been taken into account in the preparation of this report and assurances sought have been outlined in this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Police and Crime Commissioner for Leicester, Leicestershire and Rutland.

**Signature**

**Name**

**Date**

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**Police and Crime Police and Crime Commissioner for Leicestershire:**

Having received the advice set out above and reviewed relevant documentation my decision in regard of this matter is:

**Approved / Not Approved**

I confirm that my register of interests' declaration is up to date and that none of my interests preclude me from making this decision.

**Signature:**

**Date:**

**Name of Police and Crime Commissioner:**