

Agenda Item No:

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Report of: Land and Property
Report to: Director of City Development
Date: 31 July 2017
Subject: Kippax Housing Office, Hanover Place, Kippax LS27 7LW

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Kippax & Methley	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. This report is to seek approval to sell Kippax Housing Office on the open market by way of Public Auction or by informal tender.
2. Kippax Housing office has now closed following the relocation of the staff to Kippax Library and Garforth Hub. The building has been declared surplus by Resources and Housing.

Recommendations

3. It is recommended that Kippax Housing Office is:
 - Declared surplus to the Council's requirements;
 - ii) Sold by public auction, with the reserve to be set by the Head of Land and Property, and
 - iii) In the event of sale by auction not being successful then approval be given for the property be advertised for sale on the open market with informal offers being invited.

2 Purpose of this report

- 2.1 The purpose of this report is to seek approval to sell Kippax Housing office on the open market by way of Auction or by Informal tenders.

3 Background information

- 3.1 Kippax Housing Office is a purpose built single storey red brick building with a pitched tile roof. It is located on the edge of a public car park on Hanover Square just off Cross Hills, in the centre of Kippax village. The car park is owned by Leeds City Council, the Housing office has 6 dedicated car parking spaces at the front entrance. It has a ramp access and has steel security shutters; to the rear is a private enclosed garden area. The Housing office is in good condition.
- 3.2 Kippax Housing Office was included in the Executive Board Report within the Community Hub Phase 2 recommendations on 22 June 2016, proposing the relocation of the housing service and the sale of the building.
- 3.3 Resources and Housing, Head of Housing Management declared Kippax Housing Office surplus and having no operational use on 4 April 2017. The recommendation was that Kippax Housing Office be closed and staff be relocated to Kippax Library and Garforth Hub, and once vacant be sold on the open market.

4 Main issues

- 4.1 Planning Services advised that current authorised use of the building is offices. Continuation of this use would not require planning permission, and temporarily permitted development rights can be used to enable change of use from offices without the requirement of a full planning application being submitted.
- 4.2 Kippax Housing Office was declared surplus by the Head of Housing Management, Resources and Housing on 4 April 2017.
- 4.3 The Housing Office is secure, however prompt sale of the building will prevent it from becoming a potential target to anti-social behaviour.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 Ward Members in all wards affected by Phase 2 schemes were consulted prior to the submission of the Executive Board report on the review of community centres and were broadly supportive.
- 5.1.2 All Ward Members were consulted by Resources and Housing on the proposal to declare Kippax Housing Office surplus.
- 5.1.3 Kippax and Methley Ward Members were consulted 20 June 2017 by Land & Property via email inviting their comments on the proposal to sell the building. All three Ward Members supported the proposed sale.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 There are no equality issues arising from this proposal.

5.3 Council Policies and the Best Council Plan

5.3.1 The disposal of the building will generate a capital receipt and result in the Council achieving its aim of using its property more efficiently.

5.4 Resources and Value for Money

5.4.1 The sale of the site will generate a capital receipt and contribute towards the Council's capital programme. The Council's maintenance responsibility will cease.

5.5 Legal Implications, Access to Information and Call In

5.5.1 Under Part 3, Section 3E(g) of the Council's Constitution (Officer Delegation Scheme (Executive Functions)) the Director of City Development has authority to discharge any function of the Executive in relation to Asset Management.

5.5.2 The Chief Officer Economy and Regeneration, Head of Asset Management and Head of Land and Property have authority to take decisions in relation to Asset Management as delegated in the Director of City Development's sub delegation scheme.

5.5.3 The proposal constitutes a significant operational decision and is therefore not subject to call in.

5.5.4 The Head of Land and Property confirms that the proposed method of disposal set out above is the method most likely to result in the Council achieving the best consideration that can reasonably be obtained under Section 123 of the Local Government Act 1972 (or under the Housing Act 1985).

5.6 Risk Management

5.6.1 Should Kippax Housing Office not be sold the maintenance responsibility and associated costs will remain with the Council. The building is, however, likely to attract a high degree of interest on the open market and it is anticipated a sale will be completed.

5.6.2 However, if the property does not sell, the reserve price can be reviewed and can be offered for resale at the next auction at no additional cost. Alternatively, if it is determined that a second attempt by auction is inappropriate then the property could be offered for sale by the invitation of informal offers on the open market.

6 Conclusions

6.1 It can be concluded that the Council has no further use for Kippax Housing Office, it should be declared surplus and offered for sale at auction or informal tender.

7 Recommendations

7.1 It is recommended that the Kippax Housing Office is:

- i) Declared surplus to the Council's requirements, and
- ii) Sold by public auction, with the reserve to be set by the Head of Land and Property, and

- iii) In the event of sale by auction not being successful then approval be given for the property be advertised for sale on the open market with informal offers being invited.

8 Background documents¹

8.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.