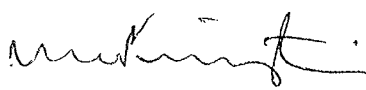


Delegated Decision Notification

This form is used both to give notice of an officer's intention to make a Key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

LEAD DIRECTOR ⁱ :	Director of City Development		
SUBJECT ⁱⁱ :	Otley Civic Centre, 4-8 Cross Green, Otley, LS21 1HD		
DECISION DETAILS ⁱⁱⁱ :	The Director of City Development has approved that the Otley Civic Centre be advertised for expressions of interest from the open market, with refurbishment and financial proposals being invited at an appropriate time.		
TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? ^{iv} <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? ^v <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Significant Operational Decision (Council or Executive ^{vi} – not subject to call-in) <input checked="" type="checkbox"/> Administrative Decision (Council or Executive ^{vii} – not subject to publication or call-in)		
NOTICE ^{viii} / CALL-IN (KEY DECISIONS ONLY):	Date the decision was published in the List of Forthcoming Key Decisions: If not on the List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:- If exempt from call-in, the reason why call-in would prejudice the interests of the Council or the public:-		
AFFECTED WARDS:	Otley & Yeadon		
DETAILS OF CONSULTATION UNDERTAKEN:	Executive Member	Date consulted:	Interest disclosed? ^{ix} <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No

	Ward Councillor	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Others* (please specify:)	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
CAPITAL INJECTION APPROVAL REQUIRED:	Injection approval required? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, you must complete the Approval box below)		
CAPITAL INJECTION APPROVAL	(Name:) (Title:)	Capital Scheme Number: XXXXX / XXX / XXX	Date:
CONTRACT DETAILS (PROCUREMENT DECISIONS ONLY)	Contract Reference Number	Contract Title	
		Supplier	
IMPLEMENTATION (KEY DECISIONS ONLY)	Officer accountable for implementation Timescales for implementation ^{xi}		
CONTACT PERSON:	Edward Rowland	Telephone number ^{xii} : 0113 247 7886	
DECISION MAKER / AUTHORISED SIGNATORY ^{xiii} :	 (Name: Martin Farrington)	Date: 23/11/15.	

Report of: Land and Property

Report to: Director of City Development

Date:

Subject: Otley Civic Centre, 4-8 Cross Green, Otley, LS21 1HD

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Otley & Yeadon	
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. Otley Civic Centre is vacant and no Council use for it has been identified. Various refurbishment schemes have been considered in recent years, but none have proved to be financially viable.
2. It is proposed to advertise the building on the open market by way of an 'all enquiries' board to determine interest for it. Should sufficient interest be received then refurbishment and financial proposals will be invited. Marketing the building will enable the Council to determine the most appropriate way to proceed.

Recommendations

3. It is recommended that the Otley Civic Centre be advertised for expressions of interest from the open market, with refurbishment and financial proposals being invited at an appropriate time.

1 Purpose of this report

It is proposed that expressions of interest be invited for Otley Civic Centre from the open market to enable the Council to determine whether there is sufficient interest to then invite refurbishment and financial proposals. It is recommended that

approval be given to the property being advertised on the open market, with refurbishment and financial proposals being invited at an appropriate time.

2 Background information

- 2.1 The Otley Civic Centre was let to Otley Museum, Citizens Advice Bureau and the Otley Town Council until 2011, when it became vacant. All occupiers have moved to alternative accommodation in Otley and the Civic Centre has remained vacant since. It is a Grade II Listed building extending to approximately 1,440m² (15,500ft²) mainly over two floors, accommodating a small theatre / dance hall. There is also an extensive basement. The building has 100% site coverage so does not benefit from any on-site parking.
- 2.2 The Centre was originally two buildings which were at some time connected. The main building fronting Cross Green was constructed in 1870 with the second building in 1895.
- 2.3 The building is in poor condition, although essential repairs and maintenance are taking place, and is a cost to the Council in retaining it whilst vacant.

3 Main issues

- 3.1 There have been numerous proposals for re-use of the building with costs being estimated, but all have proved financially unviable. There are many large rooms within the building, including the theatre space, which would be difficult to reconfigure due to the Listed nature of the building. Occasional enquiries are made to the Council about the building, but these have never resulted in serious proposals.
- 3.2 It is now appropriate to advertise the building on the open market as available to determine whether there is interest which could be developed into serious proposals that would bring the building back into use.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Head of Asset Management consulted the Otley and Yeadon Ward Members by email on 12 November 2015. Greg Mulholland MP and the Leader of Otley Town Council were copied into the email. The following responses were received:
- 4.1.2 Cllr Colin Campbell commented by email on 12 November 2015 "You will appreciate this is an important building within Otley and has been the focus of the community for many years. I would hope that whatever the Council agree to do it will be for the benefit of the community."
- 4.1.3 Cllr Ryk Downes commented by email on 12 November 2015 "Given the importance of the site and how the old Lido site is being dealt with I have a few questions
1. Could you confirm when the board will be going up?
 2. Is the property for sale or long term lease or both?
 3. Is there a closing date or is it first come first served?

4. Will it go to the best financial offer or will consideration be given to community benefit? If the latter is the case who will decide? Will ward members be involved?

- 4.1.4 The Head of Asset Management responded to Cllr Downes on 12 November "Thank you for your email, the invitation of expressions of interest and board will not be erected until the Director of City Development has approved this proposal which will be on receipt of all your comments, and a decision taken in further consultation with Cllr Lewis. This is a sensitive and important property, the intention is to ascertain and identify a long term occupier for the building, the occupier and its sustainable use is more important than whether the Council disposes of the freehold/leasehold interest. We shall certainly be inviting expressions of interest by a closing date and no decision will be taken without consultation with all of the parties included in this email."
- 4.1.5 Greg Mulholland MP commented on 12 November 2015 "When and how is this being made public? I (and we) will not say anything till it is, but clearly we need to know when constituents will become aware and will need to respond to them and media enquiries."
- 4.1.6 The Head of Asset Management responded to Mr Mulholland on 12 November "Thank you for your email, we will not be going public until formally signed off by Martin Farrington, within next 7/10 days, and will ensure that you are advised by email beforehand."
- 4.1.7 The email exchanges with Cllr Ryk Downes and Greg Mulholland MP were copied to the Executive Member for Regeneration, Transport and Planning.
- 4.1.8 The Executive Member for Regeneration, Transport and Planning has been consulted and is supportive of the proposal to explore interest in the building.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no equality, diversion, cohesion or integration issues arising from the proposal to advertise the building.

4.3 Council Policies and the Best Council Plan

- 4.3.1 Determining whether there is interest in the building, which may ultimately result in it being disposed of, may generate a capital receipt that will contribute to Council's Capital Receipts Programme. Disposal of the building will result in its refurbishment and return to use, which supports the Council's policy of making Leeds' communities successful.

4.4 Resources and Value for Money

- 4.4.1 The Council has no operational reason to retain the building. It is therefore prudent economic asset management to dispose of it, obviating holding costs associated with managing it and the best value objectives of the Council are supported.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Under Part 3 Section 3E Paragraph 2(a) of the Council's Constitution (Officer Delegation Scheme (Executive Functions)) the Director of City Development has authority to discharge any function of Executive Board in relation to the

management of land and asset management (including valuation, acquisition, appropriation, disposal and any other dealings with land or any interest in land).

- 4.5.2 The Director of City Development has authority to take the decisions requested in this report under the specific Executive function 1 of the Director of City Development's sub delegation scheme.
- 4.5.3 The proposal constitutes an administrative decision and is therefore not subject to call in.
- 4.5.4 The Head of Land and Property confirms that in his opinion the proposed method of disposal is 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).

4.6 Risk Management

- 4.6.1 The risks associated with the proposal are detailed below.
 - a) There is a risk that no interest is expressed in the building, and that can only be determined by advertising the building on the open market. It is likely there will be expressions of interest, but whether realistic proposals for the reuse of the building are received remains to be determined.
 - b) There is a risk that schemes are not financially viable and a disposal cannot be completed. This will be considered in the future if it turns out to be the case.
 - c) Should there be no interest in the building then it will remain in Council ownership with associated costs of maintenance and repair.

5 Conclusions

- 5.1 It can be concluded that as the Council has no future use for the Otley Civic Centre that it should be advertised on the open market to determine the level of interest, and offers be invited with refurbishment proposals. Any proposals received will be reported back for consideration.

6 Recommendations

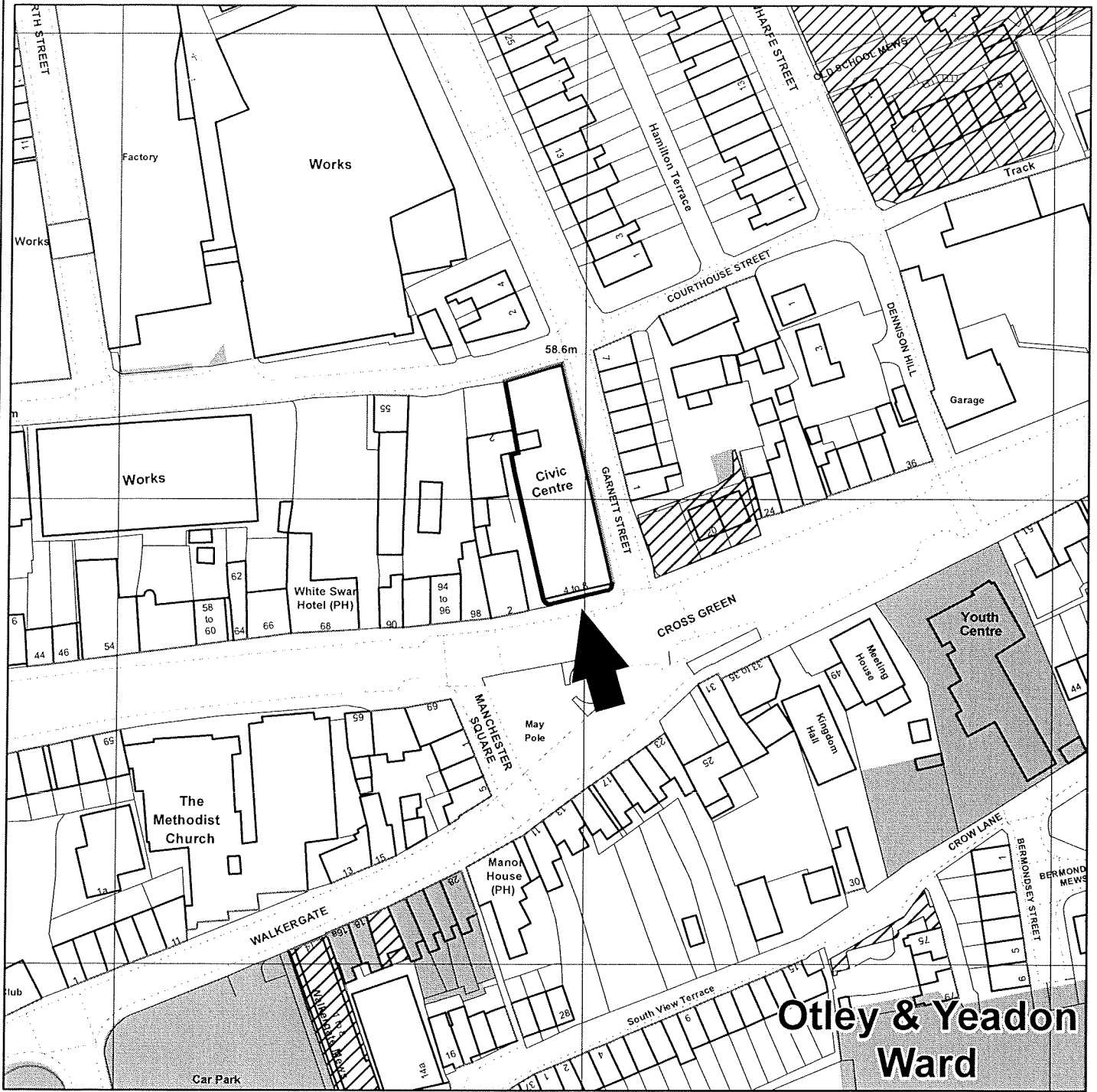
- 6.1 It is recommended that the Otley Civic Centre be advertised for expressions of interest from the open market, with refurbishment and financial proposals being invited at an appropriate time.

7.0 Background Documents¹







- 7.1 There are 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.

**OTLEY CIVIC CENTRE
CROSS GREEN
OTLEY
LS21**



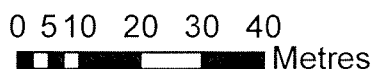
**Otley & Yeadon
Ward**

- | | | |
|---|--|---|
|  ← SUBJECT SITE |  LAND OWNED BY LEEDS CITY COUNCIL |  LAND LEASED OUT BY LEEDS CITY COUNCIL |
|  LAND SOLD BY LEEDS CITY COUNCIL |  LAND OWNED BY APPLICANT |  WARD BOUNDARY |



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CITY COUNCIL

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OS No SE2736SE
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PLAN No 18597/

