


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 Chief Officer Economy and Regeneration has approved that a shortlist of parties interested in refurbishing the Otley Civic Centre be approved with whom further discussions will take place from which it can be determined whether one of the parties can be selected to undertake a refurbishment and bring the property back into use.		
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 Cllr Richard Lewis	Date consulted: 18.07.16	Interest disclosed? ^{ix} <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No

	Ward Councillor Cllr Colin Campbell Cllr Sand Lay	Date consulted: 19.05.16	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation:) <input type="checkbox"/> No
	Others ^x (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: Tom Bridges)	Date: 27.09.16	

Report of: Land and Property

Report to: Director of City Development

Date: 20th September 2016

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:	10.4(3)	
Appendix number:	1	

Summary of main issues

1. Otley Civic Centre is vacant and no Council use for it has been identified. Various refurbishment schemes by the Council have been considered in recent years, but none have proved to be financially viable.
2. The building has been marketed with expressions of interest and refurbishment proposals being submitted on 1 July 2016. The submissions are detailed in the confidential appendix to this report.

Recommendations

3. It is recommended that a shortlist of parties interested in refurbishing the Otley Civic Centre be approved with whom further discussions will take place from which it can be determined whether one of the parties can be selected to undertake a refurbishment and bring the property back into use.

1 Purpose of this report

- 1.1 The purpose of this report is to advise of the interest and refurbishment proposals that have been received for the refurbishment of the Otley Civic Centre. The confidential appendix accompanying this report details the proposals that have been received and recommends that a shortlist of interested parties be approved

with whom further discussions will take place. Further proposals will be invited from those parties by a closing date, with details being reported back for further consideration.

2 Background information

- 2.1 The Director of City Development gave approval on 23 November 2015 to expressions of interest being invited in the Otley Civic Centre with refurbishment and financial proposals being invited at an appropriate time.
- 2.2 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.
- 2.3 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. 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.
- 2.4 The property was advertised on the open market between 16 December 2015 and 24 March 2016. Six parties submitted formal expressions of interest in acquiring and refurbishing the building. Two further parties expressed interest in taking space in the Centre following refurbishment.
- 2.5 Following consultation with the Executive Member for Regeneration, Transport and Planning the interested parties were invited to submit more formal proposals by 1 July 2016. These proposals should have included details of the proposed use(s) for the building, how the building will be refurbished, estimated costs of refurbishment, how the project will be funded, the legal interest required in the property, and how the long term future of the building will be guaranteed.
- 2.6 A number of submissions were received, which are detailed on the accompanying confidential appendix.

3 Main issues

- 3.1 Otley Civic Centre is Grade II Listed and in a poor state of repair. Any interested party must be able to demonstrate an ability and track record in undertaking such a large refurbishment project. Proposed uses must also be suitable in planning terms and careful consideration should be given to whether a proposal will be granted consent.
- 3.2 From consideration of the submissions it is not possible to immediately select a party to refurbish the building. It is, therefore, recommended that a shortlist of interested parties be approved with whom detailed discussions will take place to establish their ability to undertake this major refurbishment project. Further detailed submissions will be invited by a closing date. This is a sensitive and important property and 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.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Otley and Yeadon Ward Members were consulted before marketing commenced in December 2015. The Ward Members, local MP, Greg Mulholland, and Otley Town Council contacted the City Council during marketing and all their enquiries have been responded to. Cllr Colin Campbell most recently contacted Officers requesting a briefing prior to the final selection of a party being recommended to Executive Board.

4.1.2 The Executive Member for Regeneration, Transport and Planning has been consulted and is supportive of the proposal to shortlist a number of parties with whom further discussion will take place to establish their proposals and ability to undertake the refurbishment further.

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 Approval to compile a shortlist of interested parties will enable officers to determine whether there is a party with the ability to acquire, refurbish and guarantee the long term future of the Otley Civic Centre. 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 none of the shortlisted parties can demonstrate the ability to refurbish the building and guarantee its long term future. Should this be the case then the Council will remain responsible for the building, and a further marketing exercise can be undertaken to identify other interest.
- b) There is a risk proposed uses may not be suitable, however interested parties are proposing uses that are suitable for the Listed building.

5 Conclusions

5.1 It can be concluded that a shortlist of interested parties be compiled with whom detailed discussions will take. Detailed submissions will be invited by a closing date.

6 Recommendations

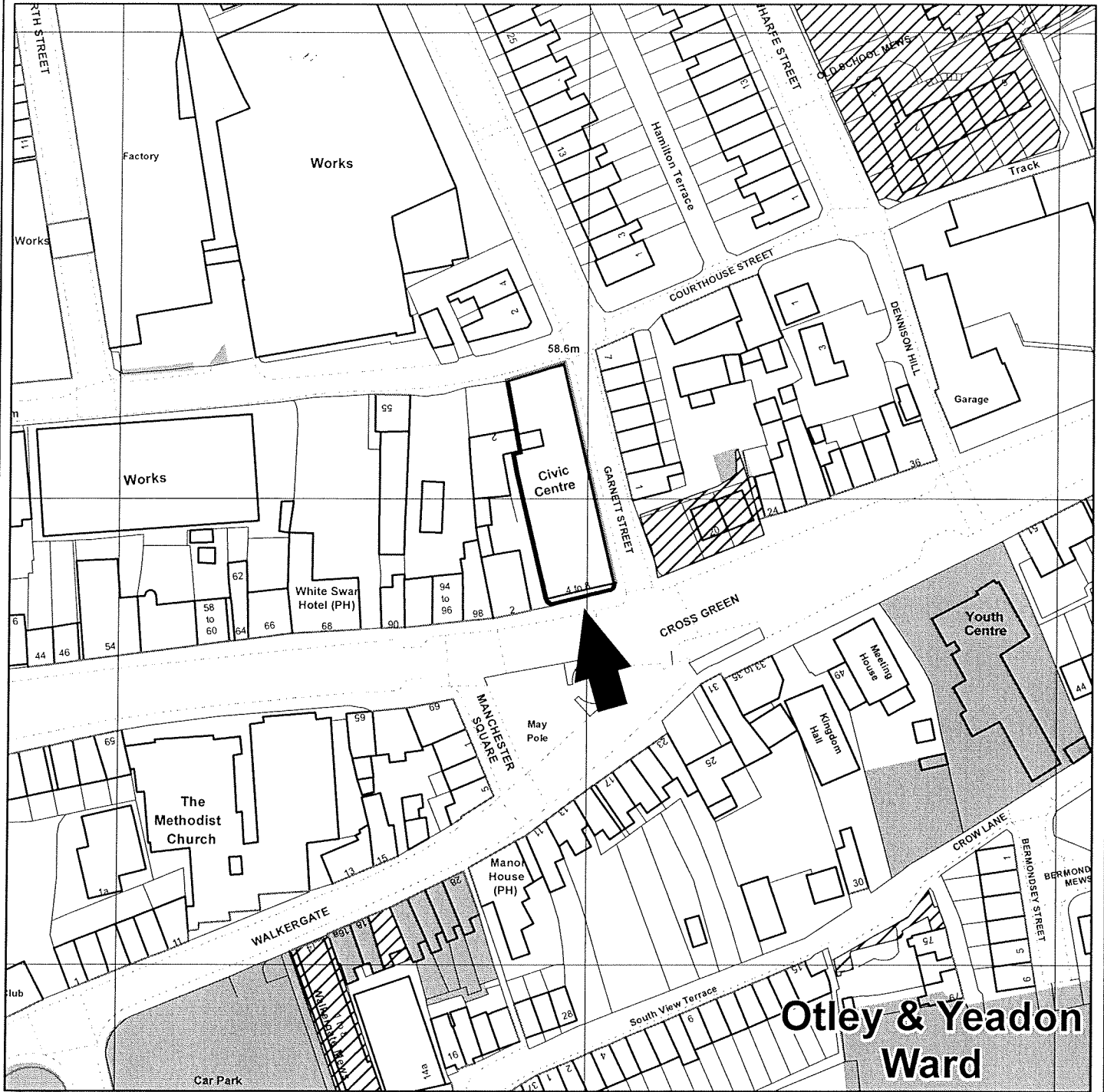
6.1 It is recommended that a shortlist of parties interested in refurbishing the Otley Civic Centre be approved with whom further discussions will take place from which it can be determined whether one of the parties can be selected to undertake a refurbishment and bring the property back into use.

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**



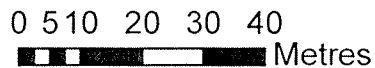
**Otley & Yeadon
Ward**

- | | | |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|  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 |



Leeds
CITY COUNCIL

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PREP BY M. CHRISTIAN
Date: 20/11/2015
OS No SE2736SE
Scale 1:1,250



PLAN No 18597/

