


## 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 <sup>i</sup> :	Director of City Development		
SUBJECT <sup>ii</sup> :	Otley Civic Centre, 4-8 Cross Green, Otley, LS21 1HD		
DECISION DETAILS <sup>iii</sup> :	The Chief Officer Economy and Regeneration has approved that a the shortlist of parties interested in refurbishing the Otley Civic Centre should be reduced to two.		
TYPE OF DECISION:	<input type="checkbox"/> Key Decision (Executive) Is the decision eligible for call-in? <sup>iv</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No Is the decision exempt from call-in? <sup>v</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Significant Operational Decision (Council or Executive <sup>vi</sup> – not subject to call-in) <input checked="" type="checkbox"/> Administrative Decision (Council or Executive <sup>vii</sup> – not subject to publication or call-in)		
NOTICE <sup>viii</sup> / 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: 29.12.16	Interest disclosed? <sup>ix</sup> <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No

	Ward Councillor Cllr Colin Campbell Cllr Sand Lay Cllr Ryke Downes	Date consulted: 29.12.16	Interest disclosed? <input type="checkbox"/> Yes (Date of dispensation: ) <input type="checkbox"/> No
	Others <sup>x</sup> (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 <sup>xi</sup>		
CONTACT PERSON:	Edward Rowland	Telephone number <sup>xii</sup> : 0113 247 7886	
DECISION MAKER / AUTHORISED SIGNATORY <sup>xiii</sup> :	 (Name: Tom Bridges)	Date: 16/12/16	

**Report of:** Land and Property  
**Report to:** Director of City Development  
**Date:** December 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

- On 27 September 2016 the Chief Officer Economy and Regeneration approved a shortlist of parties interesting in acquiring Otley Civic Centre be compiled with whom further investigation would be undertaken to determine their ability to undertake refurbishment of this Listed building.
- Those further discussions have taken place and this report provides further detailed information relating to the interested parties' proposals and concludes the shortlist should be reduced. The proposals of those interested parties will be investigated in more detail and it is proposed to share them with Otley Town Council for consideration.

## Recommendations

- It is recommended that further discussions be undertaken with two parties interested in refurbishing the Otley Civic Centre from which it will 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

- The purpose of this report is to advise in more detail of the shortlisted parties' interest and refurbishment proposals for the refurbishment of the Otley Civic Centre

following the decision by the Chief Officer Economy and Regeneration on 27 September 2016 to shortlist a number of interested parties. The confidential appendix accompanying this report details the proposals and the further discussions that have taken place. It is recommended that the number of interested parties be reduced to two, with whom more detailed investigations will be undertaken into the suitability and deliverability of their proposals. These investigations will be reported back for consideration.

## **2 Background information**

- 2.1 On 27 September 2016 the Chief Officer Economy and Regeneration approved that a shortlist of parties interesting in acquiring Otley Civic Centre be compiled with whom further investigation would be undertaken to determine their ability to undertake refurbishment of this Listed building.
- 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 1,440m<sup>2</sup> (15,500ft<sup>2</sup>) 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 Shortlisted parties had provided proposals of their intended use for the Civic Centre and details of 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. Further discussions have been undertaken with the shortlisted parties to determine their ability and track record in undertaking extensive refurbishment projects of Listed building and into the deliverability of their proposals. Details are contained in 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 further consideration of the submissions it is now possible to narrow the shortlist of interested parties from three to two, but not to immediately select a party to refurbish the building. It is, therefore, recommended that the shortlist be reduced to two with whom more investigation will take place to establish their ability to undertake this major refurbishment project. 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, Otley Town Council, and local MP Greg Mulholland, are all very interested in the future of the Civic Centre and regularly seek updates from the Head of Land & Property. Most recently there was a meeting between the Head of Land & Property, the Executive Member for Regeneration, Transport and Planning, Ward Members and Chair of the Town Council on 29 November 2016. It was decided further investigation into proposals should be undertaken and those proposals would be shared with the Town Council. The Town Council is likely to undertake a public consultation on the proposals and further of the Civic Centre which will be detailed in the next report from the Head of Land & Property to the Chief Officer Economy and Regeneration.

### **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 further shortlist 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(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.

4.5.2 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.

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 neither of the shortlisted parties can demonstrate the ability to refurbish the building and guarantee its long term future. From the information gathered to date it is considered likely that a recommendation can be made at the next stage to select a party with the ability to undertake the refurbishment.
- b) There is a risk proposed uses may not be suitable, however interested parties are proposing uses that are likely to be suitable for the Listed building.

## **5 Conclusions**

- 5.1 It can be concluded that the shortlist of interested parties should be reduced to two which are now demonstrating the ability to undertake the refurbishment of the Civic Centre, but from whom further information is needed.

## **6 Recommendations**

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

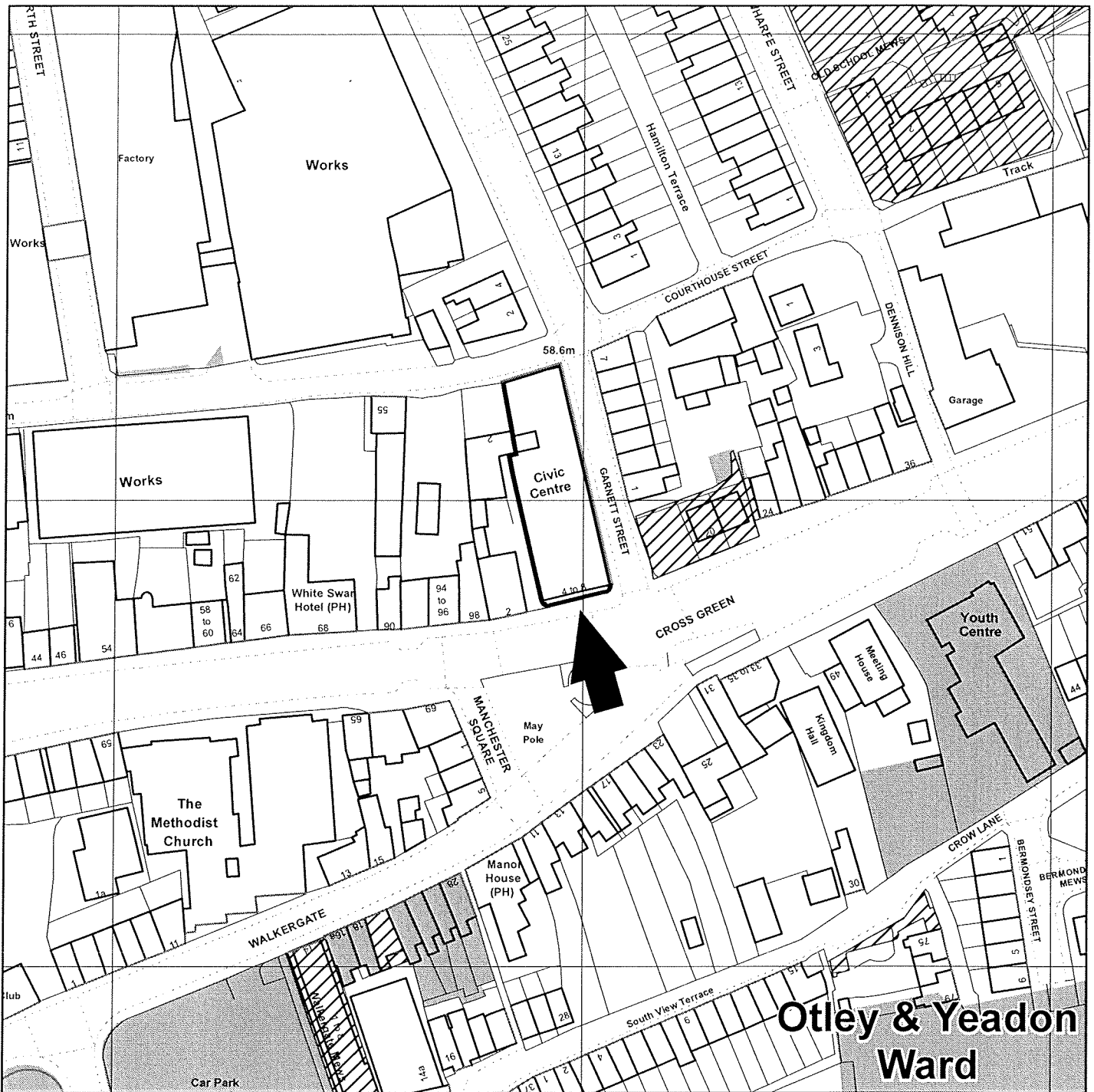
## **7.0 Background Documents<sup>1</sup>**

- 7.1 There are none.






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<sup>1</sup> 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**



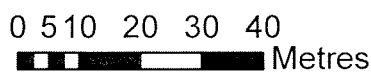
**Otley & Yeadon  
Ward**

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