

Appendix 3

FRAMEWORK FOR THE DISPOSAL OF ASSETS THAT HAVE BEEN DECLARED SURPLUS AND ARE AVAILABLE FOR SALE.

Stage 1 The Assessment Process

- Initial report by Head of Strategic Property Services (SPS) to the relevant Area Board manager listing the properties, the views of service departments in relation to them, outlining informal planning advice where appropriate and advising of the proposals for sale. The Area Board manager will liaise with the relevant local Members on the board regarding their response.
- Based on their local knowledge, the Area Board elected Members have an opportunity to consider whether there are any potential alternative Community uses for any of the properties. If not, the Area Board manager can announce that decision at the next meeting of the Area Board and refer the matter back to the SPS to enable the disposal process to begin.
- If local Members believe there is a potential alternative Community opportunity which warrants further consideration, a period of 3 months will be made available for the Area Board Members to liaise with local partners and Community organisations and prepare a clear and reasoned case for the retention of the property for that purpose, assisted as necessary by Council officers. A report to that effect can then be submitted by the Area Board manager as a recommendation from the Area Board to Cabinet. On receipt of this report, SPS, Legal and Finance officers comments will be appended to the report prior to it being formally considered by Cabinet, who will then make a final decision on the future of the property.
- Where an alternative use is identified and agreed by Cabinet this will be taken forward by Strategic Property Services in conjunction with the Area Board Manager and Members, in accordance with the Community Asset Transfer Strategy.

Stage 2 The Disposal Process.

- Where no development potential exists, the property will be marketed through national or local agents subject to approval by Cabinet,

or under appropriate delegated authority, the Cabinet Member for Property.

- Where the site/property has potential for more valuable use, planning consultants will be appointed to work with the local planning authority in developing proposals/submitting a planning application.
- Site marketed through national or local agents as appropriate once a planning permission is received.

(NB: It is important to note that the planning process itself involves considerable local and other stakeholder consultations on detailed planning issues).