



Premises Development Group Terms of Reference

1. Background

On 31 March 2022, the Council completed the purchase of a 125-year-old lease on 3&5 The Green, Horsforth. The property comprises 2 connected buildings, 3 The Green and 5 The Green, and a separate building The Stables (hereinafter referred to as “the buildings”).

2. Remit

The role of the development group (hereinafter referred to as “the group”) is to oversee all aspects of the project. The group will advise the Council on the delivery, planning, preparation and implementation of the project.

3. Membership

- a. 11 members of Council – to include representation from all parties where possible
- b. The group will appoint a lead at its first meeting following the Annual Meeting of the Town Council

4. Authority

- a. The group reports to the Finance and General Purposes Committee (FGP) and/or Full Council.

5. Meetings

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days’ notice of a meeting will be given but meetings may be convened at shorter notice.
- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days’ notice.
- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.
- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to FGP/Full Council for information.
- h. At least 6 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

6. Responsibilities of the group

- a. To deal with security and maintenance of the buildings, including the allocation of keys to keyholders from the group and any other parties the group considers appropriate to hold keys to the buildings.
 - b. To advise the Council on the delivery, planning, preparation and implementation of the project.
 - c. To deal with the various legal matters associated with the project and to obtain the necessary legal advice.
 - d. To consider and discuss with tenants a review of any existing leases and make recommendations to FGP/Full Council on any proposed changes.
 - e. To prepare and advise FGP/Full Council on financial and other information relating to the cost of the project.
 - f. To develop for approval by FGP/Full Council a feasibility study, project plan and timetable for the implementation of the project.
 - g. To deliver the project in accordance with the approved project plan and timetable.
 - h. To liaise with and give instructions in accordance with the project plan to the architect, project manager, engineers, consultants, contractors, suppliers and any other professionals on any matters related to the project.
 - i. To prepare for approval by FGP/Full Council tender documentation and to deal with the tendering process, including analysing and evaluating tenders received and making a recommendation to FGP/Full Council as to which tender should be accepted.
 - j. Where expenditure that has not been authorised is necessary to ensure continuation of the project between meetings of FGP/Full Council, the group may ask the Proper Officer to authorise the payment in accordance with any delegated powers that are available to the Proper Officer stated in the Financial Regulations.
 - k. The Proper Officer shall have delegated authority to decide on any matters that the Project Manager considers requires a decision before the next meeting of FGP/Full Council. In exercising this delegated authority, the Proper Office shall first consult with the keyholders and the lead of the group.
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Appendix 1 - Definitions

Keyholders:

Named persons who hold the keys for the premises, are one of the main contacts and liaise with the Proper Officer who has delegated powers to make emergency decisions along with the Lead of the working group.

Project Manager

The named person in overall charge of the planning and execution of the project who works for the approved architect.

The Project - Proposed development, maintenance and future use of the buildings

No 3 The Green is the building that will undergo the main transformation.

- The entire ground floor will be remodelled into one large meeting room, catering-grade kitchen and toilets (including disabled facilities).
- A lift to link the ground floor to the first floor will be installed.

- Ground floor bay window, at rear, will be removed to add additional external parking space for mobility scooters and bicycles.
- Doorway between No 3 and No 5, on the ground floor, will be reinstated.
- Windows will be replaced/refurbished, if the renovation budget allows.

The first floor and second floor layouts of No 3 will remain as they are. Lighting and power will be assessed and upgraded if required. Remedial redecoration will also be undertaken where required.

There is no proposal at present to make any significant structural changes or alterations to No 5 or to The Stables. These premises currently house the Village Museum and their meeting area, and provide the Museum with the room space they require.

Separate gas, electricity and water meters will be installed for each of the three buildings. The fire alarm system currently shared between No 3 and No 5 will be separated into two systems.

Proposed future use of the buildings

No 5 The Green – The Museum

No 5 The Green would remain The Village Museum. The Town Council welcomes the opportunity to support the Museum and has already had discussions with the Museum committee about working together in the future.

Horsforth Town Council will require the Museum to pay some rent. The rent required would be heavily subsidised, however.

No 3 The Green – New Community Base

The ground floor of the building would be redeveloped into a large community room, and use of this space would be managed by the Town Council.

The first floor would remain office space and would become the Town Council Offices. Community groups would also be offered use of the first floor Town Council meeting rooms and any spare office space if the Town Council felt it was appropriate and available.

The second floor (attic rooms) would remain as they are and would become the Town Council archive rooms.

The Stables

The internal layout of The Stables would remain as they are and would continue to be part of the Museum or used as either additional community rooms or community offices

Terms of Reference Approved by Council: 29th September 2022

Reviewed: 29th May 2025

Next review date: May 2026