

# Revolving Investment Fund Committee Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ**

**Thursday, 27 November 2014 at 18:00**

**The Revolving Investment Fund Committee has delegated authority from Cabinet to manage the Revolving Investment Fund, which has been established for the commercial management, disposal of and investment into key assets in order to drive forward income generation projects.**



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## **Revolving Investment Fund Committee**

### **Terms of Reference**

To make decisions regarding the following:

- (1) Develop and Set the re-investment strategy for the rolling 5 year programme including:
  - (a) Establishment of a pipeline of high rental growth projects (subject to approval by way of a business case process) and subject to a spending cap of £5m
  - (b) Agree annual capital funds to be set aside for opportunity purchase of land/new investment assets (subject to investment business case being made).
- (2) A Project selection process – Establish a process for spend on non-income producing regeneration projects (subject to business case).
- (3) Developing and monitoring a capital receipts programme.
- (4) Developing and monitoring investment performance against key financial targets.
- (5) Developing a monitoring framework for schemes being developed with RIF investment.
- (6) Develop a strategy for any borrowing activities within the fund (subject to the Council's overall treasury management strategy).
- (7) Project Appraisal – Development of a formal business case procedure to include the following criteria:
  - (a) Return on investment (or regeneration outputs for non-income producing regeneration projects) – would income from the proposed project meet rates of return required to invest the capital requested?
  - (b) Deliverability – including a review of the planning status, barriers to development, market conditions, ownership and legal limitations
  - (c) Strategic fit – does the project support Council Strategic Priorities?
  - (d) Timescale for commencement of income
  - (e) Risk versus reward – Does the projected income outweigh the deliverability risks from the investment of capital, what is the security of income?
  - (f) Wider economic impacts – the wider impact of the project on the local economy eg stimulating other local development, contributing to growth of local business or housing targets, local supply chain utilisation.
- (8) Development and overseeing the overall approach to investment risk management including appropriate reviews of risks within the RIF against wider Council risk register.
- (9) Developing the mechanism for new assets to be added to the RIF capital receipts programme.

The Committee will have the authority to commission any reports or external advice/advisors that it needs to fulfil its responsibilities.

**COLCHESTER BOROUGH COUNCIL**  
**Revolving Investment Fund Committee**  
**Thursday, 27 November 2014 at 18:00**

**Member:**

Councillor Anne Turrell  
Councillor Annie Feltham  
Councillor Paul Smith  
Councillor Tim Young

**Substitutes:**

All members of Cabinet who are not members of this Committee.

**AGENDA - Part A**  
(open to the public including the press)

**Members of the public may wish to note that Agenda items 1 to 5 are normally brief.**

**1 Appointment of Chairman**

To appoint a Chairman for the 2014-15 municipal year

**2 Appointment of Deputy Chairman**

To appoint a Deputy Chairman for the 2014-15 municipal year

**3 Welcome and Announcements**

a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched to silent;
- the audio-recording of meetings;
- location of toilets;
- introduction of members of the meeting.

**4 Substitutions**

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

**5 Urgent Items**

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent, to give reasons for the urgency and to indicate where in the order of business the item will

be considered.

**6 Have Your Say!**

a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

**7 Revolving Investment Fund**

9 - 18

The Committee to receive a short introduction to the Revolving Investment Fund. The report to Cabinet on 30 July 2014 on the proposal to establish the Revolving Investment Fund is attached as background. Please note that an updated version of Appendix 2 to this report is included in Part B of the agenda.

**8 Sheepen Place Office Development Proposal**

19 - 22

Please see report by the Head of Commercial Services

**9 Exclusion of the Public**

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**Part B**

(not open to the public including the press)

**10 Sheepen Place Office Development Proposal**

**11 Revolving Investment Fund**

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);





Report of	Head of Commercial Services	Author	Fiona Duhamel 282976
	Section 151 Officer		Sean Plummer 282347
	Monitoring Officer		Andrew Weavers 282213
Title	Proposal to establish a Revolving Investment Fund		
Wards affected	All		

**This report concerns the proposal to establish a Revolving Investment Fund (RIF) to drive forward the development of high income producing assets in order to meet the Council's future financial targets**

## 1. Decisions Required

- 1.1 To agree the establishment of a Revolving Investment Fund (RIF) for the commercial management, disposal of and investment into key assets in order to drive forward income generation projects.
- 1.2 To establish a Cabinet committee to be known as the RIF Committee in accordance with the proposals contained at paragraph 10.4 of this report and to confirm its terms of reference as detailed at Appendix 1 of this report.
- 1.3 To confirm the ringfencing of capital receipts from a number of key identified assets set out in the confidential Appendix 2 and that the revenue funding set out in paragraph 9.11 will be included in the RIF.
- 1.4. To agree that other capital schemes such as those set out at paragraph 9.12 or other appropriate revenue budgets are also included within the RIF.
- 1.5. To recommend to Council that the RIF be included within the overall capital programme and that any the approval of any specific projects will be subject to the governance arrangements set out within this report.
- 1.6. To authorise the Monitoring Officer to make all necessary consequential changes to the Constitution.

## 2. Reasons for Decisions

- 2.1 There is a need to carry out investment decisions in a more commercially focused way to secure high levels of future income for the Council.
- 2.2 A ringfenced account will provide a structured process to deliver high income producing developments and investments, which can minimise financing costs and has the ability to move swiftly to secure the best commercial outcomes.

### **3. Alternative Options**

- 3.1 The Council could continue to allocate capital receipts for specific income producing opportunities on a case by case basis. However there are a number of benefits from taking a more streamlined strategic approach to investment decisions including, more flexibility to act quickly when opportunities arise, the ability to forward fund potential schemes using receipts already in the Fund and the ability to take a longer term approach to investment management of key assets.
- 3.2 The Council could seek to set up an independent asset vehicle specifically for the development of its key assets. A good deal of research has been carried out looking at various models relating to asset based vehicles and whilst there is a clear need for a special purpose vehicle ("SPV") in some circumstances eg for commercial trading activities and for housing focused development, at this stage it is not clear what benefits would be derived from setting up a stand alone company.

### **4. Supporting Information**

- 4.1 The Council received independent legal advice from Pinsent Masons in April 2013 relating to asset development vehicles, which was considered at a Leadership Team meeting. At a subsequent Leadership Team meeting, following the presentation of an interim report on SPV options, it was noted that a final report would be produced by officers which focused solely on the initial structure and implications of an internal ringfenced account for development assets.
- 4.2 This action was taken based upon research findings within the interim report which found that:
- There are only a small number of circumstances which require a local authority to set up a formal SPV which relate to "commercial initiatives", particularly trading opportunities.
  - If the Council wishes to jointly develop parcels of land with a private sector partner then an SPV will be required.
  - Very little evidence exists of Local Authorities setting up formal SPV's for the commercial development of their assets and this is largely because it is difficult to determine substantial up front benefits from the setting up of any company versus known set up and ongoing management costs such as Corporation tax.
- 4.3 Other councils have however been exploring and introducing internal financial mechanisms which provide for a ring fence of capital receipts with the sole purpose of recycling such funds towards key infrastructure development which cannot be met by the private sector and/or in particular towards investment in income producing assets

#### **Examples**

Fife Council recognised that significant infrastructure investment was required to unlock its development/regeneration aspirations in the area. Faced with an economic climate which prevented such infrastructure being delivered by the private sector, the Council developed a revolving infrastructure fund which brought together a range of funding mechanisms, including capital receipts from Council assets and public borrowing and the resultant model was taken forward to the Scottish Government as an exemplar approach.

Chester and West Cheshire County Council also set up a ringfenced structure to deliver its ambitious town centre regeneration objectives. This internal vehicle was used to facilitate the

forward funding and purchase of a number of town centre sites which were key to overall delivery of the Masterplan of the area.

#### **4.4 The Proposed Ringfenced Account and Revolving Investment Model**

- 4.4.1 With a year on year reduction in government grant to local authorities, it is increasingly important that Council owned assets are managed robustly and commercially to ensure they are creating maximum value.
- 4.4.2 Councils will have different ways that assets are managed and in particular how capital receipts are allocated. With the increased drive to provide higher levels of revenue income it is vital that a more strategic approach is adopted and that each asset is examined carefully to ensure that its maximum potential is recognised. However, it must also be recognised that not all assets are suitable to lease out and it may be more appropriate to sell in order to gain a capital receipt.
- 4.4.3 The ringfenced account provides a mechanism that enables councils to take a proactive approach to investment in the delivery of infrastructure or high yielding development through the recycling of capital receipts gained from the sale of a pool of “surplus” assets and from other funding mechanisms. In this way funds are reused (or revolved) as a continuous investment so as to enable a real focus to be given to an objective to derive high levels of income from assets.
- 4.4.4 The actual financial model developed depends upon available resources and appetite for risk but importantly it can be adapted as needs change or alternative funding mechanisms are developed. For example an initial ringfenced account may just include income from capital receipts but as the model develops and confidence grows, other funding sources can be added such as New Homes Bonus, retained business rates and prudential borrowing.
- 4.4.5 The Revolving Investment Model is designed to be a long term solution (10-20) years for the delivery of major development schemes and does require capital to be set aside for re investment into future land for development. However, it also provides sufficient flexibility to create short term income opportunities eg PV panels investment.

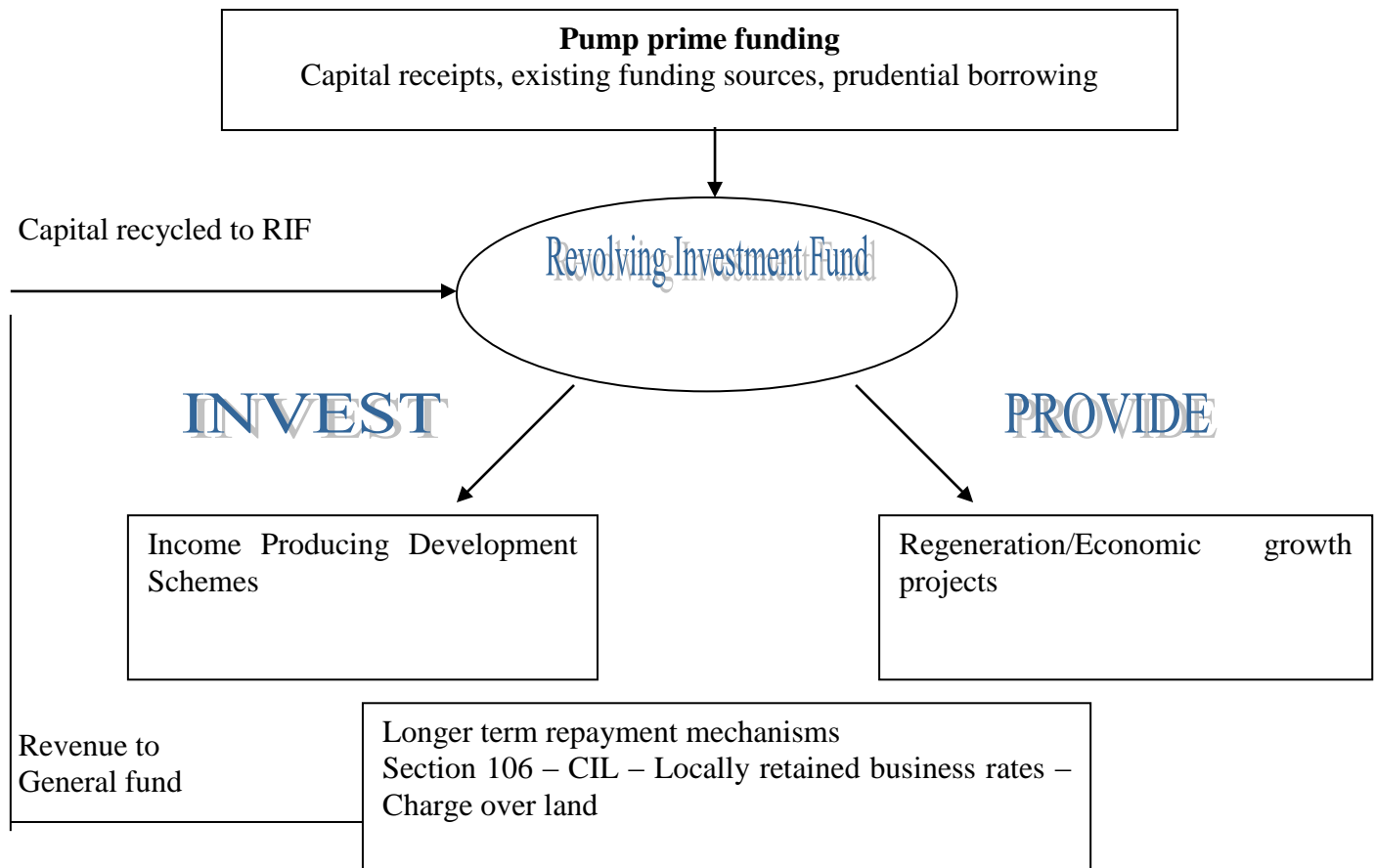
### **5. Proposals**

#### **5.1 The Proposed Colchester Revolving Investment Fund Model**

- 5.1.1 It is proposed that a Revolving Investment Fund Model for Colchester would focus initially on using a ring fenced account to deliver high value income streams through initial capital reinvestment.
- 5.1.2 As part of the research process an initial list of “developable” assets across the Borough has been drawn up. Such assets need to be considered carefully to understand whether they might provide options for creating high value income or whether market demand might dictate they are sold for a capital receipt on long leases (in only very exceptional cases it is proposed that assets are sold freehold as in the very long term the leasehold structure will provide for another injection of capital or revenue).
- 5.1.3 Once it has been agreed which assets can be used to provide a long term revenue stream but require capital for enabling development and which assets can be “sold” for a capital receipt, then further work can take place to establish a 5 year programme of investment.

5.1.4 This programme of investment will show capital receipts anticipated from “sales” over a 5 year period and reinvestment of this capital created would be subject to strict criteria demonstrated within a business case. This is a very simplistic version of the revolving investment fund but as stated previously there is the opportunity to add to the capital ringfenced through other funding mechanisms and there is also the opportunity to spend capital resources on non income producing schemes such as infrastructure and social and economic regeneration.

5.2 An outline of the potential mechanism is shown in Fig 1 below



5.3 The Trading Board at its meeting on 18 June considered a report regarding the proposal to establish a RIF. An extract from the minutes is attached to this report.

## 6. Strategic Plan References

6.1 The proposal contributes to the Council’s aim to be more financially sustainable and also delivers against the following areas in the Strategic Plan

6.2 The Regenerating our borough through buildings, employment, leisure and infrastructure

6.3 Bringing investment to the borough

## 7. Consultation

- 7.1 This is an internal ringfence which is still subject to formal consultation and scrutiny as with existing capital programme.

## **8. Publicity Considerations**

- 8.1 None identified

## **9. Financial implications**

### **9.1 Financial Implications of Revolving Investment Fund**

There are number of important financial issues to consider as part of operating a ringfenced account including the wider implication on the capital programme.

#### ***Impact on the Capital Programme***

- 9.2. The current capital programme is funded in 4 main ways:-

- Borrowing
- Revenue contributions
- External contributions (grants, S106, EU money etc)
- Capital receipts (sale of assets)

- 9.3 The **whole programme** is therefore funded in part by the sale of assets. The creation of a ring fenced account will include some of the largest anticipated capital receipts and therefore potential funding for capital projects outside of the ring fence will be more limited although the overall pot of capital receipts is likely to considerably increase because of the predicted sales within North Colchester and a more pro-active approach to asset management. This however remains a key implication for the Council to consider but a programme of review of the existing investment and operational property portfolios is underway which may produce new capital opportunities outside of the RIF.

- 9.4 Over recent years it is worth noting that a large proportion of capital receipts have been used to fund regeneration projects. In addition they are used for

- Some major repair projects
- ICT / FSR investment schemes (e.g. the UCC FSR capital investment)
- Some rolling programmes

- 9.5 If fewer capital receipts are available to support the non-ringfenced capital programme then this places a greater reliance on other funding opportunities such as:-

- One-off New Homes Bonus allocations
- Section 106 contributions
- The building maintenance provision
- Non ringfenced capital receipts (in particular other assets, including operational assets need to be managed more proactively)
- Borrowing

- 9.6 It is important to note that the ringfenced account remains part of the overall Council capital programme and treasury management activities. Ultimately the Council is not formally bound by the ring fence itself as it is an internal mechanism, but investment decisions taken will begin to restrict options while delivering the desired improved income flows.

#### ***Management of borrowing costs***

- 9.7. The revolving investment fund does provide the Council with an opportunity to manage capital investment and the sale of certain capital assets in a strategic way. Decisions on

spend and income can be considered as part of a clear programme. In this way it may be possible to consider short term borrowing needs and in doing so minimise the need to set aside money to repay debt (MRP). In simple terms it will possible to consider the use of temporary borrowing in a planned way based on anticipated investment and capital receipt plans. Any proposals that require borrowing will be considered with regard to the principles of the Prudential Code and as such will consider affordability, prudence and sustainability. Any proposals will also need to operate within the agreed treasury management borrowing levels set each year by Council.

### ***Delivering commercial income targets***

- 9.8. The UCC FSR includes stretching income targets for additional sustainable revenue streams from assets. Currently, these targets for the next 3 years are in the region of £200k - £400k. It is recognised that to deliver these requires investment and a structured approach to the management of assets which the revolving investment fund based on a ringfenced account provides.

### **Delivery of capital investment / receipts – pump priming**

- 9.9. Delivering capital investment and generating capital receipts includes, or requires costs. These include:-
- pre development
  - master planning
  - marketing
  - Communications / public engagement
  - Technical studies etc
- 9.10 These costs, which may be treated as revenue or capital as appropriate, can as part of the ring fence be properly planned and budgeted alongside the forecast outcomes.
- 9.11 The issue of providing some revenue funding **into** the ring fence will be essential to provide some flexibility. The Council has already agreed revenue contributions towards areas likely to be dealt with in the ring fence. These now total £700k and the intention will be to consider transferring these funds into the RIF:-

	2013/14 £'000	2014/15 £'000	Total £'000
One off contribution to assist with one-off transitional costs associated with commercial land or property deals and towards possible opportunity purchases.	200		200
Contribution to “infrastructure” that we have made from our New Homes Bonus money.	250	250	500
<i>Total</i>	<i>450</i>	<i>250</i>	<i>700</i>

- 9.12 In addition, there are a number of existing capital projects where remaining balances (subject to any outstanding commitments) could be brought into the ringfenced account. These include:-
- St Botolphs Regeneration
  - North Colchester Development land
  - Site disposal costs
  - Park and Ride
  - A12 junction etc

## **A practical example - PV panels**

- 9.13. The Cabinet agreed to proceed with the investment of £800k in Photo Voltaic panels on 10 Council owned non housing assets in January 2014 following a feasibility period. It was also agreed at Cabinet that the Council would prudentially borrow to cover the cost of this investment.

The projected income from this investment net of borrowing costs is £17k pa assuming a loan over a 20 year period. However a direct capital investment through the proposed revolving investment fund would avoid the borrowing costs such as MRP and interest costs and would produce an average annual income (a mix of savings, incentives and sales) of close to £150k pa with a starting income at Year 1 of £90k.

The return on capital invested is therefore significant at 18.75%.

## **10. Management and Governance**

- 10.1 Under current financial regulations there are a number of key approval mechanisms:-
- The requirement for Full Council approval of new capital schemes
  - Cabinet approval for the release of money to individual capital schemes / transfer of money between projects
  - Approval for the sale of land (Portfolio Holder over £150k, Cabinet over £500k)
  - All capital receipts are treated as a corporate resource unless specific approval is given by Cabinet.
- 10.2 The creation of a ringfenced account and a revolving investment fund can therefore be seen as an example of this last point.
- 10.3 In terms of governance there may be different approaches that could be considered or the Fund could be managed under existing arrangements with Cabinet / Portfolio Holder approval for individual project investment / sales etc.
- 10.4 However in order for the RIF to be managed effectively on a more commercial basis it is proposed that governance of the RIF would be carried out by the creation of a committee of Cabinet to be known as the RIF Committee. The composition and terms of reference of the RIF Committee are set out at Appendix 1 of this report. As the RIF Committee would be a committee of Cabinet and will be exercising delegated executive functions, decisions made will be subject to scrutiny and call-in.
- 10.5 The principle of a ringfenced account set up as a stand alone capital fund which sits alongside the existing capital programme has already been established. The existing Northern Gateway Shadow Board already exists as an informal committee and could be formally established by Cabinet to become a decision making body. It is suggested that the RIF Committee could comprise the following: the Leader of the Council, and the Portfolio Holders who have responsibility for regeneration, resources and communities.
- 10.6 As part of the governance arrangements it is proposed that Cabinet consider giving the RIF Committee delegated powers to make disposal and investment decisions up to a value of £5m, provided that a full business case is submitted to the RIF Committee and certain investment criteria are met. It is also proposed that the RIF Committee should be accountable for the operation and management of the RIF and be responsible for developing and administering a number of key activities such as:

- Setting the investment strategy - Developing an approval process for new projects/assets into the fund
- A Project selection process
- Project Appraisal – including analysis of the business case against set criteria
- Developing and monitoring a capital receipts programme
- Establishing a pipeline of new capital funding opportunities and/or new funding sources
- Develop a strategy for any borrowing activities within the fund (subject to the Council's overall treasury management strategy and borrowing levels).

10.7 It is suggested that investment decisions (spend of the capital within the RIF) will be based upon a set of agreed criteria. These criteria will include:

- Return on investment (or regeneration outputs for non income producing regeneration projects) – would income from the proposed project meet rates of return required to invest the capital requested?
- Deliverability – including a review of the planning status, barriers to development, market conditions, ownership and legal limitations
- Timescale for commencement of income
- Risk versus reward – Does the projected income outweigh the deliverability risks from the investment of capital, what is the security of income?
- Consideration of the Prudential Code in respect of any borrowing decisions

10.8 Once established, it is suggested that the RIF Committee should report progress twice a year to Cabinet. Furthermore, the Trading Board should also review performance of the RIF against set targets which are likely to be financial. As the RIF will form part of the capital programme any expenditure should be reported to the Scrutiny Panel in line with existing procedures and will also be subject to review and approval by Cabinet and Council.

## **11. Equality, Diversity and Human Rights, Community Safety and Health and Safety implications**

11.1 None identified at this stage.

## **12. Risk Management Implications**

12.1 There is limited risk associated with setting up the RIF as it is still a ringfenced account within the Council and therefore subject to all formal decision making processes. As risks identified through the spending of capital on new projects will be picked up through the criteria for a business case.



## **Revolving Investment Fund Committee (RIF Committee) Rules**

### **1.0 Introduction**

At its meeting on 30 July 2014 the Cabinet agreed to create a committee of Cabinet to be known as the RIF Committee. This committee will exercise executive functions in relation to the revolving investment fund. All decisions made will be subject to scrutiny.

### **2.0 Application of Cabinet Procedure Rules**

The Cabinet Procedure Rules shall apply to the RIF Committee except as varied by these RIF Committee Rules

### **3.0 Composition**

The RIF Committee shall comprise the following Cabinet members:-

Chairman: Portfolio Holder for Economic Development and Regeneration (Deputy Leader of the Council)  
 Portfolio Holder for Business and Resources  
 Portfolio Holder for Communities and Leisure  
 Portfolio Holder for Community Safety and Licensing

The Chairman of the Trading Board will have a standing invitation to attend the meetings as an observer.

### **4.0 Quorum**

The quorum for the RIF Committee shall be one half of the total membership, rounded up in the event of an odd number of members, provided that the minimum quorum shall be three.

### **5.0 Meetings**

Meetings shall be scheduled monthly and be held at either at the Town Hall or Rowan House during the day.

Meetings shall be held in public except in so far as the matters for decision relate to issues which are required to be dealt with in private in accordance with the Access to Information Rules and the Cabinet Procedure Rules set out in Part 4 of the Constitution.

### **6.0 Terms of Reference for the RIF Committee**

To make decisions regarding the following:

- (1) Develop and Set the re-investment strategy for the rolling 5 year programme including:
  - (a) Establishment of a pipeline of high rental growth projects (subject to approval by way of a business case process) and subject to a spending cap of £5m
  - (b) Agree annual capital funds to be set aside for opportunity purchase of land/new investment assets (subject to investment business case being made).
- (2) A Project selection process – Establish a process for spend on non income producing regeneration projects (subject to business case).



- (3) Developing and monitoring a capital receipts programme.
- (4) Developing and monitoring investment performance against key financial targets.
- (5) Developing a monitoring framework for schemes being developed with RIF investment.
- (6) Develop a strategy for any borrowing activities within the fund (subject to the Council's overall treasury management strategy).
- (7) Project Appraisal – Development of a formal business case procedure to include the following criteria:
  - (a) Return on investment (or regeneration outputs for non income producing regeneration projects) – would income from the proposed project meet rates of return required to invest the capital requested?
  - (b) Deliverability – including a review of the planning status, barriers to development, market conditions, ownership and legal limitations
  - (c) Strategic fit – does the project support Council Strategic Priorities?
  - (d) Timescale for commencement of income
  - (e) Risk versus reward – Does the projected income outweigh the deliverability risks from the investment of capital, what is the security of income?
  - (f) Wider economic impacts – the wider impact of the project on the local economy eg stimulating other local development, contributing to growth of local business or housing targets, local supply chain utilisation.
- (8) Development and overseeing the overall approach to investment risk management including appropriate reviews of risks within the RIF against wider Council risk register.
- (9) Developing the mechanism for new assets to be added to the RIF capital receipts programme.

The Committee will have the authority to commission any reports or external advice/advisors that it needs to fulfil its responsibilities.

# Revolving Investment Fund Committee

Item  
**8**

27 November 2014

Report of	Head of Commercial Services	Author	Fiona Duhamel
	Assistant Chief Executive		 282976
			Steve Heath
			 282347
Title	Sheepen Place Office Development Proposal		
Wards affected	All		

**This report concerns the proposal to use RIF (Revolving Investment Fund) to invest in the development of a new office building on Sheepen Road car park in order to stimulate economic development, deliver jobs and help meet the Council's future financial targets**

## 1. Decisions Required

To note this report prior to considering the report on Part B of the agenda that provides the financial details of the proposed investment.

## 2. Reasons for Decisions

- 2.1 The RIF was established to recycle capital receipts into projects that could deliver a number of Council objectives. The RIF can be used to support wider economic growth targets and deliver infrastructure supporting regeneration. In addition it is envisaged to recycle funds by investing in assets that deliver high income revenue returns which supports the Council maintain quality front line services. The Sheepen Road proposal delivers on a number of these objectives by stimulating economic growth in the office sector, expanding jobs in Colchester and providing a long term sustainable return through a robust investment case.
- 2.2 Where the Council wishes to secure high levels of future income there is a need to carry out investment decisions in a more commercially focused way based on a clear business case. The Business case is attached to the report on Part B of the agenda.

## 3. Alternative Options

- 3.1 The Council can consider a number of ways of using capital receipts, but it has established the RIF as a means of revolving funds for reinvestment to meet its objectives. The Committee needs to decide if the Sheepen Road proposal is the right opportunity for such investment.

#### **4. Supporting Information**

4.1 Following the Cabinet decision to set up the RIF in July 2014, work has been ongoing to develop a business case for the Sheepen Road opportunity. The RIF Committee was set up with terms of reference which included:

(7) Project Appraisal – Development of a formal business case procedure to include the following criteria:

- (a) Return on investment (or regeneration outputs for non income producing regeneration projects) – would income from the proposed project meet rates of return required to invest the capital requested?
- (b) Deliverability – including a review of the planning status, barriers to development, market conditions, ownership and legal limitations
- (c) Strategic fit – does the project support Council Strategic Priorities?
- (d) Timescale for commencement of income
- (e) Risk versus reward – Does the projected income outweigh the deliverability risks from the investment of capital, what is the security of income?
- (f) Wider economic impacts – the wider impact of the project on the local economy eg stimulating other local development, contributing to growth of local business or housing targets, local supply chain utilisation.

(8) Development and overseeing the overall approach to investment risk management including appropriate reviews of risks within the RIF against wider Council risk register.

(9) Developing the mechanism for new assets to be added to the RIF capital receipts programme.

4.2 In April 2014, the Economic Growth team were allocated £50k of New Homes Bonus monies to carry out feasibility work on the Sheepen Road opportunity.

4.3 This work included, initial designs, cost plans, site investigations, planning investigations viability work and detailed discussions with the potential tenant to gain agreement on key areas such as the rent.

4.4 This feasibility work has now completed and a Case for Investment Business Case has been drafted which is appended to the Part B report because it contains sensitive commercial information.

#### **5.0 The Proposal**

5.1 It is proposed to develop the current southern part of the Sheepen Road car park in order to create a 19,700 sq ft new office building which would be leased out to a pre let tenant for a term of 20 years. The Council would be developing the first new office building in the Borough and the Town for many years, but in doing so it is creating an opportunity for a Company to provide about 140 jobs on site. This direct number of jobs in the Town Centre then has a multiplier effect supporting shops, cafes and support services.

5.2 In addition it is also proposed that a further planning consent should be gained for the western part of the car park site for another 10,000sq ft office building which could either be retained for future development or sold with the benefit of planning consent.

5.3 It is proposed that RIF Committee capital funds are used to pay for the office development subject to agreement of the business case. The scheme will cost a substantial sum, but will provide for a regular rental return including the ability for 5 yearly rent reviews. The ability to use recycled capital receipts through the RIF means that

borrowing costs are reduced or removed. This improves viability for any scheme and means that revenue collected can be diverted to service delivery as appropriate.

- 5.4 The impact of the Park and Ride facility which is to open next year has already been reviewed as part of a car parking strategy across the Borough and consequently it is forecast that the use of car parking spaces in the town centre and the associated income will reduce. The Sheepen Road proposal therefore assumes part of the car park will be redeveloped to produce another income producing asset for the Council and any existing income forecast from this car park has been deducted from gross rent estimates as part of the business case.

## **6. Strategic Plan References**

- 6.1 The proposal contributes to the Council's aim to "Become commercially focused and even more business-like in order to be free of government grant by 2017" by delivering a substantial new income stream.
- 6.2 The scheme will "Regenerate our Borough through buildings, employment, leisure and infrastructure" by providing new high quality office space in the town centre and encourage employment growth.
- 6.3 It will also "Improve opportunities for local business to thrive including retail" by offering a growth opportunity to a significant company who will generate opportunities for other businesses.

## **7. Consultation**

- 7.1 The project has been subject to a feasibility exercise up until this point so has not been subject to any formal consultation except with the potential tenant and its advisors and informal consultation with various teams across the Council. A planning application for the scheme will be consulted upon in the usual way.

## **8. Publicity Considerations**

- 8.1 A positive news story for the Town that not only are the Council developing the first new office building in the Borough for many years, hopefully helping to stimulate the quality end of the office market but in doing so it is providing an opportunity for jobs growth, and stimulating an economic ripple effect within the town.

## **9. Financial implications**

- 9.1 The financial implications and case for investment are addressed in detail in the Part B report and linked Business Case. However it is also worth noting that a office building of this size could also generate a potential business rates of circa £137k pa

## **10. Equality, Diversity and Human Rights, Community Safety and Health and Safety implications**

- 10.1 None identified at this stage.

## **11. Risk Management Implications**

- 11.1 A risk register has been prepared for the scheme. The key identified risks are reported in the Business Case.

