

Investment Review Group**22 April 2016****10.30-12.30****Room 1L1 Octagon**

Apologies: Tom Sims

Attendees: Chris Malyon, Cllr Hickford, John MacMillan, Clare Jenner, Cllr Bullen, Roger Moore, Cllr Sales, Cllr Jenkins, David Bethell

Item	Agenda	Lead
1	Notes and actions of last meeting Confirm accuracy of previous minutes Actions: <ul style="list-style-type: none">• Action 1 – Chris to consider possible staffing for Programme and Project Managers.• Action 2 – Chris to bring outline project plan / business case to next IRG.• Action 3 – Roger to bring more details on use of vacant housing and the Business Case to the next IRG.	CM
2	Sites Schedule	JM
3	Initial Draft Programme Business Case	CM
4	Any other business Dates of next few meetings: 27 May at 9.30am in 1L1 Octagon 24 June at 9.30am in 111 Shire Hall 22 July at 9.30am in 1L1 Octagon	

Notes and actions**1 Notes and actions of last meeting**

- 1.1 David Bethell was just appointed as Programme Manager for the housing work and will gradually move across from his Making Assets Count programme duties.
- 1.2 Assets have hired Rob Hesselder who was previously the Chief Executive of Moody Homes in Essex. He is very experienced in managing sites from acquisition through to finished houses. He is on an interim contract at the moment.
- 1.3 Cllr Jenkins queried whether IRG has sight of plans for staffing. Chris replied that officers were trying to progress quickly, as steered by IRG. Roger said that the draft business case has a staffing structure for the SPV.

- 1.4 The draft business case is on this meeting's agenda. Chris noted that Constitution and Ethics Committee considered the paper proposing a new sub-committee, and that they decided to propose a full committee instead. All of GPC's remit relating to property will be dealt with by the new committee in future. A paper with the recommendation will go to Full Council in May.
- 1.5 CFA's accommodation strategy and use of vacant housing will be deferred to a future meeting. [Action 1 – Roger to bring to next meeting.](#)

2 Sites schedule

- 2.1 The roundabout at the Burwell site is progressing, and a consultant has finished his report on viability, including information on the level and mix of housing.
- 2.2 The Soham North planning application will be submitted next month. At Soham East, the final landowner has agreed to the draft terms so these are now with the solicitor who will collate by/for June. Cllr Hickford and Chris stated that the schedule should include clearer dates, deadlines and timescales. [Action 2 – John to add clearer timelines.](#) Cllr Hickford asked whether Cllr Palmer had been informed, John said this is very recent news but he will be.
- 2.3 The group discussed combining the Soham North and Soham East work as both schemes hinge on the provision of a roundabout. But John advised that the Soham East application was very large and would take 4-5 months to pull together, so this would slow down the Soham North site.
- 2.4 Cllr Hickford wanted to see movement on the two Soham sites and the Burwell site. Roger said we have staff in place now and Skanska are progressing the roundabout. We will use Cllr Palmer to push that faster if necessary. Planning applications generally take 3-4 months plus a highways/transportation survey takes a month.
- 2.5 Cllr Jenkins suggested that if we have a forward-looking project plan we could concentrate on the exceptions. Cllr Hickford agreed that we need to look at future projects and anticipate any problems.
- 2.6 Chris commented that the new committee would determine which sites are taken forward and the outcomes wanted from those sites, but the SPV would deal with development issues. Cllr Hickford asked if this would be a conflict of interest and the group discussed whether Committee members could also be SPV Board members and who the Board members have a responsibility towards. Chris said that the committee would be more influential than the Board so Councillors might not need to be on the Board at all. Cllr Sales felt there was a lot of detail that isn't in a Councillor's remit. Cllr Bullen said a list of pros and cons is needed.
- 2.7 Scottsdales have put their sites forward for the East Cambs call for sites.
- 2.8 Milton Road Library/Hub is still attracting feedback despite close of formal consultation.
- 2.9 At East Barnwell, the church has not responded to our proposal so we are proceeding without them and the planning application should be ready by end of the summer. The group agreed that a letter of closure should be sent to the church, albeit leaving the door open for them to change their mind. [Action 3 – Roger's team to send letter.](#)
- 2.10 The pre-app for Cottenham has been submitted. The Parish Council and CCC have met and shared views.

- 2.11 South Cambs Planning Committee has deferred the Over decision three times so Bloor is appealing.
- 2.12 Orchard Terrace is on hold. The group requested options for next steps for this site and Kneesworth. [Action 4 – John to bring to next meeting.](#)
- 2.13 At Litlington the Parish Council has met the HDA but the outcome of that meeting is not yet known.
- 2.14 An update on Russell Street will be brought to the next meeting with the LAC strategy.
- 2.15 A meeting with Cllr Count has taken place re the March sites. Cllr Bullen questioned whether Cllr Count was acting in his capacity as a Councillor or a landowner and felt that Cllr Count should not be involved in discussions. Cllr Sales agreed. Cllr Bullen suggested that Cllr Count should categorically confirm which capacity he is acting under.
- 2.16 Chris said that the US airforce is selling 120 units in Thetford and we are evaluating the business case. Initial deadline for expressions of interest is 5 May.
- 2.17 Our submissions to the East Cambs call for sites were accepted.

3 Initial Draft Programme Business Case

- 3.1 Cllr Jenkins said that a preceeding narrative would be helpful and that it seemed more like a modus operandi than a business case. Chris accepted the latter point and explained that the project business cases will stem from this document, and Roger said that it also needs to illustrate programme structure and governance. Cllr Jenkins felt that the document didn't convey that we are comfortable that we know what we are doing. [Action 5 – David to circulate when updated and finalised.](#)
- 3.2 Chris explained that the business case is predicated on CCC selling land at market value to the SPV. In order for the SPV to buy it, CCC can provide a loan with a 2-3% margin. This is instant income although low profit. Assuming that the SPV is a limited company, dividends paid to CCC would attract tax paid by the SPV. Cllr Bullen pointed out that losses can be offset against future years profit.
- 3.3 Cllr Jenkins said that the Executive Directors and NEDs would need complementary skills and that the Articles of Association would need to be set up so that extraordinary meetings can be called. Chris assured the group that Legal would provide a robust set of Articles. Chris also said that the SPV would benefit from at least one independent NED with external commercial expertise. [Action 6 – Chris to detail out all options with pros and cons.](#)
- 3.4 Chris handed round a list of possible name suggestions with details of any other companies with similar names.
- 3.5 The group agreed that the SPV and business case needs a dedicated structured workshop. This should take place after the new committee is ratified by Council on 10 May, but before the first meeting of the new committee, which is likely to be 27 May as IRG dates can be reused. [Action 7 – Clare to liaise with Dawn Cave.](#) The relationship between the SPV and new committee will be set out in the covering paper and proposed remit.

4 Any other business

- 4.1 Cllr Hickford asked about progress on Wisbech Castle. Roger said that CFA have finally confirmed that they will be moving out and the Assets team is speaking to locals, Wisbech Town Council and the National Trust to assess options. The building is Grade II* listed so we are looking at options that limit liability for repairs. [Action 8 – Roger to report back on progress.](#)
- 4.2 Cllr Hickford confirmed that the remit of the new committee would include the farms estate and asset maintenance. Roger commented that an item on governance and property asset transactions would be useful. [Action 9 – Clare to pass on to Dawn.](#)
- 4.3 Chris highlighted that one of the Transformation Programme themes is about assets and trying to rationalise activity because it is currently spread out across the Council.