



## Public Document Pack

# Uttlesford District Council

Chief Executive: Dawn French

## Council

To all Members of Uttlesford District Council, you are hereby summoned to attend the meeting of the District Council to be held as shown below to deal with the business set out in the agenda.

**Date:** Tuesday, 8th October, 2019

**Time:** 7.30 pm

**Venue:** Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Kind regards

Dawn French  
Chief Executive

**Chair:** Councillor R Freeman

**Members:** Councillors A Armstrong, H Asker, G Bagnall, S Barker, M Caton, A Coote, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Evans, P Fairhurst, M Foley (Vice-Chair), A Gerard, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, A Storah, M Sutton, M Tayler and J De Vries

### Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting.

## AGENDA PART 1

**Open to Public and Press**

**1 Apologies for Absence and Declarations of Interest**

To receive any apologies and declarations of interest.

**2 Minutes of the previous meeting**

5 - 16

To receive the minutes of the previous meeting.

**3 Petition: Increasing Electric Vehicle Charging Points**

To receive the petition 'Increasing Electric Vehicle Charging Points' from the organiser.

Petition:

"We request Uttlesford District Council to urgently increase EV charging points throughout the District, in order to improve air quality and the health of residents."

**4 Presentation of National Association of Local Council's Foundation Award to Saffron Walden Town Council**

To witness the presentation of the National Association of Local Council's Foundation Award to SWTC.

**5 Chair's Announcements**

17 - 18

To receive any announcements from the Chair.

**6 Reports from the Leader and Members of the Executive**

To receive matters of report from the Leader and members of the Executive.

**7 Questions to the Leader, Members of the Executive and Committee Chairs (up to 15 minutes)**

To receive questions from members for the Executive and committee chairs.

- To receive a report in response to Cllr Barker's question to the Leader at the meeting of Full Council on 30 July 2019 regarding Planning Appeals.

**8 Matters referred from the Executive and the Council's committees**

To consider any reports referred from the Executive and the Council's committees and receive questions and answers on any of those reports.

**9 Matters received about joint arrangements and external organisations**

To consider matters concerning joint arrangements and external organisations.

**10 Commercial Strategy** 19 - 28

To consider the revised Commercial Strategy 2019-23.

**11 Loan to Aspire (MRH) Ltd** 29 - 36

To consider a loan to Aspire (MRH) Ltd to purchase 10 student accommodation units in Cambridge.

**12 Youth Council** 37 - 40

To consider the report regarding Uttlesford's Youth Council.

## **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk). For background papers in relation to this meeting please contact [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk) or phone 01799 510433/369.

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The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

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# Agenda Item 2

**COUNCIL held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on TUESDAY, 30 JULY 2019 at 7.30 pm**

Present: Councillor R Freeman (Chair)  
Councillors A Armstrong, H Asker, G Bagnall, S Barker, M Caton, C Criscione, C Day, A Dean, G Driscoll, D Eke, J Evans, P Fairhurst, M Foley, A Gerard, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, J Lodge, J Loughlin, S Merifield, E Oliver, R Pavitt, L Pepper, G Sell, A Storah, M Sutton, M Tayler and J De Vries

Officers in attendance: D French (Chief Executive); B Ferguson (Principal Democratic Services Officer) and S Pugh (Assistant Director - Governance and Legal).

## **C25 PUBLIC SPEAKING**

Mr Gildea, Mr Wing, Ms Yellowlees and Miss Gerard made statements regarding the Climate Change and Ecological Emergency motion. Mr Brett, Mr Everett and Mrs Caton made statements regarding the Libraries Service motion. Summaries of their statements are appended to these minutes.

## **C26 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Coote, Gregory, Light, Luck and Reeve.

Councillor Barker declared non-pecuniary interests as an Essex County Council Member, Chair of the Essex Pension Fund and as the ECC Cabinet Member for Library Services.

Councillors Fairhurst (SWTC), Gerard (Newport), Eke (SWTC) and LeCount (Henham) declared non-pecuniary interests as members of their respective parish councils.

Councillor Criscione declared non-pecuniary interests as a member of the National Trust, the British Association of Shooting and Conservation and the Conservative Environment Network.

Councillor Gerard declared non-pecuniary interests as a member of the Hundred Parish Society and as his daughter was a member of Uttlesford Youth Council.

## **C27 NOTICE OF MOTION RECEIVED FROM COUNCILLORS CRISCIONE, LIGHT, PEPPER AND TAYLER: CLIMATE AND ECOLOGICAL EMERGENCY**

The Chair moved item 10 forward in proceedings for the benefit of the public present. He invited Councillor Pepper to propose the initial motion as set out in the agenda.

Councillor Pepper provided background context to the climate and ecological emergency motion. She said the signs of a global climate emergency were already evident and there was limited time to take action and avert a manmade climate and ecological crisis. She thanked members of the local community who had campaigned on the issue of climate change and who would be crucial in shaping a net zero carbon future. The motion had been a cross-party endeavor and had been coauthored with Councillors Light, Criscione, Tayler and supported by Councillor Pavitt.

She proposed the motion as follows:

This Council is resolved:

1. *To declare a Climate and Ecological Emergency, acting now to prevent a climate and ecological catastrophe that will greatly impact our children, grandchildren and future generations*
2. *To commit to achieving net-zero carbon status by 2030 and protecting and enhancing bio-diversity by:*
  - *requesting the Cabinet Member for Environment and Green Issues to establish an Energy and Climate Change Working Group of Cabinet*
  - *working collaboratively across the Council and engaging with individuals, community groups, businesses and other partners in the district, including young people who should have a voice to help shape our future*
  - *lobbying Central Government to urgently provide funding and implement necessary policy changes*
  - *producing a bold plan of action that is realistic, measurable and deliverable*
  - *ensuring significant progress has been made to deliver the action plan by April 2023*

Councillor Criscione seconded the motion.

Councillor Day said the Council had a moral duty to future generations and the people of the District to protect the natural environment and ensure the highest quality of life for residents. He said pollution from the aviation industry required real scrutiny and central government would need to do something about it as there was little mention of aircraft pollution in current guidance. He said the new administration were committed to a fairer deal with Stansted Airport and Councillor Pepper, in her capacity as the newly established Cabinet member for Green Issues, would be the right person to do this.

Councillor Tayler said he was pleased that the motion had been a collaborative effort with cross-party agreement. He said it would be important that all parties felt like they had a role in managing the process, as measurable targets would

need to be set that were both realistic and challenging. He urged members to support the motion.

Councillor Storah said he was skeptical of manmade climate change and would be abstaining from the vote. Although he would be abstaining, he said the motion would be more purposeful if it contained practical clauses, such as the banning of single-use plastics.

Councillor Gerard thanked the public speakers and Councillor Pepper for expressing their views with passion. He commended the cross party efforts in drafting the motion and said members had an opportunity to do something special for the future of the District.

Councillor Dean commended the cross-party and grass roots nature of the motion but said more was required than just a talking shop. He said a climate emergency was not mentioned in the budget and if this was to have a meaningful impact resources would need to be allocated.

Councillor Eke thanked the public for their attendance. He said there were a number of things the Council could do quickly to prevent a climate crisis but warned that this was a global issue and real change would take time. He highlighted the lack of cycle routes in the district and said the Administration would work hard to ensure developers contributed their fair share to such schemes.

Councillor Asker urged members to back the motion, although she supported the right for alternative views such as Councillor Storah's to be expressed at Council.

Councillor Driscoll said the Council should be leading the way on green issues and suggested investing in electric vehicles as a good starting point.

Councillor Caton said he supported this motion and wanted to embed environmentalism in the local community. He said it was up to everyone to make small changes in their lives to make a difference.

Councillor Hargreaves, in his role as Cabinet Member for the Budget and Finance, listed the financial reserves available to Council; the Strategic Initiative Fund - £1.6 million, the Transformation Reserve - £1.1 million and the Future Development Project fund - £200,000. He said this £3 million could be used to prevent climate change and if necessary to fight the Stansted Airport application if it was taken to appeal.

Councillor Lemon said resources would be an important element of any strategy dealing with climate change. He added that the Council should speak to all local businesses to encourage the adoption of green initiatives.

Councillor Pavitt said this was a very important issue to him personally, and it would take a lot of small actions from individuals to make a difference on a global scale. He said libraries could be used as action centres for those people wishing to come together to discuss and take action on climate change.

Councillor Loughlin said she would support the motion and asked members of the public to be conscientious and not create bonfires with noxious materials.

Councillor Criscione said he was proud to have coauthored the motion and hoped it would create change felt in the county and beyond. The issue of climate change was one that transcended party politics and geographical boundaries.

Councillor Pepper summarised the debate and said the Administration would take great steps to improve air quality, protect biodiversity and reduce Carbon Dioxide emissions.

RESOLVED to:

1. To declare a Climate and Ecological Emergency, acting now to prevent a climate and ecological catastrophe that will greatly impact our children, grandchildren and future generations
2. To commit to achieving net-zero carbon status by 2030 and protecting and enhancing bio-diversity by:
  - requesting the Cabinet Member for Environment and Green Issues to establish an Energy and Climate Change Working Group of Cabinet
  - working collaboratively across the Council and engaging with individuals, community groups, businesses and other partners in the district, including young people who should have a voice to help shape our future
  - lobbying Central Government to urgently provide funding and implement necessary policy changes
  - producing a bold plan of action that is realistic, measurable and deliverable
  - ensuring significant progress has been made to deliver the action plan by April 2023

C28 **NOTICE OF MOTION RECEIVED FROM COUNCILLORS LIGHT AND SELL:  
LIBRARY MOTION**

The Chair brought item 11 forward in proceedings for the benefit of the public present.

Councillor Sell proposed the motion as set out in the agenda:

*This Council condemns the actions of Essex County Council with regards to the current strategy of overreliance on volunteers to run our libraries and short term and insufficient funding. Council is concerned that this may lead to their eventual closure.*



Councillor Lavelle seconded the motion.

Councillor Sell said there had been a big response to ECC's consultation on libraries and it had been enough to earn libraries across Essex a reprieve. However, he stressed that libraries were not a luxury of local government; they were an investment in people's futures.

Councillor Caton had given notice of an amendment to the motion and proposed the following:

*This Council condemns the actions of Essex County Council with regards to the proposed strategy of overreliance on volunteers to run our village libraries with short term and insufficient funding. Council is concerned that this may lead to their eventual closure and RESOLVES (1) to demand that ALL libraries in Uttlesford get continued access to Essex Library service computer and management systems, inter-library lending and stock rotation and core paid staff for the foreseeable future and (2) to work with Essex County Council, parish councils and the wider Uttlesford community to achieve this goal.*

Councillor Sell seconded the amendment. He said the amendment had been proposed to give 'teeth' to the motion. He added that volunteer run libraries were not the way forward as they could not offer the professional services of a qualified librarian.

Councillor Barker said this motion was very close to breaching the 6 month rule as a similar motion had been submitted to Council on 21 February 2019. She added that Council should not be "demanding" anything from another council and such rhetoric was against the spirit of cooperation. Issues such as the fall in readership and the rise of online tutorials and e-books meant that libraries could not ignore the changing ways in which people accessed information. She would not be supporting the motion or the amendment.

Councillor Khan said libraries were still places of learning and community and the ECC proposals were fantastical as volunteers could not be expected to run libraries without professional paid staff supporting them. He would be supporting the amendment.

Councillor Gerard said it was a disgrace that ECC were trying to shirk their statutory obligations in providing library services to the people of Uttlesford. He requested that the Chair of Council ask ECC how much the consultation had cost the taxpayer, including the commission of Venture Research to evaluate responses received to the consultation. He said the consultation was disingenuous as there was never any intent to improve services, but rather to justify inevitable cost saving measures. He applauded the efforts of the cross party campaign to push back ECC library proposals. He said the recent proposal to have volunteer run libraries under UDC's remit was a ploy to reduce library services by stealth. He asked members to condemn ECC's behavior and called for a recorded vote on the amendment.

Councillor Lees said there was nothing incorrect in Council disagreeing with ECC and opposing cost cutting measures that they believed were morally wrong. She would be supporting the motion.

Councillor Foley said libraries were important to all demographics and their very existence culturally enriched people's lives. He said the ECC consultation was flawed and there had been grave concerns regarding Thaxted's library being classed in tier 4 and therefore earmarked for closure.

Councillor Fairhurst said the consultation was a fraudulent exercise and condemned the proposal for volunteer run libraries. He would be supporting the motion.

Councillor Caton said Stansted Mountfitchet had invested over a million pounds in their community library building but ECC had not attempted to engage with the parish council over these proposals. He said the language of the amendment was aggressive as ECC had treated the parish of Stansted with a lack of respect.

The Chair called for a recorded vote to make the amendment the substantive motion.

<b>For</b>	<b>Against</b>	<b>Abstain</b>
Cllr Armstrong	Cllr Barker	Cllr Oliver
Cllr Asker	Cllr Criscione	
Cllr Bagnall		
Cllr Caton		
Cllr Day		
Cllr De Vries		
Cllr Dean		
Cllr Driscoll		
Cllr Eke		
Cllr Evans		
Cllr Fairhurst		
Cllr Foley		
Cllr Freeman		
Cllr Gerard		
Cllr Hargreaves		
Cllr Isham		
Cllr Jones		
Cllr Khan		
Cllr Lavelle		
Cllr LeCount		
Cllr Lees		
Cllr Lemon		
Cllr Lodge		
Cllr Loughlin		
Cllr Merifield		
Cllr Pavitt		
Cllr Pepper		

Cllr Sell		
Cllr Storah		
Cllr Sutton		
Cllr Tayler		
<b>Total:</b>		
<b>31</b>	<b>2</b>	<b>1</b>

The Chair called for Members to vote on the substantive motion.

RESOLVED to:

Condemn the actions of Essex County Council with regards to the proposed strategy of overreliance on volunteers to run our village libraries with short term and insufficient funding. Council is concerned that this may lead to their eventual closure and RESOLVES (1) to demand that ALL libraries in Uttlesford get continued access to Essex Library service computer and management systems, inter-library lending and stock rotation and core paid staff for the foreseeable future and (2) to work with Essex County Council, parish councils and the wider Uttlesford community to achieve this goal.

**C29 MINUTES OF THE PREVIOUS MEETINGS**

The minutes of the meetings held on 21 May and 28 June were approved and signed by the Chair as a correct record.

**C30 CHAIRMAN'S ANNOUNCEMENTS**

The Chair provided an update on his activity since the last meeting.

**C31 REPORTS FROM THE LEADER AND MEMBERS OF THE EXECUTIVE**

The Leader said it had been 89 days since the Administration had taken office and members had worked hard to start delivering on their election promises. He said there would be no quick fix to fundamentally changing the way in which the Council operated, highlighting the need for more transparency, connectivity and public engagement with residents. Collaborative working was also important, as demonstrated by the cross party motions on libraries and climate change. He said the Stansted Airport planning application would be reviewed by the Planning Committee, allowing members to revisit the S106 agreement and deliberate on any new material considerations related to the application.

The Local Plan was also at the forefront of the Administration's mind and he was surprised at the lack of feedback provided by the Inspector, although a strong case had been made to reduce the number of required houses as stated in the

Local Plan. He favored locally led development corporations over commercial developers whose primary aim was to make profit. He said difficult decisions would have to be made, particularly in light of imminent central government cuts, but the Council would take a modern strategic approach to mitigate the impact.

*As the meeting had passed the two-hour mark, the Chair asked members to indicate whether they were willing to continue. They agreed to do so.*

C32

### **QUESTIONS TO THE LEADER, MEMBERS OF THE EXECUTIVE AND COMMITTEE CHAIRMEN (UP TO 15 MINUTES)**

In response to a Member question, Councillor Fairhurst said an Investment Board and Investment protocol would be established to ensure the governance arrangements surrounding the Council's investments were sound. He said he hoped progress would have been made by the next meeting.

In response to a Member question, the Leader said it was a time consuming process to draft and establish a new Corporate Plan, as he wanted to do it properly and was consulting with his party to capture their priorities. He hoped the Liberal Democrat Group would assist in producing a new Corporate Plan.

Councillor Dean said officers needed certainty from the Administration, particularly regarding the drafting of next year's budget which would be approved in November. He said uncertainty also sprang from the large number of topic leads and Cabinet Members, resulting in a situation whereby staff were unsure whom to contact on a number of matters.

The Leader said he was working with the Chief Executive to map portfolio holders with relevant officers.

In response to a Member question, the Leader said he would endeavor to bring a report outlining planning applications that had been refused against officer recommendations, but then overturned on appeal.

In response to a Member question, the Leader said he would deliver his reports to Full Council verbally and he would produce job descriptions for the Portfolio Holders.

Councillor Sell said two council employees had been injured in a recent accident in Stansted and asked Council to send their best wishes to those concerned.

In response to a Member question relating to the Administration's stance towards affordable housing, the Leader said he did not direct Planning Committee members in their decision making in anyway. He said he would be disappointed if affordable homes were not being approved by the Planning Committee.

C33

### **GOVERNANCE REVIEW: PROPOSAL TO ESTABLISH A COUNCIL WORKING GROUP**

The Leader presented the report outlining proposals to establish a Governance Review Working Group to evaluate the various governance options open to the Council, and to make recommendations as to which system would best suit the council's needs. He said the crux of the issue was the way in which the Council made decisions, with the Cabinet system placing too much power in too few hands. He said his Administration had already dispersed power by appointing more Cabinet Members and Topic Leads.

In response to a question from Councillor Loughlin, the Leader said the review would take time but a new system could be implemented at the Annual Council meeting in May 2020.

Councillor Fairhurst said the purpose of the review was to understand how the Administration could make the structure more democratic by engaging with as many members as possible throughout the decision making process.

RESOLVED that the Council appoints Councillors Coote (Chair), Criscione, Evans, Freeman, Gregory, Isham, Khan, Lees and Sell to a Governance Working Group to review the current governance model for Uttlesford District Council and to make recommendations to Full Council.

**C34 APPOINTMENT OF A MEMBER TO THE ESSEX POLICE, FIRE AND CRIME PANEL**

Members considered the appointment of Councillor Day as UDC's substantive member to the Essex Police, Fire and Crime Panel.

RESOLVED to appoint Councillor Day as Uttlesford District Council's substantive member to the Essex Police, Fire and Crime Panel.

**C35 NOTICE OF MOTION RECEIVED FROM COUNCILLOR FAIRHURST: YOUTH COUNCIL ENGAGEMENT WITH FULL COUNCIL**

Councillor Fairhurst presented the motion regarding the Youth Council's integration with Full Council. He said the most important matters discussed during this meeting had all been about the future, and yet not one young person was present to give the youth a voice. He read the proposed motion as set out in the agenda pack:

*This Council resolves that it will engage with and integrate the Youth Council more closely with the Council and agrees the following principles:*

1. *That the Youth Council has a permanent non-voting representative at Full Council meetings in order to participate in debates.*
2. *That the Youth Council Members are supported by District Council Members at Youth Council meetings.*
3. *That District Council Members are identified to support Youth Council Members in their engagement with local schools.*
4. *That sufficient officer time is allocated to the Youth Council to enable it to meet its objectives.*

*The Council requests officers to report back to the next Council meeting on implementing these principles.*

Councillor Lemon urged members to support this motion as it was important to consider the views of young people.

Councillor Loughlin said she had an issue with the Youth Council having a seat at Full Council as they had not been elected. She said she would be abstaining.

Councillor Criscione urged members to support the Youth Council; he said they would have no voting rights so it did not bring in to question the democratic mandate of Council.

Councillor Sell commended the work of councillors who had brought the Youth Council to fruition, but questioned the selective nature of Youth Councils and asked whether the Youth Council was truly representative of young people as a whole.

Councillor Foley urged members to support the motion. He said it was a youth council that had inspired him to take an interest and get involved in politics.

Councillor Khan said a Youth Council would not appeal to every young person so it was important to ensure inclusivity and that all were fairly represented. He would be supporting the motion.

Councillor Gerard said he had seen the benefits a young voice could bring to the table, as demonstrated by Felsted Parish Council's policy to have a young person sit in and contribute to parish meetings. He said Newport were looking at a similar proposal.

In response to a question from Councillor Driscoll, Councillor Fairhurst confirmed that YC members were from across the district.

Councillor Day said this was an investment in Uttlesford's future and members would be arrogant to ignore the views of young people.

Councillor Isham said it was important to include young people in decision making and urged members to support the motion.

RESOLVED to engage with and integrate the Youth Council more closely with the Council and agrees the following principles:

1. That the Youth Council has a permanent non-voting representative at Full Council meetings in order to participate in debates.
2. That the Youth Council Members are supported by District Council Members at Youth Council meetings.
3. That District Council Members are identified to support Youth Council Members in their engagement with local schools.
4. That sufficient officer time is allocated to the Youth Council to enable it to meet its objectives.

The Council requests officers to report back to the next Council meeting on implementing these principles.

The meeting closed at 10.15pm.

## **PUBLIC STATEMENTS**

### Mr Gildea

Mr Gildea said he welcomed the motion on the climate change crisis and urged members to be courageous and address the emergency. There could be no business as usual under the threat of such disaster and governments across the globe had only a matter of months to take action and prevent the extinction of the human race.

### Mr Brett

Mr Brett said ECC's proposals on the future of library services in the county were 'privatisation by stealth' and there was no vision on how the library service would be run going forward. He said Stansted Mountfitchet had voted against the volunteer run libraries but the County Council had ignored them and gone over their heads. He said ECC were robbing the District of their libraries and warned that Saffron Walden and Great Dunmow would be next.

### Mr Wing

Mr Wing applauded the motion and said it had come at an apt moment; the International Climate Change report released the previous week had stated that there were only 18 months to divert a climate change catastrophe. He added that a United Nations biological report had identified an ecological crisis with many species under threat of extinction, leading to risks of a food shortage. Radical action was required. He said measurable and realistic targets needed to be established and monitored by the community, akin to Citizens' Assembly established in France.

### Ms Yellowlees

Ms Yellowlees said she had setup the Saffron Walden Action on Climate Change group which had 650 members to spread awareness of the current climate crisis.

She listed the numerous activities the group had carried out to spread awareness and teach best practice, including speaking to over 4000 schoolchildren about the subject, but it was still not enough to create largescale change. Positive action needed to come from government to encourage individuals to make environmentally friendly and cost effective choices by default; everybody would be making environmentally friendly choices because it would be the most convenient option. She said the community needed to come together to make a difference.

#### Miss Gerard

Miss Gerard declared that she was a member of the youth council but was speaking in an individual capacity. She said time was running out to tackle the climate change crisis and action needed to be taken now. She said this crisis would primarily affect her generation and yet they had no voice at the table or a role in decision making. She said investment was needed in green technology such as electric buses. She asked members to support the motion and to act with a sense of urgency due to the ICC warning that we may only have 18 months before it was too late.

#### Mrs Caton

Mrs Caton said she was Chair of Stansted Mountfitchet parish council and had come to support the motion on libraries. She said Stansted PC were currently constructing a new library building for the village, an arrangement that had been discussed with ECC prior to their proposal to close down Stansted's library. She took issue with the data used to justify the proposed closure of Stansted's library as it had been taken when the library building had been closed and only a mobile unit was in operation. She had concerns regarding the ECC proposals as it allowed them to opt out of their statutory duty to provide library access to their residents, and would leave libraries staffed by volunteers and without resource. She urged members to support the motion.

#### Mr Everett

Mr Everett said ECC had a statutory obligation to provide a library service to the people of Essex. Massive cuts to the service had hollowed out the library sector with reductions in staff, books and opening hours. The strategy proposed by the County would only accelerate the sector's decline. He said the suggestion that E-libraries would improve the service did not conform to the experience of digital only libraries and he asked members to support the motion to halt the decline in the district's libraries.



# Agenda Item 5

Date	Invite from	Reason
<b>AUGUST 2019</b>		
Friday 2 <sup>nd</sup>	UDC	Presentation in recognition of Jack Reynolds, campaigner involved in the Reynolds Court build
Thursday 22 <sup>nd</sup>	St Mary's Church, Saffron Walden	Private viewing of flower festival – St Mary's
<b>SEPTEMBER 2019</b>		
Tuesday 3 <sup>rd</sup>	UDC	Merchant Navy Day - Flag raising at offices
Monday 9 <sup>th</sup>	UDC	Emergency Services Day Flag Flying – UDC offices. (Chief Constable B J Harrington & Jo Turton, Chief Fire Officer in attendance)
Thurs 12 <sup>th</sup>	Archant Newspapers	Archant/UDC Business Awards – Parklands, Quendon Hall
Tuesday 17 <sup>th</sup>	Jack Petchey Foundation	Uttlesford Schools & Clubs Event, Foakes Hall, Great Dunmow
Thursday 19 <sup>th</sup>	Essex Association of Local Councils	AGM – Foakes Hall, Great Dunmow and ECC & EALC joint conference
Monday 23 <sup>rd</sup>	Lord Lieutenant of Essex	Royal visit to Geoffrey Park Games Ltd
Thursday 26 <sup>th</sup>	Cllr Richard Bassett, Chairman Epping Forest	Civic Lunch and Tour of Copped Hall
Thursday 26 <sup>th</sup>	Caroline Beasley-Murray, HM Senior Coroner for Essex	Service of Prayer and thanksgiving to mark beginning of 2019 conference of the Coroners Society - Chelmsford Cathedral Reception at County Hall, hosted by Chairman of ECC
Sunday 29 <sup>th</sup>	London's Pearly Kings and Queens	Costermongers' Harvest Festival Parade and Service – The Old Guildhall
<b>OCTOBER 2019</b>		
Tuesday 1 <sup>st</sup>	Support 4 Sight	Grand opening of Sensory Café, George Street

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**Committee:** Council

**Date:**

**Title:** Commercial Strategy

Thursday, 26  
September 2019

**Report Author:** Adrian Webb, Director - Finance and  
Corporate Services

awebb@uttlesford.gov.uk

Tel: 01799 510421

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## Summary

1. This report presents the revised Commercial Strategy, previously known as the Investment Strategy, and recommends the change of name of the associated Working Group.

## Recommendations

2. Council is requested to approve the Commercial Strategy.

## Financial Implications

3. There are no new financial implications.

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

## Impact

Communication/Consultation	None
Community Safety	No specific implications
Equalities	None
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications

Workforce/Workplace	None
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## Situation

5. Council on 21 February 2019 approved the 2019/20 Investment Strategy. This report seeks to update that Strategy and rebrand it as the Commercial Strategy. This rebranding enables it to be clear that this document relates to the commercial activities of the Council and not the treasury management (investments and borrowing) that the Council undertakes on a daily basis.
6. On 9 April 2019 Council endorsed the Executive Decision; taken by the Cabinet Member for Finance and Administration, to establish an Investment Steering Group as a Working Group of Cabinet. The decision has now been taken to rename this Working Group the Investment Board.
7. Attached at Appendix One is the new Commercial Strategy. The new strategy sets out how the Investment Board fits into the governance structure of the Council. In addition, it is more specific on potential asset types and locations.



# **Uttlesford District Council**

## **Commercial Strategy 2019 to 2023**



**Prepared by:**  
**Asset Management**  
**Uttlesford District Council**  
**September 2019**

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## Introduction

1. The Council recognises that as a consequence of reducing government funding there is an increased requirement to generate additional income to underpin the core services provided by the Council to its residents. Traditional ways of generating additional income such as through Council Tax and fees and charges will not be able to absorb the reduction in government funding.
2. This document replaces the General Fund Investment Strategy 2019/20 as approved by Full Council on 21 February 2019.

## Current Portfolio

3. In May 2017 the Council, through its wholly owned subsidiary Aspire (CRP) Ltd, acquired a 50% share in Chesterford Research Park and formed a joint venture with Aviva Investors. As part of the Cambridge Life Science cluster the Park is world renowned, having been in existence for 19 years, with available space to significantly increase the commercial floor space, plus expand the Park into other areas of research to diversify and reduce the risk.
4. The Council gave a loan to Aspire (CRP) Ltd for the purchase of 50% of Chesterford Research Park (£47.25m). The loan was funded by
  - Phoenix Life – borrowing of £37m for 40 years on a repayment basis @ 2.86% fixed. The first £10m drawdown was 1 July 2017 with the remainder as follows

1 July 2021 - £12m

1 July 2022 - £15m

Whilst this loan is being drawn down the balance will be funded by a mix of local authority and internal borrowing – The amount of each varies during the year dependant on the level of UDC balances available. Average interest rate, interest only, is 0.7%

- Use of reserves and balances (£10.25m) funds the balance.
5. For 2019/20 the income from Chesterford Research Park is expected to be £2,130,000 with the cost of borrowing being £400,000. There is also repayment of staff time.

## Loans to wholly owned subsidiaries

6. The Council recognises that, to further support the budget ongoing and to ensure the continued delivery of services at the level currently provided, further investment in the expansion of Chesterford Research Park will be necessary. The first set of additional loans relate to the refurbishment of the Newnham Building. To date, the following loans to Aspire (CRP) Ltd have been made

Date	Amount	Term	Rate	Basis	Annual Repayment	Building	Repaid
03/05/2017	£47,250,000	50 years	4%	Interest Only	£1,890,000.00		
27/06/2017	£60,000	10 months	4%	Interest and principal	£61,827.95		✓
26/03/2018	£223,000	49 years 1 months	4%	Interest only	£8,920.00	Newnham	
02/01/2019	£2,518,000	48 years 4 months	4%	Interest only	£100,720.00	Newnham	
20/08/2019	£3,000,000	20 years	4.5%	Interest and principal	£230,630.00	Newnham	

7. In addition there is approval for a further loan of £1.25m for the fit-out of the Newnham Building on an interest and principal basis over 20 years at an interest rate of 4.5%. This will be drawn down during the latter part of 2019/20 as the Newnham Building refit progresses.

## The future

8. The Council is committed to investing in the Park. The Council is keen to see existing tenants expand and grow on the Park and for the Park to attract new tenants from a diverse range of research activities. The Park is within the district boundary and investing helps to sustain existing employment, introduce new employment opportunities and generate additional Business Rates. As part of the 2019/20 Investment Strategy, approved by Full Council in February 2019, an in principle agreement to invest up to £20million at the Park over the next three years was approved.
9. Full Council in February 2019 also agreed an in principle sum of £80million for investments outside of CRP. This sum will, in the main, be invested out of area to offset risks of investing in a small geographical area. To minimise risk to the investment the Council will, in the main, concentrate on areas with above average;
  - Population growth projections
  - Employment growth projections
  - Gross Domestic Product (GDP) growth projections
10. The Investment Portfolio may include a mix of
  - Multi-let urban industrial
  - Offices in dynamic cities
  - Single-let long lease
  - Convenience retail
  - Market rent housing
11. The portfolio will also have a mix of lease lengths again to provide a balance.
12. Evaluation of potential opportunities will be made using a RAG based approach on criteria agreed by the Investment Steering Group.

## Key Performance Indicators (KPIs)

13. A suite of KPIs will be developed by the Investment Board for reporting by the Aspire companies on a quarterly basis. These KPIs will be used, as part of suite of information, to inform future investments and disposals and therefore the make-up of the portfolio

## Investment Protocol

14. An Investment Protocol will be developed alongside this strategy which sets out the criteria in detail.



## Security, Liquidity and Yield

15. As the Council only has a small amount of money of its own to invest, any further expansion of the commercial strategy will necessarily be funded from a mix of external borrowing, from financial institutions, Public Works Loan Board (PWLB) and other local authorities. The Council will not invest in high yield, high risk opportunities. This will be reflected in yield expectations which are currently 3 – 7%.
16. Investments at Chesterford Research Park will be made by way of loans to Aspire (CRP) Ltd the Council's wholly owned subsidiary. All commercial investments outside of CRP will be undertaken by the Council. Property purchase for letting at market rents will be undertaken through a new wholly owned subsidiary company Aspire (UDC) Ltd.
17. By investing mainly, but not exclusively, in areas of above average population growth, employment growth and GDP growth the risk to the Council investment will be reduced.
18. Financing of acquisitions will be decided on a case by case basis. In almost all cases a mix of repayment and interest only loans will be undertaken, with the split being agreed by Cabinet.
19. The option to liquidate funds is either by selling the investment (or part thereof) or by refinancing the debt.

## Risks

20. Each investment must be considered independently and only those viewed as having a positive expected yield and an acceptable risk profile will be taken forward for consideration by the Council.
21. The Council takes advice from its professional advisers at all times. For example, with the purchase of the 50% share at Chesterford Research Park the Council engaged
  - Arlingclose as its financial advisers who project managed the funding tender
  - Cushman and Wakefield who undertook all of the purchase negotiations and due diligence
  - Hogan Lovells for Legal due diligence
22. For Aspire (CRP) Ltd the Council has appointed two non-executive directors to serve on the Board and bring independent challenge and support. The new delivery company, Aspire (UDC) Ltd, will also have two non-executive directors on the Board.
23. The Aspire companies will use a range of specialists which will vary between investments. This will ensure the continued professionalism and sector knowledge.

## Proportionality

24. The aim of the Commercial Strategy is to generate income to underpin the Council's core budget, to invest in other income generating opportunities and also good causes for the district.
25. The Council's main investment at Chesterford Research Park comprises eleven core buildings and circa twenty tenants. For the income to be below the interest repayment amount three of the five largest tenants would be required to default on their tenancy agreement at the same time. Even with this relatively low risk it is important to attract different types of research business to the Park.

## Capacity, Skills and Culture

### Investment Board (IB)

26. The IB will operate in accordance with the Commercial Strategy which is adopted annually by Full Council. Cabinet will delegate to the Leader; Portfolio Holder for Finance and Budget; Portfolio Holder for Business, Economy, Jobs, Investment and Strategy and Youth Services; and S151 Officer (or Assistant Director of Resources for Aspire investments) to conclude investments where authorisation has been given by Full Council.

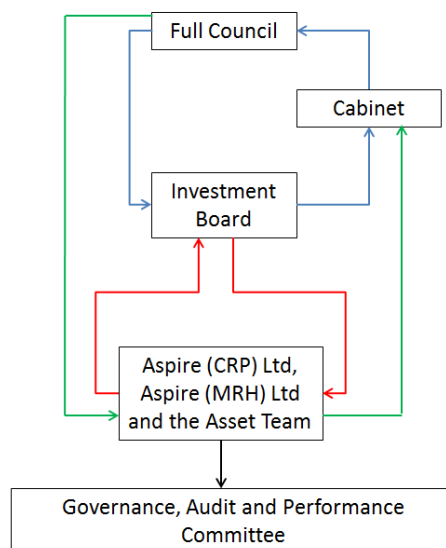
27. Constitution of the IB

a) The IB is a Working Group of Cabinet and membership will be

- Residents for Uttlesford Group – 8 members
- Liberal Democrat Group – 2 members
- Conservative Group – 1 member
- Uttlesford Independents Group – 1 member

b) In addition there will be two independent members to supplement the skills of the elected Members.

28. The investment decision making and monitoring process is as set out below



29. Democratic Process (blue line)

- As part of the annual budget setting process, Cabinet develops the Commercial Strategy in consultation with the IB. Cabinet recommends to Council the adoption of the Commercial Strategy.
- Council adopts the Commercial Strategy.
- The IB develops a protocol to implement the Commercial Strategy which will be approved by Cabinet.
- The Cabinet will receive from the IB quarterly updates, including KPIs, on the performance of the portfolio.

- e) For new investments, the IB reviews the business cases and if appropriate supports a recommendation to Cabinet for the acquisition.
- f) Cabinet reviews the investment and if satisfied recommends to Council that funding is made available. Given that the IB will be constituted by members with a knowledge of commercial investment, supplemented with external training as necessary, and supported by industry expert independent people, it is acknowledged that Cabinet will not, without good reason duly considered, reject opportunities presented by officers that are supported by the IB.
- g) Ahead of the Council meeting, the IB Chairman, along with officers, undertakes an all-Member briefing session to set out the investment and the reasons for its recommendation.

### 30. Internal Process (red line)

- a) The IB provides the two Aspire companies with a Commercial Protocol and sets out in detail the type of new investments it is seeking. Aspire (CRP) Ltd looks after developments at Chesterford Research Park, whilst Aspire (MRH) Ltd is responsible for residential housing to be let at market rents. The Council's Asset Team will manage all other non-CRP commercial investments.
- b) Depending upon the investment sought Aspire (MRH) Ltd and the Asset Team, working with professional advisers, identify investments that meet the protocol set out by the IB, and prepares investment business cases for each suitable opportunity for consideration by Cabinet. The Boards of Aspire (CRP) Ltd and Aspire (MRH) Ltd approve the investment business cases prior to submission to the IB.
- c) The Aspire companies, along with the Asset Team, prepare the quarterly KPI and other information for submission to the IB.

### 31. New Investments (green line)

- a) At an Extraordinary Meeting of Council a decision is taken on whether or not to allocate the funding.
- b) If the investment is agreed, funding will be made available to the relevant Aspire company or to the Asset Team to enable the purchase to be made.
- c) The Aspire companies report annually to the Cabinet as the shareholder board of the Council.

### 32. Governance, Audit and Performance Committee (GAP) (black line)

- a) A report on annual performance of the Aspire companies is taken to the GAP Committee. A similar report will be presented by the Asset Team.

## Joint Working

- 33.** The Council recognises the benefits of working with other parties, be they local authorities or private sector. Joint Working mitigates risk and has the potential to enable the Council to consider new commercialisation opportunities in markets that alone they would not be able to do so.

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**Committee:** Council

**Date:**

**Title:** Aspire (MRH) Ltd

Tuesday, 8 October  
2019

**Report Author:** Angela Knight, Assistant Director – Resources

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01799 510466

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## Summary

- 1) This report presents an opportunity to acquire 10 student accommodation apartments in Cambridge through the Council's wholly owned subsidiary Aspire (MRH) Ltd.

## Recommendations

- 2) Council is recommended to endorse the purchase and loan and to authorise the necessary borrowing.

## Financial Implications

- 3) As set out in this paper.

## Background Papers

- 4) None

## Impact

Communication/Consultation	None
Community Safety	No specific implications
Equalities	None
Health and Safety	No specific implications
Human Rights/Legal Implications	No specific implications
Sustainability	No specific implications
Ward-specific impacts	No specific implications
Workforce/Workplace	None

## Background

- 5) The Medium Term Financial Strategy sets out a significant funding gap in the near term and identified that commercial investment would be used in part to bridge that gap.
- 6) The current issues in Government have meant a one year delay in implementing significant changes to the way in which the Council is funded. However, whilst the Council may be in a slightly better financial position in 2020/21 than previously identified this is only delaying the challenge faced.
- 7) Investments considered, and the way in which they will be delivered, as part of the Commercial Strategy comply with the guidance set out by CIPFA and Government.
- 8) As part of the Commercial Strategy it has been identified that in order to establish a balanced portfolio an element of market rent housing is required.
- 9) An opportunity has arisen to purchase 10 student accommodation apartments in Purbeck House in Cambridge. Purbeck House consists of 151 apartments, all of which are let to Alpha Plus Group Limited ([www.alphaplusgroup.co.uk](http://www.alphaplusgroup.co.uk)) which is a private education group that owns and manages 20 schools, nurseries and sixth form colleges across the country and had a turnover to the year end 31 August 2018 of £91.1 million and a profit before tax of £21.7 million.
- 10) Abbey College ([www.abbeycambridge.co.uk](http://www.abbeycambridge.co.uk)), which is adjacent to the accommodation, is one of the sixth form colleges that Alpha Plus runs and it has 400 pupils at any point in time, all of whom live in nearby student accommodation.
- 11) As the age of the Abbey College student is primarily ranging from 16 -19 years old this is not a 'traditional' student accommodation unit. Purbeck House is split into a number of blocks and each block has a house parent in residence. All food is provided by the college within the college canteen and therefore no cooking is done in the accommodation itself. The house parents undertake inspections of the accommodation three times a week, no alcohol is allowed and there is a curfew at 11pm each day.
- 12) Each apartment is held by way of a 125 year head lease expiring 31 December 2132 with a current ground rent of £200 per apartment per annum. The service charge for 2019/20 is estimated at £1,500 per apartment per annum.
- 13) The 10 apartments being sold consist of 9 studio and 1 one bedroom and were retained by the developer at the time of construction as a personal investment. The rental income varies by design but ranges from £12,168 - £15,548 per annum. This increases annually by the highest of 3.5% or RPI.
- 14) The lease to Alpha Plus Group Limited expires on 31 August 2022 and can be terminated earlier by giving 3 months' notice on 31 July each year. We understand that the tenant is currently discussing implementing a card based door entry system, at their cost, which would indicate their intention to stay beyond 2022 as the capital

commitment of such a system would not be viable on the basis of the three years remaining on the current lease. However in the worst case scenario and they did terminate the lease the accommodation would be able to be let as general rental apartments. Purbeck House is within 15 minutes' walk of the city centre and many of the university colleges, the mainline railway station and Addenbrookes Hospital. In addition, the building is adjacent to Homerton College and Hills Road Sixth Form College.

- 15) The cost of purchase is £1.9 million plus legal, tax, agents fees etc. amounting to circa £100,000 making the total loan circa £2 million. In order for the completion to proceed it is recommended that the agreed loan is up to £2.1million to allow for additional work if needed. The final sum will be reported to Cabinet in due course.
- 16) Attached at Appendix One is the sales brochure outlining the opportunity. Since the production of the brochure, agreement has been reached with the tenant on double occupancy rates in the 9 studio apartments. Each apartment will generate an additional £1,500 in rental income per annum with an offset of an additional £38 per apartment in service charge. This has the effect of increasing the net income by just over £13,000 per annum to £144,540 in 2019/20.
- 17) Aspire (MRH) Ltd will incur costs for service charge, ground rent, management fees, tax advice and tax payment which reduces the net income to £114,614 in 2019/20
- 18) It is proposed that the Council loans to Aspire (MRH) Ltd the sum of up to £2.1 million at an interest only rate of 5.5%. This rate is based on State Aid advice given a couple of years ago where it was recommended that a new company entering this market, with no track record would expect to be charged an interest rate of 5.08%. Since this information there have been two 0.25% interest rate raises hence the proposed rate of 5.5%.
- 19) At the expected borrowing requirement of £1,981,900 the annual loan repayment, by Aspire (MRH) Ltd to the Council would be £109,005 plus officer time spent working for the company, which is estimated to be £4,000 giving a total figure of £113,005 this leaves the company with a surplus of £1,609 (£114,614 - £113,005).
- 20) The remaining sum of £1,609 would normally be available as a dividend for the shareholder (the Council) however dividends cannot be paid until the company has a positive balance sheet. As costs such as Stamp Duty and Legal fees are included in the purchase price it inevitably means the amount paid is greater than the value of the asset. It is anticipated that within three years of purchase the asset value will have exceeded the amount paid. As an indication Purbeck House prices have increased in capital value by an average of 51% between 2008 and 2018.
- 21) The Council will, as set out in paragraph 19, receive £113,005 in the first 12 months by way of loan repayment and repayment of officer time. The cost to the Council of borrowing the £1,981,900 on a 10 year interest only loan from the Public Works Loan

Board (PWLB) would be £29,729 leaving a surplus (profit) for the Council from this investment of £83,726

- 22) As the proposal is for a ten year interest only loan, at the end of the period the Council will be required to establish whether they wish the loan to be repaid (and therefore the asset sold) or whether they wish to enter into new borrowing and lending arrangements with the PWLB and Aspire (MRH) Ltd.
- 23) The current status of this opportunity is that, following the agreement for the double occupancy of the studio apartments, the Leader authorised a 'subject to contract and formal approval' bid of £1.9 million which has been accepted by the vendor.





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# 10 Individual Student Apartments For Sale

Purbeck House, Purbeck Road, Cambridge CB2 8HY

An opportunity to acquire a substantial portfolio in the centre of the world-renowned city of Cambridge providing secure income with further rental and capital growth potential. Purbeck House comprises a six storey building with 151 purpose-built student apartments, all en-suite and including communal cinema room, common room, laundry, CCTV, and secure bicycle parking.



## The Cambridge Student Market

Cambridge is a world-renowned University city with a population of around 125,000 and catchment population of around 560,000. It is a highly affluent city recognised globally for its innovation and technology base, and is forecast to be the fastest growing UK city economy over the next ten years.

(Source: Cities Outlook 2018, Irwin Mitchell).

As well as the top ranking University in the UK Cambridge is also home to Anglia Ruskin University, and a large number of other educational institutions including further education colleges, independent sixth form colleges, language schools, schools of performing arts and theological colleges. Out of a total estimated student population of around 50,000 there are around 15,000 studying full or part time in non-university educational establishments.

Of the estimated 46,000 students in Cambridge requiring some form of accommodation, 22,400 are housed in purpose-built student accommodation (PBSA) with the remainder in shared or family housing. The non-university institutions have very little directly-owned accommodation (around 750 bed spaces among 15,000 students) and therefore rely heavily on the use of private halls.

(Source: Cambridge Centre for Housing & Planning Research – Jan 2017).

PBSA schemes in Cambridge have found a ready market with the best equipped, managed and located sites enjoying very high occupancy rates and strong rental and capital growth over the last number of years. The sale of the 251 bed Brunswick House on Newmarket Road in 2018 for £38 million, reflecting an initial investment yield of 4.76%, set a record for direct let asset student accommodation outside of London/M25, and further demonstrated the strength of the student property market in Cambridge.

## Purbeck House

Purbeck House is situated on Purbeck Road, off Hills Road, within 15 minutes walk of Cambridge city centre and many of the University colleges, the mainline railway station and Addenbrookes Hospital. The property adjoins Abbey College's main campus, Homerton College and Hills Road Sixth Form College. Cambridge Leisure centre, including cinema, hotel, bowling, music venue and restaurants is close by.

Purbeck House comprises a six storey building with 151 purpose-built student apartments, all en-suite and including communal cinema room, common room, laundry, CCTV, and secure bicycle parking. The property was built in around 2007. Since 2017 all of the rooms have been let to Abbey College for their international sixth form boarders. It is understood that Purbeck House has enjoyed 100% occupancy since it was completed.

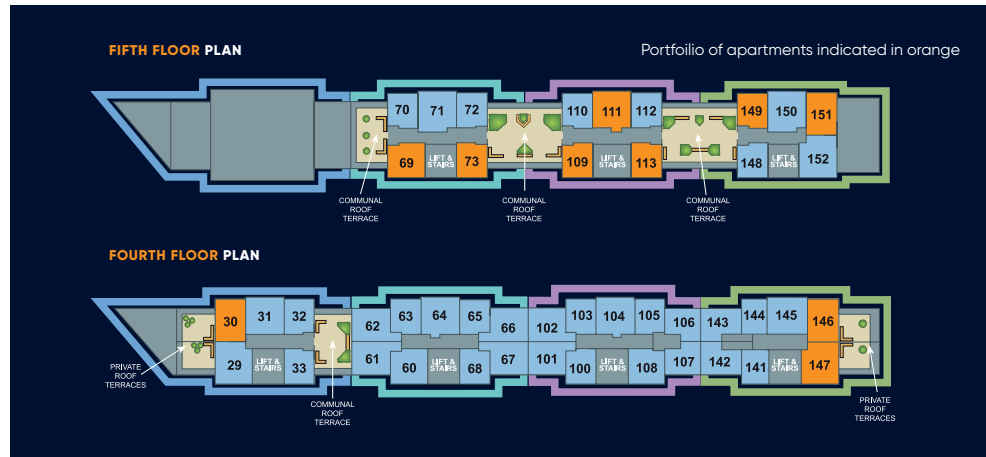


## The Portfolio

The portfolio offered for sale comprises ten individual apartments within Purbeck House, all in single ownership. The apartments consist of a range of unit types, some with private balconies, and all are let to Alpha Plus Group Limited (the owner of Abbey College). Details are as follows:

Apartment Number	Apartment Type	Size (Sq Ft)	Rents Payable* Per Week (09/19 – 08/20)	Rents Payable* Per Year (09/19 – 08/20)	EPC Rating
30	E Studio & Terrace	323	£259	£13,364	C
69	A1 Studio	292	£245	£12,740	C
73	A Studio	256	£234	£12,168	C
109	A Studio	256	£234	£12,168	C
111	B 1 Bed Apartment	363	£270	£14,040	C
113	A1 Studio	292	£245	£12,740	C
146	E Studio & Terrace	323	£257	£13,364	C
147	F Studio & Terrace	354	£299	£15,548	C
149	A Studio	256	£234	£12,168	C
151	J Studio	323	£245	£12,740	C
<b>TOTAL</b>			<b>£2,520</b>	<b>£131,040</b>	

\*The tenant has agreed that if any of the apartments are used for double occupancy from 01/09/2019 the rents will be subject to an agreed increase. The managing agents will advise on this immediately prior to the beginning of the new academic year.



## Tenancies and Management

All the apartments are let on separate tenancy agreements each for a term of five years commencing 01/09/2017 and ending 31/08/2022. The rents are to be paid in three equal instalments on 1st September, 1st January and 1st May (although we understand that the individual landlords are paid out monthly through the managing agents). There are annual rent reviews effective from 1st September each year to the higher of 3.5% or Retail Price Index Linked increase. The tenant may terminate the agreement on 31st July of each year by giving no less than three months' notice to the landlord.

The apartments may only be used by students attending Abbey College, and are subject to a number of occupancy rules which are enforced by the managing agents.

The managing agents for the building, Corporate Residential Management Limited (CRM), are contracted to supply management and letting services to all of the owners. Their fees in respect of this portfolio are calculated at 6% of the total rental income of the portfolio. The agreement is determinable upon 12 months' notice by the owner. Copies of tenancy agreements, and the management agreement are available on request.

All of the apartments in the portfolio are let to Alpha Plus Group Limited (Co Number438111) which owns and runs Abbey College ([www.abbeycambridge.co.uk](http://www.abbeycambridge.co.uk)). Alpha Plus is a private education group which owns and manages 20 schools, nurseries and sixth form colleges across the country ([www.alphaplusgroup.co.uk](http://www.alphaplusgroup.co.uk)) and had a turnover to the year end 31st August 2018 of £91.1 million and a profit before tax of £21.7 million.

## Tenure

Each of the apartments is held by way of a 125 year head lease commencing 01/01/2008 (expiring 31/12/2132), with a current ground rent payable per apartment of £200 per annum which doubles in 2033 and every 25 years thereafter.

The head leaseholder is responsible for the payment of a contribution towards buildings insurance and maintenance of Purbeck House calculated at 1/151 of the overall cost for each apartment.

The service charge payable for each apartment for the year 2018/2019 was around £1,330 and the budget for the year 2019/2020 is around £1,500 per apartment.

## Investment Considerations

- An opportunity to acquire a substantial portfolio in the centre of the world-renowned city of Cambridge providing secure income with further rental and capital growth potential.

Let until August 2022 to substantial and established independent education operator.

Annual uplifts in the rent and also an opportunity to receive additional rental income if the apartments are double-occupied.

- A well-managed, modern, purpose-built student block in a highly accessible location – understood to have maintained full occupancy since opening in 2008.

- Recent sales evidence shows apartments in Purbeck House have increased in capital value by an average of 51% between 2008 – 2018 (apartments/maisonettes generally in Cambridge have increased by 52% and in England as a whole by 30% during the same period).

(Source: Land Registry Data)

- Net income 2019/2020 (allowing for service charge, management and ground rent) of around £105,000 (ignoring any double occupancy).

## VAT

We understand that VAT is not payable on the purchase price.

## Proposal

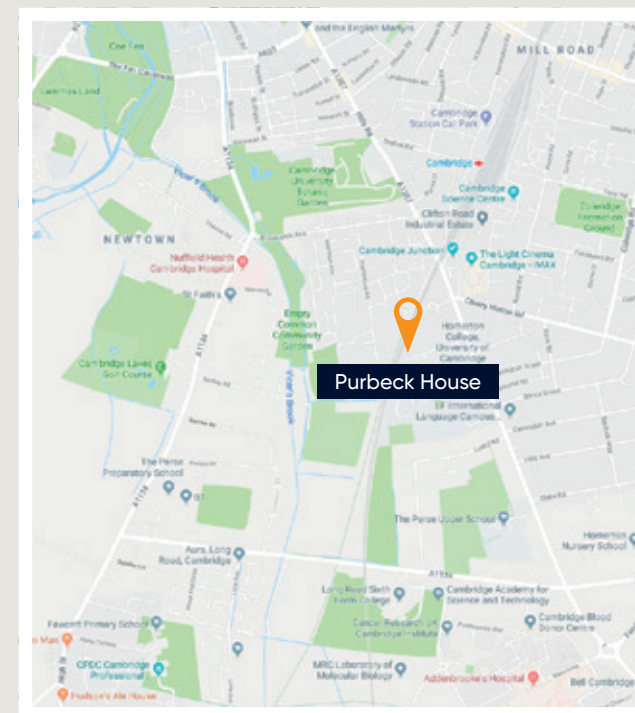
The portfolio of 10 apartments is offered for sale, leasehold subject to the occupational tenancies described above at a guide price of £1.95 Million.

A purchase at this level (ignoring any rental uplift due to double occupancy) would reflect gross yield of 6.72% and a net initial yield of 5.1% (assuming purchaser's costs of 4.8% – based on the sale attracting multiple dwellings relief).

## Viewing and Further Information

Strictly through the sole agent, Cheffins:

Philip Woolner | 01223 213666  
philip.woolner@cheffins.co.uk



# CHEFFINS

Clifton House, 1-2 Clifton Road, Cambridge, CB1 7EA T 01223 213666

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Cambridge | Saffron Walden | Newmarket | Ely | Haverhill | Sutton | London

**Committee:** Council

**Date:**

**Title:** Youth Council

Tuesday, 8 October  
2019

**Report Author:** John Starr, Community Development Officer

jstarr@uttlesford.gov.uk

Tel: 01799 510559

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## Summary

1. Uttlesford Youth Council was formally recognised by Full Council in October 2017 and has been running since then. A review of progress identified a number of ways in which improvements could be made and a proposal was taken to Full Council on 30 July 2019. This report is written in response to the following resolution passed at that meeting:

*This Council resolves that it will engage with and integrate the Youth Council more closely with the Council and agrees the following principles:*

1. *That the Youth Council has a permanent non-voting representative at Full Council meetings in order to participate in debates.*
2. *That the Youth Council Members are supported by District Council Members at Youth Council meetings.*
3. *That District Council Members are identified to support Youth Council Members in their engagement with local schools.*
4. *That sufficient officer time is allocated to the Youth Council to enable it to meet its objectives.*

*The Council requests officers to report back to the next Council meeting on implementing these principles.*

## Recommendations

2. Council to note that:
  - a. the Youth Council has accepted the invitation to have a permanent non-voting representative at Full Council meetings in order to participate in debates. The youth council will select a representative for each meeting taking into account content of the agenda.
  - b. the Youth Council has agreed to a standing invitation for District Council members to attend Youth Council meetings and participate subject to the terms and conditions of the Youth Council constitution.
  - c. the Youth Council has accepted the offer for nominated District Council members to support and assist the Youth Council in their engagement with local schools and the wider community to recruit members to the Youth Council and promote the democratic process.



- d. sufficient officer time will be allocated to the Youth Council to enable it to meet its objectives within existing resources.

### Financial Implications

3. Any increase in the day to day support for the Youth Council can be contained from within existing agreed resources in the current financial year.
4. Consideration will need to be given as to whether a growth bid is required for additional budget for 2020/21 and beyond to further support the Youth Council.

### Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report:
  - Current Uttlesford Youth Council constitution

### Impact

- 6.

Communication/Consultation	Young people will be supported to participate and engage in a range of activities that enable their voice to be heard
Community Safety	Transport will be provided to address rural isolation
Equalities	Safe working practices will be adopted. (lone working, safeguarding)
Health and Safety	N/A
Human Rights/Legal Implications	The Youth Initiatives Working Group has committed annual ongoing funding
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	Communities Team

### Situation

7. The Youth Council is currently comprised of twenty one representatives from four Uttlesford secondary schools (Saffron Walden County High, Helena Romanes School Dunmow, Joyce Frankland Academy Newport, Forest Hall School Stansted) and two representatives who live in Uttlesford but attend school out of the locality. Felsted School is allocated up to five seats but as yet has had no representation.

8. The Youth Council meets bi-monthly and working groups have been established to enable young people to meet and cover topic areas of work between meetings. Currently working groups are covering Communications, Mental Health, Housing, Constitution, Policing and Ecology and the Environment.
9. The Youth Council has a constitution ([appended here](#)) outlining its methodology and terms of engagement. This is currently amended and under review waiting to be taken back to Full Council for approval.
10. At their meeting on 10 September 2019 members of the Youth Council discussed the four principles of the resolution passed at Full Council on 30 July 2019.
11. It was proposed and passed unanimously that the principles have full Youth Council support.
12. It was agreed that a member of the Youth Council will be nominated to attend full Council in order to participate in debates. It may not necessarily be the same Youth Council member attending each meeting as it will depend on the content of the agenda and availability of members.
13. After operating for two years the Youth Council has recognised that it values the support and advice of District Council members at Youth Council meetings and would also like to work more closely with them in the community to create better links with schools and parish / town councils both to help recruit new youth councillors and to raise interest and awareness in the democratic process in general. This will help to improve the representation and diversity of the Youth Council and help fill the seats with active and participating Youth Councillors from across Uttlesford.
14. As a way forward it was agreed that the Youth Council will contact interested councillors to work with them to promote greater participation by young people in the democratic process.

## Risk Analysis

15.

Risk	Likelihood	Impact	Mitigating actions
1 The Youth Council is not supported by officers or members	1 Resource is in place to support the Youth Council	2 The Youth Council will cease to continue	1 Implement the 4 principles as outlined above

1 = Little or no risk or impact

- 2 = Some risk or impact – action may be necessary
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project