

**To:**  
**All members of the**  
**Cabinet**

*Please reply to:*  
Contact: Gillian Hobbs  
Service: Committee Services  
Direct line: 01784 446240  
E-mail: [g.hobbs@spelthorne.gov.uk](mailto:g.hobbs@spelthorne.gov.uk)  
Date: 18 April 2018

## Supplementary Agenda

### **Cabinet - Wednesday, 25 April 2018**

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Cabinet meeting to be held on Wednesday, 25 April 2018:

**12. Acquisition of Property K - Key Decision**  
**Councillor Harvey**

**5 - 12**

To consider the acquisition of a site as an investment asset.

#### **Reason for exemption**

This report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006): Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk) [customer.services@spelthorne.gov.uk](mailto:customer.services@spelthorne.gov.uk) telephone 01784 451499

**13. Acquisition of Property L - Key Decision**  
**Councillor Harvey**

**13 - 58**

To consider the acquisition of a site as an investment asset.

**Reason for exemption**

This report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006: Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.

**14. Acquisition of Property M - Key Decision**  
**Councillor Harvey**

**59 - 94**

To consider the acquisition of a site as an investment asset.

**Reason for exemption**

This report contains exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006: Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.

Yours sincerely

Gillian Hobbs  
Committee Services

To the members of the Cabinet

Councillors:

I.T.E. Harvey (Leader)  
A.C. Harman (Deputy Leader)  
M.M. Attewell

C. Barnard  
M.P.C. Francis  
N.J. Gething

A.J. Mitchell  
O. Rybinski  
H.R.D. Williams

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

**Cabinet**

**25 April 2018**



<b>Title</b>	Investment acquisition (M)		
<b>Purpose of the report</b>	To make a Key Decision		
<b>Report Author</b>	Terry Collier, Chief Finance Officer Heather Morgan, Group Head Regeneration and Growth		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	Yes
<b>Corporate Priority</b>	Financial Sustainability		
<b>Recommendations</b>	<p><b>Cabinet to:</b></p> <p><b>Approve the acquisition of the investment asset identified in this report</b></p> <p><b>Formally agree the offer submitted, and authorise the Chief Executive to undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance)</b></p> <p><b>Authorise the Chief Finance Officer to decide (i) the most financially advantageous funding arrangements for the purchase, (ii) the most tax efficient method of holding the asset, and overall to ensure the acquisition is prudentially affordable</b></p> <p><b>Authorise the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset</b></p> <p><b>Agree to exempt Contract Standing Orders in respect of our advisors</b></p>		
<b>Reason for Recommendation</b>	<p><b>It will bring in a steady income stream for the term of the multiple leases with different durations.</b></p> <p><b>The income stream will assist in the future ongoing financial stability of the Council.</b></p> <p><b>A strategic acquisition which will assist the Council in driving the regeneration of Staines-upon-Thames in the medium term and provide the opportunity for generation of greater income streams for the Council in the future.</b></p>		

**This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in the bidding process for the site by allowing other bidders to know the position of the Council. This in turn prejudices the Council by (i) distorting the bids process and (ii) prejudicing the opportunity for the Council to acquire a site through the Council for the prudent management of its financial affairs.**

## **1. Key issues**

### **Towards a Sustainable Future**

- 1.1 The Council is implementing a wide reaching transformation programme - known as 'Towards a Sustainable Future' (TaSF). There are three strands: (1) use of assets and income generation (2) Knowle Green programme and new ways of working (3) structural review. This report links to assets and income generation.
- 1.2 The TaSF programme has been developed to ensure Spelthorne is in a strong position to withstand the financial challenges the Council currently faces. Since 2013/14 the Council's Revenue Support Grant (RSG) has fallen from £2.5m and is now zero for 2018/19. From 2019-20, the Council may well be responsible for paying back up to an estimated £750,000 each year to Central Government.
- 1.3 As part of its TaSF strategy, the Council has said that it effectively needs to be fully self-financing by 2020 in order to continue to deliver the services that it currently provides. Unless it is able to continue to generate significant additional ongoing income streams, difficult decisions will need to be made in the future about the level of provision of services.
- 1.4 Financial Sustainability is one of the four key priorities under Spelthorne's Corporate Plan for 2016 -19 and highlights the Council's plans to invest in commercial properties to obtain ongoing, sustainable revenue streams and capital appreciation.
- 1.5 Cabinet will be aware that the acquisition of the BP main site and a number of subsequent acquisitions of income generating commercial assets meant that we were able to balance the budget for both 2017/18 and 2018-19 and address a number of service delivery pressures and organisational resilience issues.. However, as a result partly of knock on effects of Surrey County Council's spending reductions and other pressures we are facing a further budget gap of potentially r £1m in 2019-20, which will rise if we take on further development projects which require borrowing to finance their delivery before income streams flow through. If we do not deliver additional income generation streams, increase our supply of temporary and affordable accommodation to ease our housing budget pressures, or find additional efficiencies by 2021-22 we will possibly be facing a deficit of c£3m per annum



due to a number of factors (paying grant to central government, SCC funding reductions, reduced New Homes Bonus grant, impact of Universal Credit, increased pressure on homelessness, increased provision for maintenance of assets, and reduction in recycling credits to name a few).

- 1.6 It is therefore critical that we look to continue to secure ongoing income streams for both the medium and longer term future.

#### **Current budget position on acquisitions**

- 1.7 In February 2018 the Council approved a Capital Programme for asset acquisitions and development of £203.5m for 2018/19. This will be increased by carrying forward unused allocations of approximately £203 million from 2017-18 giving a total budget of approximately £407m subject to final outturn figures for 2017-18. This allows the Council to acquire/develop assets to (1) assist in the economic and social regeneration of Staines upon Thames and our other town centres (2) to assist in service provision and/or (3) to generate an on-going income stream.
- 1.8 The Council still has sufficient headroom to cover this proposed acquisition within our current borrowing limits.

#### **Assessment of opportunity**

- 1.9 An opportunity has arisen which would (if acquired) secure an asset capable of generating strong levels of income for 4.5 years, and increase our commercial asset base in Staines-upon-Thames town centre. The acquisition in question is known as Communications House. The redevelopment of Communications House on expiry of leases will be a key element of the on-going regeneration of Staines-upon-Thames town centre.
- 1.10 We have agreement, subject to conditions, that a price of £12.1m would secure the Head Lease of Communications House (freehold owned by the Council subject to a 84 year Head Lease), and our professional advisors have indicated that this is a sensible price for the acquisition on offer.
- 1.11 Officers are acutely aware of the need to be very clear about the benefits which the Council will reap from such an acquisition in light of the potential glare of adverse publicity. It is for this reason that we are using expert external advisors and have thoroughly investigated the financial dynamics around the acquisition. (**Confidential Appendix 1** is the market report which has been provided by Cushman & Wakefield which sets out the rationale in more detail).
- 1.12 Financially, the case is good (see below). The acquisition would help further minimise the future revenue funding gap (in the short term) the Council would otherwise face, whilst providing the opportunity to develop and own a key site in Staines-upon-Thames town centre.
- 1.13 It should be noted that until we exchange the Council is not committed to the acquisition, which is subject to formal Cabinet approval (this report), plus legal and other due diligence, and is ultimately subject to contract.

## 2. Options analysis and proposal

### Options

**Option 1 - Formally agree the conditional bid which has already been submitted for £12.1m (with an upper clearance if £12.35m) and agree that the Chief Executive undertake any necessary subsequent negotiations and complete the acquisition (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance)**

- 2.1 This will provide the Council with an asset providing an initial full year net annual surplus (after interest, principal repayment, set aside for supervision of asset, and annually set aside for sinking fund to build up provision. This could help part fund future development of the asset or fund refurbishment/void/rent free period if we were to let for a further lease) in the range of £30,000 to £70,000 at a price of £12.1m and depending on the PWLB rates applicable at time of draw down. This range represents a range from a ten basis points drop in rates applying at time of writing to a thirty basis points increase in rates. The financial and valuation advice to support the purchase is contained in **confidential Appendix 1** and is covered in more detail in section 3 below.
- 2.2 Cabinet need to note that there is a chance the Council may need to bid higher than £12.1m (see para 2.3 below).
- 2.3 If the Council succeeds with its offer and the opportunity is removed from the market, there is still a slight risk that a number of other competitors may still wish to acquire the site if we fail to complete quickly enough. (The sellers' agent is obliged by law to advise their client of any offers received even if they are proceeding with the transaction with us – which is not to say that their clients automatically have to accept a counter offer, especially as councils are seen to be less risky than other entities).
- 2.4 It is for this reason that delegated authority is being requested to enable those negotiations to take place. Those delegations will be with the Chief Executive in consultation with the Leader of the Council and the Cabinet Member for Finance. It should be noted that ultimately it will be the Chief Finance Officer who will need to be satisfied that any final offer is prudentially affordable.
- 2.5 The main risks to the Council are in purchasing a property which (i) fails to appreciate in value at a sufficient rate, or at all (ii) costs more to deliver than it yields in income (iii) there is a void period if the one of the current tenants does not extend their lease and we need to find an alternative occupier(s).

or

*Formally agree **not** to submit a bid*

- 2.6 Failure to acquire will mean the Council will need to continue to look elsewhere, and will increase the likelihood of very difficult decisions needing to be taken on future service provision. Furthermore the Head Lease that will be acquired has the benefit of 144 car park spaces in Tothill car park. Should this fall in to the hands of another owner this effectively sterilises any future development plans the Council may have for Tothill car park. The state of the property market is such that similar opportunities are likely to be difficult to come by, although the effect of the EU exit process may generate buying opportunities. It should also be noted that by historical standards the

borrowing rates the Council is able to access are still relatively low. If we not do grasp this opportunity we may find future opportunities may deliver a lower net return if borrowing rates rise.

**Proposal -**

- 2.7 ***It is recommended that Cabinet formally agree the conditional bid that has been submitted for £12.1m (with an upper clearance if £12.35m) and agree that the Chief Executive undertake any necessary subsequent negotiations (including a further bid if required) and complete the acquisition (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance).***

**3. Financial implications**

- 3.1 Councils are in a strong financial position to acquire property due to their ability to access capital, coupled with the low cost of borrowing (for example Spelthorne could borrow at 2.25% to 3% long term at fixed rates from the Public Works Loans Board PWLB effectively the Bank of England) depending on the amount and length of a loan, whereas a developer would be likely to pay 5 - 6%. The Council is also able to borrow at cheaper rates from other councils and other financial institutions lending to the public sector (around 1%). The Council is likely to use a blend of fixed rate loans from PWLB. This blend reduces the overall average rate of interest paid by the Council whilst maintaining certainty of fixed rate payments.
- 3.2 It makes financial sense to borrow money at these rates rather than using the Council's own capital reserves, which in the most recent financial year achieved an average of more than 5% return when re-invested in property funds. Whilst there may be some short term fluctuations associated with the UK Brexit decision, properties acquired are likely to appreciate in capital value over the longer term.
- 3.3 Historically this Council has been debt free, but in the current fiscal climate we have made the bold decision to borrow to fairly significant, but affordable, levels in order to enlarge our property portfolio with secure quality investments.
- 3.4 Councils are able to set whatever borrowing limit they judge to be appropriate. However it clearly needs to be prudent and affordable. Importantly, we need to consider carefully the impact of increasing levels of debt, our ability to repay and the risk of increasing interest rates for those repayments. We continue to work very closely with our Treasury Management advisors Arlingclose.
- 3.5 It should be noted that PWLB interest rates move on a daily basis and cannot be fixed in advance. There is therefore a risk that the average interest rate assumed will increase above the level shown by the time any acquisition takes place (although this will be mitigated to some extent with intra council lending initially and through sensitivity modelling).
- 3.6 The proposed loan would be on a maturity basis, with annual interest payments being made and a separate set aside of principal repayments under the statutory minimum revenue provision (MRP) rules applicable for councils.

This would be in compliance with national treasury management guidance for councils. This will ensure that the loan is steadily paid off on an annual basis.

- 3.7 Subsequent redevelopment of the asset, in order to both regenerate the town and deliver further additional income for the Council, once the current lease expires would require further financing either in the form of borrowing or possibly through capital input by a joint venture. Proposals for the future of the site will be worked up well in advance of the current lease expiring.

#### **4. Other considerations**

##### **Legal**

- 4.1 Our in-house legal department are undertaking a full due diligence exercise. A number of the reports will need to be obtained on the title and condition of the site. In addition our legal department will help us assess the risk on the property and standard of development works. The Council is not fully committed to buying the leasehold of the building until exchange of contracts which would only happen once all due diligence had been undertaken. Particular care will need to be taken in assessing the best way of structuring the deal, the lease terms as they apply to the various tenants (which look on the face of it to be standard) and obtaining appropriate collateral warranties for the completed build and fit. All of these may potentially affect the value of the purchase.
- 4.2 The Council is not as constrained when it acquires land or property as when it wishes to dispose of it. There are no EU procurement requirements which have to be met when buying a leasehold interest. There is the acid test of whether the general public would agree it was a sensible investment to make. The robustness of the valuation advice ensures this test could be met.

##### **Contract standing orders**

- 4.3 In order to consider participation in this bidding process, officers needed to make immediate provision to receive appropriate professional advice. Contract Standing Orders state that contracts over £100k should be authorised by Cabinet. The contract for our advisor Cushman & Wakefield (Property) is estimated to be above this level if the Council participates in a meaningful way in this acquisition. The arrangement contains provisions for success fees and also early termination payments if we decide not to continue to the final stages.
- 4.4 Cabinet is therefore asked to set aside Contract Standing Orders for the appointment this advisor.

##### **What we can do as a result**

- 4.5 This acquisition would enable Spelthorne to move further along its journey towards becoming financially self-sufficient and push forward its regeneration plans for Staines-upon-Thames town centre.
- 4.6 In practical terms, the projected income generated from this investment would help offset a portion of the loss in Spelthorne's RSG in the short term and then provide a strategic redevelopment opportunity.

## **Risk and mitigation**

### Acquisition

As per standard practice, we have sought out the necessary professional advice in short order. It is critical that the appropriate advice is brought in at the outset. This will ensure that the Council is protecting taxpayers' money, and is acting in a prudent and rational manner. This professional advice will be relied on in making this transaction, in order to minimise the risks. It is particularly important in this case as there will be a difference between rent top ups paid by vendor and the rental stream following rent free periods.

### Ongoing

- 4.7 If successful, the Council will be receiving a net initial yield of 9%, £1.23m per annum rental (including top ups) over the period (4.5 years) of the tenants' leases. This is a higher yield than the usual investment acquisitions, reflecting the shorter leases in place on this property. There could then be a period of void/development before further income streams are generated on the site. We would seek to have development plans well advanced ahead of the lease period expiring to minimise any development period.
- 4.8 Cabinet need to bear in mind that the net income stream to the Council will be considerably lower than this once borrowing and repayment costs and sinking fund contributions have been taken into account (see section on Financial Implications above).
- 4.9 The tenants have leases for 4.5 years with no breaks. We understand the terms are fairly standard for this type of lease.

### **Resources and skills**

- 4.10 Enlarging the Council's investment property portfolio will have an impact on workloads within the Asset Management section. The Group Head of Regeneration and Growth has considered what additional resources will be required in the Asset section as the portfolio continues to grow. We have recruited a Property Manager to deal with the growing estate. A resource allocation has been built into the financial modelling to cover this eventuality.
- 4.11 Both the asset and the tenants will need to be managed and a resource will be required. It has not yet been determined whether this will be undertaken in house, by a partner organisation/authority or an external property management company. We will be receiving advice on the most appropriate route forwards.
- 4.12 It is anticipated that existing staff time and resources will be adequate to complete this acquisition, if we are successful in our bid for the site. (These include internal and external property, legal and financial resource).
- 4.13 There are no specific equality, diversity or sustainability considerations which need to be taken into account.

## **5. Timetable for implementation**

- 5.1 Conditional Heads of Terms were agreed on the 9 April 2018 and have been accepted. The proposed deadline for exchange of contracts is estimated to be 18 May 2018, with anticipated completion on 24 May 2018.

**Background papers:**

**Appendices:**

- 1 - Draft Executive Summary – Cushman & Wakefield
- 2 – Site Plan

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank