

## Investment Board – 4 February 2016

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Minutes of the meeting of the **Investment Board** held on **4 February 2016** when there were present:-

Chairman: Cllr M J Steptoe  
Vice-Chairman: Cllr J R F Mason

Cllr C I Black  
Cllr T G Cutmore  
Cllr R R Dray  
Cllr N J Hookway  
Cllr M Hoy

Cllr K H Hudson  
Cllr Mrs J E McPherson  
Cllr I H Ward  
Cllr M J Webb  
Cllr Mrs C A Weston

### **APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr G J Ioannou.

### **OFFICERS PRESENT**

S Scrutton - Director  
M Power - Committee Administrator  
L Spicer - Senior PR and Communications Manager

### **15 MINUTES**

The Minutes of the meeting held on 7 December 2015 were agreed as a correct and signed by the Chairman.

### **16 PROJECT OVERVIEW**

The Board considered the report of the Director that provided details of the proposed project pipeline, in accordance with the Council's Business Plan, and which sought views on the Member sponsors for each project.

The Director advised that, in addition to the projects outlined in the report, other projects would come forward for consideration by the Investment Board for development into project plans.

The role of the Member sponsor would be to help to 'make the project happen', to be a 'critical friend', to bring expertise to each work stream and to be the 'public face' of the project. A more detailed briefing sheet would be drawn up for each Member sponsor, which would be available in due course. When the Member sponsor had been appointed a session would be held to discuss the Member sponsor role and to provide information about the programme office.

During discussion, the following Member sponsors were identified:-

Cllr T G Cutmore would be the Member sponsor for the Major Projects Rochford project, assisted by Cllr K H Hudson. Cllr Cutmore advised that he and Cllr Hudson had been involved with the One Public Estate project and thus

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would be in a good position to assess the development options and report back to the Board on whether these could be taken forward, as well as on any issues or clarification needed.

Cllr M J Steptoe would be the Member sponsor for the Review of the Asset Register project. Cllr Steptoe detailed the following areas that could be considered:-

- Land and buildings on long term leases (to be considered at a later date).
- Land and buildings the Council manages for third parties – to consider whether to continue the relationship.
- Areas of land that could be developed.
- Land that cannot be built on but may be of use to developers.
- A review to make sure that all the Council's land holdings are in the asset register and to make sure that all the holdings showing in the register are owed by the Council.

Cllr J R F Mason would be the Member sponsor for the Crematorium for the District project. Cllr I H Ward indicated that he would be interested in being involved in this project.

This project could be assessed for commercial viability either as a Council only project or as a joint venture with other partners. It was agreed that it would be useful to consider the opportunities to pre-sell cemetery plots as part of the crematorium project.

Cllr Mrs J E McPherson would be Member sponsor for the Projects for Cherry Orchard Country Park and Hockley Woods. Cllrs N J Hookway, G J Ioannou M Webb indicated that they would like to assist with this work stream.

It was noted that the potential for funding from other sources, including S106 monies, should be explored in relation to these projects.

It was concluded that a Member sponsor would be identified at a later date for the Hockley and Rayleigh projects, when there was more detailed information available on the projects that could be considered.

The Member sponsors would decide which Members would be supporting them on the task and finish groups. Officer teams/external consultants would provide support. Members agreed that it would be beneficial for the Member groups and officer groups to meet together to create a cohesive pool of expertise.

### Resolved

- (1) That the initial work programme as outlined in the report be agreed and that project sponsors for each work stream, apart from Major Projects Other – Hockley and Rayleigh, be identified as follows:-
- Major Projects Rochford project - Cllr T G Cutmore, assisted by Cllr K H Hudson.
  - Review of the Asset Register project - Cllr M J Steptoe.
  - Crematorium for the District project - Cllr J R F Mason.
  - Projects for Cherry Orchard Country Park and Hockley Woods - Cllr Mrs J E McPherson.
- (2) That the membership of each project team, apart from Major Projects Other – Hockley and Rayleigh, be decided by the nominated project sponsor in consultation with the Chairman of the Investment Board. (Director)

The meeting closed at 8.05 pm.

Chairman .....

Date .....

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