



## Property Investment Board

**Date:** WEDNESDAY, 24 MAY 2017

**Time:** 1.45 pm

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Chairman – to be appointed by the Investment Committee on 17 May 2017  
Together with 12-14 Members appointed by the Investment Committee on 17 May 2017

**Circulated to all Members of the Investment Committee**

**Enquiries:** Alistair MacLellan  
[alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)

**Lunch will be served in the Guildhall Club at 1pm**

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **RESOLUTION OF THE INVESTMENT COMMITTEE [TO FOLLOW]**  
To consider a resolution of the Investment Committee dated 17 May 2017.

**For Information**

4. **TERMS OF REFERENCE, FREQUENCY OF MEETINGS, 2017/18 WORK PROGRAMME, AND APPOINTMENTS TO OTHER COMMITTEES**  
Report of the Town Clerk.

**For Decision**  
(Pages 1 - 10)

5. **MINUTES**  
To approve the minutes of the meeting held on 15 February 2017.

**For Decision**  
(Pages 11 - 14)

6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **EXCLUSION OF THE PUBLIC**  
MOTION – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**For Decision**

## **Part 2 - Non-Public Agenda**

9. **NON PUBLIC MINUTES**  
To approve the non-public minutes of the meeting held on 15 February 2017.

**For Decision**  
(Pages 15 - 22)

10. **CITY SURVEYOR'S DEPARTMENT BUSINESS PLAN 2017-2020**  
Report of the City Surveyor.
- For Decision**  
(Pages 23 - 50)
11. **REPORT ON ACTION TAKEN**  
Report of the Town Clerk.
- For Information**  
(Pages 51 - 62)
12. **QUARTERLY DELEGATED AUTHORITIES UPDATE - 31 DECEMBER 2016 TO 31 MARCH 2017**  
Report of the City Surveyor.
- For Information**  
(Pages 63 - 80)
13. **CITY'S RENTAL FORECASTS MONITORING REPORT**  
Report of the City Surveyor
- For Information**  
(Pages 81 - 90)
14. **FORMER TENANT RENT ETC ARREARS WRITE OFFS**  
Joint Report of the City Surveyor and the Comptroller & City Solicitor.
- For Information**  
(Pages 91 - 98)
15. **CITY FUND, CITY'S ESTATE, BRIDGE HOUSE ESTATES AND STRATEGIC PROPERTY ESTATE - ANNUAL VALUATION**  
Report of the City Surveyor.
- For Information**  
(Pages 99 - 102)
16. **ISSUES REPORT - TABERNACLE HOUSE**  
Report of the City Surveyor.
- For Decision**  
(Pages 103 - 108)
17. **63 - 64 NEW BROAD STREET, BOSTON HOUSE, GATEWAY 7 OUTCOME REPORT**  
Report of the City Surveyor.
- For Decision**  
(Pages 109 - 116)

18. **BRIDGE MASTER'S HOUSE PHASE II - POST COMPLETION WORKS - LANDSCAPING - WAIVER REPORT**  
Report of the City Surveyor.

**For Decision**  
(Pages 117 - 122)

19. **BRIDGE MASTER'S HOUSE PHASE II - POST COMPLETION WORKS - LANDSCAPING**  
Report of the City Surveyor.

**For Decision**  
(Pages 123 - 128)

20. **BHE LETTING REPORT - LEASE RENEWAL - PART 4TH FLOOR, BUILDING 3, 1-5 LONDON WALL BUILDINGS**  
Report of the City Surveyor.

**For Decision**  
(Pages 129 - 134)

21. **BEECH STREET - PROPERTY USAGE**  
Joint report of the Town Clerk, City Surveyor and Managing Director, Barbican Centre.

**For Information**  
(Pages 135 - 140)

- a) **Resolution of the Policy and Resources Committee dated 16 March 2017**  
(Pages 141 - 142)

22. **CENTRE FOR MUSIC - PROGRESS REPORT**  
Joint Report of the Managing Director, Barbican and the City Surveyor.

**For Information**  
(Pages 143 - 152)

23. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

<b>Committee:</b>	<b>Date:</b>
Property Investment Board	24 May 2017
<b>Subject:</b> Terms of Reference, Frequency of meetings, 2017/18 Work Programme, and Appointments to other Committees	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Report author:</b> Philippa Sewell, Town Clerk's Department	

## Summary

This report sets out Terms of Reference for the Property Investment Board, the appointments it must make to other Committees, the frequency of meetings, proposed work programme and dates of Board meetings for the remainder of the year.

## Recommendations

It is recommended that:-

- a) Members note the Property Investment Board's Terms of Reference;
- b) Members consider the frequency of the Board's meetings set out in Appendix A;
- c) Members approve the proposed work programme for 2017/18; and
- d) Appoint three Members to the Corporate Asset Sub Committee, and one Member to the Social Investment Board.

## Main Report

1. This report notes the Terms of Reference and composition of the Property Investment Board. It also sets out details of the co-option arrangements adopted by the Investment Committee for all of its Boards.
2. The Board is further asked to consider the frequency of its meetings. It is proposed that the Property Investment Board will meet on a monthly basis on those dates set out at Appendix A. This arrangement reflects the proposed work programme for the Board outlined below.

## Property Investment Board –Terms of Reference

3. The Property Investment Board's Terms of Reference are as follows:-
  - (a) To determine and approve management and investment matters relating to property within the City's Cash, City Fund and Bridge House Estates in accordance with the management plans and investment strategies determined by the Policy and Resources Committee.
  - (b) to acquire, manage or dispose of all City property within its remit;

- (c) to determine specific property ownerships in accordance with policies established by the Policy and Resources Committee and the Court of Common Council in relation to the extent of properties to be held by the City of London Corporation for strategic purposes, including within the City itself;
- (d) in relation to Leadenhall Market, to lease any shop or shops at less than the full market rent in order to obtain the stated objectives of securing a first class, balanced and varied market; and
- (e) to report during the year to the Investment Committee in relation to its activities and the overall performance of the investment property portfolios.

There is provision within the Investment Committee's Terms of Reference to enable the Chairman of the Property Investment Board to report on and speak to the Board's activities and responsibilities in the Court of Common Council and to ensure that any decisions, especially those relating to property, are taken without undue delay.

### Property Investment Board – Work Programme

4. Outlined below are some of the key issues that will need to be considered by the Property Investment Board at its meetings throughout the year. The programme is intended to be indicative, in order to give Members some idea of the reports that will be considered during its meetings and is subject to change.

<b>MAY 2017</b>	Rental Forecasts Quarterly Report.	IPG Assistant Directors
	Write Off Report	Andrew Cusack
	Annual Valuation.	IPG Director
	Delegated Authorities – Decisions as at 31 <sup>st</sup> March.	IPG Director
<b>JUNE 2017</b>	Business Plan – 4 <sup>th</sup> Quarter Progress.	Sean Power
	City Surveyor's Department Risk Register – 4 <sup>th</sup> Quarter Progress.	Sean Power
	Arrears (as at March Quarter day) – Half yearly report.	Sean Power
	MIPIM Report on March's Exhibition.	Linzi Clarke
<b>JULY 2017</b>	Voids (as at 1st June) – Half yearly report.	Sean Power
	MSCI Annual Performance (previously IPD)	IPG Director
	Delegated Authorities – Decisions as at 30 <sup>th</sup> June.	IPG Director
	Outturn Report.	John James
<b>AUGUST 2017</b>	<b>NO COMMITTEE – RECESS</b>	
<b>SEPTEMBER 2017</b>	Rent Reviews/Lease Renewals report as at June Quarter Day.	IPG Assistant Directors
	Rental Forecast Quarterly Report.	IPG Assistant Directors
	Write Off Report	Andrew Cusack
	Business Plan – 1 <sup>st</sup> Quarter Progress.	Sean Power
	City Surveyor's Department Risk Register – 1 <sup>st</sup> Quarter	Sean Power

	Progress.	
<b>OCTOBER 2017</b>	Delegated Authorities - Decisions as at 30 <sup>th</sup> September.	IPG Director
<b>NOVEMBER 2017</b>	Business Plan – 2 <sup>nd</sup> Quarter Progress.	Sean Power
	City Surveyor's Department Risk Register – 2nd Quarter Progress.	Sean Power
	Rental Forecast Quarterly Monitoring Report.	IPG Assistant Directors
	Write Off Report	Andrew Cusack
<b>DECEMBER 2017</b>	City's Estate Annual Update.	IPG Director
	Strategic Property Annual Update.	IPG Director
	Annual Estimates.	John James
	Arrears (as at Sept Quarter day) - Half yearly report.	Sean Power
<b>JANUARY 2018</b>	Void (as at 1 Dec) – Half yearly report.	Sean Power
	Delegated Authorities – Decisions as at 31 <sup>st</sup> December	IPG Director
	City Fund Annual Update.	IPG Director
	Bridge House Estate Annual Update.	IPG Director
	Rent Renewal/Lease Renewals report as at December Quarter Day.	IPG Assistant Directors
<b>FEBRUARY 2018</b>	Rental Forecasts Quarterly Report.	IPG Assistant Directors
	Write Off Report	Andrew Cusack
	Business Plan 3 <sup>rd</sup> Quarter Progress.	Sean Power
	City Surveyor's Department Risk Register – 3rd Quarter Progress.	Sean Power
	Performance Metrics Annual Review Report	John James/Bill Redfern
	New Business Plan 2017 - 2020	Sean Power
<b>MARCH 2018</b>		
<b>APRIL 2018</b>		

5. Over the course of the year, the Property Investment Board will report to the Investment Committee, as follows:

#### **January Meeting**

The Investment Committee will receive a report from the Property Investment Board on its review of various property strategies:-

City Fund Estate  
City's Estate  
Bridge House Estate  
Leadenhall

#### **Each meeting**

In addition to the above, the minutes of the latest Property Investment Board meetings will be submitted to the Investment Committee for information.

## **Co-option arrangements**

6. The Property Investment Board, Financial Investment Board and Social Investment Board are all empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations. The protocol concerning the co-option arrangements for each Board is attached at Appendix B.

## **Appointments to other Committees**

### Corporate Asset Sub Committee

7. The Property Investment Board is asked to appoint three Members to the Corporate Asset Sub Committee of the Finance Committee. For 2016/17 the three Members were Deputy Alastair Moss, Deputy Tom Sleight and Christopher Boden.
8. The Corporate Asset Sub Committee is responsible for reviewing the performance and adequacy of all the operational property assets of the City Corporation. It is also responsible for reviewing the overall annual programme of work for repairs and maintenance, the utilisation of resources and for ensuring that a summary list of proposed schemes is submitted annually to the joint meeting of the Resource Allocation Sub Committee and the Efficiency and Performance Sub Committee as part of the resource allocation process. It now has additional responsibilities including the asset and facilities management of Guildhall, Mansion House and the Central Criminal Court and has power to act in approving the Corporate Asset Management Plan.
9. The Corporate Asset Sub Committee is scheduled to meet on:
  - 13 Jul 2017, 1.45 pm
  - 3 Oct 2017, 1.45 pm
  - 22 Nov 2017, 1.45 pm
10. If these vacancies are not filled at today's meeting, they will be advertised to full Court.

### Social Investment Board

11. The Property Investment Board is asked to appoint one Member to the Social Investment Board. This is a new appointment.
12. The Social Investment Board is responsible for oversight and approval of the City Corporation's social investments and the approval and the appointment of independent advisors tasked with undertaking due diligence of investment proposals.
13. The Social Investment Board is scheduled to meet on:
  - 12 Jul 2017, 11.30 am
  - 13 Sep 2017, 1.45 pm



- 13 Dec 2017, 11.30 am
- 28 Feb 2018, 11.30 am

14. If these vacancies are not filled at today's meeting, they will be advertised at the next Property Investment Board meeting.

**Appendices**

- A) Property Investment Board meeting dates 2017/18
- B) Protocol for co-option to the Property Investment Board

**Contact:**

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## Meeting dates for the Property Investment Board – 2017/18

Meeting	Time
21 Jun 2017	13:45
19 Jul 2017	13:45
6 Sep 2017	13:45
11 Oct 2017	13:45
15 Nov 2017	13:45
13 Dec 2017	13:45
17 Jan 2018	13:45
14 Feb 2018	13:45
21 Mar 2018	13:45
18 Apr 2018	13:45
16 May 2018	13:45
13 Jun 2018	13:45
18 Jul 2018	13:45
12 Sep 2018	13:45
10 Oct 2018	13:45
7 Nov 2018	13:45
12 Dec 2018	13:45
21 Jun 2017	13:45
19 Jul 2017	13:45
6 Sep 2017	13:45

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## **Protocol for co-option to the Financial Investment Board, the Property Investment Board and the Social Investment Board**

1. The Financial Investment Board, the Property Investment Board and the Social Investment Board are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court of Common Council, to assist in their deliberations.
2. The arrangements for co-option and the co-opted membership of individuals to the Financial Investment Board, the Property Investment Board and Social Investment Board will be reviewed on an annual basis at the May meeting of the Investment Committee (and thereafter at the first meetings of the respective Boards).
3. When suggesting individuals with relevant expertise or experience for co-option, Members of the Financial Investment Board, the Property Investment Board or the Social Investment Board will be required to:-
  - a. send a written request for co-option to the Town Clerk, specifying whom it is proposed should be co-opted to either the Financial Investment Board or the Property Investment Board or the Social Investment Board and the reasons for their co-option;
  - b. send a CV or supporting statement, for the individual being suggested for co-option, to the Town Clerk. Bearing in mind the Board's terms of reference, the letter and supporting statement or CV should demonstrate the individual's relevant skills and experience.
4. For the Standards Committee, is it considered inappropriate for past Members of the Court of Common Council or former City Corporation employees to be eligible to serve as [independent] outside members and Members will need to consider if the same conditions should apply in respect of co-option to the Financial Investment Board, the Property Investment Board and Social Investment Board. It would be inappropriate for a close friend or relative of any Member or officer to serve or indeed an employee of any organisation of which the City Corporation is a client.
5. The Town Clerk will consult the relevant Chief Officer to discuss the co-option request and will, if necessary, prepare a report for the next meeting of the respective Board. Members of the respective Board will then be asked to consider the co-option request.
6. Unless co-option is time-banded or topic/project restricted, co-opted Members of the Financial Investment, the Property Investment Board and Social Investment Board will be entitled to attend all meetings of the respective Board for a maximum of 12 months (prior to the annual review in May) and to receive all committee-related documentation, including exempt papers, unless otherwise determined by the Town Clerk in consultation with the relevant Chief Officer.

7. The Financial Investment Board, the Property Investment Board and the Social Investment Board are empowered to approve their own co-opted membership (majority vote) without prior consultation with, or agreement by, the Investment Committee. The Town Clerk will inform the Chairman and Deputy Chairman of the Committee once a Board has agreed co-option of an individual.
8. Co-opted Members would not have voting rights.
9. Co-opted Members of the Financial Investment Board, the Property Investment Board and Social Investment Board will be required to complete a Register of Interest form and declare personal and prejudicial interests when in attendance at meetings.

## **PROPERTY INVESTMENT BOARD**

**Wednesday, 15 February 2017**

**Minutes of the meeting of the Property Investment Board held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

Deputy Alastair Moss (Chairman)  
Chris Boden  
Keith Bottomley  
George Gillon  
Deputy Brian Harris

Alderman Peter Hewitt  
Ann Holmes  
Edward Lord  
Liz Peace (co-opted Member)

#### **Officers:**

Philippa Sewell	-	Town Clerk's Department
John Galvin	-	Town Clerk's Department
John James	-	Chamberlain's Department
Hazel Lerigo	-	Chamberlain's Department
Alan Bennetts	-	Comptroller & City Solicitor's Department
Paul Wilkinson	-	City Surveyor
Peter Collinson	-	City Surveyor's Department
Andrew Cross	-	City Surveyor's Department
Tom Leathart	-	City Surveyor's Department
Neil Robbie	-	City Surveyor's Department

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Deputy Chairman Tom Sleight, co-opted Member Tony Joyce, and Dhruv Patel.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### **3. MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 25 January 2017 be approved.

#### **4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There were no questions.

#### **5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

#### **6. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds

that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**Item No.**

7-22, 24  
23

**Paragraph No.**

3  
-

**7. NON PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 25 January 2017 be approved.

**8. BUILDING REPAIRS AND MAINTENANCE CONTRACT - UPDATE**

The Board considered a report and presentation of the City Surveyor which provided an update regarding progress in the procurement of the Buildings Repairs and Maintenance (BRM) Contract.

**9. REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Board received a report of the Town Clerk advising of two decisions taken under delegated authority since the last meeting.

**RESOLVED** – That the report be noted.

**10. DECISIONS TO BE SOUGHT UNDER DELEGATED AUTHORITY BEFORE THE NEXT MEETING**

The City Surveyor tabled a document outlining all property transactions that were likely to take place during the summer recess and seeking delegated authority to act before the next meeting of the Board.

**RESOLVED** – That delegated authority be granted to the Town Clerk, in consultation with the Chairman and Deputy Chairman, for all requested property matters.

**11. CITY'S RENTAL FORECASTS MONITORING REPORT**

The Board considered a report of the City Surveyor.

**12. CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER - QUARTERLY UPDATE**

The Board considered a report of the City Surveyor.

**13. BUSINESS PLAN PROGRESS 2016-19 QUARTER 3 2016/17**

The Board considered a report of the City Surveyor.

**14. THE CITY SURVEYOR'S DRAFT HIGH LEVEL BUSINESS PLAN 2017/18**

The Board considered a report of the City Surveyor.

**15. REVIEW OF METRICS USED IN MAKING MAJOR PROPERTY DECISIONS**

The Board considered a joint report of the Chamberlain and the City Surveyor.

**16. FORMER TENANT RENT ETC. ARREARS - WRITE OFF**

The Board considered a report of the City Surveyor.



17. **CITY'S ESTATE - LETTING REPORT -SUITE M, PART SECOND FLOOR, 1 EAST POULTRY AVENUE, SMITHFIELD - RENT REVIEW**  
The Board considered a report of the City Surveyor.
18. **CITY'S ESTATE - 123/124 NEW BOND STREET - GATEWAY 4 DETAILED OPTIONS APPRAISAL**  
The Board considered a report of the City Surveyor.
19. **CITY FUND & CITY'S ESTATE HIGHWAY LAND DISPOSAL - 90 FETTER LANE, EC4**  
The Board considered a report of the City Surveyor.
20. **CITY FUND - LETTING REPORT - 3RD FLOOR, CHRONICLE HOUSE, FLEET STREET**  
The Board considered a report of the City Surveyor.
21. **TRIG LANE STAIRS AND CASTLE YARD WHARF ESSENTIAL REPAIRS TO THE FLOOD DEFENCE WALL**  
The Board considered a report of the City Surveyor.
22. **REMODELLING OF BRIDGEMASTERS RETAIL UNITS, GATEWAY 5 ISSUES REPORT, REQUEST FOR DELEGATED AUTHORITY**  
The Board considered a report of the City Surveyor.
23. **BRIDGE HOUSE ESTATES - LETTING REPORT - BRIDGEMASTERS RESTAURANT & WINE BAR**  
The Board considered a report of the City Surveyor.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**  
There were no questions.
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were three items of other business.

**The meeting closed at 2.45 pm**

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Chairman

**Contact Officer: Philippa Sewell**  
**tel. no.: 020 7332 1426**  
**philippa.sewell@cityoflondon.gov.uk**

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