



Property Investment Board

Date: WEDNESDAY, 17 JULY 2019
Time: 8.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Deputy Tom Sleigh (Chair)
Andrien Meyers (Deputy Chairman)
Chris Boden
John Chapman
Alderman Alison Gowman
Christopher Hayward
Michael Hudson
Deputy Jamie Ingham Clark
Shravan Joshi
Deputy Edward Lord
Dhruv Patel
Deputy Philip Woodhouse
Stuart Corbyn (Co-opted Member)
Tony Joyce (Co-opted Member)
David Shaw OBE (Co-opted Member)
David Brooks Wilson (Co-opted Member)
Deputy Alastair Moss (Co-opted Member)

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Breakfast will be served from 8.00am

N.B. Part of this meeting could be the subject of audio video recording

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES FOR ABSENCE**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the Property Investment Board meeting held on 12 June 2019.

For Decision
(Pages 1 - 8)
4. **ACTIONS**
Report of the Town Clerk.

For Information
(Pages 9 - 10)
5. **APPOINTMENT OF CO-OPTED MEMBER**
The Town Clerk to be heard.

For Decision
6. **ECONOMIC AND PROPERTY MARKET PRESENTATION BY VALUER CBRE**
Kevin McCauley from CBRE to be heard.

For Information
7. **CITY FUND-FLEET STREET BUSINESS PARTNERSHIP**
Report of the City Surveyor.

For Decision
(Pages 11 - 14)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **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

11. **NON PUBLIC MINUTES**

To approve the non-public minutes of the Property Investment Board meeting held on 12 June 2019.

For Decision
(Pages 15 - 24)

12. **NON-PUBLIC ACTIONS**

Report of the Town Clerk.

For Information
(Pages 25 - 26)

ALL ESTATES

13. **DELEGATIONS SOUGHT DURING SUMMER RECESS - ASSET MANAGEMENT DEVELOPMENT**

The City Surveyor to be heard.

For Decision

14. **CITY FUND, CITY'S ESTATE & BRIDGE HOUSE ESTATES - QUARTERLY DELEGATED AUTHORITIES UPDATE - 1ST APRIL TO 30TH JUNE 2019**

Report of the City Surveyor.

For Information
(Pages 27 - 36)

15. **CITY'S ESTATE, BRIDGE HOUSE ESTATES AND CITY FUND: VACANT ACCOMMODATION UPDATE AS AT 1ST JUNE 2019**

Report of the City Surveyor.

For Information
(Pages 37 - 40)

16. **MSCI ANNUAL PERFORMANCE REPORT**

Report of the City Surveyor.

To follow.

For Information

17. **CITY FUND, CITY'S ESTATE & BRIDGE HOUSE ESTATES - REVENUE WORKS PROGRAMME - PROGRESS REPORT**

Report of the City Surveyor.

For Information
(Pages 41 - 46)

18. **CITY SURVEYOR REVENUE OUTTURN REPORT 2018-19**
Report of the Chamberlain.

For Information
(Pages 47 - 54)

CITY'S ESTATE

19. **REPORT OF ACTION TAKEN**
Report of the Town Clerk.

For Information
(Pages 55 - 58)

20. **CITY'S ESTATE - CREECHURCH HOUSE AND JOHN STOW HOUSE, LONDON EC3 - MEMORANDUM OF UNDERSTANDING**
Report of the City Surveyor.

For Decision
(Pages 59 - 64)

21. **CITY'S ESTATE - LETTING REPORT - 1ST FLOOR OFFICE PREMISES AT 55 CHARTERHOUSE STREET, LONDON, EC1M 6HA**
Report of the City Surveyor.

For Decision
(Pages 65 - 72)

22. **CITY'S ESTATE - LETTING REPORT -GROUND 57 & BASEMENTS 57/58 SOUTH MOLTON STREET - GRANT OF NEW LEASE TO CASTLE FINE ART**
Report of the City Surveyor.

For Decision
(Pages 73 - 78)

23. **CITY'S ESTATE : SOUTH MOLTON STREET COLLABORATION UPDATE REPORT**
Report of the City Surveyor.

For Decision
(Pages 79 - 88)

24. **CITY'S ESTATE - LETTING REPORT - BUILDING 3, 213-215 TOTTENHAM COURT ROAD & 12-14 ALFRED PLACE, LONDON - GRANT OF NEW LEASE - AMENDMENT OF TERMS**
Report of the City Surveyor.

For Decision
(Pages 89 - 96)

CITY FUND ESTATE

25. **CITY FUND - STRATEGIC ESTATE LETTING REPORT RENEWAL OF THE LEASES FOR 3RD AND 4TH FLOORS, 9 BONHILL STREET, LONDON, EC2**
Report of the City Surveyor.

For Decision
(Pages 97 - 106)

26. **CITY FUND - LETTING REPORT NEW LETTING - 2ND FLOOR, 21-26 GARLICK HILL, EC4**
Report of the City Surveyor.

For Decision
(Pages 107 - 112)

27. **CITY FUND - LETTING REPORT NEW LETTING - 3RD FLOOR, 21-26 GARLICK HILL, EC4**
Report of the City Surveyor.

For Decision
(Pages 113 - 118)

28. **CITY FUND- ENGAGEMENT DAY WITH LEADENHALL MARKET TENANTS - DISCUSSION POINTS**
Report of the City Surveyor.

For Discussion
(Pages 119 - 122)

29. **CITY FUND - FLEET STREET ESTATE VACANT POSSESSION - LEASE VARIATIONS / BARCLAYS COST AGREEMENT / NEW LETTING OF 2-3 SALISBURY COURT**
Report of the City Surveyor.

For Information
(Pages 123 - 134)

BRIDGE HOUSE ESTATES

30. **BRIDGE HOUSE ESTATES, GATEWAY 2 PROJECT PROPOSAL 30-34 NEW BRIDGE STREET, LONDON EC4**
Report of the City Surveyor.

For Decision
(Pages 135 - 148)

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

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

PROPERTY INVESTMENT BOARD

Wednesday, 12 June 2019

Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Wednesday, 12 June 2019 at 8.30 am

Present

Members:

Deputy Tom Sleight (Chair)
Andrien Meyers (Deputy Chairman)
Chris Boden
John Chapman
Alderman Alison Gowman
Christopher Hayward
Michael Hudson
Deputy Jamie Ingham Clark
Shravan Joshi
Deputy Edward Lord
Deputy Philip Woodhouse
Stuart Corbyn
Tony Joyce
David Shaw OBE

Officers:

Richard Holt	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Paul Wilkinson	- City Surveyor
Nicholas Gill	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Neil Robbie	- City Surveyor's Department
Andrew Cross	- City Surveyor's Department
John Galvin	- City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from David Brooks Wilson and Dhruv Patel.

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

Deputy Edward Lord and Alderman Alison Gowman declared that there were Trustee's for the Trust for London which was listed as an incumbent tenant at 4 Chiswell Street.

3. **MINUTES**

RESOLVED – That the public minutes and non-public summary of the meeting held on 8th of May be approved.

4. **TERMS OF REFERENCE, FREQUENCY OF MEETINGS, 2019/20 WORK PROGRAMME AND APPOINTMENTS TO OTHER COMMITTEES**

The Board considered a report of the Town Clerk on the Terms of Reference for the Property Investment Board, the appointments to other Committees, proposed work programme and dates of Board meetings for the 2019/20.

The Chair highlighted that the frequency of the proposed dates of the Board for the year 2020, listed at Appendix B, would be assessed for suitability dependent on the effect the changes to the scheme of delegations have on the number of reports requiring the Board's consideration.

The Chair raised the proposed co-option to the Board of Alistair Moss, previous Deputy Chair of the Property Investment Board. Replying to a query from the Chair the Town Clerk informed Members of the procedure for the Board agreeing the co-option of the Member. It was noted by a Member that there was precedent for the Property Investment Board to agree the co-option of Members of the Court of Common Council deemed appropriate by the Board and moved that Members agreed the co-option of Alistair Moss. Following this Members agreed co-opt Alistair Moss to the Property Investment Board for a period of twelve months.

The Chair highlighted to the Board the Curriculum Vitae of Claudine Blamey whom it was suggested would be suitable choice to co-opt to the Property Investment Board as a result of her considerable experience of issues relating to sustainability in large organisations. A Member of the Board highlighted that in his work at the Crown Estates he had experience of working with Claudine Blamey during which he felt she displayed a commercial, proactive and practical approach to sustainability. Members discussed the need for the City of London Corporation to consider a corporate policy on the appointment of co-option of members outside of the Court, which would provide the appropriate level of transparency and governance. The Board agreed to propose the co-option of Claudine Blamey noting that she would bring a favourable level of experience regarding of sustainability to the work of the Board. In addition, Members recommended that a report be produced on the subject of a corporate policy on co-option for consideration by the Policy and Resources Committee.

It was noted by a Member of the Board that the appointment of an external co-opted member to the board with experience of sustainability should not delay the existing project on the development of responsible building policy. The City Surveyor replied by explaining that the tender for employment of environmental consultants was underway.

Further to the appointment of three Members of the Board to the Corporate Asset Sub-Committee of the Finance Committee the Town Clerk informed the Board that he had received a declaration of interest in the position from

Alderman Alison Gowman and invited further declarations from the Board. Further to this the Board agreed to appoint Alderman Alison Gowman, John Chapman and Deputy Edward Lord to the Corporate Asset Sub-Committee.

RESOLVED- That: -

- I. The Property Investment Board's Terms of Reference be noted; and
- II. That the frequency of the Board's meetings be approved; and
- III. That Members approved the proposed work programme for 2019/20; and
- IV. That Alistair Moss be co-opted onto the Property Investment Board for a term of twelve months; and
- V. That Claudine Blamey be proposed for co-option to the Property Investment Board; and
- VI. That the following Members be appointed to the Corporate Asset Sub Committee: Alderman Alison Gowman, John Chapman and Deputy Edward Lord.

5. MIPIIM PROPERTY CONFERENCE 2019/2020

The Board received a joint report of the City Surveyor and the Director of the Built Environment regarding the City of London Corporation's attendance at MIPIIM 2020.

The Chair commented on the continued importance of the City of London's Corporation presence at MIPM and suggested that the Board commit to supporting the attendance at the 2020 conference. It was commented by a Member of the Board that, while they supported the City's attendance at the conference, there should be a more formalised process for tracking the successful outcomes from the event and suggested that an outcome report be produced to measure these outcomes. A Member replied that in their experience attending the event as the Chairman of the Planning and Transport Committee that officers present at the conference extensively documented the outcomes of meetings held at the conference.

Replying to a query from a Member of the Board the City Surveyor confirmed that the savings from last year's budget were achieved by reductions in hotel and travel costs.

RESOLVED- That: -

- I. The report be noted; and
- II. That the Property Investment Board agreed approve that the City of London Corporation should attend MIPIIM 2020 and contribute £21,750 toward with the total budget of £94,000.

6. BUSINESS PLAN 2018-21 QUARTER 4 2018/19 PROGRESS REPORT

The Board received a report of the City Surveyor which provided details of progress in Quarter 4 2018/19 against the 2018-21 Business Plan, an update on the commercial property market, and a financial statement.

The City Surveyor introduced the report and provided Members with a summary of the lessons learnt.

Replying to the query from a Member of the Board the City Surveyor confirmed that the Morgan Stanley Capital International (MSCI) figures would be available in July.

A Member highlighted their concern on cost saving exercises should not adversely affect the income generation of departments concerned.

RESOLVED- That the report be noted.

7. CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER UPDATE

The Board received a report of the City Surveyor regarding the Department's Risk Register Update. The report provided Members with a quarterly update on the management of risks within the City Surveyor's Department.

A Member questioned designation of the risk listed as SUR SMT 001 which related to unexpected change or unknown impact of macroeconomic policy, commenting on the lack of control the department have on larger macroeconomic policy such as interest rate changes. The City Surveyor noted this and confirmed that the target for this risk in future reports to the Board will be to limit 'impact' rather than 'likelihood'.

RESOLVED- That the report be noted.

8. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD

A Member of the Board questioned if the City of London Corporation had any properties leased to the Arcadia Group Ltd. The City Surveyor explained that they were not aware of any properties leased to the Arcadia Group Ltd and that this would be confirmed to Members.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

10. 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.
11-25

Paragraph No.
3

11. NON PUBLIC MINUTES

The Board considered the non-public minutes of the meeting of the Property Investment Board held on 8 May 2019.

RESOLVED – That the non-public minutes of the meeting held on 8 May 2019, subject to the correction detailed, be approved.

12. **CITY FUND, CITY'S ESTATE AND BRIDGE HOUSE ESTATES: ARREARS OF RENT AS AT MARCH 2019 QUARTER DAY MINUS 1**

The Board received a report of the City Surveyor on the Arrears of Rent as at March 2019 in the City Fund, City Estate and Bridge House Estates property funds.

RESOLVED- That the report be noted.

13. **STRATEGIC ASSET ALLOCATION REVIEW**

The Board received a joint report of the Chamberlain and City Surveyor on the Strategic Asset Allocation Review.

RESOLVED- That the report be noted.

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

The Board received a report of the Town Clerk on the action taken between meetings of the board in accordance with Standing Order Nos. 41(b).

RESOLVED- That the report be noted.

15. **CITY'S ESTATE - CREECHURCH HOUSE, 17 BEVIS MARKS, 37-45 CREECHURCH LANE AND 28-30 HOUNDSDITCH, LONDON EC3 (UPI 11968) - CLOSURE OF PROJECT**

The Board received a report of the City Surveyor on the Closure of the Project at Creechurch House, 17 Bevis Marks, 37-45 Creechurch Lane and 28-30 Houndsditch.

RESOLVED- That the report be agreed.

16. **CITY'S ESTATE - 39-41 NORTH ROAD, LONDON N7- GROUND AND FIRST TO THIRD FLOORS - RENT REVIEW: 28TH SEPTEMBER 2018**

The Board considered a report of the City Surveyor on a Rent Review at 39-41 North Road, ground to first floor.

RESOLVED- That the report be agreed

17. **CITY'S ESTATE- 20/21 ALDERMANBURY - FUTURE USE AND BUILDING OPPORTUNITIES**

The Board considered a report of the City Surveyor on the future use and building opportunities at 20/21 Aldermanbury.

RESOLVED- That the report be agreed.

18. **CITY FUND, HEADLEASE RESTRUCTURE - 25 CANNON STREET**

The Board considered a report of the City Surveyor on the variations of the headlease at 25 Cannon Street.

RESOLVED- That the report be agreed.

19. **LEADENHALL MARKET - PHASE 6 CYCLICAL EXTERNAL REPAIRS & REDECORATION- CITY FUND**

The Board considered a report of the City Surveyor on the Phase 6 Cyclical External Repairs and Redecorations for Leadenhall Market.

RESOLVED-That the report be agreed.

20. **BRIDGE HOUSE ESTATES : COLECHURCH HOUSE SALE OF LONG LEASE**

The Board considered a report of the City Surveyor on the Disposal of New 150 Year Lease Colechurch House within the Bridge House Estates Fund.

RESOLVED-That the report be agreed.

21. **FREEHOLD PURCHASE OF 4 CHISWELL STREET, LONDON, EC1 BRIDGE HOUSE ESTATES**

The Board considered a report of the City Surveyor on the proposed freehold purchase of 4 Chiswell Street.

RESOLVED- That the report be agreed

22. **BRIDGE HOUSE ESTATES, 30-34 NEW BRIDGE STREET, LONDON EC4 - SURRENDER OF LEASE**

The Board considered a report of the City Surveyor on the surrender of lease at 30-34 New Bridge Street within the Bridge House Estates fund.

RESOLVED-That the report be agreed.

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

The Board received one question in the non-public session.

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

The Board considered three items of non-public business.

25. **CONFIDENTIAL MINUTES**

The Board considered the confidential minutes of the meeting held on 8th of May 2019.

RESOLVED- That the confidential minutes of the meeting held on 8th of May 2019 be agreed as an accurate record.

The meeting ended at 10.14 am

Chair

Contact Officer: Richard Holt
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Property Investment Board Committee

Public Actions Sheet

Action Number	Date	Action	Responsible Officer	Progress Update
1/2019/P	12 th June 2019	The Board to consider the co-option of external member with sustainability experience.	Town Clerk's Department (Richard Holt)	<i>Item on the meeting agenda</i>
2/2019/P	12 th June 2019	Members requested report on the short and medium term outcomes of the 2020 MIPID conference	City Surveyor's Department	<i>Report to be received by the Board after the 2020 MIPID conference</i>
3/2019/P	12 th June 2019	The City Surveyor confirmed that the Morgan Stanley Capital International (MSCI) figures would be available in July.	City Surveyor's Department (Nicholas Gill)	<i>Item on the meeting agenda</i>
4/2019/P	12 th June 2019	The City Surveyor to confirm if City of London Corporation had any properties leased to the Arcadia Group Ltd	City Surveyor's Department (Nicholas Gill)	<i>Update at the meeting</i>

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Committee(s): Property Investment Board	Date 17/07/2019
Subject: Fleet Street Business Partnership (City Fund)	Public
Report of: City Surveyor	For Decision
Report author: Simon McGinn	

Summary

This report presents for agreement a request for the Property Investment Board to contribute £20k per annum for a maximum of two years to become an active member of the newly established Fleet Street Business Partnership. The City Corporation would have Member and Officer representation on the Board established to run the partnership. The Business Partnership will, in the first instance, seek to engage with property owners and a number of occupiers who are keen to promote the ongoing regeneration of the area. The City Corporation has been asked to consider being an active paying member given its significant land holdings as part of the Fleet Street Estate. The group will comprise of circa 10-12 members. The initial focus will be on developing an action plan which sets out key priorities for the area and incorporate a number of demonstration projects around the key actions identified. It is anticipated that following a successful initial two-three year period, the partnership will seek to promote the delivery of a more formal Business Improvement District (BID) for the area.

Recommendation(s)

Members are asked to:

- Agree, in principle to fund a total contribution of £40k over the next two financial years (£20k for 2019/20 and £20k for 2020/21) from the City Surveyors local risk budget provided that officers in consultation with the Chair and Deputy Chairman are satisfied there are enough paying partners to make the partnership viable.

Main Report

Background

1. Following on from engagement with a number of key stakeholders in the Fleet Street area, in January 2019, the City Corporation commissioned specialist BID consultants Primera, to explore the feasibility of developing a more formalised business partnership for Fleet Street and the surrounding area. Primera currently

manage The Aldgate Partnership and Cheapside Business Alliance, as well as managing a number of Business Improvement Districts and business led partnerships across other parts of Central London. The aim was to explore the appetite to bring together a range of business stakeholders including the City Corporation, to create a voluntary business partnership and to identify the key areas of focus for any such partnership.

Current Position

2. Following discussions with key property owners in the area there was strong interest to develop a voluntary partnership and a first inception meeting was held in May 2019. The attendees included 10 representatives of the key landowners in the area, including the City Corporation. The meeting was chaired by Tom Sleigh, although for future meetings it is hoped that a non-Corporation Chairman will be elected. As part of the agenda the key challenges for the area were identified as follows:
 - Key occupiers relocating within and outside the area.
 - Large number of key office buildings about to become vacant.
 - Poor quality retail and leisure offering.
 - Heavy traffic flow (buses).
 - Lack of business community.
 - Not pedestrian friendly / poor permeability.
 - Poor area branding.
3. Consensus from the meeting was that a partnership would be a positive development for the area. There are two stakeholders already committed to becoming a full paying partner, but this is subject to a number of others agreeing to come on board. Given the City Corporation's significant property interest in the area including the Fleet Street Estate and Fleet House, New Bridge Street it was considered that the Corporation should come on board as a full paying member with a place on the board for a nominated Member and the CPAT Manager. If the City Corporation were to agree to be a paying member it is likely that others would commit so as to provide a significant enough budget to take the business partnership forward.
4. A not-for-profit company limited by guarantee has been set up by Primera as a vehicle for the partnership to hold the funds. Quarterly meetings of the partnership will be set once there is clear support for the initiative. The pace of financial commitment to the partnership will vary given that a number of the potential partners are foreign investors and so the necessary board approvals may take longer. In the first instance funding will go towards developing an action plan for the Board to approve that will set out the areas of initial activity. Provided there is a core group of six partners it is felt that this would be enough to kick start the partnership. It is considered that funding should not be released until such time that five other paying partners have agreed to fund the partnership.

Proposals

5. It is proposed that your Committee agree in principle to fund a total contribution of £40k over the next two financial years (£20k for 2019/20 and £20k for 2020/21) from the City Surveyors local risk budget provided that the Chair and Deputy Chairman are satisfied there are sufficient paying partners to make the partnership viable.

Corporate & Strategic Implications

6. The proposal to develop a business partnership for the Fleet Street area aligns with 9 of the 12 Outcomes of the Corporate Plan 2018-2023
7. The proposal will accord with top line objective number 4 of the City Surveyors Business Plan 2019-2022 to “support and promote the City as a business location” The plan identifies that the City Corporation will “engage with the business community in the Eastern Cluster and the Fleet Street area with the view to bringing forward local network partnerships in these areas”.

Financial implications

8. The £20,000 annual contribution can be met from the budgetary provision for professional fees within the City Surveyor’s local risk budget for City Fund Estate

Conclusion

9. The current Fleet Street area is facing a number of structural and physical challenges. It is considered that the formation of a formal business partnership will support in the ongoing regeneration of the area where the City has a key strategic asset in the Fleet Street Estate. The agreement to become one of the paying partners over two years will demonstrate City Corporation leadership and encourage other stakeholders to become full partners. In the first instance the funding will support the engagement of an executive team to deliver an action plan for the area with several demonstration projects. The formation of a business partnership will be a precursor to establishing a more formal BID for the area.

Appendices

- None

Simon McGinn]

City Property Advisory Team Manager

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