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JOHN WARD
Director of Corporate Services

Contact: Sharon Hurr on 01243 534614
Email: shurr@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of the **Grants and Concessions Panel** will be held in Training Room 2 - East Pallant House on **Wednesday 20 March 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs C Apel, Mrs P Dignum, Mr J F Elliott, Mr J W Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

AGENDA

The public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

1 **Apologies for Absence**

Any apologies for absence that have been received will be noted at this point.

2 **Approval of the Minutes** (Pages 1 - 12)

To approve as a correct record the minutes of the Grants and Concessions Panel meeting held on 30 January 2019.

3 **Matters Arising from the Minutes**

Any matters arising as a result of the previous minutes.

4 **Declarations of Interest**

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

5 **Hardship Relief Application** (Pages 13 - 14)

For decision.

6 **Grant Applications Financial Summary** (Pages 15 - 16)

To note the financial information, fast track grants approved since the last meeting.

APPLICATIONS ARE MADE IN ORDER OF THE COUNCIL'S PRIORITIES AND PRINCIPLES FOR FUNDING

7 **Grant Application - Improving Living Places and Spaces 1** (Pages 17 - 18)

For decision.

8 **Grant Application - Improving Living Places and Spaces 2** (Pages 19 - 20)

For decision.

9 **Grant Application - Improving Living Places and Spaces 3** (Pages 21 - 22)

For decision.

10 **Grant Application - Improving Living Places and Spaces 4** (Pages 23 - 24)

For decision.

11 **Grant Application - Improving Living Places and Spaces 5** (Pages 25 - 26)

For decision.

12 **Grant Application - Targeted Projects 1** (Pages 27 - 28)

For decision.

13 **Grant Application - Targeted Projects 2** (Pages 29 - 30)

For decision.

14 **Next Meeting**

To note the date of the next meeting as Wednesday 3 July 2019 at 9.30am.



Minutes of the meeting of the **Grants and Concessions Panel** held in Training Room 1 - East Pallant House on Wednesday 30 January 2019 at 9.30 am

Members Present: Mrs E Lintill (Chairman), Mrs C Apel, Mrs P Dignum, Mr J W Elliott, Mrs N Graves, Mrs P Plant and Mrs P Tull

Members not present: Mr J F Elliott

In attendance by invitation:

Officers present: Mr J Barnes (Principal Revenues Officer), Mr M Gammon (Trainee Assistant Accountant), Miss S Hurr (Democratic Services Officer), Mr D Hyland (Community and Partnerships Support Manager), Mr P Jobson (Taxation Manager), Mrs V McKay (Divisional Manager for Growth) and Miss C Williams (Community Liaison Officer)

The public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of “exempt information” of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

78 **Apologies for Absence**

An apology for absence had been received from Councillor J F Elliott.

79 **Approval of the Minutes**

RESOLVED

That the minutes of the meeting of 10 October 2018 be agreed as a correct record.

80 **Matters Arising from the Minutes**

There were no matters arising.

81 **Declarations of Interest**

Mrs Plant declared a personal interest in respect of the application relating to the Fernhurst Centre.

Mrs Lintill declared an prejudicial interest in the application relating to the 'Purple Bus', youth outreach service in Chichester District and withdrew from the room during this item. Mr Wilding, Cabinet Member for Corporate Services made the decision on the item following consultation with the Panel.

82 Discretionary Rate Relief - Application 1

Mr Jobson explained that Cancerwise is a local charity which supports the local community by providing therapies, a drop-in centre, rehabilitation and support to those who have completed their NHS treatment. He outlined the rateable value for the unit they occupy and explained that as the charity's only property, should be exempt from business rates, but as a registered charity are not entitled to receive small business rate relief and in place of this, are awarded 80% mandatory charitable relief. They are therefore liable for 20% business rates where most other occupiers would receive 100% small business rate relief. Policy guidelines dictate that those in receipt of 80% mandatory rate relief will not receive further relief except in exceptional circumstance.

The Panel considered that this situation amounted to exceptional circumstance and agreed an award requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the Cancerwise request for discretionary rate relief as set out in the report be approved for period 1 April 2017 to 31 March 2019.

Alternative options considered and rejected:

That the Cancerwise request for discretionary rate relief as set out in the report be refused for period 1 April 2017 to 31 March 2019.

83 Discretionary Rate Relief - Application 2

Mr Jobson explained that Chichester Harbour Conservancy is a unique not for profit organisation based in an area of outstanding natural beauty, providing an educational facility at Dell Quay. As they are not considered as charitable they do not qualify for 80% mandatory rate relief. They receive funding from both Hampshire County Council and West Sussex County Council, receive income from other sources and currently have significant reserves.

The Panel considered that this situation did not amount to exceptional circumstance and refused the award requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the Chichester Harbour Conservancy request for discretionary rate relief as set out in the report be refused for period 1 April 2017 to 31 March 2018.

Alternative options considered and rejected:

That the Chichester Harbour Conservancy request for discretionary rate relief as set out in the report be approved for period 1 April 2017 to 31 March 2018.

84 Concessionary Rent Relief - Application 1

Mrs McKay explained that the request for concessionary rent relief related to the clubhouse in Priory Park previously used by the cricket club, which is currently occupied by Chichester Bowling Club. When the cricket club moved out of the building, incidents of vandalism rose. Occupancy of the building by the bowls club has reduced vandalism, and the club have been proactive in carrying out repairs to the building. The market rent value of the building has not changed. The presence of the club ensures that this activity is available to the community. It is proposed to offer the club a six month lease and a rent subsidy against market rent.

The Panel were supportive of the request and agreed to rent subsidy requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed concessionary rent relief for Chichester Bowls Club as set out in section 6 of the report be approved.

Alternative options considered and rejected:

That the proposed concessionary rent relief for Chichester Bowls Club as set out in section 6 of the report be refused.

85 Concessionary Rent Relief - Application 2

Miss Collins explained that the request for concessionary rent relief related to the club house used by the Chichester Bowmen in Oaklands Park. The club house is currently in a poor state and planning permission has been granted to demolish the building and construct a new clubhouse. The club are currently awaiting the landlord's consent for this work. The club have a long lease which runs until 2026. The club have been struggling with membership, but there is good support from committed members. It is proposed to maintain the proportional level of concessionary rent paid from 25th June 2017 until the next review in June 2022.

The Panel were supportive of the request and agreed to a concessionary rent requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed concessionary rent relief for Chichester Bowmen as set out in section 6 of the report be approved.

Alternative options considered and rejected:

That the proposed concessionary rent relief for Chichester Bowmen as set out in section 6 of the report be refused.

86 Concessionary Rent Relief - Application 3

Miss Collins explained that the request for concessionary rent relief related to the Fernhurst Centre in Fernhurst, which is based within a row of shops. The centre provides a community café, and other community services including subsidised courses. This is the only service of this type in the area. It is proposed that the centre pay the proposed concessionary rent from 2 January 2019.

The Panel were supportive of the request and agreed to concessionary rent requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed concessionary rent relief for the Fernhurst Centre as set out in section 6 of the report be approved.

Alternative options considered and rejected:

That the proposed concessionary rent relief for the Fernhurst Centre as set out in section 6 of the report be refused.

87 Concessionary Rent Relief - Application 4

Miss Collins explained that the request for concessionary rent relief related to Chichester Harbour and Selsey Sea Cadets, based in premises in Pound Farm Road consisting of a wooden hut, three port-a-cabins (one of which is no longer used due to its poor state of repair) and fencing. The club provides a valuable facility for Sea Cadet activities. It is proposed that club continue to pay the current concessionary rent.

The Panel were supportive of the request and agreed to a concessionary rent requested.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed concessionary rent relief for Chichester Harbour and Selsey Sea Cadets as set out in section 6 of the report be approved.

Alternative options considered and rejected:

That the proposed concessionary rent relief for Chichester Harbour and Selsey Sea Cadets as set out in section 6 of the report be refused.

88 New Homes Bonus (Parish Allocations) - Request for variation

Mr Hyland explained a request for variation to a New Homes Bonus funding of £7,188 awarded for defibrillators, had been received from Chidham and Hambrook Parish Council. This project has been successfully completed and a refund of VAT in respect of the project had been identified by the clerk of £995.80

In September 2018 New Homes Bonus funding of £3,317 was awarded to Chidham and Hambrook Parish Council for the installation of an induction loop system for the village hall. On contact the chosen supplier for the induction loop works, was found to have ceased trading, and following initial difficulties in identifying another supplier, the cost has now increased to £4,200, resulting in a shortfall of £883. Chidham and Hambrook Parish Council now seek a variation to utilise the VAT claim from the defibrillator project funded by New Homes Bonus, to complete the induction loop project.

The Panel were supportive of the request and agreed that the VAT claim from the defibrillator project funded by New Homes Bonus, can be used for the induction loop project.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

That the proposed variation to funding awarded to Chidham and Hambrook Parish Council from the New Homes Bonus (Parish Allocations) 2016 as set out in section 4.1 of the report be approved.

Alternative options considered and rejected:

That the proposed variation to funding awarded to Chidham and Hambrook Parish Council from the New Homes Bonus (Parish Allocations) 2016 as set out in section 4.1 of the report be refused.

89 Draft Indicative Allocation for New Homes Bonus

Mr Hyland explained the table of Indicative Allocations for New Homes Bonus which if agreed by the Panel will be presented at the next Cabinet meeting. Mr Hyland also explained that the Orphan Interest column amounted to £23,000 which had been accrued from section 106 monies that could not be retraced to specific developments, hence it's heading of 'Orphan' interest. It was therefore considered to be most appropriately utilised to increase available New Homes Bonus as this would provide an opportunity to spend the interest effectively and quickly. This is a 'one-off' situation and should not be repeated in the future. In response to the Panel's questions, Mr Hyland further explained a Q&A sheet for parishes had been prepared, with the plan for the allocations and information to be circulated in March, updated on the Council's website in April, and for surgeries to be held in May in preparation for the submission of applications by the end of July.

The Panel agreed that Indicative Allocation of New Homes Bonus could be proposed at the next Cabinet meeting.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE PANEL:

That the New Homes Bonus Indicative Allocation 2019/20 be approved for circulation without amendment subject to the approval of the council's budget 2019-20.

90 **Priorities for Funding**

Mr Hyland explained there are two possible options for funding priorities both based on 'Economy', for the coming year. The first option (in the event of continued funding for 'Enabling Grants') would support projects bringing inward investment, start-up projects and SME (small and medium-sized enterprises) to implement growth requiring relocation/expansion to larger premises or occupation of long-term vacant premises. The second option (in the event that 'Enabling Grants' funding is discontinued) would support start-up businesses, existing businesses to grow, and 'Improving Living Places and Spaces' with regards to enhancing publicly owned space/built assets and 'Targeted Projects' where the primary benefit is to primary benefit is to residents in greatest need. The Panel considered going to Cabinet with two options and if Cabinet could agree to delegate the decision to the Panel? Mrs Lintil also explained that she had received an email from Sarah Peyman (Divisional Manager for Culture) suggesting the title of 'Improving Living Places and Spaces' was misleading and a discussion took place regarding the removal of the word 'Living'.

A further wording change was considered with regards to what the Council will not fund. 'Activities where Central Government, The health Authority or County Council are the most appropriate funding agency', was discussed by the Panel and whether 'most appropriate' should be removed and replaced with 'Statutory'.

The Panel agreed to the two wording changes cited above, removal of the word 'Living' and removing 'most appropriate' and replacing with 'statutory'.

RECOMMENDED TO THE CABINET

That the priorities and principles for funding 2019/20 be approved subject to the priority area 'Improving Living Places and Spaces' being replaced with 'Improving Places and Spaces'.

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE PANEL:

That the eligibility documentation for grants be approved for circulation from April 2019 subject to the following amendment:

'Activities where Central Government, the Health Authority or County Council are the most appropriate funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)' is replaced with 'Activities where Central Government, the Health Authority or County Council are the statutory funding agency (including projects within the District Council's Infrastructure Business Plan that are identified to be funded through other sources)'.

91 **Recurring funding agreements with voluntary organisations**

Miss Williams explained that the work undertaken by Arun and Chichester Citizens Advice (ACCA) had been of a good standard and provided a broad range of useful services particularly with regards to the recent issues around universal credits, and housing, debts and employment. The service continues to be busy and efficient.

The Panel agreed to provide funding for 2019/20.

Arun and Chichester Citizens Advice (ACCA):

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

That the performance of ACCA under their joint Funding Agreement during 2018/19 be noted.

Voluntary Action Arun and Chichester (VAAC):

Miss Williams explained that Voluntary Action Arun and Chichester (VAAC) provide support to small voluntary groups and the feedback from the groups is good. VAAC have recently introduced a new website and are currently in the process of recruiting a new Chief Executive.

The Panel agreed to provide funding to VAAC for 2019/20.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

That the performance of Voluntary Action Arun and Chichester in discharging the Funding Agreement for 2018/19 be noted.

Shopmobility (Chichester) – a service provided by Community First HEH (CF):

Miss Williams explained the Shopmobility service provided by Community First HEH (CF) has adapted well to financial constraints having merged with other organisations to gain greater scale and now operate three Shopmobility services. The service in Chichester has trialled a reduced Saturday service which was identified as the least used day, and reduced to 70 days of operation across the year to which the organisation believed the clients would adapt, which appears to have been correct prediction. The service has also operated services for commercial events as at Goodwood, which has provided another income stream and this has been invested in the car park service.

The Panel agreed to release the tranche for year two of the two-year funding agreement.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of Shopmobility (Chichester) in discharging the Funding Agreement for 2018/19 be noted
2. That funding for year two of the two year agreement be released in April 2019

Stonepillow:

Mrs Apel declared a personal interest as a trustee of Stonepillow and withdrew from the room when this item was discussed.

Miss Williams explained that Stonepillow have renamed the Old Glassworks which is now 'The Hub' providing services for clients who are homeless or do not have stable housing. The charity is due to have significant cuts in their funding from WSCC and the new CEO has begun work on a strategy which will now take this reduction in funding into account. The charity does operate a social enterprise which sells furniture, receives housing benefit via their 'Move on' accommodation, plus funding from trusts and donations.

The Panel agreed to release the tranche for year two of the three-year funding agreement.

RECOMMENDED TO THE DIRECTOR OF HOUSING AND COMMUNITIES:

1. That the performance of Stonepillow in discharging the Funding Agreement during 2018/19 be noted
2. That funding for year three of the three year agreement be released in April 2019

92 Grant Applications Financial Summary

The Panel considered the report. Mr Gammon drew attention to the value of the applications to be considered at the meeting and reminded the Panel that the budget would be a maximum of £175,000 for this year with £78,264.80 remaining.

The Panel noted the following fast track delegated grant applications decided since the last meeting:

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Saltwater Creations CIC

Priority: Targeted Projects

Purpose: Contribution towards the "Vitamin Sea – self-belief and empowerment workshops for the wellbeing of young people" for school children in the Chichester District

Sum Requested: £1,000

Sum Approved: £0

Reasons: Individual schools can consider funding a workshop if they feel there would be educational benefits to their pupils however fast track funding will not be provided on this occasion as the application failed to demonstrate how it met the Council's funding objectives

Grant Conditions: N/A

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: St Mary's Apuldram PCC
Priority: Improving Places and Spaces
Purpose: Contribution towards the purchase of equipment for the new community meeting room
Sum Requested: £1,000
Sum Approved: £1,000
Reasons: Equipping the newly constructed community room will assist with community use
Grant Conditions: Subject to a Funding Agreement

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: The Common Parish of Sutton & Barlavington
Priority: Improving Places and Spaces
Purpose: Contribution towards the purchase and installation of a new community noticeboard
Sum Requested: £665
Sum Approved: £665
Reasons: The noticeboard will provide both information on local groups and activities for those residents who could otherwise be socially isolated and a space to advertise local employment opportunities
Grant Conditions: Subject to a Funding Agreement

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Tandem
Priority: Targeted Projects
Purpose: Contribution towards improving access to the minibus
Sum Requested: £1,000
Sum Approved: £1,000
Reasons: The minibus transports isolated individuals to appointments and social activities
Grant Conditions: Subject to a Funding Agreement

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Lloyds Tree Surgery
Priority: Economy
Purpose: Contribution towards the redevelopment of the website
Sum Requested: £347.50
Sum Approved: £0
Reasons: The applicant is able to cover the costs of the redevelopment
Grant Conditions: N/A

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Bignor Parish Meeting (sponsored by Sutton & Barlavington Parish Council as Bignor is not constituted formally to make bids)

Priority: Improving Places and Spaces

Purpose: Contribution towards the cost of the purchase and installation of an emergency defibrillator to be located in the old BT phone box

Sum Requested: £820

Sum Approved: £820

Reasons: Responding to a locally identified need to provide life saving equipment to a rural area

Grant Conditions: Subject to a Funding Agreement

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: The Wisborough Green and Kirdford Parishes Wildlife Group

Priority: Improving Places and Spaces (Environment)

Purpose: Contribution towards establishing the ecological baseline before the enhancement of the 30 mile section of the River Kird within Wisborough Green and Kirdford Parishes to improve its biodiversity and water quality

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The project will engage with local residents whilst also enhancing water quality

Grant Conditions: Subject to a Funding Agreement

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS FAST TRACK PANEL:

Applicant: Perfect Motion Physio

Priority: Economy

Purpose: Contribution towards the redevelopment of the website

Sum Requested: £1,000

Sum Approved: £1,000

Reasons: The project will help support the sustainability and growth of the business

Grant Conditions: Subject to a Funding Agreement

93 **Grant Application - Targeted Projects 1**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Pregnancy Options Centre

Declarations of Interest: None

Purpose: Delivering advice to young people regarding sexual awareness and pregnancy (during 25 sessions with an average of 30 attendees at each session across the District) and provision of electronic equipment to aid learning.

Sum Requested: £2,500

Sum Approved: £2,500

Reasons: Will benefit young vulnerable people across the District.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application

94 **Grant Application - Targeted Projects 2**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Parents and Carers Support Organisation (PACSO)

Declarations of Interest: None

Purpose: Providing play day opportunities for children with disabilities and young carers during school holidays.

Sum Requested: £5,047

Sum Approved: £5,000

Reasons: A valuable service not offered by other organisation. The application requests 50% of the total cost of the project and therefore the correct calculation is £5,024, which the Panel to the decision to round to £5,000.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application

95 **Grant Application - Targeted Projects 3**

RESOLVED BY THE CABINET MEMBER FOR COMMUNITY SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: West Sussex Mediation Service

Declarations of Interest: None

Purpose: Providing specialist support to resolve neighbour and community disputes before they escalate into more significant/ serious issues and then require input from other agencies.

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: A valuable service not offered by other organisations.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application

96 **Grant Application - Targeted Projects 4**

RESOLVED BY THE CABINET MEMBER FOR CORPORATE SERVICES IN CONSULTATION WITH THE GRANTS AND CONCESSIONS PANEL:

Applicant: Sussex Clubs for Young People (SCYP) – Purple Bus

Declarations of Interest: Mrs Lintill declared a prejudicial interest as Chichester District Council's appointed member for the service and withdrew from the room during the discussion.

Purpose: Delivering supportive services to young people throughout the District.

Sum Requested: £3,000

Sum Approved: £3,000

Reasons: A valuable service not offered by other organisation.

Grant Conditions: Subject to a Funding Agreement

Alternative options considered and rejected: The Panel considers whether or not to support every application so will always consider not granting an application

97 **Next Meeting**

The date of the next meeting was scheduled for 20 March 2019.

The meeting ended at 11.45 am

CHAIRMAN

Date:

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

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