

# London Borough of Barking and Dagenham

## Notice of Meeting

### THE EXECUTIVE

Tuesday, 11 October 2005 - 7:00 pm  
Council Chamber, Civic Centre, Dagenham

**Members:** Councillor C J Fairbrass (Chair); Councillor T G W Wade (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor H J Collins, Councillor C Geddes, Councillor S Kallar, Councillor M A McCarthy, Councillor M E McKenzie and Councillor L A Smith

**Declaration of Members Interest:** In accordance with the Constitution, Members are asked to declare any personal or prejudicial interest they may have in any matter which is to be considered at this meeting.

30.9.05

R. A. Whiteman  
Chief Executive

Contact Officer: Alan Dawson  
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### AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 27 September 2005 (circulated separately)**

#### Business Items

*Public Items 3 to 5 and Private Items 10 to 13 are business items. The Chair will move that these be agreed without discussion, unless any Member asks to raise a specific point.*

*Any discussion of a Private Business Item will take place after the exclusion of the public and press.*

3. **Temporary Use of Kingsbridge to Address Voluntary Sector Accommodation Needs and Capacity Building (Pages 1 - 6)**
4. **Update on the Re-Provision of Disability Day and Residential Services (Pages 7 - 9)**

5. **Use of 598 Rainham Road South as a Tenants' and Residents' Resource Centre (Pages 11 - 13)**

#### **Discussion Items**

6. **Formation of a Children's Services Department and Principles for Reshaping the Council's Organisational Structure by 1 April 2006 (to follow)**
7. **Any other public items which the Chair decides are urgent**
8. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

The public and press have a legal right to attend Council meetings such as the Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972).

#### **Discussion Items**

9. **Crime Reduction Review (to follow)**

Concerns staffing and labour relations matters (paragraphs 1 and 11)

#### **Business Items**

10. **Provision of an Integrated Community Equipment Service (Pages 15 - 19)**  
Concerns a contractual matter (paragraphs 8 and 9)
11. **Revenue and Benefits Telecommunications Project Modernisation Programme (Pages 21 - 28)**  
Concerns a contractual matter (paragraphs 8 and 9)
12. **Re-Tendering the Citizens Panel Contract (Pages 29 - 38)**  
Concerns a contractual matter (paragraph 8)
13. **Award of Contract for the Supply of Dairy Food Products (Pages 39 - 45)**  
Concerns a contractual matter (paragraphs 8 and 9)
14. **Any other confidential or exempt items which the Chair decides are urgent**

## THE EXECUTIVE

11 OCTOBER 2005

## REPORT FROM THE DIRECTOR OF CORPORATE STRATEGY

TEMPORARY USE OF KINGSBRIDGE TO ADDRESS VOLUNTARY SECTOR ACCOMMODATION NEEDS AND CAPACITY BUILDING	FOR DECISION
<p><b>Summary:</b></p> <p>This report proposes that Kingsbridge, a vacant, ex-Social Services Residential Home on the Gascoigne Estate, be utilised on a temporary (two year) basis as a new base for small voluntary sector organisations particularly those that service the black and minority ethnic communities (BME).</p> <p><b>Wards Affected:</b> Gascoigne</p>	
<p><b>Implications:</b></p> <p><b>Crime and Disorder:</b> Section 17 of the Crime and Disorder Act 1998 places a responsibility on local authorities to consider the crime and disorder implications of any proposals. This proposal has no direct implications for crime and disorder.</p> <p><b>Risk Management:</b> The major risk factor is ensuring that the property is secure. Officers are looking at various options to ensure that the groups located in the property are secure and safe from harassment. This will include working with community safety and the Police on security systems and the use of CCTV to monitor activity around the building.</p> <p>It is essential that groups use the two year tenure at the building to build capacity so that they are in a better position to move on afterwards. To ensure this, capacity building will be a condition of use for the groups occupying the building. This, together with the upcoming opening of the new voluntary sector HQ (site yet to be agreed), should ensure that this risk is successfully managed.</p> <p><b>Financial:</b> The proposal will be funded within existing resources and, the use of a vacant property, may actually raise income and cut the costs of the building remaining closed.</p> <p><b>Legal:</b> There is duty upon the Council to (i) positively promote race equality, (ii) promote good community relations and (iii) promote equality of opportunity under the provisions of the Race Relations (Amendment) Act 2000. By addressing the needs of smaller voluntary and community sector groups who are presently poorly accommodated and are mainly BME groups, the Council will be meeting its statutory obligations.</p> <p><b>Social Inclusion and Diversity:</b> A number of smaller BME organisations in the borough either have no office accommodation or are in poor accommodation. This has been highlighted in the Community Development equalities and diversity impact/needs assessment on voluntary and community sector provision. Providing Kingsbridge as interim accommodation for smaller voluntary groups would address this need. The proposed community development programme associated with this move should also improve community cohesion in the area.</p>	

<p><b>Recommendation(s)</b></p> <p>The Executive is recommended to:</p> <ol style="list-style-type: none"> <li>1. Agree to the temporary use of Kingsbridge to meet the accommodation needs and build the capacity of the Borough's smaller voluntary and community sector, in accordance with the proposals outlined in the report; and</li> <li>2. Note that it will be necessary to seek planning consent for change of use of the premises</li> </ol>		
<p><b>Reason(s)</b></p> <p>The proposal contained within the report will meet the needs of the smaller voluntary and community sector and, in doing so, help the Council promote community cohesion and meet its obligations under the Race Relations (Amendment) Act 2000.</p>		
<p><b>Contact Officers:</b></p> <p>Mick Beackon</p> <p>William A. Coomber</p>	<p><b>Title:</b></p> <p>Corporate Community Development Manager</p> <p>Corporate Equalities &amp; Diversity Adviser</p>	<p><b>Contact Details:</b></p> <p>Tel: 0208-227- Fax: 0208-227- e-mail: <a href="mailto:mick.beackon@lbbd.gov.uk">mick.beackon@lbbd.gov.uk</a></p> <p>Tel: 0208-227-2105 Fax: 0208-227-2206 e-mail: <a href="mailto:bill.coomber@lbbd.gov.uk">bill.coomber@lbbd.gov.uk</a></p>

## 1. Background

- 1.1 An equalities and diversity impact/needs assessment was undertaken on the Council's voluntary sector provision. Two of the major outcomes of the process were as follows:

### Accommodation Needs

It was found that BME groups in Barking & Dagenham were, in general, in the worst accommodation or could find nowhere to rent at the level of funding at their disposal. There was a need to explore the provision of adequate accommodation at a level of rent that BME groups could realistically afford.

### Lack of Capacity

It was also found that there was a distinct lack of capacity amongst BME groups, linked to unmet accommodation needs, and this was reflected in the under-developed state of the BME sector, the lack of growth in BME specific voluntary aided services and the inability to attract external funding to support the provision of such services.

- 1.2 Following on from the impact/needs assessment, action to address the above

issues become a priority issue for both the Council's Corporate Equalities & Diversity Team and Corporate Community Development Team. Accordingly, appropriate and viable solutions were actively sought.

## **2. Consultation.**

- 2.1 These issues were raised as key concerns of BME groups at a number of recent consultation events including a community cohesion meeting with invited BME groups attended by the Leader of the Council, the Executive Lead Member for Social Cohesion & Community Safety and the Chief Executive (5 July 2005). At that meeting an undertaking was given that officers would attempt to identify a solution to the accommodation difficulties as a matter of urgency.
- 2.2 A meeting took place with the Gascoigne ward councillors to discuss the possible use of Kingsbridge for smaller voluntary groups. They expressed concern about the proposal and stated they would prefer it to be used for respite care for children.

## **3. The Rationale for using Kingsbridge**

- 3.1 Kingsbridge is a two-storey former older person residential home located on the Gascoigne Estate. It has been vacated by Social Services, but two services, Housing Caretakers and Surveyors, are using part of the ground floor. These services will remain in the building. There are no other proposed uses for the building in the future and Social Services have confirmed that the property is available and does not figure in any of their plans. In the absence of the proposed use for the voluntary sector, the building will remain under-utilised. In the longer term (approx two years) the property has been identified as a possible site with which to commence the regeneration of the Gascoigne Estate.
- 3.2 The building has substantial unused capacity which can provide 40 office spaces, plus training rooms and catering facilities. The use of the building would be for the period January 2006-08 and would provide a unique opportunity for smaller groups including those servicing the BME community to capacity build, develop service provision, fund raise and develop stronger links with the wider community.
- 3.3 Some areas of the property are currently in a poor state of maintenance but can be restored with a minimum of community effort. With this in mind, it is proposed that a community action/clean up day will be organised to restore the whole building to a clean and tidy state. In addition, the organisations, led by EMPA, will be expected to fund raise and secure the materials/resources to redecorate the property.
- 3.4 At the end of the two year period, some groups will transfer to the new Voluntary Sector Headquarters, whilst others will use the opportunity to develop their capacity and funding base to secure alternative accommodation.
- 3.5 Planning permission will be required for a temporary change of use from residential accommodation to office use.

#### **4. Council Conditions for Use**

4.1. The Council will be looking at groups who have the highest level of need and can use this opportunity to move their organisations forward and achieve community cohesion objectives. To ensure that this is the case, the Council will insist upon the following conditions:

- To seek external funding and alternative accommodation over the two year period
- To develop integrated service provision and collaboration around funding bids and joint projects
- To organise an annual cultural event to support community cohesion
- To participate in Council consultation exercises and appropriate stakeholder groups
- To undertake a review of current activities and delivery from a community cohesion perspective (i.e. the degree to which they promote contact between different sections of the local community)
- To examine ways in which activities and service delivery can be further developed to deliver community cohesion objectives in future years
- To provide a business plan, underlining how they intend to become self sufficient after the 2 year period.

#### **5. The Management of the Property**

5.1 The Ethnic Minority Partnership (EMPA) have agreed to be the lead organisation for the day to day management of the property and, as part of their core business, will actively contribute to the development, support and funding of resident groups. In addition, all resident groups will be part of a management group that will be collectively responsible for the general policy and management of the facility.

5.2 Initial discussions have identified the following small groups that could take up office space at Kingsbridge:

- Barking & Dagenham Arabic Speaking Women's Support Group
- Barking & Dagenham Turkish Women's Association
- Swahili Speaking Community\*
- Kosavan Women's Group
- Barking & Dagenham Somali Women
- Yu Hua Community Association
- Africa Legal Advisory Group
- MS Development Corporation Ltd – Social Enterprise potential\*
- Migrant Women\*
- Diaspora News – Social Enterprise potential\*
- Multi Edge Foundation\*
- Communities in Action\*
- Community Active Support\*

\*[Groups currently based at Estuary House – Dagenham].

5.3 There is substantial potential to let out office space to other small and emerging voluntary/community groups in the Borough. Work to identify these will commence immediately.

5.4 The suitability of all groups will be assessed via an application and by criteria to be agreed by the Council Legal service.

## 6. Financial Considerations

6.1 The financial implications over two years is summarised in the table below. This can be met from the grants budget (rents).

1	Rent Payments for EMPA	£6,720	Year 1 & 2
	Rent Payments for 15 Groups (50%)	£6,220	Year 1
	Rent Payments for 15 Groups (25%)	£3,110	Year 2
Sub Total		£16,050	

2	Other Costs:		
	Intruder Alarm (non recurring)	£8,000	
	Telephone/Network Lines	£5,000	
	R & M	£32,000	
	Budget/Caretaking/Management		
	Equipment/Skip	£1,500	
Sub Total		£46,500	
<b>Total Cost</b>		<b>£62,550</b>	

Additional Cost to Council	£62,550
Income to Council from rents (not including in existing budgets)	£16,050
<b>Net cost to Council</b>	<b>£46,550</b>

## 7. Conclusion

7.1 The objectives of this proposal are to create:

- A more vibrant voluntary and community Sector
- Improved Community cohesion
- A productive use of empty accommodation over a two year period

## 8. Consultees

8.1 The following have been consulted on the preparation of this report:-

Lead Members - Councillors Fairbrass and Geddes

Gascoigne Ward Members - Councillors Mrs Flint, McKenzie and Mrs Rush

### Corporate Strategy

John Tatam, Director of Corporate Strategy

Naomi Goldberg, Head of Policy and Performance

Muhammad Saleem, Solicitor to the Council

**Finance**

Lee Russell, Head of Finance

**Regeneration & Environment**

Peter Wright, Head of Planning & Transportation

Andy Beer, Asset Manager

**Housing and Health**

David Woods, Director of Housing and Health

Jim Ripley, Head of landlord Services

**Social Services**

Simon Hart, Interim Director of Social Services

**9. Background Papers**

None



## THE EXECUTIVE

11 OCTOBER 2005

## REPORT OF THE DIRECTOR OF SOCIAL SERVICES

<b>UPDATE ON THE RE-PROVISION OF DISABILITY DAY AND RESIDENTIAL SERVICES</b>		<b>FOR DECISION</b>
<p><b>Summary:</b> This report provides an update on the programme for modernising day and residential services for disabled adults and asks the Executive to agree proposals for the name of the new buildings</p> <p><b>Wards Affected:</b> Gascoigne, Heath and Becontree</p>		
<p><b>Implications:</b></p> <p><b>Financial:</b> Financial issues here relate to the reprovision of three Council-run Learning Disability establishments. The reprovision of services have been contained within existing budgets for the service, no additional resources are required.</p> <p><b>Legal:</b> None</p> <p><b>Risk Management:</b> None</p> <p><b>Social Inclusion and Diversity:</b> As this report does not concern a new or revised policy there are no specific adverse impacts insofar as this report is concerned.</p> <p><b>Crime and Disorder:</b> There are no specific implications insofar as this report is concerned.</p>		
<p><b>Recommendation(s)</b></p> <p>The Executive is asked to:</p> <ol style="list-style-type: none"> <li>Note the progress on the programme of modernising day and residential services for disabled adults; and</li> <li>Agree that the new Day Resource Base at 80a Gascoigne Road be named "The Maples", subject to any necessary approvals from statutory consultees.</li> </ol>		
<p><b>Contact Officers:</b> Elaine Crawford  Pamela Roundacre  Bruce Morris</p>	<p><b>Title:</b> Project Manager  Service Manager  Head of Adult Services</p>	<p><b>Contact Details:</b> <b>Tel:</b> 020 8227 5920 <b>Email:</b> <a href="mailto:elaine.crawford@lbbd.gov.uk">elaine.crawford@lbbd.gov.uk</a> <b>Tel:</b> 020 8227 5927 <b>Email:</b> <a href="mailto:pamela.roundacre@lbbd.gov.uk">pamela.roundacre@lbbd.gov.uk</a> <b>Tel:</b> 020 8227 2749 <b>Fax:</b> 020 8227 2241 <b>Email:</b> <a href="mailto:bruce.morris@lbbd.gov.uk">bruce.morris@lbbd.gov.uk</a></p>

## **1. Introduction and Background**

- 1.1 On 8 November 2003 the Executive agreed a Capital budget of £2.5m to enable the re-provision of York House, Tudor House and the Gascoigne Centre in modern purpose designed buildings; a new residential unit for Adults with Learning Disabilities and a new Day Resource Centre for Adults with Learning Disabilities and Physical Disabilities on the site of the Gascoigne Centre.
- 1.2 Work started on site in October 2004 and the programme is due for completion at the end of November 2005.
- 1.3 Earlier update reports were submitted to the Executive on 9 March 2004 and 18 January 2005 (Minutes 325 and 258 respectively). This report provides an update on progress and makes recommendations for the names of the Day Resource Base and Residential Home.

## **2. Current Position**

### **2.1 New Buildings**

Work on both of the new buildings is now well advanced. Handover of the buildings is on schedule for 29 November 2005.

In keeping with Ordinary Life Principles, the Residential Home will not be named and will be known only by its postal address of 80 Gascoigne Road, Barking IG11 7LQ.

However, it is proposed that the new Day Resource Base at 80a Gascoigne Road be named "The Maples", subject to any necessary approvals from statutory consultees.

### **2.2 Tudor House and York House**

Notice was given to the Commission for Social Care Inspection (CSCI) of our intention to close Tudor House at the end of August 2005.

York House will continue to provide respite care for up to 4 people until mid November and residential care for the seven permanent residents until it closes at the end of November 2005. At this point the permanent residents will move into their new home.

As Care Standard Regulations no longer permit us to provide respite care in the same building as long-term care, work has been underway to redesign the provision of Respite Care and this will be the subject of a further report to Members.

### **2.3 Disposal of York House and Tudor House**

Both sites form part of the Council's Land Disposal Programme and were marketed earlier in the year. A number of offers were received for both sites and these were evaluated in keeping with the Land Disposal Process.

The best offers for York and Tudor House are being considered and draft contracts of the sale of both sites are currently being drafted and negotiated. Both sites will require planning consent and it is likely that the relevant application will be made in

October 2005. Once planning consent has been granted the sale of both sites will be completed.

## 2.4 Implementation of New Staffing Structure

In order to ensure the effective delivery of day services in line with the Principles of Valuing People and residential services that meet Care Standard Regulations, all existing Job Descriptions were reviewed and new Job Descriptions developed in line with requirements for modernised services that offer service users independence, rights, choice and inclusion.

The majority of staff have now been assimilated into their new roles in accordance with the Council's Assimilation Process.

Overall there are seven staff who have not been assimilated into the new structure and are currently seeking redeployment.

## 3. Financial Implications

- 3.1 The finances of this proposal were previously summarised to the Executive in January 2005. In summary, the finance released from the closure of the three establishments in the Adult Learning Disabilities services, have been used to fully fund the new services re-opening. There is no additional revenue requirement, and all costs have been contained within existing LD budgets for these improved services.

## 4. Consultees

- 4.1 Throughout the process regular consultation has taken place with staff, trade unions, service users and carers. This has been achieved through a combination of individual meetings, group meetings, and a newsletter outlining progress at each stage of the Programme.

### **Background Papers Used in the Preparation of the Report:**

Report to the Executive 18 January 2005 – Update on the Re-Provision of Disability Day and Residential Services

Report to the Executive 9 March 2004 – Modernisation Programme for Disability Day and Residential Services – Options for Improving Service Provision

Valuing People White Paper – The National Strategy for Learning Disability 2001

Best Value Review Of Day Services for Adults – June 2000

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## THE EXECUTIVE

11 OCTOBER 2005

## REPORT OF THE DIRECTOR OF HOUSING AND HEALTH

USE OF 598 RAINHAM ROAD SOUTH AS A TENANTS' AND RESIDENTS' RESOURCE CENTRE	FOR DECISION
<p><b>Summary:</b> For some years now the Council has, in line with most Local Authorities, provided the Tenant and Resident movement with a resource centre. The current arrangement of a room in Roycraft House is no longer available due to the expansion of the Customer First Team but in any event the facility being based in a main Council building is far from ideal - in most Boroughs it is located at a central and convenient site independent of the Council's facilities.</p> <p>This proposal seeks to use a unit of accommodation long ago converted as a Doctors' surgery that is ideally placed and could be used with virtually no expenditure on alterations or repairs.</p> <p><b>Wards Affected:</b> Village Ward</p>	
<p><b>Implications:</b></p> <p><b>Financial:</b> This proposal saves money on the current arrangement of some £3,500 per annum, less fuel costs estimated at £800.00.</p> <p>The use of this dwelling would lead to a one unit reduction in available accommodation but it has been out of normal use for some years and would require extensive work, estimated at £25,872.89, to return it to the housing stock.</p> <p><b>Legal:</b> There are no legal implications from this report.</p> <p><b>Risk Management:</b> There are no specific implications insofar as this report is concerned</p> <p><b>Social Inclusion and Diversity:</b> As this report does not concern a new or revised policy there are no specific adverse impacts insofar as this report is concerned.</p> <p><b>Crime and Disorder:</b> There are no specific implications insofar as this report is concerned</p>	
<p><b>Recommendation(s)</b></p> <p>The Executive is asked to agree:</p> <ol style="list-style-type: none"> <li>1. That, subject to planning permission, the Tenants' and Residents' Resource Centre be relocated to 598 Rainham Road South, Dagenham; and</li> </ol>	

2. A licence agreement be entered into with the Tenants' and Residents' Federation on the terms set out in the report.		
<b>Reason</b>		
To provide the Borough's Tenants' and Residents' organisations with a Resource Centre in a more suitable location.		
<b>Contact Officer:</b> Roger Phillips	<b>Title:</b> Head of Housing Business Services	<b>Contact Details:</b> Tel: 020 8227 2827 Fax: 020 8227 5705 E-mail: roger.phillips@lbbd.gov.uk

## 1. Background

- 1.1 For some years the Council has provided the Tenants and Residents movement with a resource centre to support them in their work. The centre provides computer access to the internet, print and design facilities and storage for information and materials as well as a place to meet and organise. Most Local Authorities provide a similar facility and they are a significant part of the Government's approach to Community empowerment.
- 1.2 Until recently the centre was based in Roycraft House on the 2<sup>nd</sup> floor. This has been far from ideal as good practice requires that facilities of this kind are not located in Council offices or buildings to ensure that users feel that they are independent of the Council's influence.
- 1.3 In April the expansion of the Customer First team in Roycraft House meant that the centre had to move out and is currently located in a small and inadequate room on the ground floor. This room is a short term measure due to changes in use and an alternative has to be found as soon as possible.

## 2. Report

- 2.1 Officers have been actively seeking a new location for the centre that is accessible, affordable and provides suitable accommodation. The premises at 598 Rainham Road South was a two bedroom flat in a low rise block that was converted some years ago to be used as a Doctors surgery and now has four rooms including messing facilities. The Doctor paid the full charges for the use of the property at approximately £6,500 per annum.
- 2.2 The property already has toilet facilities with adaptations for people with a disability and there is a suitable entrance to the flat that would require minor cosmetic work if the use is agreed. The accommodation is on major bus and rail links and close to Dagenham East tube station and is far more accessible than the current location in Barking.
- 2.3 The rent required for the unit is £6,500 per annum which is some £3,500 less than the Roycraft House facility minus estimated annual fuels costs at £800. In most respects the building is ideal and Tenants' and Residents' organisation representatives have seen the building and are satisfied that it meets their needs. There are some discussions around security and responsibility for locking up but it is proposed that a

member of the Tenant Participation Team will call in and work with users to resolve any difficulties.

- 2.4 The Tenant and Resident's Movement and Federation is wholly funded by the Council including their current use of the facilities in Roycraft. Although a licence agreement needs to be drawn up to formalise their occupation it is not intended to levy a rental charge as this would simply equate to a charge that the Housing Revenue account would have to meet from within its own resources by grant application.
- 2.5 The property would be used mainly for an office and occasional meetings. No meetings would take place after 8pm in the evenings. If any late meetings are required these would be held at the Civic Centre, Barking Town Hall or other venues.
- 2.6 598 Rainham Road South appears to be ideal for the resource centre. Although it uses a residential unit it was converted to a surgery many years ago and there would be estimated costs of £25,872.89 in returning it to housing stock (a breakdown of this cost will be available at the meeting and on request).
- 2.7 Extensive consultation has been undertaken locally with all the neighbouring dwellings in the block with 598 having been door knocked and given the opportunity to attend a meeting with all three ward members and the full committee of the Tenants' and Residents Federation. The door knocking exercise raised no objections with this the most frequent comment being that neighbours would be glad to see the unit back in use. No one attended the evening meeting having made their views known on the doorstep.

### **3. Conclusion**

- 3.1 The Council needs to urgently find alternative accommodation for the Resource Centre and although there will always be issues with any location or style of accommodation 598 Rainham Road South does appear to provide a very good alternative to the present arrangements and at a lower cost.
- 3.2 The Tenants Federation's use of the building will be monitored within the first two years and should the building prove to be unsuitable or under used then Members would be asked to review its future use. The loss of any unit of accommodation should be carefully considered but given the need for a suitable alternative and the key fact that this unit is not in residential use and would cost a significant sum of money to re-instate it appears to offer the best possible alternative at this stage.

### **4. Consultees**

- 4.1 Tenants and Residents Representatives.  
EMPA  
Paul Feild  
Jackie Adams  
Naomi Goldberg  
Local Ward Councillors

### **Background Papers**

None

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