

REGENERATION AND ASSET BOARD

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Tuesday, 23 October 2007

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Minutes of the previous meeting held on 12th September, 2007 (Pages 1 - 7)
4. Matters arising from the previous minutes
5. Town Centre Development Governance (Pages 8 - 14)
 - to consider a Minute of Cabinet held on 3rd October, 2007, relating to the governance arrangements of the Town Centre Development.
6. Capital and Asset Management Strategies, Plans and Programmes 2007-2012
Minor Strategic Capital Investment Block - Alterations to Canklow Depot (Pages 15 - 19)
Stuart Carr, Facilities Manager, to report.
 - to approve health and safety works to office accommodation at the depot.
7. Community and Area Asset Management Plans (Pages 20 - 34)
Arnold Murray, Asset Manager, to report.
 - to consider the implementation of community and area asset management plans.
8. EXCLUSION OF THE PRESS AND PUBLIC
The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)):-
9. Housing Green Paper - Additional Growth Points and ECO Towns Options Paper (Pages 35 - 49)
Angela Smith, Neighbourhood Strategy Manager, and Tom Bell, HMR Team Leader, to report.
 - to consider submission of an expression of interest.

10. Disposal of Land for the provision of Social Housing (Pages 50 - 59)
Ilan Smith, Director of Asset Management to report.
- to consider disposal of land for the provision of social housing.
11. 2008-2011 Affordable Housing Development Programme (Pages 60 - 94)
Paul Walsh, Programme Manager HMR, to report.
- to consider sites required to support affordable housing delivery during the 2008-11 period.
12. Wath Regeneration Programme - Land Transfer (Pages 95 - 109)
Paul Walsh, Programmes Manager HMR, to report.
- to consider disposal of identified sites.
13. Land to the rear of No. 1 Thorogate, Rawmarsh (Pages 110 - 112)
James Dibaj, Senior Valuer, to report.
- to consider variation of covenant.
14. Rotherham Economic Regeneration Fund (RERF) - Dinnington Business Incubation Unit (Pages 113 - 117)
Andy Newton, Implementation Officer, to report.
- to consider funding to be used towards construction costs.
15. Aston-cum-Aughton Service Centre (Pages 118 - 125)
Glen John-Lewis, Project Manager, to report.
- to consider a bid for additional funding.
16. The RAIN Building, Eastwood Lane, Rotherham (Pages 126 - 128)
Andy Russell, Principal Officer, to report.
- to consider proposals for the future of the building.
17. Commercial Property Update (Pages 129 - 133)
Andy Russell, Principal Officer, to report.
- to provide an update on the disposal of commercial property.

For information:-

18. Dates of future meetings:

to consider the following suggested changes:-

From	To
WEDNESDAY, 7 TH NOVEMBER, 2007 at 10.00 a.m.	WEDNESDAY 21 ST NOVEMBER, 2007 at 10.00 a.m.
and	
From	To
WEDNESDAY, 5 TH DECEMBER, 2007 at 10.00 a.m.	WEDNESDAY, 19 TH DECEMBER, 2007 at 10.00 a.m.

REGENERATION AND ASSET BOARD
Wednesday, 12th September, 2007

Present:- Councillor Stone (in the Chair); Councillors Ellis, Kirk, R. S. Russell and S. Wright.:

Apologies for absence were received from Councillors Hussain, Rushforth, Smith, Sharman and Wyatt.

27. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JULY, 2007

Resolved:- That the minutes of the previous meeting held on 11th July, 2007 be approved as a correct record.

28. MATTERS ARISING

There were no matters arising from the previous minutes.

29. TOWN CENTRE DEVELOPMENT - PROJECT GOVERNANCE

Further to Minutes Nos. 168 and 10 of meetings of the Regeneration and Asset Board held on 17th May, 2006 and 13th June, 2007 respectively, consideration was given to a report, presented by the Director of Asset Management, relating to proposals to re-establish the Town Centre Development Project Board with a revised membership and Terms of Reference.

Resolved:- That approval be given to the following:-

- 1) the re-establishment of "Town Centre Development" Project Board as a sub group of the Regeneration & Asset Board.
- 2) The continuation of the Cabinet Member for Environment & Regeneration as the Project Champion.
- 3) the Chief Executive being the Project Sponsor, until a permanent Strategic Director for Environment and Development Services can assume the role.
- 4) the Development Team of Rotherham Investment and Development Office leading the delivery of Lot 3 developments.
- 5) the terms of reference outlined in section 7 of the report now submitted.
- 6) the revised membership of the Project Board, as outlined in section 7 of the report now submitted
- 7) the Director of Asset Management leading the Town Centre Civic

(Lot 1) and Cultural Accommodation (Lot 2) procurement and delivery with the Design Consultancy Manager as Project Manager.

30. PROPOSED AMENDMENT TO RATE RELIEF ON COMMERCIAL PROPERTIES

Consideration was given to a report, presented by the Development Surveyor, relating to new legislation contained in the Finance Bill (to be implemented on 1st April, 2008), and setting out proposed amendments to Rate Relief on commercial properties.

The Board was informed that the new legislation was aimed at encouraging empty shops, offices, factory and warehouse buildings back into operational use as part of a package to create thriving urban centres, renovate empty buildings and promote better use of brownfield sites.

The Board was also advised of the impact this would have on town centre developments and the Council run Business Centres.

Members of the Board expressed concern about the anticipated additional cost to the Council and the issue of absent landlords.

Resolved:- (1) That the new proposals, as detailed in the report submitted, be noted.

(2) That the Board's concerns be noted and appropriate avenues be used to voice those concerns.

(3) That the impact of this legislation be monitored over a period of 12 months and a report be submitted to the Regeneration and Asset Board.

31. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Scheduled 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular person (including the Council))

32. GILLIAN BANKS DANCE SCHOOL, GRANGE LANE, MALTBY - REQUEST TO PURCHASE FREEHOLD INTEREST

Consideration was given to a report, presented by the Senior Valuer, relating to receipt of an offer to purchase the freehold interest in the above Dance School.

Details of the offer, and the four options which the Board considered, were set out in the report submitted.

An explanation was given of the valuation of the property and it was reported that the proposed offer would reflect a reasonable auction reserve price.

The Board acknowledged the contribution to the community of this existing business.

Resolved:- That approval be given to sell the property by private treaty as detailed in the report submitted.

33. CAPITAL RECEIPTS UPDATE

Consideration was given to a report, presented by the Strategic Property Manager, highlighting the changes to the forecast of capital receipts resulting in a revision of the Council's capital programme.

Reference was made to the following:-

- target for 2007/2008
- future projections
- use of the capital programme
- Renaissance programme
- the need to identify further sites for disposal
- specific sites:- Melton High Street, West Melton; Dale Road, Rawmarsh
- sites within the Housing Market Renewal Pathfinder Master Plan areas
- the housing agenda as set out in the Green Paper
- High, medium and low risk categories
- access and planning issues at some of the identified sites

Resolved:- (1) That the position on the current status of the capital receipts, which support the capital programme, be noted.

(2) That the Director of Asset Management submit a report to the next meeting of the Board relating to the process used to identify surplus assets, the consultation process and ways of defeating claims.

(3) That the Director of Asset Management submit a report to the next meeting of the Board setting out the cost of sites that have been disposed of as part of schemes being developed by Registered Social Landlords and the financial impact on the medium term capital programme.

34. RELEASE OF RESTRICTIVE COVENANT ON LAND OFF CHRISTCHURCH ROAD, WEST MELTON

Consideration was given to a report, presented by the Strategic Property Manager, relating to receipt of a request from the Church Council for the release of a restrictive covenant on the land adjacent to Christchurch Hall,

off Christchurch Road, West Melton.

Background details of the history to this site together with two options were detailed in the report and considered by the Board.

Resolved:- (1) That the request by the Church Council be not approved.

(2) That Option 1, as detailed in the report, be pursued by the Director of Rotherham Investment and Development Office.

(3) That the Assistant Chief Executive, Legal and Democratic Services, completes the necessary documentation.

35. CHURCH ROOMS AND CAR PARKING LAND, CHURCH LANE, MALTBY

Consideration was given to a report, presented by the Strategic Property Manager, seeking approval for the appropriation of the above-mentioned sites from Culture and Leisure Service and Resources and Information to Asset Management Service.

The Director of Asset Management explained the details of this internal transaction.

Resolved:- (1) That Sites A and B shown on the attached plan at Appendix 1 are appropriated from Culture and Leisure Service to Asset Management Service at the value detailed in the report.

(2) That Site C shown on the plan attached at Appendix 1 is appropriated from Resources and Information to Asset Management Service at the value detailed in the report .

(3) That the Assistant Chief Executive, Legal and Democratic Services completes the necessary documentation.

(4) That the Director of Corporate Finance arranges the appropriate budgetary adjustments.

36. LAND ADJACENT TO CROP SHOP, POTTER HILL, GREASBROUGH

Consideration was given to a report, presented by the Strategic Property Manager, seeking approval for the disposal of the above-mentioned asset which is surplus to the requirements of Culture and Leisure Service.

The Board noted that disposal would allow the applicant to fence off the land and provide better security and thus reduce current vandalism.

Resolved:- (1) That approval be given to dispose of the asset on the basis outlined in the report submitted.

(2) That the Director of Rotherham Investment & Development Office negotiates the disposal of the land on the basis recommended in the report.

(3) That the Assistant Chief Executive, Legal & Democratic Services completes the necessary documentation.

37. LAND OFF MEADOWHALL ROAD, KIMBERWORTH

Consideration was given to a report, presented by the Strategic Property Manager, outlining the current situation on the above mentioned site.

The Board's attention was drawn to Lots 1, 2 and 3 as illustrated on the plan accompanying the report.

Reference was made to the number of sites inherited from the former West Riding County Council and to other acquisitions made by the Council, and to the need for an up to date ownership records of Council land and buildings.

Reference was made to legal advice which had been received in respect of this matter.

Resolved:- (1) That approval be given to proceeding with litigation as detailed in the report now submitted.

(2) That the Director of Asset Management submit a report to a future meeting of the Board setting out the current position and identifying options and resource implications necessary to enhance and update the data held.

38. LAND AT WADSWORTH ROAD, BRAMLEY, ROTHERHAM

Consideration was given to a report, presented by the Strategic Property Manager, seeking approval to grant rights over the above-mentioned land in order to provide access to a residential development site owned by Keyland Development Ltd.

The Board's attention was drawn to the sites at this location and the proposal, which were illustrated on the accompanying plan.

Resolved:- (1) That approval is given to grant rights over Council owned land to provide access for residential development.

(2) That the Director of Rotherham Investment & Development Office negotiates the rights to be granted on the basis recommended in the report.

(3) That the Assistant Chief Executive, Legal & Democratic Services completes the necessary documentation.

39. WAREHOUSE LANE DOCTORS SURGERY

Consideration was given to a report, presented by the Strategic Property Manager, seeking approval for the disposal of the above-mentioned asset which is surplus to the requirements of the Asset Management Service.

The area considered was illustrated on the plan accompanying the report.

Resolved:- (1) That approval be given to dispose of the asset on the basis outlined in the report submitted.

(2) That the Director of Rotherham Investment and Development Office negotiate the disposal.

(3) That the Assistant Chief Executive, Legal and Democratic Services completes the necessary documentation.

40. RERESBY HOUSE - OPTIONS

Consideration was given to a report, presented by the Director of Rotherham Investment and Development Office, requesting consideration of the following issues:-

- Acquiring Rotherham Chamber's Equitable Interest in Reresby House.
- Future uses of the building.

Reference was made to:-

- Valuation
- Negotiations
- Income
- Current condition and equipment
- Opportunities/options for future use

Resolved:- (1) That Rotherham Chamber's Equitable Interest in Reresby House be acquired on terms to be agreed by the Director of Rotherham Investment and Development Office.

(2) That a disposal of the building be agreed when all Council staff currently in the building have transferred to new offices.

41. WATH REGENERATION LAND TRANSFER

(The Chairman authorised consideration of this item in order to debate the wider issues in respect of similar land transfers.)

Consideration was given to a report, presented by the HMR Team Leader, which summarised activity undertaken to date at the Wath Regeneration Area, former White Bear Estate.

The report made reference to:-

- The Area Masterplan
- Sites 1 to 6
- Benefits of the scheme
- Market testing and partner engagement
- Planning engagement
- Land transfer proposals and details
- Phasing and next steps
- Finance

It was stated that although the asset sale would produce a significant capital receipt it would entail the discounting of land to enable the optimum number of affordable housing to be constructed.

The Board had a preliminary discussion on the issues in the report.

However the Board was advised that Corporate Management Team had looked at this issue and a report on the overall policy of discounting assets would be submitted to the next meeting for consideration.

Resolved:- That consideration be deferred pending receipt and consideration of the report on the proposed overall policy in respect of land transfers and discounted assets.

42. DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 24th October, 2007 at 10 a.m. at the Town Hall, Rotherham
(NB: to be confirmed)

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	REGENERATION AND ASSET BOARD
2.	Date:	23RD OCTOBER, 2007
3.	Title:	TOWN CENTRE DEVELOPMENT GOVERNANCE
4.	Programme Area:	ENVIRONMENT AND DEVELOPMENT SERVICES

5. Summary

To consider Minute No. 70 of the meeting of the Cabinet held on 3rd October, 2007.

6. Recommendation

That the Regeneration and Asset Board be responsible for all town centre project governance.

7. Proposals and Details

MINUTE NO. 70 OF THE CABINET HELD ON 3RD OCTOBER, 2007 – TOWN CENTRE DEVELOPMENT – PROJECT GOVERNANCE

Re: Minutes of a meeting of the Regeneration and Asset Board held on 12th September, 2007 – Town Centre Development Project Board

Councillor Stone, Leader, introduced the minutes of the Regeneration and Asset Board held on 12th September, 2007 and drew attention to key issues.

Resolved:- (1) That resolutions (1), (5) and (6) to Minute No. 29 (Town Centre Development – Project Governance) be referred back to the Regeneration and Asset Board with a view to the Board being responsible for all town centre project governance.

For information Resolution (1) referred to:- the re-establishment of “Town Centre Development Project Board” as a sub-group of the Regeneration and Asset Board.

(5) referred to:- the terms of reference outlined in section 7 of the report now submitted (copy attached as an Appendix)

(6) referred to:- the revised membership of the Project Board, as outlined in section 7 of the report (attached)

8. Finance

Financial Commitment from the Capital Programme.

9. Risks and Uncertainties

Risks in respect of Lots 1 and 2.

10. Policy and Performance Agenda Implications

Delivery of the new town centre accommodation and Rotherham town centre Renaissance as a major factor in delivery of the corporate strategy.

11. Background Papers and Consultation

Report to 12th September, 2007 meeting of the Regeneration and Asset Board (attached)

ROTHERHAM BOROUGH COUNCIL – REPORT to MEMBERS
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1.	Meeting:	Regeneration & Asset Board
2.	Date:	12 September 2007
3.	Title:	Town Centre Development Project Governance.
4.	Programme Area:	Environment & Development Services

5. Summary

That a Project Team and Governance arrangements be re-established to enable the specification, design, procurement and delivery of :-

- Lot 1) Town Centre Civic Accommodation.
- Lot 2) Town Centre Cultural Accommodation.
- Lot 3) Development of sites vacated by Lots 1 & 2.

6. Recommendations

- a) That a “Town Centre Development” Project Board is re-established as a sub group of the Regeneration & Asset Board.
- b) That the Cabinet Member for Environment & Regeneration continues as the Project Champion
- c) That the Chief Executive be Project Sponsor, until a permanent Strategic Director for EDS can assume the role.
- d) That RIDO’s Development Team Manager leads the delivery of Lot 3 developments.
- e) That the terms of reference outlined in section 7 are still agreed.
- f) That revised membership of the Project Board, as outlined in section 7 is agreed.
- g) That the Director of Asset Management leads the Town Centre Civic (Lot 1) and Cultural Accommodation (Lot 2) procurement and delivery with the Design Consultancy Manager as Project Manager

7. Proposals and Details

Background

RMBC are well advanced in the OJEU procurement of:-

- Lot 1) Town Centre Civic Accommodation.
- Lot 2) Town Centre Cultural Accommodation.
- Lot 3) Development of sites vacated by Lots 1 & 2.

The procurement process has commenced with the issue of an OJEU notice on the 26th April 2006, via the method of Competitive Dialogue. This allowed developers to bring forward all commercial, legal, location and regeneration options for RMBC consideration.

Project Governance

A report to Regeneration & Asset Board on 17th May 2006 (B44 (168)), ratified at cabinet on 21st June 2006 (Item 45) established a members Project Board, acting as a sub-group of the Regeneration & Asset board.

The Members on this Project Board were:-

Cabinet Member, Economic Regeneration & Development

Cabinet Member, Customer Services & Innovation

Cabinet Member, Finance & Corporate Services

Cabinet Member, Lifelong Learning, Culture & Leisure

Following the changes to Cabinet Portfolios, the Regeneration & Asset Board of 13th June 2007 – “Resolved: That the Director of Asset Management revised and review the composition and remit of this project board, and report to the next meeting of the Regeneration and Asset Board.” The recommendations of this review are that:-

- a) A Member / Officer Project Board is re-established, as a sub-group of the Regeneration & Asset Board.
- b) That the Chief Executive be Project Sponsor, until a permanent Strategic Director for EDS can assume the role.
- c) That the Cabinet Member for Economic Regeneration & Development Regeneration continues as the Project Champion
- d) That the Design Consultancy Manager within EDS continues to lead this procurement exercise and the delivery of the Town Centre Civic and Cultural accommodation.
- e) That RIDO’s Development Team Manager leads the delivery of Lot 3 developments.
- f) That the Director of Asset Management assumes the project role of corporate client for Council accommodation.

Proposed terms of reference for the reconstituted Project Board.

- 1) To exercise project governance that enables the council to monitor, approve and co-ordinate the specification, procurement and delivery of the following projects:-
 - Lot 1) Town Centre Civic Accommodation.
 - Lot 2) Town Centre Cultural Accommodation.
 - Lot 3) Development of sites vacated by Lots 1 & / or 2.
- 2) To operate as a sub-group of Regeneration and Asset Board in relation to the above projects and recommend to Regeneration & Asset Board for key decisions, which in turn will be presented to Cabinet for final approval.
- 3) To co-ordinate the activities of this Project Board with other boards and committees.
- 4) To establish and oversight a Members "Town Hall User Group" to review & inform:-
 - a. Member's accommodation and operation in the new Civic building.
 - b. Identification & future plans for items with Heritage and/or Civic value within the existing Town Hall.

Proposal for Project Board Membership

Cllr Roger Stone	Leader of the Council
Cllr Gerald Smith	Cabinet Member, Regeneration & Development Services
Cllr Terry Sharman	Deputy Leader & Cabinet Member, Finance & Corporate Services
Cllr Ken Wyatt	Cabinet Member, Sustainability, Performance and Modernisation
Mike Cuff	Chief Executive of the Council
Karl Battersby	Acting Strategic Director, Environment & Development Services
Andrew Bedford	Strategic Director, Financial Services
Ian Smith	Director of Asset Management
Richard Poundford	Director of Regeneration (RIDO)
Phil Rogers	Director of Culture & Leisure
Paul Smith	Design Consultancy Manager (Asset Management)
John Smales	Development Team Manager (RIDO)

"Our Future" working groups.

To enable the delivery of the above project the project board will be required to co-ordinate with OUR FUTURE Member/Officer Groups.

8. Finance

£1.5 Million is included in the capital programme, under the title "Town Centre Design Work". This funding is allocated to fund the technical & procurement activity.

£60 Million is included in the capital programme, under the title "New Civic Quarter". This funding is allocated to fund the design, fit out & occupation of New Civic accommodation.

£30 Million is included in the capital programme, under the title "New Cultural Quarter". This funding is allocated to fund the design, fit out & occupation of a new cultural Centre.

It is envisaged that Programme Areas and Our Future Groups will incur costs in achieving related work stream deliverables. These are currently unknown.

9. Risks and Uncertainties

- a) The viability of a commercial deal for Lot 1 on the Guest & Chrimes site is highly probable, but not certain.
- b) The viability of a commercial deal for Lot 2 on the Forge Island site is highly probable, but not certain.

10. Policy and Performance Agenda Implications

Delivery of the new town centre accommodation and Rotherham town centre Renaissance shall be a major factor in delivery of the corporate strategy.

11. Background Papers and Consultation

Previous reports to cabinet on the capital programme.

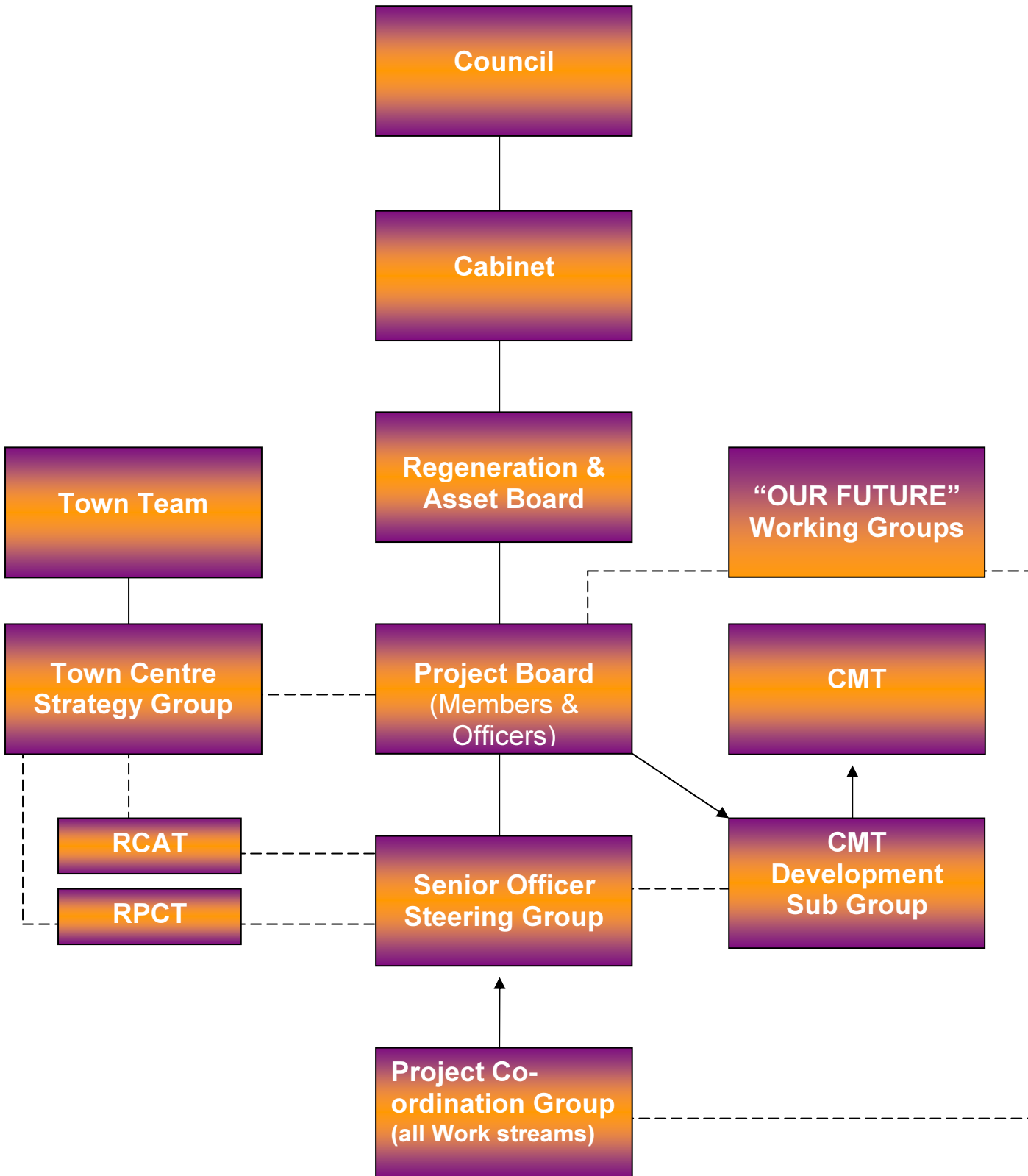
Guest & Chrimes report to Cabinet 1st March 2006 & resultant Cabinet Minute 258 “.the OJEU notice be prepared & issued”.

A report to Regeneration & Asset Board on 17th May 2006 (B44(168)), ratified at cabinet on 21st June 2006 (Item 45) established a members Project Board, acting as a sub-group of the Regeneration & Asset board.

Contact Name :

Paul Smith
Design Consultancy Manager
Asset Management Department
Environment & Development Services
Ext 2151
paul.smith@rotherham.gov.uk

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Appendix A
Town Centre Development Project Governance
Structure & Relationships



ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Regeneration and Asset Board
2.	Date:	23rd October 2007
3.	Title:	Capital and Asset Management Strategies, Plans and Programmes 2007 – 2012 Minor Strategic Capital Investment Block All Wards- Alterations to Canklow Depot
4.	Programme Area:	Environment and Development Services

5. Summary

This report outlines the issues around the use of Canklow depot. The depot is currently used for the delivery of Pest control and there are issues around the use of the depot as office accommodation which is unsuitable and will not meet current health and safety legislation. The proposal is to alter and up-grade the accommodation at the depot.

6. Recommendation

That Regeneration and Asset Board approve the sum of £12555.00 from the 2007/2008 minor strategic capital investment block to enable the authority to alter the accommodation to improve the provision of office accommodation for staff and to meet Health and safety at work legislation.

7. Proposals and Details

Cabinet have previously agreed that the capital receipts target of £3,500,000 per annum will be allocated to maintenance projects (£1,500,000), minor strategic projects under £300,000 (£1,500,000) and a contingency fund (£500,000)

At the meeting of the Regeneration and Asset Board on the 17th May 2007, the Board approved the allocation of £1,410,555 from the £1,500,000 2007/2008 minor strategic projects allocation.

Canklow depot is currently being used to operate the pest control service for the council. They are currently using a canteen that has been partially converted into office space. In addition an original store cupboard is also being used as an office space. The lighting level in this office is very poor and there is no natural lighting. The space in both offices is restricted due to the amount of office equipment, which is needed to do their work. Storage space is also limited due to the original storeroom been used as an office. There are insufficient electrical power points within these areas used as offices, resulting in a large number of multi-use electrical adaptors been used. Overall, the current working conditions are poor and there are concerns over the state and capacity of the electric system. The ventilation is poor and overall lighting needs to be improved.

The proposal is to convert another existing store into an office to include new electrical system with a sufficient amount of electrical sockets and network data sockets, new windows to provide natural light and energy efficient lighting.

When this work is complete, the existing use offices can be converted back to canteen and store room.

The works to carry out the works is in the region of £12,555.00. If the works are completed they would provide a safe and appropriate working environment for the staff.

There are currently no other alternatives to place and deliver these services.

8. Finance

An allocation of £1,500,000 is included in the currently agreed capital programme for minor strategic projects in 2007/2008 .

£1,410,555 has already been allocated from this leaving a balance of £89,445.

This report requests that a £12,555.00 is allocated from the balance to ensure we can comply with Health and Safety at work legislation and provide a safe working environment for the staff.

9. Risks and Uncertainties

Failure to convert the accommodation and up-grade the facilities could result in the depot and facilities being closed down under health and safety legislation.

There is currently no alternative accommodation to house this service.

10. Policy and Performance Agenda Implications

This legislation is a key part of the Governments public health agenda and directly contributes to the “Rotherham Alive” and “Rotherham Safe” themes of the Community Strategy and Corporate Plan.

11. Background Papers and Consultation

The Health and Safety report, which has been carried out is attached as appendix 1.

The matter was considered by the premises fund group however it was considered to be strategic alteration to the premises by the officers.

The proposal was discussed and supported by the capital strategy and asset review team on the 25th September 2007.

Appendix 1: Health and Safety report.

Contact Name : Stuart Carr-Facilities Manager, Environment and Development Services,
Tel 2830, email: stuart.carr @rotherham.gov.uk

Appendix 1

Site inspection Canklow depot

Date of inspection 24.04.07

Site Manager – Keith Hodkinson Pest control Manager

Observation

Office

The office was originally a canteen that had been converted into office space
The original store cupboard is also an office

Electrics

There are insufficient electrical power points within the office and this has resulted in a large number of multi point extension cables running from single socket points.

This is extremely dangerous practise and could lead to a potential fire as the existing electrical circuit has not been designed to draw the amount of electrical consumption that is required for the equipment within the office area.

Recommendation

It is strongly recommended that there is an electrical inspection done on this building.

Portable appliance Testing (PAT)

None of the equipment appears to have been tested since 2002

Recommendation

All portable electrical equipment must be tested.

Lighting

In Paul Gundry's office the lighting is very poor and there is no natural lighting
It may be considered as an interim solution to up grade the lighting.

General Office space

The space is restricted by the amount of basic office equipment.
This equipment is needed to do their work.

Storage space is also limited, and it would be advantageous to have a designated store area.

Overall the current working condition is poor and there are concerns regarding the existing electrical system, insufficient number of sockets and the amount of cables round the room.

Which are potential tripping and fire hazard.

Ventilation is poor and overall lighting could be improved.

Toilet and Showers

Generally in good condition and clean there is no requirement to alter anything in this area.

Urinals – these are not working at this time and I was informed that they are waiting for the plumbers to come and fix the problem.

Area Proposed for new offices

Having inspected the condition of the existing office I feel that there are positive reasons to develop this new area.

The existing offices can then be converted back canteen and store area.

Lyn Sayles
Senior Safety officer
Street pride
Economic and Development services
Tel: 01709 822190
email:lyn.sayles@rotherham.gov.uk
Fax: 01709 370506

PLEASE ADVISE THE SAFETY OFFICER OF YOUR INTENDED ACTION

Please Note: **This report only reflects conditions at the time of inspection.
It should not be assumed that areas not covered by this report are
satisfactory.**

ROTHERHAM BOROUGH COUNCIL

1.	Meeting:	Regeneration and Asset Board
2.	Date:	23 October 2007
3.	Title:	Community and Area Asset Management Plans All Wards
4.	Programme Area:	Environment and Development Services

5. Summary

The report proposes quality criteria, methodologies, a programme and pilot community for the production of Community and Area Asset Management Plans covering the whole of Rotherham Borough.

The report also includes proposals for updating the Council's land and buildings records.

6. Recommendations

Members are requested to approve:

- 1. The Community Involvement Team in the Neighbourhoods and Adult Services Directorate produce a pilot community plan for Maltby in accordance with the quality criteria and methodologies detailed in appendix A.**
- 2. The Corporate Property Management Team in the Environment and Development Directorate produce a pilot area asset management plan for Maltby in accordance with the quality criteria and methodologies detailed in appendix A.**
- 3. On completion of the pilot the Community Involvement Team in the Neighbourhoods and Adult Services Directorate and the Corporate Property Management Team in the Environment and Development Directorate report the resources implications of implementation for the whole borough**
- 4. The proposals for updating the Council's land and buildings records outlined in section 7.**

Members are requested to note the actions for dealing with requests for transfer of assets detailed in section 7.

7. Proposals and Detail

Background:-

On the 11th July 2007 the Regeneration and Asset Board considered a report, presented by the Asset Manager, which proposed an integrated comprehensive strategy and implementation programme to address the Local Government White Paper October 2006, Community Buildings Review, Development of Area Asset Management Plans, the Quirk Review Findings, the Government's Response to the Quirk Review, the Community Assets Fund and the proposed CPA and CAA requirements.

It was noted that the major risk was that if the Council does not develop, approve and adequately resource an integrated comprehensive strategy and implementation programme, issues such as Community Calls for Actions and 'Public Request to Order Disposal' powers will not be addressed in a robust consistent manner and decisions will be made on an ad hoc basis.

Board Members referred to the benefits accruing from previous and present Scrutiny Reviews and from the development of good schools facilities management.

The report set out detailed actions in response to the various initiatives.

It was resolved that approval be given to the proposed items listed below which were detailed in appendix 3 to the submitted report

1. Strategy, principles and governance
2. Next steps
3. Standard reply to asset transfer requests

Proposals:-

The Community Involvement Team in the Neighbourhoods and Adult Services Directorate produce community plans in accordance with the quality criteria and methodologies detailed in appendix A.

The Corporate Property Management Team in the Environment and Development Directorate produce area asset management plans in accordance with the quality criteria and methodologies detailed in appendix A.

It is not possible at the present time to estimate how long it will take and how much it will cost to produce agreed community and area asset management plans; it is therefore proposed that pilot plans are produced for the Maltby community using existing resources within the Environment and Development and Neighbourhoods and Adult Services Directorates. Full resources records are to be kept by the Directorates for the pilot and used to assess the implications for implementing a programme for the whole borough

At the 12th September Regeneration and Asset Board meeting reference was made to the number of sites inherited from the former West Riding County Council and to

other acquisitions made by the Council, and the need for up to date ownership records of Council land and buildings.

It was resolved that the Director of Asset Management submit a report to a future meeting of the Board setting out the current position and identifying options and resource implications necessary to enhance and update the data held.

Currently the Council does not manage property, both land and buildings corporately and landholdings records require updating and improving.

It is proposed that the Corporate Property Management Team will examine and update the records on the Terrier and Tribal asset database of all the Council's land and buildings. The special local knowledge of Ward Councillors on the historical ownership of land within their communities will be utilised.

This can be done as a separate programme of work or combined with the community and area asset management plans production programme; it is proposed to combine it.

It is not possible at the present time to estimate how long it will take and how much it will cost to examine and update the records; it is therefore proposed to carry out a pilot using the same community used for the community and area asset management plans pilot, that is Maltby. This can then be used to assess the resource implications for implementation across the whole borough.

It is likely that the Council will start receiving requests for transfer of assets before the community and area asset management plans are produced for the particular areas.

As agreed at the 11th July Regeneration and Asset Board meeting Directors of Council Departments have been requested to refer all requests for transfers of assets to the Corporate Property Management Team who will:-

- Log the request for use when the area asset management plan is developed
- Inform the Community Involvement Team
- Send the standard reply below to the requester
The Council is currently developing an integrated comprehensive strategy and implementation programme for the production of Community and Area Asset Management Plans for the whole of the Borough. Your request has been noted and will be considered as the Plans are developed for your area.
- Report all requests received to the Regeneration and Asset Board and relevant Ward Members

8. Finance

Implementation of the proposed programme for the production of Community and Area Asset Management Plans and enhancing and updating the ownership records of Council land and buildings will have significant financial and resource implications across the Council. This is currently unknown and very difficult to quantify.

Implementing a pilot scheme and monitor the ensuing demands on resources will enable a more accurate assessment of the resource implications.

9. Risks and Uncertainties

The major risk is that the Council does not develop, approve and adequately resource an integrated comprehensive strategy and implementation programme. Therefore issues such as Community Calls for Actions and 'PROD' powers will not be addressed in a robust consistent manner and decisions will be made on an ad hoc basis.

10. Policy and Performance Agenda Implications

The development and implementation of Community and Area Asset Management Plans covering the whole of Rotherham Borough will impact on all the Council's policies, strategies, priorities and inspections and the Council's total performance.

11. Background Papers and Consultation

- Previous reports to the Regeneration and Asset Board
- Neighbourhoods and Adult Services Directorate
- Capital and Asset Review Team Members

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arnold.murray@rotherham.gov.uk

Appendix A

Community Plans

The Community Involvement Team in the Neighbourhoods and Adult Services Directorate has identified that Rotherham Borough consists of 44 communities as shown on the map in appendix B and will ensure that consistent high quality Community Plans are produced for each community as outlined below.

Quality Criteria

The community plans will

- identify and include
 - the needs and aspirations of the Community
 - major issues, priorities and actions as identified by the Community
 - community profiles
 - all the major Community assets
 - key achievements over the previous 3 years
 - need to be sustainable
 - be reviewed and updated tri-annually
 - a SMART action plan outlining the key priorities and actions over the next 5 years grouped under the 7 Community Strategy themes
- The SMART action plan will include
 - community objectives and priorities
 - actions, milestones, outcomes and targets
 - partnership organisations delivering actions and lead officers
 - barriers, resources and risks
- support the Community Strategy, the Council's Corporate Plan, all the Partners' and Stakeholders' strategies and service delivery plans and reflect local priorities
- be developed in consultation with the Community and all major service deliverers both within and outside the Council using existing consultation processes
- be informed by all the available geographic and statistical data
- take into account
 - potential known short, medium and long term changes in the communities
 - identified strengths and weaknesses of the communities
 - identified opportunities and threats to the communities
 - proposed and approved proposals, actions, outputs, outcomes and timescales in the Community Strategy, the Council's Corporate Plan and all the Partners' and Stakeholders' strategies and service delivery plans

The Community

The Community in this context is defined as all the residents in and all the statutory, non statutory, voluntary and community organisations and groups operating in the Community Plan area.

Consultation and involvement of the Community will include all the above as far as is practicable within appropriate timescales.

Major Community Assets

Major Community assets in this context are defined as all the assets within the community plan boundary which have a major impact on the quality of life of the residents including

- Council assets
- Community Strategy Partners' assets
- Parish Council assets
- Voluntary sector assets, such as church halls, scout huts, etc.
- Private sector assets, such as major supermarkets and post offices

Production and Implementation of the Community Plans

The Community Involvement Team in the Neighbourhoods and Adult Services Directorate will

- identify and agree with the Community and all major service deliverers within and outside the Council
 - the needs and aspirations of the Community
 - the major issues, priorities and actions as identified by the Community
 - community profiles
 - all the major Community assets
 - key achievements over the previous 3 years
- develop a draft community plan in accordance with the quality criteria above which aims to provide maximum outcomes for the Community within appropriate timescales
- consult the Community, Ward Councillors and all service deliverers within and outside the Council on the draft community plan
- incorporate the consultation results into the community plan
- obtain the support of the Community, Ward Councillors and all major service deliverers within and outside the Council for the amended community plan
- Forward the agreed community plan to the appropriate area partnership manager
 - The area partnership manager will
 - ensure that the community plan is amalgamated into the area assembly plan
 - drive and monitor implementation of the area assembly plan using existing arrangements and procedures
- Review and update the community plan tri-annually

Area Asset Management Plans

The quality of the area asset management plans are totally dependent on

- the production of high quality Community Plans which have widespread support of the Community, Ward Councillors and all major service deliverers within and outside the Council
- all the parties involved in the community plans being prepared to work in a true partnership
- the quality and availability of the data on the property assets both within the Council and that of external partners

Quality Criteria

The area asset management plans will aim to

- include all the identified and agreed major community assets
- identify, for each asset, the major issues, physical and funding proposals and proposed outputs and outcomes
- include proposals for the proper corporate management of the Council's land and buildings
- provide maximum outcomes for the Community as identified in the agreed community plan
- support the agreed Community Plan, the Community Strategy, the Council's Corporate Plan, and all the known major Partners' and Stakeholders' strategies and service delivery plans
- be monitored annually
- be updated tri-annually
- be developed in consultation with the Community and all major service deliverers both within and outside the Council using Neighbourhoods' and VAR's existing consultation processes
- be informed by property asset reviews undertaken to a consistent standard
- be informed by all available geographic and property data
- take into account
 - potential known short, medium and long term changes in the communities
 - identified strengths and weaknesses of the communities
 - identified opportunities and threats to the communities
 - proposed and approved proposals, actions, outputs, outcomes and timescales in the Community Strategy, the Council's Corporate Plan, the agreed Community Plan and all the known major Partners' and Stakeholders' strategies and service delivery plans

Production and Implementation of the Area Asset Management Plans

The Corporate Property Management Team in the Environment and Development Directorate will

- carry out property asset reviews on all the identified and agreed major community assets
- develop a draft area asset management plan in accordance with the quality criteria above
- consult the Community, Ward Councillors and all major service deliverers within and outside the Council on the draft plan using Neighbourhoods' and VAR's existing consultation processes
- incorporate the consultation results into the area asset management plan
- endeavour to obtain widespread support from the Community, Ward Councillors and all major service deliverers within and outside the Council to the amended area asset management plan using Neighbourhoods' and VAR's existing consultation processes
- obtain agreement of the Regeneration and Asset Board to a final area asset management plan
- drive implementation of the area asset management plan in consultation with the Community, Ward Councillors and all major service deliverers both within and outside the Council using Neighbourhoods existing involvement processes
- monitor implementation of the area asset management plan on an annual basis

- review and update the area asset management plan tri-annually

Property Asset Reviews

Every property asset will be reviewed using the template attached at appendix C. Reviews of Council assets will use information from the Council's Tribal asset database. Reviews of non Council assets will use all information available from the asset owners modified by the Corporate Property Management Team if appropriate. All the property asset reviews will be recorded on the Council's Tribal asset database.

Production Programme for the Community and Area Asset Management Plans

It is not possible at the present time to estimate how long it will take and how much it will cost to produce an agreed community plan, carry out property asset reviews and produce an agreed area asset management plan for a community.

It is therefore proposed to complete the whole process for 1 community as a pilot before developing a programme for the whole borough.

A programme for the whole borough will then be developed taking account of the

- lessons learnt from the pilot
- standard of current community plans
- capacity and strength of community organisations in the individual communities
- Community Strategy, the Council's Corporate Plan, the approved Community Plan and all the major Partners' and Stakeholders' strategies and service delivery plans priorities
- funding, outcome and implementation opportunities

The timescale for each area will be different dependent on the factors above.

Bearing in mind the above factors it is proposed that Maltby is the pilot community.

Resources Implications

It is proposed that

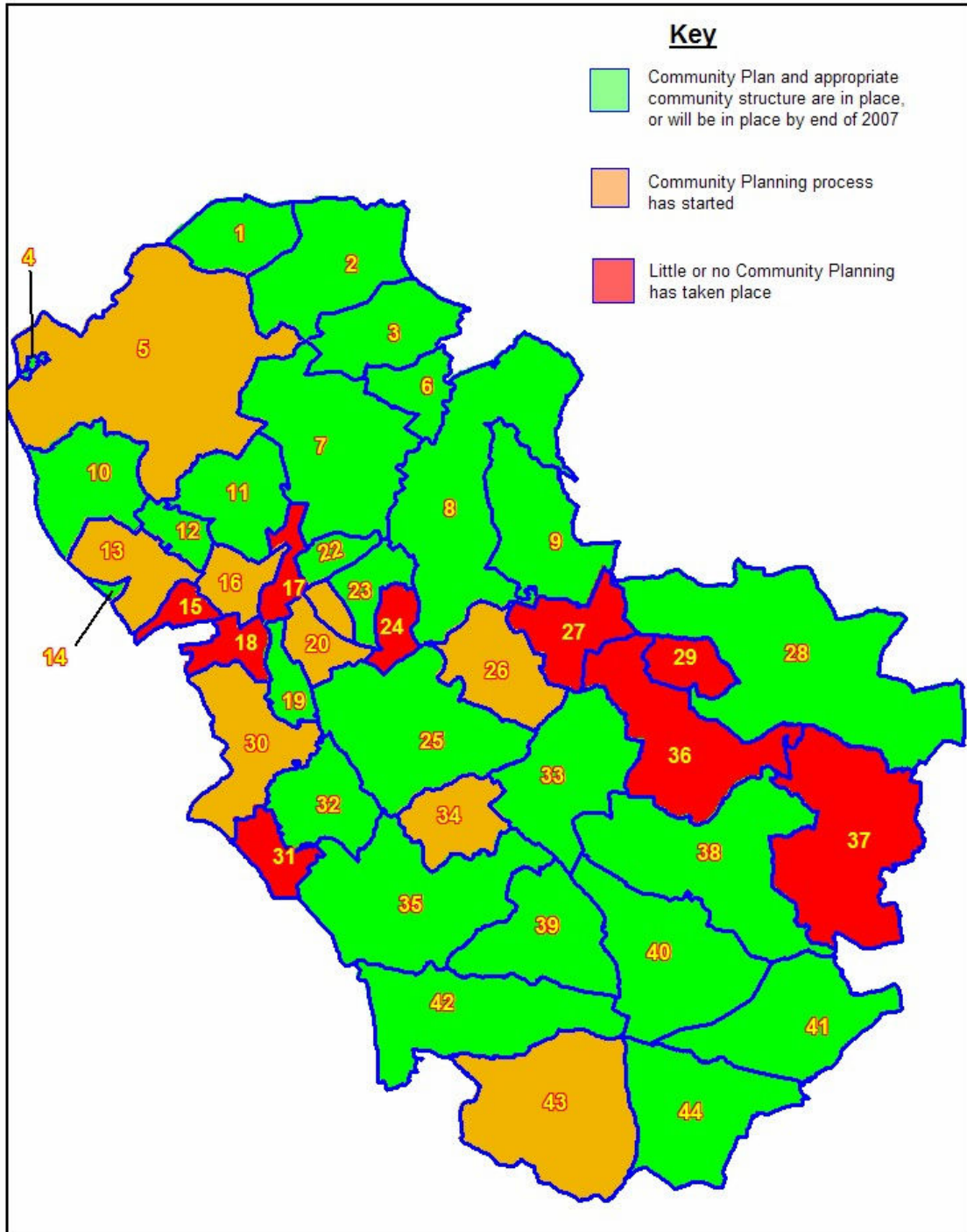
- the pilot is carried out using existing resources within the Environment and Development and Neighbourhoods and Adult Services Directorates
- full resources records are kept by the Directorates for the pilot and used to assess the implications for implementing a programme for the whole borough

Reporting

It is proposed that the Corporate Property Management Team will report to the Regeneration and Asset Board

- Progress of the pilot on a quarterly basis
- Requests received for the transfer of assets monthly

Appendix B



This map is based on the Ordnance Survey map with the sanction of the controller of Her Majesty's Stationery Office. Crown Copyright Reserved.



Community Plans
Appendix B

Rotherham MBC
Executive Director: Adam Wilkinson
Land Terrier, Facilities Management Section
Environmental & Development Service
Bailey House, Rawmarsh Road
ROTHERHAM S60 1TD



M:\land terr\drawings\bernice\community plans

Community Plans Key

Wentworth North Area Assembly

1	Brampton Bierlow and West Melton
2	Wath-upon-Dearne
3	Swinton
4	Harley
5	Wentworth
6	Kilnhurst

Wentworth South Area Assembly

7	Rawmarsh and Parkgate
8	Dalton, Thrybergh and Hooton Roberts
9	Ravenfield

Rotherham North Area Assembly

10	Thorpe Hesley and Scholes
11	Greasborough, Munsborough, Rockingham and Wingfield
12	Kimberworth Park
13	Kimberworth and Richmond Park
14	Blackburn
15	Meadowbank, Jordan, and (part of) Kimberworth
16	Masbrough, Bradgate, Ferham, Thornhill, Fenton Fields, Henley and Holmes

Rotherham South Area Assembly

17	Rotherham Central, New York and Northfield
18	Templeborough and Ickles
19	Canklow
20	Wellgate, Broom and Moorgate
21	Clifton
22	Eastwood and Springwell Gardens
23	East Dene, Herringthorpe and East Herringthorpe
24	Stag and (part of) Herringthorpe
25	Whiston

Wentworth Valley Area Assembly

26	Wickersley
27	Bramley and Hellaby
28	Maltby
29	Hooton Levitt

Rother Valley West Area Assembly

30	Catcliffe and Brinsworth
31	Orgreave
32	Treeton
33	Thurcroft
34	Ulley
35	Aston, Swallownest and Aughton

Rother Valley South Area Assembly

36	Laughton-en-le-Morthen, Brookhouse, Slade Hooton and Carr
37	Firbeck, Letwell and Guildingwells
38	Dinnington and Laughton Common
39	Todwick
40	North and South Anston
41	Woodsetts
42	Kiveton Park and Wales
43	Harthill and Woodall
44	Thorpe Salvin

Rotherham Metropolitan Borough Council

Property Asset Review

Property Name:

Address:

Asset Register Number(s):

Community: (*Defined in geographical terms by Neighbourhoods –there are 44 communities identified. Find by logging onto the Council web site, click on Your Home tab, click Area Assembly, click Community Planning, click Community Plans Map and then click on the community area you wish to identify*)

Ward:

Function(s) / Service(s) Delivered

Summary Review Results

Criteria	Score	Assessment
1) Need for Facility	xx	<i>High, medium, low need</i>
2) Economic Performance of Facility	xx	<i>Poor, medium, good</i>
3) Technical Performance of Property	xx	<i>Poor, medium, good</i>
4) Environmental Performance of Property	xx	<i>Poor, medium, good</i>

- 1) The higher the score the more need for facility
- 2) The higher the score the better its economic performance
- 3) The higher the score the better technical performance
- 4) The higher the score the better the environmental performance

- If no data is available for any information needed to complete the review an average score is entered.

Outcome of Review

This is a summary of all the information gathered on the asset and a recommendation on its future use

DEFINITIONS

Need for Facility			
Impact Criteria	Description	Potential Score	Score
<p><i>This criteria is based on the current use of the occupied or vacant building/land and is a subjective assessment</i></p> <p>1) Vision Themes and Corporate Priorities (I) Support 1 – 2 (II) Supports 3 – 5 (III) Supports 6 or 7</p> <p>2) Statutory Requirement (I) No (II) Partial (III) Yes</p> <p>3) Has the Community identified a need for the services provided by/in the facility in the agreed Community Plan (I) No (II) Yes</p> <p>4) Community Satisfaction (I) Not Satisfied (II) Satisfied (III) Very Satisfied</p>	<p>1) Establish the current use/service provision of the property and establish which of the 5 Vision Themes and 2 cross cutting priorities it supports.</p> <p>2) Is there a statutory requirement for this service? The service provider will know this if in doubt.</p> <p>3) The Community Plans are known as Area Plans. Log onto the Intranet Home page, click onto Neighbourhoods and Adult Services (left hand side column), click onto Area Assemblies (under title Services in Neighbourhoods), click on Area and then click on Area Plan.</p> <p>4) Ask the Service for the last community feedback/satisfaction survey; when it was done and what the results of the survey show.</p>	<p>0 4 8</p> <p>0 4 8</p> <p>0 8</p> <p>0 4 8</p>	
Total	(Maximum score = 32)		

Economic Performance of Facility			
Economic Criteria	Description	Potential Score	Score
	<i>This is based on the running costs divided by the hours the land/building is in use.</i>		
1) Full Running Costs (Rent, rates, BCIS, insurance, management)÷ hours in use (I) High (II) Medium (III) Low	1) For buildings look at the Tribal Enterprise Property Management System, for vacant land consider the economic costs of maintaining the land	0 4 8	
2) Potential Value (I) High (II) Medium (III) Low	2) The difference between the Existing Use Value and the Open Market Value (RICS Red Book definitions)	0 4 8	
3) Capital Investment Required (I) Major (II) Moderate (III) Minor	3) Take information from the Tribal Enterprise Property Management System and discuss with the Building Manager. This is not applicable to land so apply an average score.	0 4 8	
4) External Funding Potential for existing use (I) Minor (II) Moderate (III) Major	4) Gather this information from the service user(s) possible grants etc. Vacant unused land will be zero i.e., Minor	0 4 8	
5) Life Expectancy (I) Low (II) Medium (III) High	5) This is not applicable to land so apply an average score – use Asset Register for source of information	0 4 8	
6) Utilisation of Facility (I) Low (II) Medium (III) High	6) Examine asset as a whole. How much of it is being used? How often?	0 4 8	
Total	(Maximum score = 48)		

Technical Performance of Property		Potential Score	Score
Technical Criteria	Description		
	<i>These are AMP Categories – A, B, C and D, refer to the Tribal Enterprise Property Management System. A is good i.e. low cost up to D which is poor i.e. high cost. If the property is land a zero score is applied.</i>		
1) Condition (I) Category C & D (II) Category B (III) Category A	a. See Tribal Enterprise Property Management System	0 4 8	
2) Suitability (I) Category C & D (II) Category B (III) Category A	b. See Tribal Enterprise Property Management System	0 4 8	
3) Sufficiency - Location (I) Major difference to optimum (II) Minor difference to optimum (III) Optimum location	c. See Tribal Enterprise Property Management System. Is the building in the right place to provide this service?	0 4 8	
4) Accessibility (DDA part III compliance) (I) Under 50% (II) 50% and over (III) 90% and over	d. See Tribal Enterprise Property Management System – if in doubt seek advice from the Access Officer, EDS	0 4 8	
5) 25 year Maintenance Forecast – cost per square metre (I) High (II) Medium (III) Low	e. See Tribal Enterprise Property Management System	0 4 8	
6) Running Costs – cost per square metre (I) Major (II) Moderate (III) Negligible	f. See Tribal Enterprise Property Management System	0 4 8	
Total	(Maximum Score = 48)		

Environmental Criteria	Description	Potential Score	Score
1) Utilities Efficiency – per square metre (I) Poor (II) Average (III) Good 2) CO ² Production (I) Major (II) Moderate (III) Negligible 3) Contaminants (Asbestos, Legionella, Pollutants etc) (IV) Major (V) Minor (VI) None	<p><i>If land 1) and 2) will both have a zero score, but 3) is site specific</i></p> <p>1) Seek advice from Property Environmental Manager.</p> <p>2) Seek advice from Property Environmental Manager.</p> <p>3) Seek advice from Property Environmental Manager.</p>	<p>0 4 8</p> <p>0 4 8</p> <p>0 4 8</p>	
Total	(Maximum score = 24)		

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