

Cabinet

Tuesday, 14th July, 2015
6.00 - 7.15 pm

Attendees	
Councillors:	Steve Jordan (Leader of the Council), John Rawson (Cabinet Member Finance), Rowena Hay (Cabinet Member Healthy Lifestyles), Peter Jeffries (Cabinet Member Housing), Andrew McKinlay (Cabinet Member Development and Safety), Jon Walklett (Cabinet Member Corporate Services) and Chris Coleman (Cabinet Member Clean and Green Environment)
Also in attendance:	Councillor John Payne and Councillor Diggory Seacome

Minutes

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

Councillor Rawson declared a personal, non-pecuniary interest in agenda item 15- Community Pride Fund as a member of the Friends of Pittville Park and as a personal friend of the chair of trustees of the Christian Arts Festival.

Councillor Jordan declared a personal and prejudicial interest in agenda item 8- Grant Assistance for New Affordable Housing as a member of the YMCA board.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16 June 2015 were approved and signed as a correct record.

4. PUBLIC AND MEMBER QUESTIONS AND PETITIONS

None.

5. RECOMMENDATIONS FROM THE SCRUTINY TASK GROUP - SHOPMOBILITY

Councillor John Payne, member of the Scrutiny Task Group Shopmobility, was invited to address Cabinet. The task group, together with the Cabinet Member Healthy Lifestyles, visited the Shopmobility service and noted the phenomenal enthusiasm among staff. The service had been located in the Beechwood Arcade since 1992 but had been served with a notice to quit in November. Whilst the present location was not ideal it was close to a car park and at ground level. He said that looking forward the service needed to develop as it was currently not sufficiently resourced to fully exploit opportunities with partners or via advertising. One of the recommendations from the group was therefore to consider strategies to enhance the service including partnership options with other local service providers.

The Leader wished to put on record his thanks to the task group. A member asked whether the task group had considered if it would be possible to search for partners and a new premises at the same time. In response the member of the scrutiny task group said that the priority was finding a new location as if the service failed this would be a disaster for the town. Officers should then explore partnership options.

RESOLVED THAT

the report of the Scrutiny Task Group be noted.

6. SHOPMOBILITY -FUTURE DELIVERY

The Cabinet Member Healthy Lifestyles introduced the report and thanked the scrutiny task group for its report, particularly in view of the tight timescales involved. She explained that Cabinet could not accept the group's recommendations in their entirety at this stage and Cabinet's approval was sought on authorising officers to carry out the consultation with interested and affected parties on the future of Shopmobility provision. She highlighted that a report would be brought back to the September meeting of Cabinet and that scrutiny may well be asked to be involved in the next steps of the delivery project. She emphasised that there were obvious linkages with partners and these needed to be explored further. The scrutiny task group member thanked the Cabinet member and believed that this was a pragmatic approach.

RESOLVED THAT

- 1. consultation is undertaken with interested and affected parties on the future of the Shopmobility provision, the findings to be reported to Cabinet in September.**
- 2. authority be delegated to the Director of Environmental and Regulatory Services to carry out the consultation.**
- 3. a search for the relocation of Shopmobility premises continues in order to expedite decisions about location if necessary following the September meeting in time for relocation in November, the search in the interim to be in consultation with the Cabinet Member Healthy Lifestyles.**

7. PROCUREMENT AND CONTRACT MANAGEMENT STRATEGY

The Cabinet Member Corporate Services introduced the report which brought a revised Procurement and Contract Management Strategy for approval. He explained that this GO Shared Services Procurement strategy replaced the CBC corporate procurement strategy 2007-2012 - an overarching common strategy for all four partners that included agreement for UBICO and Cheltenham Borough Homes.

He informed Members that the contents of two specific government bills had contributed and added to the content of this strategy. Firstly the Public Services Social Value Act 2012 and the Public Contracts Regulation 2015. The former act placed a duty on local authorities at the "pre-procurement" phase to

consider how and what was being procured might improve the economic, social and environmental well-being in their community.

The Cabinet Member highlighted that the principal priorities of the strategy were as follows:

- 1) the delivery of efficiencies and quality and
- 2) the development and embracement of socially responsible and sustainable procurement by engaging with local and regional suppliers to promote the local economy and to take account of the social, economic and environmental impact of spending decisions

The key points to note were

- 1) collaboration with other bodies such as Gloucestershire Procurement Partnership, Oxfordshire Procurement Hub, Local Enterprise Partnership and Federation of Small Business
- 2) New public contract regulations-engagement with SME's
- 3) Strategy code-officers and councils to follow set procedures to comply with regulations
- 4) Good practice-a template covering Social value, Health & Safety, Equalities plus Transparency and Contract Management.

The Cabinet Member informed the meeting that this strategy was discussed at the June meeting of the Overview and Scrutiny Committee and it was agreed to investigate with other districts possibilities to create preferred supplier lists and make every effort to explore possibilities of scaling down very large contracts in order to further increase opportunities for smaller local businesses to bid.

The Cabinet Member concluded by saying that the performance and achievements of the new strategy would be monitored by Internal Audit.

RESOLVED THAT

the revised Procurement and Contract Management Strategy be approved.

8. GRANT ASSISTANCE FOR NEW AFFORDABLE HOUSING

Having declared a personal and prejudicial interest in this item the Leader left the room and did not participate in the debate.

The Cabinet Member Housing introduced the report and explained that Cheltenham YMCA was planning to develop 31 units of new affordable homes within Cheltenham on two sites and in order to do this required financial assistance from the Homes & Communities Agency and Cheltenham Borough Council. He highlighted the good work that the YMCA undertook to accommodate young people and the assistance they gave them to move towards independent living. He believed this would be positive for the town, particularly in the light of benefit cuts.

Members supported the proposal and welcomed the scheme which was aimed at those who required assistance in their move towards independent living.

RESOLVED THAT

1. **the award of a grant of £496,000 to Cheltenham YMCA from the Housing Enabling capital budget be approved to enable 31 new affordable homes to be provided subject to the following conditions being satisfied:**
 - **That relevant planning consents are obtained**
 - **The YMCA's application to the Homes & Communities Agency for grant funding is successful**
 - **The total cost of delivering the scheme is financially viable overall**
 - **Confirmation is obtained from the original payer of the commuted sums that they consider the grant proposals fall within the intended use of the commuted sums**
 - **All documentation securing the use of the grant for affordable housing and the retention of units supported by the grant as affordable housing in perpetuity being entered into; and**
 - **The receipt of invoices/evidence as to the actual costs incurred**
2. **the entering into a grant agreement in respect of the grant and all documentation securing the use of the grant for affordable housing and the retention of units supported by the grant as affordable housing in perpetuity be delegated to the Director of Environmental & Regulatory Services on terms approved by the Borough Solicitor**

9. OLDER PEOPLES' HOUSING SUPPORT SERVICE PROVISION UNDER CHELTENHAM BOROUGH HOMES

The Cabinet Member Housing introduced the report and explained that Gloucestershire County Council's Supporting People team commissioned Cheltenham Borough Council to provide housing-related support services to older people living in sheltered housing. This service was delivered by Cheltenham Borough Homes as the Council's managing agents through a formal management agreement. He explained that in 2014 Cabinet agreed to develop and deliver a Community Asset service model. This meant that CBC (via CBH) would provide a more comprehensive, flexible housing-related support service to older people, both within sheltered housing schemes and in the community at large, whilst also providing a number of community hubs. These hubs would deliver services and activities that benefitted both residents of the sheltered housing scheme, as well as those living within the surrounding neighbourhood. The Cabinet Member referred members to the case study in Appendix 3 which illustrated the benefits of the hub and the use by the wider community.

The Cabinet Member thanked Cheltenham Borough Homes and in particular the Community Services Manager for their valuable work and informed the meeting that a second community hub was likely to be set up in a different part of town in the future.

Members welcomed the success of this project and believed it would be extremely valuable to share its success as wide as possible. It provided good evidence of how CBH worked well in the community on behalf of CBC.

RESOLVED THAT

- 1. the continued development and delivery of the Community Asset Model be agreed**
- 2. the Deputy Chief Executive be authorised to agree to an extension of the current arrangement until October 2016 or enter into either a new or varied contractual arrangement as appropriate with Gloucestershire County Council in consultation with the s151 Officer and on terms approved by the Borough Solicitor.**

10. OUTDOOR RECREATIONAL FACILITIES IN PITTVILLE PARK AND MONTPELLIER GARDENS

The Cabinet Member Finance introduced the report and explained that this concerned the cafes and recreational facilities in Pittville Park and Montpellier Gardens. The leases for these facilities were due to expire on 4 August to enable the council to consider the future of these facilities in view of the lease of the café in leisure@ expiring on the same date. However it had subsequently been decided to keep this separate. He went on further to explain that as the date of expiry of the lease was set at the height of the summer, the busiest time of year for the park cafes, it was hoped to achieve greater interest from prospective contractors at a more convenient time of year and thus the report proposed to retender in February 2016.

Members agreed that the current lease of the facilities had worked extremely well and recognised the achievements of the Cheltenham Coffee Co. Limited. They thanked them for breathing new life into the facilities.

RESOLVED THAT

- 1. the authority lease the land and buildings edged in red on the plans that accompany this report to the Cheltenham Coffee Co. Limited from 5th August 2015 until 8th February 2016 and authority be delegated to the Head of Asset and Property Management, in consultation with the Borough solicitor, to agree the terms of the lease.**
- 2. the authority lease the land and buildings edged red on the plans that accompany this report to a new contractor, chosen following a tendering procedure, on the terms as referenced in Appendix 3 and authority be delegated to the Head of Asset and Property Management in consultation with the Borough solicitor to agree the terms of the leases.**

11. FOOD SAFETY DELIVERY PLAN

The Cabinet Member Development and Safety introduced the report and explained that the Food Standards Act 1999 required the Council to produce a Food Safety Service Plan. This was the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory food service. He explained that the Food Safety Service Plan was an annual operational plan and gave details of how Cheltenham was going to execute its statutory food safety functions within the Public Protection service under the Director of Environmental & Regulatory Services.

The Cabinet Member referred members to Appendix 2 and the list of current premises inspected with the focus of efforts on those businesses that did not meet the minimum legislative standards. He explained that Category A premises were inspected every 6 months, Category B premises every 12 months and Category C every 18 months. Premises in categories D and E presented a lower risk and in order to focus more resources in categories A-C it was now proposed that D and E would not be inspected in 2015-16 but in 2016-17. The Cabinet Member confirmed that this would still comply with the statutory requirement.

Members supported this approach.

RESOLVED THAT

the Food Safety Service Plan 2015-16 be approved.

12. HEALTH AND SAFETY DELIVERY PLAN

The Cabinet Member introduced the report and explained that the Health and Safety at Work Act 1974 required the Council to produce a Health and Safety Service Plan. This represented the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory service.

The Cabinet Member explained that the service plan was currently an annual plan detailing how Cheltenham was going to undertake its statutory health and safety regulatory functions. It was proposed that this service plan became a three year plan, with an annual performance and workplan refresh to be communicated to Members and the Senior Leadership Team via a briefing note each year.

Members supported this approach.

RESOLVED THAT

- 1. the Health and Safety Delivery Plan 2015-18 be approved.**
- 2. the move to a three-yearly service plan, with an annual performance briefing note to Members, be approved.**

13. FINANCIAL OUTTURN 2014/15 AND BUDGET MONITORING TO JUNE 2015

The Cabinet Member Finance introduced the report which highlighted the Council's financial performance for the previous year which set out the General Fund and Housing Revenue Account (HRA) revenue and capital outturn

position for 2014/15. The information contained within the report had been used to prepare the Council's Statement of Accounts for 2014/15.

The Cabinet Member said that 2014/15 had been a particularly difficult year for balancing the books. In January 2015 a possible overspend of £178,000 had been forecasted. There were at that time particular concerns regarding shortfalls in parking income and crematorium income, although both these items had subsequently recovered. He reported however, that another problem had hit the council completely from left field and this related to the impact on the Gloucestershire business rates pool of a successful major reevaluation appeal by Virgin Media in Tewkesbury Borough. This had led to a far bigger reduction in rateable value than was expected. He explained that this had hit Tewkesbury the worst but because all the councils in the Pool shared the risk, it had left the Pool in deficit and the council has had to contribute £285,000 as its share of the deficit. The Cabinet Member stressed however that he did not believe that this problem outweighed the benefit of being in the business rates pool. That said councils across the country were being hit by valuation appeals and the LGA were pressing Government to provide them with a degree of protection of sudden losses against such appeals.

The Cabinet Member reported that despite the business rates problem the council finished the financial year within budget, with a very small underspend of just over £9,000. He paid tribute to the very good financial management within the council by officers.

The Cabinet Member then went on to explain that as always a certain amount of revenue expenditure had been carried forward subject to Council approval. This included £23 000 to commission a new tourism and marketing strategy for the town, £40,000 to the planning appeals reserve and £40 000 for costs related to the JCS which would be matched by Tewkesbury and Gloucester councils.

The Cabinet Member Finance thanked the Budget Scrutiny Working Group which had played a valuable role in the process. He also thanked officers for their hard work, in particular the new S151 Officer Paul Jones and the Deputy Section 151 Officers Sarah Didcote and Nina Philippidis.

Finally, the Cabinet Member Finance referred to the Tour of Britain cycle race which was referenced in section 14 of the report. Cheltenham and some other local councils were in discussion with the organisers of the 2016 Tour of Britain Cycle Race about the possibility that one of the eight stages of the event might begin and end in Gloucestershire. He emphasised that this was still at the discussion stage but it would be a huge boost to the economy and would raise Cheltenham's profile nationally and internationally as a festival town and tourist destination. If it went ahead, with a major stage of the race taking place in Cheltenham, the council would be asked to underwrite £75,000 of the cost. Officers were working hard with the Cheltenham Trust to cover that cost through sponsorship by local businesses and other organisations, as other local authorities have done.

The Cabinet Member Healthy Lifestyles reiterated the need for Cheltenham to promote itself and emphasised that the Tour of Britain was the largest free event in the country and would be a great boost for the town.

The Leader of the Council thanked officers for their hard work over the last year. He expressed his concern that Government had delegated its historic valuation appeals locally which in the Virgin media case had effectively wiped out 3 years' worth of surplus for the whole of Gloucestershire. He emphasised that concerns had been expressed to the Secretary of State and there was an ongoing conversation at Gloucestershire level. Despite this issue it was commendable that the council's finances were still on track.

RESOLVED THAT

Council be recommended to :

- 1. Receive the financial outturn performance position for the General Fund, summarised at Appendix 2, and note that services have been delivered within the revised budget for 2014/15 resulting in a saving (after carry forward requests) of £9,021 which will be returned to general balances.**
- 2. Approve £380,700 of carry forward requests (requiring member approval) at Appendix 5.**
- 3. Note the annual treasury management report at Appendix 7 and approve the actual 2014/15 prudential and treasury indicators.**
- 4. Approve the additional ICT requirements (section 6) to be funded from capital resources unapplied.**
- 5. Approve the additional capital programme in respect of affordable housing (section 7).**
- 6. Note the capital programme outturn position as detailed in Appendix 8 and approve the carry forward of unspent budgets into 2015/16 (section 8).**
- 7. Note the position in respect of Section 106 agreements and partnership funding agreements at Appendix 9 (section 10).**
- 8. Note the outturn position in respect of collection rates for council tax and non-domestic rates for 2014/15 in Appendix 10 (section 11).**
- 9. Note the outturn position in respect of collection rates for sundry debts for 2014/15 in Appendix 11 (section 12).**
- 10. Receive the financial outturn performance position for the Housing Revenue Account for 2014/15 in Appendices 12 to 13 and approves the carry forward of unspent budgets into 2015/16 (section 13).**
- 11. Agree to guarantee any shortfall in the funding of the Gloucestershire leg of the Tour of Britain up to a value of £75,000, to be funded from General Balances as outlined in section 14.**
- 12. Note the budget monitoring position to the end of June 2015**

(section 15) and approve the budget virement of £65,000.

14. REVIEW OF THE COUNCIL'S PERFORMANCE AT END OF 2014-15

The Cabinet Member Corporate Services introduced the report which summarised Cheltenham Borough Council's performance Milestones and Measures set out in the 2014/15 action plan.

He reported that a total of 84 milestones were identified and 80 percent of these were completed. Whilst a number were not achieved he confirmed that robust plans had been put in place to achieve a number of these during the first quarter of 2015/16.

The Cabinet Member highlighted the following milestones which had been achieved :

- **Well Maintained Environment**
Following the trial on mixed plastics earlier in the year significant progress had been made with the Council taking the decision to make this a permanent service.
- **Access to decent and affordable housing.**
Cabinet gave approval in March 2015 for CBC/CBH to go out to tender on the delivery of new affordable housing on a number of owned garage sites. Cheltenham was leading the south west in the completion of affordable housing provision
- **People able to lead healthy lifestyles.**
Registration of the Cheltenham Trust was achieved in May 2014 with Cabinet approving the transfer of services to the Trust at its meeting on 26th September.
- **Cashable savings and increased income**
Agreement made to continue with the One Legal Service to the end of the current Section 101 agreement to 2019. Gloucester City Council have now also agreed to join the shared service reducing costs to Cheltenham Borough Council by £10 000 annually.

Members welcomed the positive achievements over the last year which should be celebrated such as the recycling campaigns.

The Leader added that the report would be discussed further at the Council meeting on 20 July.

RESOLVED THAT

the review of performance in 2014-15 be endorsed

15. COMMUNITY PRIDE FUND

The Leader introduced the report and explained that as part of the 2015-16 budget £50 000 was set aside for the community pride scheme. In addition a

further £4 000 was added to the pot from the community development budget to create a community building grant fund. He reported that both funds were made available to support neighbourhood based projects that would build up community pride and enable local groups to be more influential in supporting their communities and improving their neighbourhoods. In total 30 community pride applications had been received for £50 000 of funding. The Leader thanked the Panel who had met on 29 June to assess the applications.

The Leader explained that some applications had been agreed in full, whereas some had been scaled down due to the size of the project. Further clarification was also sought on some projects. Particular mention was given to Bath Road Terrace and car parks and its greening vision. Whilst the bid did not meet the chosen criteria the Leader highlighted that officers were keen to meet with them and look at the project as part of the corporate strategy 2016.

Members welcomed the diversity of requests that had been received from across the borough.

The Leader reminded members that this concerned match funding of projects.

RESOLVED THAT

- 1. the list of projects to be funded from community pride funds as set out in Appendix 2 be approved.**
- 2. authority be delegated to the Strategy and Engagement Manager, in consultation with the Leader of the Council, how best to award the remaining funds.**

(having declared an interest in this agenda item the Cabinet Member Finance abstained from the vote)

16. HOUSING REVENUE ACCOUNT-NEW BUILD

The Cabinet Member Housing introduced the report and explained that in March 2015 Cabinet resolved that the Authority should seek bids from contractors to build new homes across Cheltenham on a number of garage sites. He stated that following a recent procurement exercise this report sought approval to enter into a JCT Design and Build Contract with J Harper and Sons with Total Scheme Costs not to exceed £1,684,800. He reported that the scheme would deliver up to ten new homes on four HRA garage sites, representing the first Council owned stock built since the late 1980's. The Cabinet Member wished to put on record his thanks to officers both at the council and CBH for their hard work. These were complex redevelopments and Cheltenham was now leading the south west in the provision of affordable homes.

The Cabinet Member drew Members' attention to section 6 of the report. He explained that the majority of the dwellings CBC proposed to build would be at 80% of market rent; however there was a risk that if the proposed 4 bedroom dwelling was set at the 80% level, then this would be unaffordable for larger households on low incomes. It was therefore proposed that this be set at 70 % of market rent.

Members supported the proposals. They recognised that whilst there were above average house prices there was no reduction in the number of people requiring affordable housing. It was important that sites continued to be brought forward for development and that market rents were affordable and fit for purpose.

The Leader reminded members that this report would be submitted to Council for approval.

RESOLVED THAT

- 1. subject to subsequent Council approval, the Authority be authorised to accept the tender received from J Harper and Sons and enter into a JCT Design and Build Contract for the construction of up to ten new dwellings on the garage sites listed in section 2 of this report with Total Scheme Costs not to exceed £1,684,800.**
- 2. authority be delegated to the Head of Property and Asset Management, in consultation with the Borough Solicitor to:**
 - 2.1. Conclude the JCT Design and Build contract with J Harper and Sons including removing the Parkbury Close /Rowanfield Road site if planning permission is not granted;**
 - 2.2 Take all necessary steps and undertake all necessary procedures, including entering into any legal agreements or other documentation as may be required to implement or facilitate the developments.**
- 3. the Authority be authorised to charge Affordable Rents to all ten dwellings at 80% of Market Rents with the exception of the four bedroom dwelling proposed at Parkbury Close/Rowanfield Road. At this site authorise the Authority to charge 70% market rent.**

that Council be recommended to :

- 4. Authorise the allocation of up to £1,684,000 for the construction of up to ten new dwellings on the garage sites listed in section 2 of this report.**
- 5. Note that the total scheme costs of £1,684,800 (broken down in further detail in exempt appendix 3) will be funded by circa £500k of RTB receipts with the balance funded by the most appropriate combination of the other funding streams noted within the report – this decision being delegated to the Section 151 Officer in accordance with Financial Rules B7 and B8.**
- 6. Approve the Authority sourcing loan finance of up to £1.0m from the Public Works Loan Board to be used for the construction of up to ten new dwellings on the garage sites listed in section 2 of this report.**

17. BRIEFING FROM CABINET MEMBERS

The Cabinet Member Clean and Green Environment updated members on the Pittville Park Play Area rejuvation project and informed that a briefing note would be circulated shortly. He reported that over 300 responses had been received to the public consultation and officers were currently assessing results. The design brief had been produced and in terms of budget £300k had been allocated from CBC with an additional £40k from the CBC planned maintenance budget. The aim would be to raise additional funding through grants and sponsorship. He reported that 21 companies had expressed an interest and this represented significant work for officers to assess them. In terms of timescale, a contractor would be appointed by September with detailed design work undertaken in October 2015 with the build taking place over the winter with completion scheduled for early summer 2016. The Cabinet Member wished to put on record his thanks to the project team.

The Cabinet Member Clean and Green Environment also updated members on the Cemetery and Crematorium. Five options were now under consideration as follows :

- Replace the cremators in the existing facility
- Build a new crematory and continue to use the existing chapels
- Extend the existing crematorium
- Build a new chapel and crematorium

He explained that the public consultation would be launched for a 4 week period from 20 July. There would also be public displays in the Municipal Offices and the Cemetery and Crematorium. A public meeting was also planned and there would be meetings with staff and the cabinet member working group and funeral directors. A briefing note would be circulated to all members in due course.

The Cabinet Member Healthy Lifestyles informed the meeting that a member seminar had taken place recently on the Cheltenham Trust and its first 6 months. It was attended by the Chair and Chief Executive of the Trust and Craig Mortiboys. She remarked that attendance was disappointingly poor but the Trust would be requested to come again as there was a need to engage with all members.

The Cabinet Member Healthy Lifestyles wished to congratulate the Trust for exceeding their targets on ticket sales for the Town Hall and Pittville Pump Room. The Sport and Play and Active Life sessions also exceeded the target engaging over 1500 young people. She reported that the Wilson football continued to follow its upward trend. Particularly pleasing was the increased number of volunteer hours with an increase from 142 volunteers in October 2014 to 729 in March 2015. She wished to thank all of these volunteers.

The Leader referred to the continuing work on the High Street, centred around the Brewery. Whilst the 14 week period had now concluded there would be a further 6 week closure to work on the stretch between Primark and Bennington Street. He reported that Stagecoach and the Brewery would be undertaking a remarketing exercise at the end of August.

18. CABINET MEMBER DECISIONS

The following decisions were reported by Cabinet Members :

1) Cabinet Member Finance- New Lease of Premises at Beechwood Arcade to Shopmobility

That the Head of Property & Asset Management is instructed to agree final terms for the premises upon the most favourable basis achievable for the council.

That the Borough Solicitor is authorised to conclude a lease upon the terms finally agreed by the Head of Property & Asset Management.

2) Cabinet Member Clean and Green Environment- Materials recycling and facilities equipment evaluation exercise

That the Authority purchases the plan and equipment owned by Printwaste Ltd which is currently used at the recycling materials bulking facility at Swindon Road (with the exception of the weighbridge and software) at a total cost not exceeding £273,465 SUBJECT TO the Head of Property and Asset Management being satisfied following a second condition assessment to be conducted in October 2015 prior to purchase.

That the Director Resources will purchase a new weighbridge and ramps with a value (including delivery and installation) of no more than £20 000.

Chairman