#### In the Chair: Councillor C. Wise

**Attendance:**

P. Cllr. D. Baverstock P. Cllr. J. Critchley

P. Cllr. J. Burnage P. Cllr. K. Dunleavey

P. Cllr. J. Cairney P. Cllr. M. Southey

P. Cllr. M. Cooper P. Cllr. J. Parker

P. Cllr. I. Culley P. Cllr. C. Wise

P. Cllr. N. Daas P. Cllr. S. Wilkinson

Chief Officer: Judith Giles Present:

Public: 0 Debbie Forder – Events Manager

 Howard Brisland – Building Manager

 Lisa Mortimer - TCM

1. **APOLOGIES**

None

1. **DECLARATION OF INTEREST**

None

1. **MINUTES**

The minutes of the Building & Town Committee Meeting held on 9th February 2021 were confirmed as a correct record.

**PROPOSED:** Cllr. K. Dunleavey

**SECONDED:** Cllr. J. Burnage

**CARRIED**

**Matters Arising** – None

1. **PUBLIC PARTICIPATION –** Cllr. D. Baverstock raised a concern as a member of the public regarding hate crime stickers located throughout the town. It was reported the Police have been informed and are removing them. Cllr. N. Daas agreed to put together a statement and forward to the Chief Officer. This will then be sent to the Romsey Advertiser and displayed on other media outlets.
2. **ARCHIVIST REPORT –** None
3. **REVIEW OF BOOKINGS**
4. **TOWN HALL**

The Events Manager reported the income for 2020-21 is down substantially due to COVID-19. However bookings are on the increase, in particular weddings for 2021-22 COVID-19 guidelines permitting. A grant of £16,000 has been received from TVBC to offset reduced bookings income. Cllr. M. Cooper thanked Cllr. J. Parker and Cllr. K. Dunleavey for identifying grants which could be applied for.

1. **REVIEW OF FILMSHOWS**

The Events Manager reported the Filmshows will commence when they are financially viable. Current social distancing guidelines dictate this may not be for sometime.

Cllr. D. Baverstock asked the Events Manager to commence the filmshows as soon as possible as they an important community event, especially for the older population.

1. **TOWN HALL – COVID 19**

The Chief Officer reported the Town Hall opened on 12th April 2021

1. **FINANCE REPORT**

The Chief Officer presented Month 11. It was noted income is down due to COVID-19. The Chief Officer reported she has applied for a Public Works Loan for the Lift Installation of £100,000. She has been informed of a delay in payment from Central Government as there is a backlog. Cllr. D. Baverstock asked the Chief Officer to request confirmation of when the payment will be made.

1. **PROPOSED LIFT INSTALLATION**

The Building Manager reported work the lift installation will be completed by the 17th May 2021

1. **BUILDING MANAGER’S REPORT (Appendix 1)**
2. **TOWN CENTRE MANAGER ‘S REPORT (Appendix 2)**

The Committee thanked the Town Centre Manager for her detailed report.

The Town Centre Manager gave an outline of her proposal for an On Line Platform for Businesses in the Test Valley. A discussion was held and the Committee gave Lisa their full support. Concern was raised by Councillors regarding the increased vandalism in the town and surrounding areas. Cllr. D. Baverstock and Cllr. J. Parker encouraged anyone witnessing vandalism to call either the Police on 101 or Crimestoppers Tel. **0800 555 111** which is anonymous.

1. **EMERGENCY PLANNING GROUP**

The Chief Officer reported support continues for Unity from the Town Hall staff for the Vaccination Centre at the Crosfield Hall.

1. **WELLBEING EVENT 2021**

The Chief Officer requested approval to spend £600 towards a WellBeing event in the Town Hall to encourage the public back into the community

**RESOLUTION NO. 21/34**

It was **RESOLVED** to approve the Chief Officer can spend £600 towards a WellBeing event in the Town Hall and she identifies budget for spend.

**PROPOSED:** Cllr. K. Dunleavey

**SECONDED:** Cllr. D. Baverstock

1. **UNITY – End of Year Reports**

Noted

1. **BANDSTAND**

**RESOLUTION NO. 21/35**

It was **RESOLVED** Romsey Town Council Office Staff take over the booking of the Bandstand in the Memorial Park.

PROPOSED: Cllr. M. Cooper

SECONDED: Cllr. D. Baverstock

1. **GRANTS**

**Baby Necessities Baby Bank - £1030**

**RESOLUTION NO. 21/36**

It was **RESOLVED** to grant £300 to Baby Necessities Baby Bank subject to the Chief Officer clarifying more detail regarding the areas that will benefit

**PROPOSED:** Cllr. K. Dunleavey

**SECONDED:** Cllr. M. Cooper

**CARRIED**

**Victim Support**

**RESOLUTION NO. 21/37**

**It was RESOLVED to grant Victim Support £100**

**PROPOSED:** Cllr. J. Parker

**SECONDED:** Cllr. C. Wise

**CARRIED**

 **Meeting closed 9.08p.m.**

**Building Manager Report to Building and Town Committee 13th April 2021.**

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| --- | --- | --- |
| 1 | **Court Room** | The integrated PA & video presentation/film system has been completed. |
| 2. | **Drinking Fountain** | This is now back in action for the summer. A question was asked regarding the holes in the brass cover. This has many more holes than the corresponding stone so, some have been left empty as they were before. |
| 3. | **Covid Working** | I am regularly checking the information updates from both the Government and Health & Safety Executive. The Risk Assessment and guidance is then updated. This is taking an unprecedented amount of time. |
| 4. | **Fox & Sons** | I have had an unexpected and involved discussion with the owners of 2, Market Place and our shared rain water shedding routes. We have a very complicated abutment with our adjoining building. I have secured what I believe is a beneficial agreement with the Group Property Director regarding access, water shedding and repair of their end wall in our yard. |
| 5. | **Lift** | Work is continuing to a revised schedule as we “lost” three weeks with lease negotiations with Cranfield. Therefore, completion is looking like 17th May. The biggest unknown is now plaster and plasterers. Apparently, there is a national shortage!The Court Room will be ready for use for the Election on 6th May.The existing stairlifts, as previously indicated, cannot be sold for a profit. Once removed the carpet will be replaced and decoration made good. |
| 6. | **Fire Risk Assessment** | In light of the major building works, alterations and the lift, a new Fire Risk Assessment has had to be carried out. |
| 7. | **External Decorations** | Still planned to follow on from lift works. |
| 8. | **New Bench Seat** | Permission has been granted by HCC. I am currently discussing its installation with a contractor. |

 **APPENDIX 2**

**Item No 11**

**Lisa Mortimer MRICS - Romsey Town Centre Manager**

**Report to Romsey Town Council Building and Town Committee - Tuesday 13th April 2021**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Subject** | **Report** |
| **1** | **General commentary** | Since my last report to your 9th February 2021 meeting, we should by this meeting be into Step 2 on the roadmap out of lockdown, which commences on April 12 permitting non-essential retail, hospitality with outdoor serving areas, personal care, libraries, community centres and leisure centres to re-open. The successful vaccination programme has seen a rapid decrease in Covid cases, hospitalisations and deaths. It is therefore hoped that “near normal” can be achieved by June 21st. The closure of non-essential retail, personal care and hospitality venues has had a considerable financial impact on businesses in the Town, even with grant and additional loan payments. It remains to be seen as to whether the reported accumulation of savings will see a resurgence in retail sales on the “bricks and mortar” High Street.The Office for National Statistics has reported the following:* In the three months to February 2021, retail sales volume fell by 6.3% when compared with the previous three months, with strong declines in both clothing stores and other non-food stores. The proportion spent online increased to 36.1% in February 2021, the highest on record; this compares with 35.2% in January 2021 and 20.0% reported in February 2020.

It remains to be seen what proportion of retail sales remain on line after non-essential shops re-open. What is certain that the changes to our High Streets that were evolving before Covid will continue with Covid having given grater impetus to change.Further changes from Central Government in respect of permitted development and Use classes Order could soon be forthcoming. With effect from 1st September 2020, a new use class order – Class E, Commercial, Business and Service was created that encompasses the following:Use, or part use, for all or any of the following purposes—(a)for the display or retail sale of goods, other than hot food, principally to visiting members of the public,(b)for the sale of food and drink principally to visiting members of the public where consumption of that food and drink is mostly undertaken on the premises,(c)for the provision of the following kinds of services principally to visiting members of the public—(i)financial services,(ii)professional services (other than health or medical services), or(iii)any other services which it is appropriate to provide in a commercial, business or service locality,(d)for indoor sport, recreation or fitness, not involving motorised vehicles or firearms, principally to visiting members of the public,(e)for the provision of medical or health services, principally to visiting members of the public, except the use of premises attached to the residence of the consultant or practitioner,(f)for a crèche, day nursery or day centre, not including a residential use, principally to visiting members of the public,(g)for—(i)an office to carry out any operational or administrative functions,(ii)the research and development of products or processes, or(iii)any industrial process,being a use, which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit.In essence the old use classes’ order of A1, A2, A3, B1a, B1b, B1c, D1 and D2 are the new Class of E. Current permitted development rights already provide for shops (A1), financial and professional services (A2), and offices (B1a) to change to residential use without having to apply for planning permission in many circumstances. These will continue to apply until 31 July 2021. The Government launched a consultation in January that proposed change of use from any use within the Commercial, Business and Service use class to – Class E to residential (C3) be permitted.This proposal has provoked some considerable debate, more especially after the following letter appeared in the Times from Robert Jenrick, the Communities Secretary: *April 12. A day marked on everyone’s calendar — and with good reason. As long as the data continues to go in the right direction, the otherwise inconspicuous date marks the exciting next stage of the roadmap out of lockdown: the opening of non-essential shops and a chance to reunite with close ones at our favourite shops, pubs, cafés and restaurants.**But for many business owners, it also represents the start of the high street’s journey back to recovery — an economic comeback — and not a second too soon. There is no shying away from the fact that the past twelve months have tested and challenged our high streets like never before. It’s dramatically accelerated changes we’ve already seen in the past few years to how and where we shop.**That’s why, from the very outset of the pandemic, we have taken decisive action to support our businesses and communities. This has provided a lifeline of relief to many businesses across the country and, as we slowly and safely begin to reopen our high streets one more, we will endeavour to do everything possible to back them. This month I announced our new £56 million Welcome Back Fund, which will help high streets and seaside towns to prepare for shoppers and tourists on April 12. This funding will help to support tourism, improve green spaces, and give a much-needed boost to pubs, cafés and restaurants with more outdoor seating areas, markets and food-stall popups.**Our high streets are the beating heart of our communities, and supporting them is a central mission of this government as well as giving people more, safer options to reunite with friends and family. That’s why we are introducing temporary measures to make socially distanced shopping easier, cutting red tape to make it easier for local authorities to set up new markets.**We are also allowing shops to stay open for longer while extending planning freedoms to allow land to be used to hold outdoor markets for longer, without a planning application. Not only will this give shoppers greater flexibility to choose when they shop and avoid peak times, but it will help to protect jobs, reduce pressure on public transport and continue to support communities at this time. We’re also extending crucial changes in England, giving businesses more flexibility through planning freedoms that allow them a fast-track route to repurpose commercial premises, giving otherwise empty shops on the high street a new lease of life.**This comes at a time where having somewhere secure and safe to live has never been more important. By diversifying our town and city centres and encouraging the conversion of empty, boarded-up shops into cafés, restaurants or even new homes, we can help the high street to adapt and thrive for the future.**We are at a once-in-a-generation turning point for the character of local areas and the government will continue to do what we can to help our high streets to modernise and adapt. In this spirit, as we continue to strive towards our recovery, I would like to encourage all Times readers to continue to support their high streets by buying local, shopping local, eating local.**We all have a role to play, and together, we will build back better, more prosperous futures, and the high streets and town centres we cherish will emerge stronger than ever before.*In response Simon Jenkins, former chairman of the National Trust wrote:**SAVE THE HIGH STREET**Sir, The government’s decision to abandon change-of-use control on high street shops from August beggars belief. The present devastation of shopping streets will become a wipe-out. Almost all retail outlets are more valuable as flats. If every shop now closed is priced at full development value, landlords will be foolish to renew leases. Corner shops and pubs will vanish while streets are crammed with delivery vans. Most British towns have copious brownfield sites suitable for flats, many of them in public ownership. Robert Jenrick can hardly call himself minister for communities when he plans to eradicate high streets.**Simon Jenkins**Chairman, National Trust, 2008-14**EMPTY HIGH STREETS**Sir, Simon Jenkins suggests ([letters, Apr 3](https://www.thetimes.co.uk/article/times-letters-henry-marsh-and-the-case-for-assisted-dying-pkwmtb2d6)) that Robert Jenrick “plans to eradicate high streets”. Surely, though, the decision to drop change-of-use control on high street shops shows a realisation of stark facts. High street retailers face oblivion thanks to how we shop now, from our homes via the internet. To allow high street spaces once occupied by household names to remain derelict in their memory must be the worst option.**Jack Lynes**Pinner, MiddlesexHopefully the Romsey Conservation area’s status as Article 2 (3) land will ensure that any change of use will have to be determined by a planning application rather than under permitted development, more especially as poor conversions of former retail and commercial premises could have an very adverse impact on predominantly commercial frontage in town and city centres.  |
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| **2** | **Around the Town Centre:** | Local non-essential retail and hospitality premises with external serving areas have been making preparations to re-open. Bradbeers have been advertising a 50% sale on many lines.La Parisienne has erected a substantial marquee structure adjacent to the main building.No 7 Market Place – Upload Printing has been fitted out and is ready to begin trading on 12th April by providing a range of printing and embroidery on clothing and a number of other materials.No 8 Market Place, a revised planning application to convert the ground floor into a micro pub – the Corky Anchor is still awaiting determination. Table and chairs licence granted to place tables and chairs on a designated area on the Market Place. No 9 Market Place – Café Fresh. Table and chairs licence granted to place tables and chairs on a designated area on the Market Place.No 10 Market Place – former HSBC Bank/Kutchenhaus retail unit now vacant and being marketed to let by Savills.11 Church Street (Former Abbey Hotel – ground floor) fit out complete for new Kutchenhaus and ready to open14, Market Place (former Santander Bank Building) – ground floor alteration works underway to create bar and restaurant to be called the Exchange. Table and chairs licence granted to place tables and chairs on a designated area on the Market Place.15, Market Place (Josie’s) Existing table and chairs licence in existence to permit tables and chairs on a designated area on the Market Place16, Market Place (Costa) Existing table and chairs licence in existence to permit tables and chairs on a designated area on the Market PlaceWhite Horse Hotel - advertising that it will be re-opening on 17th May. Still on the market with Savills with an asking price of £4million25-26 Market Place (Café Nero) – no table and chairs licence in existence for these premises. 3 The Corn Market (Tudor Rose) – pavement licence granted to permit tables and chairs to be located opposite the Tudor Rose on the Corn MarketIn view of the considerable number of table and chairs licences that have been granted, I had had formally written to Michael White – TVBC Licensing Officer to ensure that table and chair licensees had been made aware that the Charter Market stall holders on Tuesday, Friday and Saturday and the Makers Market traders on Sunday had priority to use the Market Place and Cornmarket on their operating days. He has confirmed that their licences contain the appropriate conditions. It also remains to be seen whether many tables and chairs on the Market Place during the summer evening months will prove to be a nuisance to residential properties above some of the commercial units around the Market Place. While mixed use developments are being advocated to rejuvenate town centres, the compatibility between potentially competing interests requires careful management, thought and design. No 1 The Hundred – Boots. The freehold interest subject to a 10 year lease to Boots is currently being offered for sale.7 and 9 The Hundred - M & Co have announced that they will be relinquishing the lease of No 7 and reduce their operations into No 9 as they apparently have been unable to agree lease terms with their Landlord.14, The Hundred (Former Clarks) under offer34, The Hundred (Former Carphone Warehouse) still vacant. Application for a Lawful Development Certificate for a Proposed Use - use of ground floor of building as a restaurant has been withdrawn. 37, The Hundred (Former Charters Estate Agents) – let agreed.39, The Hundred (Former Ashfield Partnership temporary office/Jane Scarth Charity Shop) – now occupied as a new barbers shop80, The Hundred (Former Koh Tai restaurant) – still vacant and being marketed by SavillsSterling Walk (former Solent Cleaners) – vacant.The third phase of the Romsey Flood alleviation works in Middlebridge Street have been completed and reinstatement works where the site compound was located are under way. The refurbishment of 1-13 Portersbridge Street are nearing completion with the properties being available for open market lets in due course.Vandalism still seems to be an ongoing problem in the Town Centre with the glass to the door of Holland & Barrett smashed during the night of 5/6th April. There have also been reports of more damage to cars in Station Road and around the Abbey. |
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| **3** | **Town Centre events and markets:** | **Romsey Makers Market**The Sunday Romsey Maker’s Market in the Piazza and The Cornmarket have been suspended due to the Covid regulations that only permits essential retailing. The Tuesday, Friday and Saturday Charter Markets have still been operating for essential retailing only. In my December and February reports, I had advised that it had become apparent that the Makers Market and other events that take place on highway land in the Town Centre have not been properly regularized in the past. In liaison with Mandy Ware of HCC Highways and Michael White of TVBC Licensing and Chris Lewis of TVBC Environmental Health, a protocol has been formulated for ensuring that the requisite permissions and licenses are sought and obtained for all events in the town centre that are not covered by the Charter Market Agreement.An agreement has been reached with the Makers Market operators for them to operate on most Sundays in the Market Place and Cornmarket. They will be paying the Town Council a fee of £100 per week to cover the Town Council’s administrative costs. The Makers are responsible for applying for their own Street trading Licences and paying the appropriate licence fee.**Romsey Antiques Market**A provisional date of Sunday 23rd July has been reserved for an Antiques Market. Again the operator will be responsible for applying for and paying the fees for the appropriate street trading licences and road closure permits. Further markets are planned for October and December (restrictions allowing).**Beggars Fair**The Beggars Fair Committee has resolved to hold a virtual event on 10th July, featuring local bands, break-through acts etc. Beggars Fair have also been asked to support the Romsey Show’s paired back event in September to provide some live stages. This remains under discussion.I will be setting down the agreed protocol for the holding of events in the Town Centre into a reference document with a check list of what needs to be done together with a booking form that the Town Council will administer. **Health and Well Being Event**A proposed health and well- being event is planned for end of August/beginning September at the Town Hall (restrictions allowing). A small number of residents around 30 in number will be invited on a first come first served basis with tea and cake to be served. A kick off planning meeting was held on 25th March with Judith Giles, Marianne Piggin from TVBC, Kerry Daly from The Daly Hub, Terry Bishop from Unity and myself, in order to formulate ideas and gain thoughts on potential motivational speakers. Next meeting to be held on 6th May.  |
| **4** | **Planning**  | **New matters not yet determined since last report** |
|  |  | **37, The Hundred** Ref: 21/01007/LBWS Display of 2 externally illuminated fascia signs and hanging sign |
|  |  | **3, Stirling Walk, The Hundred** Ref: 21/00847/FULLS Retrospective application for the retention of 4 windows installed in north elevation at ground and first floor levels |
|  |  | **48 The Hundred** Ref: 21/00706/FULLS Retrospective application for the siting of a stationary kitchen van [Class E(b)] to the rear of the Jeera Indian restaurant and retention of block-paved hard standing area to the rear of for a temporary period of 12 months. |
|  |  | **14 The Hundred** Ref: 21/00560/FULLS Change of Use from shop store to 4 bedroom flat share/house in multiple occupancy (HMO) with associated works (above former Clarks) |
|  |  | **Matters determined since last report** |
|  |  | **100 The Hundred (Beauchamp House)** Ref: 21/00556/LBWS Install wall mounted extract fan to the face of chimney breast, and install wall mounted extract fan to wall above face of existing cupboard between two internal doors, use existing chimney breasts voids to vent to outside via existing chimney pot termination. Consent with conditions granted on 30/03/2021 |
|  |  | **7 Market Place** Ref: 21/00132/LBWS New hand painted fascia sign for shop front. Consent with conditions granted on 01/04/2021 |
|  |  | **30 Portersbridge Street** Ref: 20/03273/FULLS To provide access and off-street parking to the rear garden of 30 Portersbridge Street. Consent with conditions granted on 29/03/2021 |
|  |  | **1 The Hundred (Boots**) Ref: |
|  |  | **1 Stirling Walk The Hundred**  Ref: 20/03211/FULLS Use of existing first floor restaurant floor space (A3) as independent restaurant (A3) Consent with conditions granted on 12/02/2021 |
|  |  | **Matters previously reported** |
|  | **Planning and redevelopment matters:** | **The Abbey Hotel** – conversion of the front ground floor into retail space is proceeding under permitted development. Application for a variation to the original residential planning permission now sought. Application No: 20/03180/VARS vary condition 07 of 20/00701/FULLS (Demolition of toilet blocks to rear and conversion, alterations and extension to provide four dwellings comprising a two-storey two-bedroom house, a three-bedroom maisonette, a two-bedroom and a one bedroom flat; provision of external staircase) to replace drawings 7983/P31, 7983/P32A, 7983/P27, 7983/P26, 7983/P29, 7983/P28, 7983/P02A with drawings 7983/P31A, 7983/P32B, 7983/P27B, 7983/P26C, 7983/P29B, 7983/P28B, 7983/P02B. Still not yet determined**14 Market Place (former Santander)** – Ref: 20/00835/FULLS Change of use and internal alterations to upper floors to create two self-contained apartments. Yet to be determined Ref: 20/02618/LBWS Installation of external fabric awning and hand painted signage. Redecoration of shopfront. Consent granted subject to conditions for an amended proposal on 25/02/2021**8, Market Place** – Ref: 21/00548/FULLS Proposed changes of use of ground floor to Micropub (A4) and second floor and attic to Residential (C3). New Shopfront and Shop Door, reinstatement of windows on ground floor southern elevation, new glass canopy on rear elevation, creation of pedestrian access in southern boundary wall, new front dormer window and new rooflights, access to basement with cellar doors mounted at street level and revised licensing hours for the 'Garden' to reflect the 'Micro-Pub' 11.00am to 10.00pm (Re-submission) Yet to be determined)**1&2 Stirling Walk** (Application No:20/03211/FULLS) Use of existing first floor restaurant floorspace (A3) above existing Natraj Indian restaurant as an independent restaurant (A3). Permission granted subject to conditions 12/02/2021**Iron Art The Forge 6 Portersbridge Street** (Application No: 21/ 00285/FULLS) Demolition of workshop (Use Class B1) and erection of dwelling (Use Class C3), parking and associated works. Not yet determined. |
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| **5** | **Vacant units:** | **34 The Hundred** – former Carphone Warehouse unit still being marketed. Available by an assignment of an existing lease which is due to expire in June 2021. Rent passing £20,000 pa**37, The Hundred** – former Grade II Red Lion building that had been occupied by Charters Estate Agents and is owned by Brightbeech has a letting agreed to Parker Bullen Solicitors.**4 Eastwood Court , Broadwater Road** - 2,104 Sq ft/195.5 Sq m’s on ground, first and second floors 9 allocated car parking spaces Letting agreed**32 Bell St** – Second floor office suite 98.3 sq m’s/1058 sq ft. Asking rent £20,000 inclusive of utilities and service charges.**14 The Hundred (Clarks)** – posted to let on 27/12/2020 by Primmer Olds Total Net Internal Area 1,473 sq ft 136.85 sq m’s ground floor shop and store room. Let arranged |
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| **6** | **Temporary closure of the Hundred & other highway matters** | Although I received an acknowledgement to my letter of 5th March to Stuart Jarvis of HCC but I have not received a formal response. |
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| **7** |  **Meetings Attended** | Attached is a schedule of meetings I have attended since my last report and planned meetings (so far). |
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| **8** | **Potential on line trading platform for Romsey Businesses****“Bricks and Clicks”** | I attach presentations that I have given to senior officers at TVBC in respect of the creation of multi- vendor on line App and website. Discussions are under way with TVBC to formalise the development with a project team to deliver this application and to create a bespoke end to end solution for Romsey and outlying areas, such as Abbey Park Industrial Estate. Work is now underway to identify potential early adopters of the platform. |
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| **9** | **Work with the Tourism Group** | I attach a paper that I prepared for Cllr David Drew, Portfolio Holder for Economic Development and Tourism (Test Valley Borough Council) to generate more local tourism (both for physical and virtual visitors to Romsey) via the development of a Tourism and Community Heritage App. Funding being sought to develop this proposal. This initiative has gained support from Romsey Tourism Group as well as senior officers from TVBC.I am also working on a Cruise/Local tourism initiative with TVBC, Tourism South-East and the Tourism Group and will report back at the next meeting. |
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| **10** | **The Cranfield Trust lease**  | New lease that includes a variation to the space that they occupy completed for a term of 3 years (Surrender and Re-Grant). |

LM 07.04.2021