



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Bailey email : clerk@henley-in-arden-pc.gov.uk

Tel: 01564 795499 or 01926 814491

The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday 18th September 2017 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, David Broadbent, Peter Crathorne, Jayne Bridges, Heather Hemus, Peaches Melhuish (Cllr Melhuish left the meeting at 8.00 pm due to a family emergency), David Tomlinson and County Cllr John Horner.

In Attendance: 6 members of the public.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

Public Participation Session

- A member of the Henley PCC confirmed that the Church clock had been maintained and advised the Clerk that an invoice would be forwarded to her for payment.
- The same gentleman mentioned that he had received a quote for replacing the existing Henley Town sign on the west face of St John's Church tower and had passed a copy to the Clerk. This item would be discussed later on the Agenda (Item 16).

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

Commencement of the Council Meeting

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllrs Mike Wilmott, Peter Cornford and District Cllr Stephen Thirlwell.

2 Declarations of Interest and Dispensations

Cllrs Peter Crathorne declared that he did not feel that he had an interest in Item 19 on the Agenda as he felt that the Hub@Henley was a building which was owned by WCC and therefore he did not have a pecuniary interest.

3 To ratify the co-option of an additional parish councillor on to the JPC.

The Chair reported that he and the Clerk of the JPC had met with a candidate who was interested in being co-opted on to the JPC. It was their recommendation that Sally Harfield was co-opted and she was invited to join the JPC with immediate effect. **This motion was proposed by Cllr Garner, seconded by Cllr Broadbent and carried unanimously. It was RESOLVED that the JPC co-opt Sally Harfield.** Sally was welcomed to the JPC and invited to say a few words about herself. Sally said that she had lived in Henley for five and a half years and had a close association with Henley for a number of years. She went on to say that she was a member of Henley in Bloom, helped with the Rural Cinema and was a member of the JPC Planning WP. She felt that it was time to put something back into the community and was enthusiastic about doing so.

4 Reports from County Councillor and District Councillor

- Cllr Horner had to attend a meeting prior to coming to Henley and gave his report later in the meeting. Cllr Horner reported the following:
- Free Electric Blanket testing would be carried out in Stratford on Avon and is available to all Warwickshire residents over the age of 50.
- The County Council community grant scheme was now open and welcomes applications from community groups for a grant of up to £1,000 for schemes that will increase community cohesion.

- The Local Flood grants scheme is also open which helps communities address local flood prevention issues, with funds available from £5,000 per location, per annum. Cllr Crathorne advised that the JPC had not identified an area that would qualify.
- The speed cameras trial at Hockley Heath would be running for 4/5 years and would cost £120,000 over a five year period. He went on to say that he was looking into the possibility of reducing the monitoring costs and the position of the Police. Cllr Horner confirmed that he had spoken to the Chief Constable for Warwickshire but he had to cut back resources.
- He was also looking at whether more Special Constables could be recruited in Earlswood, as they were badly needed, however the scheme was reliant on volunteers from the community that they would police. The recruitment of volunteer Special Constables would be the subject for discussion with the PCC as it was in his election manifesto. Cllr Bridges asked if there was an age restriction of 50 and Cllr Broadbent confirmed that if you are over 18, there was no upper age limit. He went on to say that police constables are being issued with video cameras on their lapels which would provide live feed in Warwickshire.
- Cllr Horner advised that there were very few volunteer special traffic wardens being recruited in the villages and WCC was looking into the training and qualifications required as well as any insurance implications.
- Cllr Horner advised that he had been approached about a disabled parking bay. Cllr Crathorne advised that the disabled parking bay outside Barclays Bank had been created originally for a resident who was disabled; however, they no longer lived there. Cllr Crathorne asked if the disabled parking bay could be removed and Cllr Horner advised that it could.
- Cllr Leech asked if it would be possible for Henley Music Festival to apply for the County Cllr community grant and Cllr Horner advised that they could so long as it promoted community cohesion.

5 Minutes of the ordinary meeting held on 17th July 2017 to be approved and signed.
It was RESOLVED that the Minutes of the above meeting were confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.

6 Matters arising from the minutes of previous meetings and not on the agenda.
 There were no matters arising.

7 Report by the Parish Clerk – Gill Bailey

- The Clerk said that members of the JPC had attended Declaration of Interests training in August and following the training she was in the process of updating the current Standing Orders. These would be circulated to all members with the view that they are ratified at the next JPC meeting. She went on to say that she was in the process of formulating a Community Engagement Strategy, which would also be circulated and hopefully ratified in the coming months.
- She had also attended Dementia Awareness training and would like to encourage Henley to become a Dementia Friendly Town.
- She and Members of the JPC had also attended a presentation from a company called Microshade who provided Data Security and Transparency IT packages for smaller local authorities. She would be organising a meeting to review whether this was an appropriate package for the JPC.
- She had received a temporary road closure of Whitley Road which should have commenced on 18th September and be completed on 20th September. The details had been uploaded on to the JPC web site.

8 To review the planning applications report.

- Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site and there was nothing of note to report this month.
- Cllr Broadbent confirmed that he had received a phone call from Henley College requesting a meeting to update the JPC on their current plans.
- Cllr Broadbent also advised that the former Arden Galleries at 54/56 High Street would be submitting revised plans at the end of October with the intention that the work commences on site in early 2018.

9 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
 - **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report**
 - Cllr Garner confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs. The current balances as at 18th September 2017 were Treasurers Account: £1,230.75 and the Deposit Account was £67,003.12.
 - Cllr Garner reported that he had transferred £15,003.71 and £3,003.02 from the JPC deposit account to the current treasurer's account.
 - Cllr Garner reported that there were payments requiring approval; for Jon Vale for £2,212.80, T Mousley for £444.00 and Came & Company, Parish Insurances which were due prior to the next JPC meeting for £2,063.40 or £1,960.23 pa for a three year agreement. Cllr Leech made the point that if the JPC took advantage of the three year agreement, it would commit the council to expenditure beyond their term. There was a brief discussion and due to the small saving of 5% that would be achieved, it was agreed not to take advantage of the three year reduction and review the situation on an annual basis.
 - Cllr Garner advised that in line with previous resolutions, a payment of £2,000 was due to be paid to the Library on 25th September. He confirmed that he and the Clerk had received a copy of their accounts as per the agreement.
 - **It was RESOLVED to approve the contents of the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**

- **To approve the transfer of £1,000 to the Christmas Lights Committee and a payment of £1,000 to Henley in Bloom under the terms of bequests made by Miss G Knight**
- Cllr Crathorne advised that he had made contact with the Christmas Lights committee and they had confirmed that they would record receipt of their portion of the above legacy on the Carol Sheet and programme that would be produced by them. He went on to say that he was in the process of informal discussions with Henley in Bloom and they were planning expenditure on a capital item. **It was RESOLVED to approve the payment of £1,000 to the Christmas Lights Committee with a further £1,000 being paid to Henley in Bloom at a future date. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**

- **Maintenance & Emergency Planning – (Monthly)**
 - Cllr Crathorne advised that his Property Report had been previously circulated and was uploaded on to the JPC web site.
 - Cllr Crathorne went on to report that he had contacted all of his emergency team to ask them whether they would be able to offer support in an emergency and to act as Snow Wardens if necessary. He had received a positive response from all but two parishioners. He went on to suggest that he would advertise to see whether there were any more parishioners who would be prepared to provide assistance if required. Cllr Leech asked about the gritting machine that was owned by the JPC and Cllr Crathorne confirmed that it would be serviced prior to the onset of winter. A member of the public suggested that there were other sources of media including social media to advertise for additional members of the Emergency Team. Cllr Leech agreed that forms of social media were instantaneous and Henley Matters was run by a Parishioner who was present as a member of the public. Cllr Crathorne confirmed that the JPC did not use Facebook at present and Cllr Melhuish advised that it had been previously agreed that the JPC would not have their own Facebook account; however, alternative sources of social media were available. Following a brief discussion, it was agreed that the Clerk contact the Parishioner who ran Henley Matters to request if she would kindly advertise for additional members of the Emergency Team.
 - Cllr Crathorne went on to say that he and Cllr Tomlinson had walked round Henley and looked at the responsibilities of the JPC in respect of estate management. Cllr Tomlinson had agreed to share the responsibilities of estate management with Cllr Crathorne and he was seeking approval to allocate responsibilities between both Cllrs.
 - Cllr Crathorne advised that the JPC was still looking at how they could assist with the issues outside Curry Republic and the placement of A Boards and chairs and tables on the High Street.
 - Cllr Crathorne also advised that he was seeking authorisation from the JPC for a group of Parishioners who would like to knit colourful jackets for the tree trunks down the High Street for Christmas. He went on to say that consent may have to be reached with WCC, Highways. Cllr Melhuish said that a similar project had been undertaken in Shirley to raise awareness of the homeless. Cllr Crathorne advised that the 'knitted jackets' would be sent to a worthy cause following the Christmas break.

- A member of the public asked whether Cllrs Crathorne and Tomlinson had looked at the grit bins in Beaudesert Lane, outside the gardens as it was not full of grit. Another member of the public also said that the grit bins by the Medical Centre were also in a poor state of repair. Cllr Crathorne said that he had been advised that SDC did not own these bins and the JPC did and should have the keys. He went on to say that they were not actually used for grit but sand to fill up the sand bags that the JPC had in their possession. Cllr Crathorne confirmed that the JPC would look into this issue and look to updating the JPC Asset Register.
 - Cllr Crathorne advised that he had attended a meeting with the Arden Group of Parishes in the area and a further meeting had been arranged to try and ascertain whether any economies of scale could be achieved within the Group. He went on to say that it may be possible to recruit special constables who live in the communities that they police as it seemed that all rural parishes suffered from crime and anti-social behaviour. Cllr Bridges said that she thought it was a good idea if each Village had their own 'village bobby' and there would be a sharing of common information. Cllr Horner advised that there were currently three PCSO's to cover the whole of the Alcester area.
 - **It was RESOLVED that the actions set out in the attached Report – see appendix - were approved and the distribution of responsibilities between Cllrs Crathorne and Tomlinson be authorised. It was also RESOLVED that the JPC approve further discussions with the Arden Group of Councils. These motions were proposed by Cllr Crathorne, seconded by Cllr Melhuish and carried unanimously.**
- **Car Park Acquisitions Working Party – Verbal Report**
 - Cllr Garner said that he was delivering the above Report in the absence of Cllr Cornford - please see attached Appendix.
 - Cllr Garner advised that Taylor Wimpey, the current owners of the Croft Car Park were keen to divest themselves of the Car Park and recognised that they would have to provide a sum to contribute to on-going and future maintenance.
 - Cllr Garner advised that he and Cllr Cornford had attended a meeting with the company who manage the Forward House car park, LPS of Warwick. They had requested that they re-visit their original costs for managing The Croft and Medical Centre car parks if they were to become under the control of the JPC. LPS would take on all responsibility of managing the car parks and the JPC would get 50% of the revenue. They are proposing to give a price to the JPC for running all the Car Parks where the JPC would receive a guaranteed minimum income from them.
 - Cllr Garner pointed out that, once the JPC started charging for parking at The Croft, this will have a considerable knock on effect on the Medical Centre Car Park so the JPC would need to look at all three Car Parks in the Town, including the North Car Park.
 - Cllr Garner advised that charges would have to be applied to all three Car Parks in Henley, however, as this is potentially a contentious issue, consultation with Parishioners would need to be undertaken.
 - Cllr Garner advised that this strategy was in line with the up and coming NDP and the JPC would need to consider whether Taylor Wimpey may give the Croft Car Park away to another company and the JPC would then lose control of it.
 - Cllr Garner said that there would need to be a sinking fund for maintenance etc., and consideration would need to be given to whether the current JPC should commit this kind of expenditure to a future JPC.
 - **Children's Facilities Working Party – Riverlands Play Area**
 - Cllr Jackson advised that her Report had been previously circulated and was uploaded on to the JPC web site. She went on to say that the tender regarding the purchase and installation of new playground equipment at the Riverlands area had been put on hold, given the additional procurement considerations that need to be taken into account.
 - Cllrs Jackson said that she, Cllrs Broadbent and Tomlinson had met with a Cllr of Barford PC for a tour of the Barford play and recreational area which is well utilised by the local community (of all ages) and offers much more than what is available in Henley.
 - The WP is considering whether it would be possible to refurbish and improve the whole of the Riverlands area to ensure greater use by local residents of all ages, and to attract out of town visitors. This central green space is a valuable asset, which has become very rundown and shabby and is not an attraction for visitors. The woods are overgrown, the pond has now become an eye sore with no visible pond life and the other open areas are not aesthetically pleasing.
 - The WP would also like to investigate the possibility of relocating the play area and extending the central parking by approximately 25 spaces to help alleviate the parking problems within Henley. This would require the current bund and some trees to be removed.

- In order to take the plans forward the JPC will need to engage a third party surveyor to carry out a detailed topographical survey at a cost of approx. £2,000 plus VAT.
- Following receipt of the results from the topographical survey, the WP will look at an initial feasibility scheme and local residents would be given an opportunity to comment upon the proposed plans through a town consultation (supported by professional 3D graphical and colour presentations). It is anticipated that consultant fees up to the planning stage will be in the region of £10,000 plus VAT but the WP believes these fees are absolutely necessary in order to achieve their vision.
- Cllr Broadbent advised that members of the WP had also met with District Cllr Stephen Thirlwell who was very supportive of the project and knowledgeable about the whole area.
- A member of the public questioned how the Riverlands had declined and whether the redevelopment of the Jubilee Play Area would be considered also.
- Cllr Crathorne said that as the Riverlands was in a Conservation Area, the WP may be considering the destruction of some of the natural habitats.
- Cllr Tomlinson advised that nothing further could be progressed without a topographical survey being commissioned by the JPC. He went on to say that in his opinion, the pond could be re-instated and re-invigorated and the proposed works should not affect the area hugely and the habitats protected.
- **Following a discussion, it was RESOLVED that a topographical survey be undertaken at a cost of £2,000. This motion was proposed by Cllr Jackson, seconded by Cllr Tomlinson and carried by the majority. Cllrs Hemus and Crathorne voted against.**

10 To consider the results of the recent Traffic Survey carried out on the High Street & discuss whether a further Survey in a different location is a viable option.

- The Clerk reported that the results of the Survey had been received and had shown that there had only been one vehicle speeding at 41 mph. She went on to ask whether Cllrs would like to commission a further Survey in a different location. Cllrs Garner and Broadbent suggested that a Survey should be undertaken at the North end of the Town and Cllr Crathorne said that in his opinion, the results would probably not be different.
- Cllr Jackson asked what the benefit would be if the Survey proved that there was a high incidence of speeding. Cllr Horner responded and said that the Survey could be used as evidence for a lower speed limit of 20 mph; however, he felt that it might be difficult to do much on an A Road which was also used as a diversionary route for the Motorway.
- **Following a discussion, it was RESOLVED that the Clerk instruct WCC to carry out a further Survey outside The White Company on High Street at a cost of £300.00 including VAT. This motion was proposed by Cllr Garner, seconded by Cllr Broadbent and carried by the majority. Cllrs Leech and Crathorne voted against.**

11 To Ratify the policy statement in respect of Videoing, Photography, Audio Recording and Use of Social Media at JPC Meetings (document previously circulated)

- The Clerk reported that she had circulated this document to all members of the JPC. **Cllr Crathorne advised that he had looked through the text and proposed that it was adopted by the JPC. This motion was seconded by Cllr Broadbent and carried unanimously.** The Clerk will upload the document to the JPC web site.
- The Clerk also reported that she had received a request to site a bench in memory to a longstanding Henley resident who had recently passed away and which would be installed between the Chemist and Arden Tandoori restaurant. The Parishioner said that he was fund raising with another Parishioner in the Town and other organisations such as Myton Hospice and the Henley First Responders would also benefit. The Clerk said that she would organise a meeting with the gentleman who had made the request and a couple of Cllrs to take this further.

12 To approve the adoption of the draft Neighbourhood Development Plan and thank the Steering Group for all their hard work.

- Cllr Leech reported that members had attended a presentation on the draft NDP recently and Cllrs had made several observations. **It was RESOLVED that the contents of the draft NDP had been noted by members of the JPC. The Clerk was requested to contact the Steering Group to request that members' observations were incorporated in the draft Report, including the thanks of the JPC for all of the hard work that had been undertaken by the Steering Group. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried by the majority. Cllr Garner abstained as he is a member of the Steering Group.**

13 To agree contributions from Working Party Portfolio Holders and to discuss & approve the cost of printing & distributing the JPC Annual Report & Accounts.

- The Clerk requested that all Members who headed up the various JPC Working Parties put together a short feature and commentary on the aims and objectives of their WP over the last twelve months, in a similar way to those submitted last year so that they could be incorporated in the JPC Annual report and Accounts. She went on to say that the deadline for receipt was prior to the next JPC meeting on 16th October.
 - The Clerk reported that she had received a quote from Henley Focus to have 1600 copies printed and distributed and this was likely to be in the region of £600.00. Following a discussion, it was agreed to defer this expenditure until next month, pending further investigation into the costs of printing and distribution of the booklets.
- 14 To discuss Mini Grant Applications received from The Mount Trust for £500 towards the cost of architects plans for a new entrance to the Mount and Henley in Arden Guild Hall Trust for a contribution of £500 towards Arts4All Week (documents previously circulated)**
- The Clerk reported that she had circulated the application forms for both grants and this had included advising Cllrs to pay the amount requested. Cllr Garner said that he would be happy to approve this expenditure. Cllr Crathorne asked how much would be left out of the budget for mini grants for the rest of the financial year and Cllr Garner confirmed that there would be £200.00 in the mini grant fund that had been budgeted for and £1,250 in the main grant fund. **It was RESOLVED that both mini grants be approved and this motion was proposed by Cllr Garner, seconded by Cllr Hemus and carried unanimously.**
- 15 To discuss the feasibility of JPC Bi-Monthly meetings**
- Cllr Leech reported that the JPC was making so much progress that he was suggesting bi-monthly JPC meetings from January 2018. Cllr Crathorne said that he liked the idea of fewer meeting's, however, perhaps missing out meetings during the quieter summer months may be more appropriate. He went on to say that it is also the one opportunity that members of the public have for raising matters of concern and to question the JPC and if there were fewer meetings it would limit their input.
 - It was agreed that all Cllrs give this matter some thought prior to the next JPC meeting and how to manage annual events such as the budget, annual parish council meeting and annual assemblies. The Clerk agreed to meet with Cllrs Leech, Crathorne and Garner to put together a proposal for the next meeting.
- 16 To discuss the renovation & refurbishment of the Henley Town sign on the west face of St John's Church Tower.**
- Cllr Crathorne reported that a quote had been received for the work described above and this was for an amount of £384.00, including VAT. The company had been recommended and endorsed by Cllr Cornford. Cllr Leech mentioned the issue of the pigeons that roosted in the Tower. Cllr Crathorne suggested that this work could be carried out under the property maintenance budget and he would liaise with both WCC and a member of the PCC regarding the issue of the potential removal of the pigeons.
 - **It was RESOLVED that the Clerk contact Kay B Kay Ltd and instruct the work. This motion was proposed by Cllr Crathorne, seconded by Cllr Broadbent and carried unanimously.**
- 17 Additional Christmas Lights & Christmas Tree Project 2017 – Update**
- The Clerk reported that due to unforeseen circumstances and misinformation received from WCC regarding the height clearances required for the installation of the catenary wires, the wires across the High Street project had been abandoned at a cost of £3,000 to the JPC.
 - The Clerk went on to say that she had circulated an email to all members noting all of the costs if the installation of a Christmas tree were to be located outside Lloyds Bank and the potential issues that could be raised. In the email the Clerk has said that in her opinion the costs involved and the potential liabilities that would be incurred would make the installation of the Tree onerous and her advice would be to abandon this project also. **Following a brief discussion, it was RESOLVED to abandon the installation of the Christmas tree outside Lloyds Bank. This motion was proposed by Cllr Garner, seconded by Cllr Hemus and carried unanimously.**
- 18 To discuss contributing £5,000 towards the costs for the commemoration of the ending of the First World War & the lighting of a Beacon on the Mount – 'The Battle is Over - A Nation's Tribute' – Royal British Legion.**
- Cllr Leech reported that the previous JPC had a sinking fund with monies going towards the commemoration of the signing of the armistice. He went on to say that he had met with the

Chair of Henley British Legion, Denis Cox and Mr Cox had asked if the JPC would consider putting £5,000 towards the cost of the event that will take place on 11th November 2018. Cllr Leech said that the British Legion has some good ideas on how to manage the event and it was an important anniversary to commemorate.

- Cllr Bridges asked if the total cost of the event was known and Cllr Garner asked when the funding was required. Cllr Leech responded and advised that the British legion would like to start planning the event; however, he felt that the funds could be allocated to next year's budget. He went on to say that there would be a beacon on The Mount and a small party would light the braziers which could be viewed from Beaudesert Lane. He said that there would also be refreshments available and possibly Shirley Pipe Band.
- Cllr Crathorne suggested that £5,000 be allocated out of reserves from next year's budget towards the project and suggested that if there were any capital items of expenditure, they could be purchased by the JPC on behalf of the British Legion.
- **It was RESOLVED that £5,000 be allocated out of the JPC reserves from next year's budget. This motion was proposed by Cllr Leech, seconded by Cllr Crathorne and carried unanimously.**

19 To receive an update on the following premises as ACV's - Warwickshire College Sports Hall and Sports Field and the Hub@Henley Community Centre.

- Cllr Crathorne reported that there had been no progress to date pending further enquiries about the Hub@Henley being in public ownership. He agreed to report back at the next JPC meeting.

20 To discuss the purchase of three replacement Bus Shelters for Henley

- The Clerk reported that she had met with a representative from a company who supplied and installed wooden bus shelters and she had been able negotiate the price down to approximately £6,000 per shelter. Cllr Crathorne said that there were sufficient funds available in the budget to have two shelters this year and one next year.
- Cllr Bridges asked which way round the shelters would be situated and following a discussion, it was generally felt that they look more attractive facing the road.
- It was agreed that a further two quotes would be required and the Clerk agreed to seek two more estimates. It was also agreed that a member of the public who uses the bus service and Cllrs Bridges and Harfield meet to discuss the project over the next month.

21 Reports from Councillors – exchange of information only.

- Cllr Crathorne advised that the two new Notice Boards had been installed; however, updated photographs of Cllrs were required.
- Cllr Crathorne also advised that he and the Clerk were meeting the Clerk of Shipston Town Council on 25th September to discuss how Henley could become Dementia Friendly. This may include re-designing street furniture, slowing traffic lights down, having a 20 mph in the Town and encouraging community organisations to cater for dementia sufferers and/or their carer's.
- Cllr Crathorne also asked the Clerk if she would write a thank you email on behalf of the JPC to the Henley Music Festival for all their hard work in putting together such a brilliant event over the August Bank Holiday weekend.

22 Items for private session

There were no items reported for private session.

To confirm the date and time of the JPC Ordinary meeting which will be held on Monday, 16th October 2017, commencing at 7.00pm in the Memorial Hall

PLEASE NOTE THAT IF ANYONE WOULD LIKE A HARD COPY OF THE DRAFT MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

Signed

Dated