

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 24 FEBRUARY 2014 AT 7.30PM**

Present: Cllrs Faulkner (Chairman), Fellows, Fleming, Hale, Harris, O'Neill and Robinson - Giannasi

In attendance: Mrs Weir (Clerk), Mrs Jeffs (Deputy Clerk)

Also present: 1 member of the public; 1 member of the press

PUBLIC SESSION

None

FULL COUNCIL

131/13 APOLOGIES FOR ABSENCE

Cllr Reid, District Cllrs Crookes and Gorys

132/13 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

133/13 APPROVAL OF THE FOLLOWING MINUTES

Monday 3 February

Full Council 121/13 - 130/13
The minutes were accepted as an accurate record.

Amenity 46/13 - 52/13
The minutes were accepted as an accurate record.

Traffic and Transport 54/13 - 58/13
The minutes were accepted as an accurate record.

Planning and Development 141/13 -151/13
The minutes were accepted as an accurate record.

134/13 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded Cllrs about the meeting that was to be arranged between OPC and members of the senior RAF management team. It was agreed that a Monday or Tuesday evening would be most convenient.

Having received Cllr Daws resignation, the chairman wished to thank him for his service and contribution to the council. The chairman would officially send OPC's thanks to the station commander. The process of filling the vacancy would be discussed during item 142/13.

135/13 CLERK'S REPORT

The clerk advised that the office had received a number of letters, emails and calls of thanks for the vouchers and cards distributed by RAF Odiham to the families who had personnel deployed over Christmas.

The clerk reminded Cllrs about the local plan seminar being held on 11 March at 7pm at Hart DC. As OPC is able to send two representatives, Cllrs were asked to advise the clerk by Friday if they wished to attend with Cllr Fleming.

136/13 APPROVAL OF THE SCHEDULE OF PAYMENTS FOR JANUARY

It was resolved to approve the schedule of payments of account for January which was signed by the chairman.

137/13 REVIEW OF THE INTERNAL CONTROLS REGARDING PAYMENTS

It was resolved that all cheque signatories when signing cheques would now also sign the corresponding invoice and that the chairman would review and sign the monthly bank statements and bank reconciliation prepared by the clerk.

138/13 ARRANGEMENTS FOR THE ANNUAL PARISH ASSEMBLY TO BE HELD 23 APRIL

Mayhill School is booked for the APA from 6.30 – 9.30pm, with the meeting being held between 7.30 and 9pm. Dr Freeman, Chair of the North East Hampshire Care Commissioning Group has accepted the invite to address the assembly.

District Cllrs Gorys and Crookes, PCSO Liz Wallace and PC Paul Franks have confirmed their attendance.

It was suggested that Cllrs review the notes from last year's meeting which can be found on the website.

139/13 CONSIDERATION OF THE CONTENT FOR THE SPRING NEWSLETTER

Suggested articles for the newsletter were discussed. All articles should be with the clerk by 19 March to ensure the newsletter is delivered in time to inform residents about the details of the annual parish assembly. It was agreed that this newsletter is likely to take up six pages rather than the usual four and would therefore be slightly more expensive.

140/13 REPORT ON HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS PARISH ENGAGEMENT EVENT HELD ON 19 JANUARY

Cllr Harris attended this event and circulated a report on it. He informed the meeting that there were a number of information stands to visit and then three presentations. The presentations were on flood risk management, infrastructure to support the local communities and shaping highways services.

The presentations stressed the importance of reporting flooding problems to Hampshire County Council on their website at www.hants.gov.uk/flooding and problems with the roads at www.hants.gov.uk/roadproblems. Highways advised that potholes less than 40mm in depth were actually classed as surface deterioration and would not be repaired.

141/13 CONSIDERATION OF OPC'S OPTIONS FOR INTERNAL AUDIT

It was agreed that the details regarding the regulations / requirements of an internal audit would be required before a decision could be made.

142/13 TO ACCEPT CLLR DAW'S RESIGNATION AND DISCUSSION REGARDING FILLING THE VACANCY

The statutory notices advertising the vacancy were displayed on 17 February. They state that residents of the RAF ward have 14 days to contact Hart DC and request an election. If an election is not requested, OPC will be able to co-opt an RAF candidate at the next meeting in March.

143/13 APPROVAL OF THE RISK ASSESEMENT

It was resolved to accept the proposed general risk assessment for the council. The council is aware that separate risk assessments for the various buildings and open spaces will also be required.

144/13 OPTIONS REGARDING THE RENEWAL OF OPC'S INSURANCE

Cllrs were informed that the councils insurance is due for renewal on 1 April 2014. The chairman and clerk had met with the current insurers and a new provider to discuss the council's requirements. Quotes will be circulated to enable a decision to be made at the next meeting.

145/13 APPROVAL OF THE COMPLAINTS PROCEDURE DOCUMENT

It was resolved to adopt the circulated complaints procedure and add it to the website.

There being no further business the meeting closed at 8.20pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
AMENITY AREAS COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 24 FEBRUARY 2014 COMMENCING AT 8.20PM**

Present: Cllrs Robinson-Giannasi (Chairman), Faulkner, Fleming and O'Neill

In attendance: Mrs Weir (Clerk), Mrs Jeffs (Deputy Clerk)

Also present: Cllrs Hale and Fellows; 3 members of the public; 1 member of the press

53/13 APOLOGIES FOR ABSENCE

Cllr Reid

54/13 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

55/13 OPTIONS REGARDING THE MAINTENANCE WORKS REQUIRED ON THE CHAPELS

Four quotes had been obtained for various works on the chapels, some gave more detail than others. It was agreed that repairs to the south chapel that required the use of scaffolding should take priority along with remedial works on the roof of the north chapel.

56/13 USE OF THE PARISH ROOM ON A WEEKLY BASIS BY HART VOLUNTARY GROUP

It was agreed to support Hart health walks run by Hart Voluntary Action by allowing them use of the parish room on a weekly basis. This would be on the condition that if OPC did require the room for a meeting then this would take priority.

57/13 AGREEMENT OF THE PROPOSED RISK ASSESSMENT FOR THE PLAY AREAS

It was resolved that OPC would undertake to inspect the play areas on a monthly basis in accordance with the insurance policy as specified by the circulated risk assessment schedule.

58/13 RESTORATION OF THE PUBLIC BENCHES

It was agreed that Cllr Harris would undertake some repair work and re-staining to three benches in the High Street. The cost for any materials would be taken out of the budget for the benches.

There being no further business the meeting closed at 8.45pm.

Signed.....

Date.....

**MINUTES OF THE ODIHAM PARISH COUNCIL
TRAFFIC AND TRANSPORT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 24 FEBRUARY 2014 COMMENCING AT 8:45 PM**

Present: Cllrs Harris (Chairman), Faulkner, Fleming, O'Neill and Robinson-Giannasi

In attendance: Mrs Weir (Clerk), Mrs Jeffs (Deputy Clerk)

Also present: Cllrs Fellows and Hale; 3 members of the public; 1 member of the press

59/13 APOLOGIES FOR ABSENCE

None

60/13 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

None

**61/13 AGREEMENT OF THE CONTENT OF THE DRAFT LETTER REGARDING THE NEWLY
INSTALLED STREET LIGHTS**

It was agreed to send the draft letter that had been circulated prior to the meeting, with the addition of an extra suggested resolution as stated below:

HCC to agree to meet with members of OPC to review complaints and their resolution. Also to confirm how long HCC will continue to respond to new resident complaints - OPC continues to be made aware of further complaints on a regular basis.

**62/13 TO RECEIVE A REPORT FROM THE TRAFFIC PARTNERSHIP MEETING HELD ON 29
JANUARY**

It was reported that temporary repairs to Archery Field & Palace Gate footpaths have been completed and full repairs will be completed within the next financial year.

A feasibility & financial study is being undertaken by Hampshire Highways (HH) about the possibility of installing a footpath along The Firs or traffic signal control across the B3349. It is unlikely that the speed limit will be lowered from its current speed of 50mph.

OPC have responded to HH's request for an opinion regarding the possibility of replacing the damaged tree that was removed from outside the chemist on the High street.

HH have confirmed that the surrounding land around the Bridewell building is owned by Public Highways. HH will use special water jetting to remove the disabled parking bays during the next financial year.

There was a demonstration of an approved speed indicator device (SID) at this meeting. It has now been agreed that Cllr Harris would need to finalise a report including seeking permission from HH to install the SID on their lamp posts which would be considered at the next OPC meeting.

There being no further business the meeting closed at 9:15 pm.

Signed.....

Date.....

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL
PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
MONDAY 24 FEBRUARY 2014 COMMENCING AT 9.15PM**

Present: Cllrs Fleming (Chairman), Faulkner, Fellows, Hale, O'Neill and Robinson-Giannasi

In attendance: Mrs Weir (Clerk), Mrs Jeffs (Deputy Clerk)

Also present: 2 members of the public

152/13 APOLOGIES FOR ABSENCE

None

153/13 DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

Cllr Hale declared a pecuniary interest in item 156/13 - land adjacent to Hatchwood Place.
Cllr Fleming declared a non-pecuniary interest in item 156/13 – land adjacent to Hatchwood Place and item 158/13 Adams Farm.

154/13 CHAIRMAN'S ANNOUNCEMENTS

None

155/13 PREVIOUS PLANNING APPLICATIONS

Case: 13/02619/HMC
Address: Steep House Farnham Road Odiham Hook Hampshire RG29 1AB
Description: Erection of a two storey extension to the north elevation and a single storey side extension to east elevation.
Decision: Grant permission
OPC Comment: Odiham parish council raises no objection to this planning application.

Case: 13/02616/HMC
Address: Fallowfield Dunleys Hill Odiham Hook Hampshire RG29 1DU
Description: Erection of two storey side extension following demolition of the existing side extension.
Decision: Grant permission
OPC Comment: Odiham parish council raises no objection to this planning application.

Case: 13/02562/FUL
Address: Stapley Farm Long Lane Odiham Hook RG29 1JE
Description: The proposed development is three fold: - the extension of the grain store by 180 square metres - the addition of 3 new roller shutter doors and 2 personel doors - the change of use of part of the building to include general storage
Decision: Grant permission
OPC Decision: Odiham parish council raises no objection to this planning application.

Case: 13/02698/HMC
Address: 2 Finchleigh Place West Street Odiham Hook Hampshire RG29 1NT
Description: Two storey extension to rear of property (following demolition of existing two-storey extension)
Decision: Grant permission
OPC Comment: Odiham parish council raises no objection to this planning application.

Case: 13/02662/FUL
Address: 1 Bridge Road North Warnborough Hook RG29 1EW
Description: Erection of a detached chalet style bungalow
Decision: Refuse permission
OPC Comment: Odiham parish council wishes to object to this planning application. OPC is concerned about the overcrowding on the site, especially the close proximity to the new build of 1 Alexandra Terrace which does not appear on the plans presented.

Case: 13/02666/HMC
Address: 5 Reyntiens View Odiham Hook Hampshire RG29 1AF
Description: Conversion of part of integral garage to form utility room.
Decision: Grant permission
OPC Comment: Odiham parish council wishes to object to this planning application on the basis that there will not be adequate provision of parking for the property once the conversion is complete.

156/13 CURRENT PLANNING APPLICATIONS

Case: 14/00182/HMC
Address: 5 South Ridge Odiham Hook RG29 1NG
Description: Construction of a pitched roof over an existing flat roofed single storey extension and construction of pitched roof open porch to entrance
Decision: Odiham parish council raises no objection to this planning application.

Case: 14/00254/MAJOR
Address: Land Adjacent To Hatchwood Place Farnham Road Odiham Hook Hampshire
Description: Application to vary the wording of condition 1 (time to implement/submit reserved matters application) pursuant to planning permission 12/01316/MAJOR so that this condition now reads: "No development shall commence before approval of the details of the appearance of the buildings, landscaping, layout and scale of the proposed development, and the landscaping of the site (hereinafter called the "reserved matters") has been obtained from the Local Planning Authority in writing. Application for approval of the reserved matters shall be made to the Local Planning Authority before the expiration of 6 months from the date of this planning permission. The development hereby permitted shall be begun either before the expiration of 3 years from the date of this permission, or before the expiration of 2 years from the date of approval of the last of the reserved matters to be approved whichever is the sooner. Reason to comply with Section 92 of the Town and Country Planning Act 1990 (as amended) and to prevent an accumulation of unimplemented planning permissions."
Decision: It was agreed that Odiham parish council would not comment on this application.

Case: 13/02085/MAJOR
Address: Land Adjacent To Hatchwood Place Farnham Road Odiham Hook Hampshire
Description: Residential development of 89 dwellings and associated highway works, landscaping and public open space.

Decision:

Design

Hatchwood Farm is one of the gateway sites into Odiham, in a prominent position on an outward-facing slope. Whether cues were to be taken from the London Road part of the conservation area as stated in the Design and Access Statement, or from more modern developments in the east of the parish, the parish council finds it hard to find those cues in the design palette.

For example:

1. There are a number of multiple-gable designs which lack relation to anything in Odiham. Among others, house type 1994 particularly lacks this influence, but is nevertheless sited in prominent positions around the site.

2. The “decorative” mock dormers as found on assorted 3B houses and some 2060 types among others, which are not a feature of Odiham. Both older and more modern developments are quite plain and restrained in design; a number of house types proposed appear somewhat over-designed.
3. The proportions of some of the individual houses or groups do not reflect anything in the parish – in terms of overall height-to-width, and height of the roof alone to height of the building below roof level – type 1132 being one of the most conspicuous examples.
4. In some of these cases, the council considers that the appearance would not be so top-heavy and unbalanced if a little more terracing were used, something that would be very much in keeping with existing local design. This could also be a style to consider for the entrance area, reflecting the entrance to the High Street.
5. The D&A Statement refers to the Village Design Statement’s recommendation for relatively small dormers (VDS p20). This appears to have been ignored in many of the house types – 1385 (on plots 75 and 77 as shown on cross section D-D) being one of the most conspicuous examples.
6. The same street scene D-D seems to have no reference to anywhere locally: alternating house types, tight, regular spacing. One possible small amelioration on the spacing of the bungalows abutting Lyndhurst and Tamar could be to introduce two garages together rather than having them alternate with the bungalows.

We do not believe the current proposal meets NPPF requirements for design.

Heights and mass

The proposal not to follow the falling ridge line of the land adjacent to Waverley Close still effectively steals one of the geographical features of the site. Despite minor amendments, it seems clear that Hart’s planning committee, having reference to the outline plan, did not intend a general building **up** to the level proposed. This building up to the proposed level also has the effect of emphasising the increased size and mass of some of the proposed houses.

Similarly the north western boundary with Linden Avenue proposes a combination of closely-packed houses of a height which, on rising ground, would particularly overwhelm Lyndhurst and, given their proximity, be un-neighbourly to the other adjoining properties. The lowering of one single property to 6 metres, out of 3 adjacent to Lyndhurst’s boundary is an inadequate response and ignores the feedback from consultation undertaken by the applicant for the Outline permission, which consultation resulted in all the houses on the north western boundary having a maximum height of 6 metres.

Vehicular and pedestrian traffic

The parish council would prefer the roads in the proposed development adopted. However, regardless of adoption, the safeguarding of public access and the right for non-residents to use all the roads, pavements and hard-landscaped areas should be made explicit in order to assist permeability.

The bus shelters should be the subject of a condition to be in place before the first house is occupied to encourage the use of buses from the outset. The parish council wishes to be consulted on their design and placement.

Odiham Parish Council is very concerned that the plans for the footpaths and associated areas do not properly address the issues and potential that exist in regard to the way the development will link to the rest of the village. In particular:

1. We are concerned that the path that goes north past Galleon Marine to London Road is not deliverable as a right of way. This path should be a key part of the site’s permeability and its integration into the rest of the village. Plans for it need careful consideration due to the volume and size of vehicles going to and from the marina and the poor sightlines onto London Road.

2. The proposed footpath and cycle way into Waverley Close needs to be continuous to be useable. There is no indication of proposed action to achieve this. This again questions the permeability and integration of the site; not having a continuous useable multi-user route must work against previous assumptions on movements in and out of the site to the village.
3. There is an opportunity in the landscaping and planting plan to allow the public footpath adjacent to Waverley Close to move away from the immediate boundary and meander along through the upper park. This would both enhance the privacy of those whose gardens back on to the footpath and also provide a better surface for a section of the footpath that is prone to becoming muddy in wet weather but which will very likely become heavily-used by residents and non-residents, particularly school children and parents with buggies. Improvement of the surface of the rest of the public footpath is requested to ensure this path is usable all-year round in all-weathers.
4. The proposed path from near the natural area of play to the underpass needs not only to be hard for cycle use but also wide enough to be safely used jointly by cyclists and pedestrians. It is likely that the existence of such a path will encourage a significant number of walkers and cyclists to use it for recreational purposes, as well as for getting to school, the shops and to work.

Consultation Process/Community Engagement

We remain extremely concerned that the current applicant has not taken into account the outcome of the previous consultation, and the changes that were made to the Outline plans prior to their approval which had responded to that consultation process. This applies particularly with regard to heights and ridgelines along the western and north western boundaries.

OPC therefore believes that the applicant has not complied with Para 66 of the NPPF which expects “applicants to work closely with those directly affected ...”

Street lighting

The parish council is concerned at the extent and height of the lighting proposed in a low-crime risk area on the edge of the countryside. Lighting should be minimised and kept low to protect the amenity of surrounding residents, the approach into Odiham and the wider countryside, as well as the recognised bat routes along the Basingstoke Canal. There is little sign of the sensitivity of design of lighting specified in the Ecological and Landscape Management Plan, para 4.5.2.2 which calls for “minimum levels of lighting required for safety within and adjacent to sensitive areas including the use of directional, hooded and low-level cut-off lighting where appropriate”.

Landscape Plan

Our concerns remain the paucity and absence of space for screening on the north-west boundary; and how to avoid the 2 small areas adjacent to lot 74 and to Hatchwood Place becoming congregating or lurking areas as they are small and not easily observed. The landscape screening on the north-west boundary should be increased and be made a mandatory part of the advanced planting programme.

We have received agreement in principle from Charles Church to our request for the provision of a teenage recreation area, location in the country park to be determined by a separate planning application from OPC.

Construction

The construction plan states that certain measures will be taken if needed. Who will decide the need and what is the process for ensuring mitigation is implemented? Certain key requirements to protect the amenity of neighbours during construction should be included in the method statement as part of the application process:

1. Temporary screening of nearby properties to prevent dust, reduce noise and intrusion;
2. a bund to prevent surface water flooding into neighbouring properties during site construction.

Infrastructure

We recognise that at the time of Outline application 12/01316, Hart District Council considered the concerns expressed both by the parish council and by residents on the local infrastructure deficit which would be exacerbated by the 89 houses in this application. Application 12/01316 provided 248 bedrooms in total, while 13/02085 provides 284 – a 15% increase largely due to the increased houses sizes of the market houses. OPC does not believe that the additional bedroom accommodation will be unoccupied and identifies a material, additional, load on the local infrastructure that would result. This is a sufficiently substantial difference from the infrastructure burden anticipated from the Outline application for OPC to expect that this change be explicitly addressed during consideration of the current application.

Housing mix

The proposed housing mix for market houses does not meet the spread required by the current SHMA.

The proposed housing mix for market houses is for relatively large houses. Although adherence to that mix may have been varied on smaller sites and balanced across the district, on a site which is large relative to Odiham the mix recommended by the SHMA should be more closely adhered to. The provision of only 1 x 2-bed market house is inadequate. The parish council's own work with and feedback from parishioners over a number of years highlights that they want and expect a better balance in the housing mix.

Affordable Housing

1. We wish to see some adjustment made, at least on a small proportion of the affordable housing, which would allow priority to local residents. With the provision of additional smaller affordable units, local residents wishing to downsize would free up family houses.
2. The parish council also regards it as of paramount importance that the shared ownership houses should remain affordable for every owner following the first one.

Parking

The Parish Council welcomes the compliance with Hart's Parking Guidance.

We wish to point out however that any shortfall would mean no spaces would be left for those wishing to enjoy the public open space and play area by driving to it from other parts of the parish, as some undoubtedly will, parents of young children and dog-walkers for example. To that end, we would propose that the 14 spaces closest to the main open space and play area be designated for open space users and be included in the public open space area.

Meeting the parking guidance relies heavily on garage spaces. We therefore request a removal of permitted development rights so that the garage spaces are retained.

Drainage

Given the persistent problems at Thames Water's pumping station in North Warnborough downstream of this site, and persistent problems of sewage flooding in London Road Odiham, we request that special treatment be given to the process for discharging the Grampian condition proposed by Thames Water. This special treatment to be that notice and all details be sent to the Parish Council when the proposed solution is received by Hart, so that questions may be asked by the parish council of Thames Water or their consultants about the proposed scheme before it is finally approved.

We ask for confirmation from the traffic officer that the proposed plan make enough space for tankers to be able to access and park to pump out the holding tanks in case of unforeseen events risking sewage flooding.

Surface water

The underpass is naturally prone to flooding as it is located at the bottom of the hill. Attention needs to be paid to keeping it passable at all times as there is the potential for additional rainwater to flow down the (wide) combined cycle/footpath into the underpass.

Having seen flooding problems and the need for ensuing pumping during construction at several sites in the parish, we request a condition to provide a bund to the rear of Tamar and Heronswood before construction starts to prevent the exacerbation of surface flooding from the construction works before the drainage strategy is put in place.

157/13 CURRENT TREE APPLICATIONS

Case: 14/00282/CA
Address: 4 Burlingham Grange North Warnborough Hook Hampshire RG29 1FB
Description: NOTIFICATION OF PROPOSED WORKS TO TREES IN A CONSERVATION AREA Removal of two Eucalyptus trees from garden. Both trees are leaning at a marked angle and both have experienced root heave. One tree is leaning towards the house and the other tree towards the adjoining road. It is likely that both trees have been damaged by recent storms. On the plan attached:- T1 is a healthy Eucalyptus T2 is the tree leaning towards the house T3 is the tree leaning towards the road
Decision:

158/13 PLANNING CORRESPONDENCE

TREE DECISIONS

Case: 13/02687/TPO
Address: Hatchwood Rise Farnham Road Odiham Hook Hampshire RG29 1AB
Description: APPLICATION FOR WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER Please see attached photos and description
Decision: Grant permission
OPC Comment: OPC did not wish to comment on this.

Enforcements Opened

None

Enforcements Closed

Date Closed: 12/02/2014
Case: 13/00133/OPERAT
Address: Stapley Farm Long Lane Odiham Hook Hampshire RG29 1JE
Complaint: Grain store built under 09/00523/MAJOR being used for are storage. Grain store under construction 12/01047/FUL higher than app
Conclusion: Planning application approved

13/02614/OUT Land to the west of Adams Farm

OPC has learnt that new signs advertising changes to the above application have been displayed at the above site. A resident spoke to the meeting regarding his objections to this application. He informed that there are currently 48 objections lodged on Harts website. It is believed that this application will go to Harts planning committee on 12 March and is likely to be approved due to the absence of Harts local plan. To defend the application, concrete evidence proving detrimental harm for the sake of one house would be needed. He asked if OPC would attend the planning meeting and speak against the application. The committee agreed to send a representative.

Banner Homes – Land east of Hook Road

Banner Homes had written and informed the council that they are now taking over the application for development on the land opposite the Cat. It was agreed to write and thank them for their letter and include OPC's document for developer consultation, the fact that the planning committee would

require special permission to meet with them, flooding photos of the area and a surface water map. OPC would also ensure they are aware of the planning application for the proposed changes to the Chilli Pad.

Enforcement

It was agreed to inform enforcement about the lights that had been installed without planning permission in the ménage at Broad Oak House.

There being no further business the meeting closed at 10.20pm.

Signed.....

Date.....