



# WESTHAMPNETT PARISH COUNCIL

Serving Westhampnett, Maudlin and Westerton

Clerk to the Council: Mrs Linda Lanham

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## Minutes of the Westhampnett Parish Council Meeting held at 7pm on Monday 11<sup>th</sup> November 2019 at the March C of E School, Westhampnett

### Present:

**Parish Councillors:** Cllr J Freeman (Chairman), Cllr C McLeish (Vice-Chairman), Cllr W Holden and Cllr S James

The meeting was clerked by Parish Clerk, Mrs Linda F Lanham, with WSCC Cllr J Hunt and CDC Cllr H Potter in attendance.

26 members of the public also attended.

<u>Minute No</u>	<u>Item</u>	<u>Action</u>
213/19	<b><u>OPEN THE MEETING &amp; TAKE APOLOGIES FOR ABSENCE</u></b> The Chairman opened the meeting. There were no apologies.	
214/19	<b><u>DISCLOSURE OF INTERESTS</u></b> None.	
215/19	<b><u>PARISH COUNCILLOR VACANCIES:</u></b> Mrs Sharon Burborough said a few words describing her previous time as a Councillor and explaining she is now in a position to return. Cllr Freeman proposed that she become a Councillor by co-option, this was seconded by Cllr McLeish, and all voted in favour. Having signed the paperwork Cllr Burborough joined the table with the rest of the Councillors, and was welcomed by Cllr Freeman. Cllr Burborough disclosed her interest in Rolls Royce (as place of work but not a direct employee).	<b><u>LFL</u></b>
216/19	<b><u>CONFIRM MINUTES OF THE LAST MEETING held on 14<sup>th</sup> October 2019</u></b> Mr Andrew Ball and Cllr Hunt both said they did not give apologies as such. They said they did not attend the meeting as there was no specific Agenda item for them, and the Parish Clerk had indicated that they did not need to attend if they did not wish to do so. After a short discussion Cllr Freeman decided that these Minutes should not be signed, that a suitable amendment would be made, and they would be signed at the next meeting on 9 <sup>th</sup> December.	<b><u>LFL</u></b>
217/19	<b><u>MATTERS ARISING</u></b> None.	
218/19	<b><u>TRAFFIC DISRUPTION AT ROLLS ROYCE SHIFT CHANGE</u></b> Cllr Freeman introduced Mr Andrew Ball (RR) and said he would explain the situation in regard to the disruption that had been occurring. She said that the Parish Councillors, CDC and WSCC Councillors had been involved and that there had been an improvement but that today it was bad again. She thanked Mr Ball for coming and handed over to him.  Mr Ball agreed that the <u>level of congestion</u> is unacceptable, and that Board Level had been involved in finding a solution. The de-coupling of the shift patterns had been one of the biggest changes in the last 10 years. They have made the gap between shifts bigger, and it has been very effective to start with. They had tried very hard to fix the problem, including looking at all the car parks, and every single aspect. Cllr Freeman said the problem today was between 1450 and 1510, and Mr Andrew Blanchard, a resident, said that a lorry had tried to get into Jewsons and he held the traffic up. Mr Ball advised that the Roadworks notice had come to RR at the same time as residents, and he had the Area Highways with him today. There is nothing he can do about the cycle way building and he hopes the de-coupling will sort out the congestion. Mr Bob Keatley, a resident, asked why was it backed up today? Mr Ball said the Managers controlled the flow out, and some came out late today. A brand new parking/green travel person has started (Mustafa) and he said a number of trials are taking place especially in regard to the car parks. Cllr James asked whether going out left, in left is a good idea? This is being trialled. Mr Ball said please bear with RR whilst this is asked as an enormous amount of work has been involved. Mr Andrew Blanchard asked what the shift times are, he was advised 6am -1200 midnight operational with the last shift ending at 11-50pm, including deliveries. However Mr Ball was advised that lorries are going in at 4-30am, he said he would look into that. He added that pickup / drop off is a challenge plus drop off of children, but there are now dedicated drop off places inside the premises, not outside.  Stane Street <u>parking</u> is better, however Old Arundel Road and Claypit Lane are still a problem. He has a parking person in hi-viz checking at 5-30am. He explained Claypit Lane carpark cannot be used for shift workers due to the planning conditions. Mrs Ros Craven asked why planning cannot be changed and Mr Ball said RR had been advised not to do that. Some days Claypit Lane has 1 RR staff car only, other days it is lots.	

<p><b>218/19 Cont.</b></p>	<p>Mr Ball said he had spoken to the Head Teacher about the <u>parents parking</u> around the car park. He remarked that those coming from the North are not inclined to drive around the loop. A resident said they saw a person parked on double yellow lines, rang the CDC parking enforcement and they got a ticket. If parked on a zigzag line, it is now an automatic fine.</p> <p>RR continue to communicate to their workforce in regard to <u>speeding</u> and will report staff to the Police. Mr Ball said the way forward is via Speedwatch which is an official process, and he has offered resources.</p> <p>In regard to <u>noise</u>, again RR have put General Managers outside RR to stop slamming of car doors and RR continue to promote "Respect our Neighbours".</p> <p>Mr Ball has asked Nigel Carter to chase up the <u>Deliveries signage</u>.</p> <p>Mr Ball advised that <u>new bollards</u> by the School are to be paid for by RR, together with new signage re: School Car Park.</p> <p>Mr Ball confirmed that <u>the Infill Building Works</u> are underway, if any concerns please let him know.</p> <p>Finally, he said that RR was pleased to be providing the Honours Board, Plaque and Tinwood Bubbly for the <u>Community Hall</u>.</p>	
<p><b>219/19</b></p>	<p><b><u>REPORTS FROM EXTERNAL BODIES:</u></b></p> <p><b><u>Report given by WSCC Cllr J Hunt:</u></b></p> <ul style="list-style-type: none"> <li>• The November edition of our Town and Parish News is now out, so hopefully Linda will have circulated this to you all. As this covers issues that I'm sure will be of interest to your residents, I would encourage you to publish this on your website. I did look but I couldn't find any details, so presumably you are not currently uploading it. So is that something you would consider? I now also have a link to the Town and Parish news, which is <a href="https://content.govdelivery.com/accounts/UKWSCC/bulletins/2677ce3">https://content.govdelivery.com/accounts/UKWSCC/bulletins/2677ce3</a> This month we have covered such things as: <ul style="list-style-type: none"> <li>• Details of the newly elected Council Leader - Paul Marshall</li> <li>• A reminder to get your flu vaccination</li> <li>• Details of our new 'Improving Local Places and spaces' initiative, which was launched recently at the Sussex Association of Local Councils Autumn conference - which I'm not sure if you attended</li> <li>• It includes links to three of our latest communication campaigns - Age Well in West Sussex - WS Budget 2020/21 and a webpage containing information about Brexit</li> <li>• It also has links to two current consultations, the first on proposed re-organisation of rural and small schools in West Sussex, which relates to the five small schools in the county, and secondly a consultation on a review of our library offer - which is not about closure of any of our 36 libraries. It is more about change of hours, discontinuing the mobile library service etc.</li> </ul> </li> <li>• I would like to promote to your residents 'Your Energy Sussex' which is operated by West Sussex County Council. It is supported by councils across Sussex, including East Sussex County Council and a range of local district and borough councils - including CDC. Some of the plus points are: <ul style="list-style-type: none"> <li>• We are generating more and more energy in Sussex. Our solar farm here in Westhampnett and the one in Tangmere are now producing enough electricity to power 4,200 homes.</li> <li>• Your Energy Sussex does not make money for directors or shareholder. The profits are used to help local people who are struggling to pay their energy bills.</li> <li>• The green electricity tariffs are certified as being sourced from UK based wind and solar generators. For every Megawatt hour (MWh) of electricity purchased for our customers, we also purchase a Renewable Energy Guarantee of Origin (REGO) certificate, which proves the electricity is certified as being sourced either directly from the renewable generators or through a green wholesale energy provider.</li> <li>• Full details can be found at <a href="http://www.yourenergysussex.org.uk">www.yourenergysussex.org.uk</a></li> </ul> </li> </ul> <p>Two other brief updates:</p> <ul style="list-style-type: none"> <li>• The work on upgrading the footpath on the south side of Stane Street to a combined cycle/footpath had finally begun. Only been in gestation about six years! The good news is that it should, I understand, incorporate the 3 bus shelters requested by the PC.</li> <li>• Secondly, as reported by Andrew, our highways team, the contractor and RR have been liaising to try and minimise any disruption whilst these works are ongoing. If all goes well the work is scheduled to be completed in early February and there will be two week shutdown at Christmas.</li> </ul> <p>Mrs Ros Craven, a resident, asked who is legally responsible if there is a collision between her car and a cyclist. Cllr Hunt confirmed that no mirrors are included by Highways. Cllr Hunt confirmed he would ask the question and revert.</p> <p>Mr Andrew Blanchard, a resident, said if there were traffic issues caused by a Statutory Body such as Southern Water who should these be reported to? Cllr Hunt said he will mention this to Highways.</p>	<p><b><u>LFL</u></b></p> <p><b><u>JH</u></b></p> <p><b><u>JH</u></b></p>

<p>219/19 Cont.</p>	<p><b>Report given by CDC Cllr H Potter:</b>  The District Councils Cabinet met last Tuesday the 5th and on the Agenda was a proposal to increase off street parking charges. These charges were last reviewed in 2018 and it was decided to make no change at that time. This current review by the Car Parking Forum is recommending a modest increase of 3% or 20 pence per hour on the hourly rate which still falls below charges in similar Authorities' charging regimes. If the recommendation is approved by Full Council, the new charges will be implemented in April 2020 for a period of two years. Also, there are plans to introduce more EV charging points in our car parks including the Rural sites in Midhurst, Petworth, Selsey and the Bournes. It is also planned to install more EV charging points in the District car parks, particularly in those parks in Midhurst, Petworth, Selsey and the Bournes in order to encourage more use of EV's. The Council will once again introduce the free Park and Ride in the run up to Christmas from the College Car Park.  There are currently two by elections being contested, Loxwood in the north east for a District Councillor, and The Bourne Ward for a WSCC Councillor in the west. Both as a result of resignations since the May 2nd elections this year. Success in Loxwood would give control by a majority of 2 to the Conservatives.  The provision of the new roundabout to serve the new Lidl Store, which is nearing completion, is well under way so please remember the overnight closures of Westhampnett Road during this work through this coming month.  The Chichester Business Improvement District Group will Report to the Overview and Scrutiny Committee on the 19th of this month. This will show the state of our High Streets. The shop vacancy figures for the District at 6.5% for 2018 are marginally better than the rest of the south east, and even better than the UK as a whole where vacancies are at around 10.1%. The footfall of visitors is also showing a small decline, down by 9% compared with 2017, the previous year. The opening of the new Co-Op in East Street will be a boon to residents in the City who have had no food stores for some time which, considering the number of in town dwellings completed over the past 10 to 15 years, will be most welcome.  Finally, I look forward to the grand opening of your new Community Hall on the 30th and wish it every success.</p> <p>Cllr Holden asked how many electrical charging points are there to be? Cllr Potter said 6 to 8 in East Pallant, some in North Street, some in Petworth and some in Midhurst. The timescale for implementation is about a year. The CDC Climate Change panel are making a report, which should be ready for the next meeting. Cllr Hunt added that the WSCC Cabinet Meeting on 3<sup>rd</sup> December will be discussing the Electric Vehicle Charging Strategy across the county.</p> <p>Mr Derek Marlow, a resident, commented that an increase in car parking charges can produce a regressive change to parking. Cllr Potter said that car parks cost a lot to repair. Mrs Ros Craven said an hour wasn't enough to do shopping, 1.5 hours is a good amount of time, and the new car parking meters allowed time against the amount you put in them eg £1 = 50 minutes which is very useful.</p>	
<p>220/19</p>	<p><b>MEMBERS' REPORTS:</b> None</p>	
<p>221/19</p>	<p><b>UPDATE ON REQUESTS RECEIVED BY PARISH CLERK, including POSSIBLE POST BOX IN MADGWICK LANE</b></p> <ol style="list-style-type: none"> <li><b>Possible Post Box in Madgwick Lane:</b> The Parish Clerk explained the process that has to be undergone to obtain a new box, and until there is a larger footfall in Madgwick Lane area she will not be able to apply for an additional post box. However, this is in pending awaiting the occupation of the Madgwick Park homes.</li> <li><b>Flooding in Sidengreen Lane / Westerton Lane:</b> The Westerton Lane issues have been dealt with by WSCC Highways, however the Sidengreen Lane aspect of the problem is on-going. Goodwood say it is high ground water levels, but Mrs Jean Hardstaff, a resident, explained that actually 2 openings in the ditch are blocked and need clearing. The Parish Clerk will ask Highways to do more to clear the drain under the road, and ask Goodwood to work on the ditch. Perhaps it needs a rethink and greater work -- possibly funded by Operation Watershed?</li> <li><b>RR – Westerton Plantation cutback</b> The Parish Clerk chased RR again but still no proper action; to be further chased.</li> <li><b>RR—Plantation gate post</b> The rotten gate post has now been replaced.</li> <li><b>RR- Westerton Path Brambles on north side</b> The Parish Clerk to email Goodwood about this section</li> <li><b>FP417- Maudlin to Westerton</b> The Parish Clerk to email Goodwood about the hedge, brambles etc overgrowing the FP.</li> <li><b>Flashing 30 sign on Stane Street</b> This has been reported to Highways, but it is within the Cycle Lane project so may need to be dealt with when they reach there as the verge is to be dug up by the sign.</li> </ol> <p><b>Cllr Hunt and Mr Andrew Ball left the meeting at 8.01pm.</b></p>	<p><u>LFL</u></p> <p><u>LFL</u> <u>LFL</u></p> <p><u>LFL</u> <u>LFL</u></p> <p><u>LFL</u></p>
<p>222/19</p>	<p><b>PLANNING MATTERS:</b></p> <p>The Parish Clerk gave a Planning Update since the last Parish Council Meeting on 14th October 2019</p> <p><b><u>No new Planning Applications since week 40 2/10/19.</u></b></p> <p><b>Update:</b>  <b>WH/19/01278/DOM</b> - Case Officer: William Price  Mr Paul Calvesbert  Hadley House Claypit Lane Westhampnett PO18 0NU  Construction of a 2 storey extension to West elevation, a single storey extension to the East elevation, an enlarged entrance hall to North elevation, changes to fenestration and associated internal works. Demolition of existing detached garage and realignment of drive. Reconfigured entrance with 2.2 metre high wall and gates.  O.S. Grid Ref. 488191/106301  To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PRA0TZERKRC00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PRA0TZERKRC00</a></p>	

<p><b>222/19 Cont.</b></p>	<p>Following the comments lodged by the Parish Council with CDC, Mr Calvesbert asked for a meeting with the Councillors. This took place on site on 01/11/19, and the details of the application were discussed in full. The Parish Council made some suggestions, and Mr Calvesbert advised he would consider these, and discuss with his Architect. He said he would provide the PC with any amendments, and so far no revised proposed plans have been lodged with CDC, or received by the PC, however it is only a few days ago.</p> <p><b><u>WH/19/02346/REM</u></b> - Case Officer: Rhiannon Jones Miss Rachel Ballam Land North Of Stane Street Madgwick Lane Westhampnett West Sussex Approval of reserved matters is sought in respect of landscaping only on Outline permission 15/03524/OUTEIA. O.S. Grid Ref. 487830/106239 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PXO8LNERHRA00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PXO8LNERHRA00</a></p> <p>The Parish Council have yet to review this, especially the aspects relating to the Allotments.</p> <p><b><u>Decision:</u></b> SDNPA (Called In Applications) Team: SDNPA Western Area Team Parish: Westhampnett Parish Council Ward: Lavant Ward Case No: <b><u>SDNP/19/02256/FUL &amp; SDNP/19/02257/LIS</u></b> Type: Full Application Date Valid: 3 June 2019 Decision due: 2 September 2019 Case Officer: Richard Ferguson Applicant: The Goodwood Estate Company Limited Proposal: Refurbishment and extension of the Goodwood Hotel and ancillary leisure buildings within newly landscaped grounds, with revised car parking and access arrangements. Location: The Goodwood Hotel , Hat Hill Road, Goodwood, Chichester, PO18 0QB Grid Ref: 489227 108345</p> <p>This was permitted with S106 on 11/10/2019, and some Conditions</p>	
<p><b>223/19</b></p>	<p><b><u>COMMUNITY HALL</u></b></p> <p><b><u>Updates were received in regard to:</u></b></p> <ol style="list-style-type: none"> <li><b><u>Build /Completion, including report:</u></b> Cllr Freeman advised that Mr Bill Harding had asked his brother to write an H&amp;S / Risk Assessment based report on the new Hall. Since that report Cllr Freeman and the Parish Clerk have put in place some of the recommendations, with the main items being: The bifold door will no longer be signed as an Emergency Exit. There are 3 other exits, so not needed; the disabled access button for the toilet will be relocated further away from the door; Front and Back entrance doors to have door bells fitted so people can ask for assistance to enter the building; the ramp / wall to have railings.</li> <li><b><u>Finances of the Build &amp; Fitting Out Equipment:</u></b> The Parish Clerk advised that no further build payments were made, and equipment was being purchased as quickly as possible in time for the Opening.</li> <li><b><u>Management Committee:</u></b> Cllr Freeman advised that the Management Committee now comprised herself as Chairman, Cllr Holden, Mr Richard Skillern, Mrs Vikki Hibbert and Mr Martin Woolf.</li> <li><b><u>Policies and Procedures:</u></b> Cllr Freeman advised that the Fire Risk Assessment would be carried out by an outside firm w/c 25th November. The Fire Evacuation Plan to be amended for the new phone number.</li> <li><b><u>Bookings and Website:</u></b> Sara Watkins has created the new Hall website, and Vikki Hibbert has set up Facebook. The new Vodafone mobile is working and being used for Bookings, with regular bookings now coming in. So far from St Peters Church, Flower Arranging, Flute &amp; Choir, WI, Chichester Quilters, Quiz, Children's Parties and the General Election. Cllr Holden is looking at Broadband suppliers at present, and will send a list to all Councillors.</li> <li><b><u>Finances – Income &amp; signatories:</u></b> Cllr Freeman confirmed that herself, Mrs Hibbert and the Parish Clerk are all signatories on the Lloyds Bank account, and that they are building up a fund in order to run the Hall next year. Bookings are building up, and marketing leaflets are being made.</li> <li><b><u>Opening Ceremony / Christmas Event 30th November:</u></b> Cllr Freeman advised that there is an organising Team being led by Cllr McLeish, and the paper and electronic invitations had gone out with a 2pm start for the activities etc, then the Duchess will Open the Hall and switch on the Tree Lights, then the Tree Lights will be switched on at Westerton. She asked for volunteers to assist with cleaning the Hall on Tuesday 19<sup>th</sup> November in the afternoon.</li> <li><b><u>Any other Items:</u></b> The Councillors assessed the size and wording on the plaque and it was suggested that the plaque should be larger. The Parish Clerk to follow up with the supplier.</li> </ol>	<p><b><u>LFL</u></b></p>
<p><b>224/19</b></p>	<p><b><u>FOOTPATH BETWEEN MADGWICK PARK AND THE CHURCH:</u></b></p> <p>The Parish Clerk advised that she had contacted Mr Brad Slingo, of BDW Homes, by email on November 8<sup>th</sup> in regard to this matter. She had subsequently phoned him to discuss. He had not done any work on this request prior to this contact, however he then sent an email reply just before this PC meeting to say that although there are potential problems, there may be a solution and offered to have a meeting, and suggested some dates. It was agreed that a meeting should be in the evening if at all possible which could be held in the Community Hall. The Parish Clerk to set up asap between BDW, the Church and the PC.</p>	<p><b><u>LFL</u></b></p>

225/19	<b>ALLOTMENTS:</b> During the email and phone call as above, the Parish Clerk asked if the PC could have a meeting in regard to the Planning Application in Wk 40 - WH/19/02346/REM. This is Landscaping of the site, including the Allotments. The Parish Clerk was advised by Mr Slingo that CDC had found mistakes in the drafting of the allotment area, and they had been asked to resubmit using the correct drawings. He provided a link to the correct drawings, and offered some meeting dates in regard to the details of the allotments. It was agreed that a meeting should be in the evening if at all possible which could be held in the Community Hall. The Parish Clerk to set up asap between BDW and the PC.	<u>LFL</u>
226/19	<b><u>TO DISCUSS THE CLOSURE OF COMMUNITY WEBSITE AND MIGRATE SUBSCRIBERS TO HALL/PC WEBSITES?</u></b> The Councillors discussed the website Westhampnett.org, and agreed to look at the content to decide what elements of it should be moved to where on the Hall and PC websites. This matter should be decided at the next PC meeting on 9 <sup>th</sup> December.	<u>ALL</u>
227/19	<b><u>COUNCILLORS BUSINESS, FOR NOTING OR INCLUDING ON A FUTURE AGENDA</u></b> None.	
228/19	<b><u>PARISH FINANCIAL MATTERS</u></b> 1. Noted that <u>NHB Bonus 45/19</u> at £18,201.22 has been received on 22 <sup>nd</sup> October 2019. 2. Noted that there is the forthcoming receipt of <u>additional CIL monies</u> at £16,035.27. 3. <u>To approve the accounts up to 31st October 2019.</u> The Community Hall Account spreadsheet had been previously circulated to the Councillors. The Hall has so far cost £635k, and there are sufficient funds to complete the Build. The Current Account payments and receipts spreadsheet had also been previously circulated to the Councillors. The Barclays Bank account and NS&I account both balance to the income and expenditure so far this year. The approval of the accounts was proposed by Cllr McLeish, seconded by Cllr James, and signed by Cllr Freeman. 4. Noted that the <u>External Audit</u> report has been received, all OK. 5. The <u>signatories on the Barclays Bank Account</u> were reviewed and it was suggested that WPH & HH be removed, JF, SB and WH be added, and CMcL, SJ and LFL be kept. This was proposed by Cllr Freeman, seconded by Cllr McLeish and the Parish Clerk now to action. 6. It was suggested that Cllr Burborough be reinstate as a member of <u>the Finance Sub-Committee</u> as at the AGM. This was agreed, and an evening budget meeting is to be arranged with Cllr McLeish, Cllr Burborough, Cllr Freeman & Mrs Linda Lanham, Parish Clerk/RFO in attendance to begin the review process for the Budget for next year.	<u>LFL</u> <u>LFL</u>
229/19	<b><u>CORRESPONDENCE, INCLUDING NOTICES &amp; LEAFLETS</u></b> None.	
230/19	<b><u>DEALING WITH LOCAL ISSUES</u></b> None.	
231/19	<b><u>QUESTIONS BY THE PUBLIC</u></b> 1. A resident reported that after the recent storms Dairy Lane had some debris over the road, and the edges of the road are becoming overgrown. It was confirmed that WSCC are responsible for the road. Cllr Burborough will take some photos and the Parish Clerk will see if a road sweeper can be sent down Dairy Lane to tidy it up. 2. Mr Bob Holman asked if at the budget meeting the possibility of a ride on mower could be assessed for the Volunteers to use and possibly cut the Village Green. The present mower is going well, and could do one more season. If no ride on mower then another ordinary mower will be needed. He will do a budget for the Volunteers expenditure. 3. Mrs Maggie Walsh asked if the request for White Gates for the village entrances could be put on the next Agenda. Agreed. 4. Mrs Helen Somerset-How asked if the Community Hall Committee / Parish Council had considered having a sinking fund for the future needs of the Hall. Cllr Freeman said the income was being accumulated for the first year, whilst the costs were being paid for by the Parish Council. After that it will be decided how to proceed.	<u>SB /</u> <u>LFL</u> <u>BH /</u> <u>LFL</u> <u>LFL</u>
232/19	<b><u>DATE OF NEXT FULL PARISH COUNCIL MEETING: 9<sup>TH</sup> DECEMBER 2019 AT THE COMMUNITY HALL</u></b> Noted.	
233/19	<b><u>CLOSE MEETING</u></b> The Chairman closed the meeting at 9.01pm.	

Signed.....

Date.....

Chairman of Meeting