

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the Meeting of the
WEST OXFORDSHIRE DISTRICT COUNCIL
held in the Council Chamber, Council Offices, Woodgreen,
Witney, on Wednesday 31 July 2019 at 2:00pm

PRESENT

Councillors: Harry Eaglestone (Chairman), Jane Doughty (Vice-Chairman), Jake Acock, Joy Aitman, Alaa Al-Yousuf, Luci Ashbourne, Richard Bishop, Rosa Bolger, Jill Bull, Mike Cahill, Laetisia Carter, Louise Chapman, Andrew Coles, Owen Collins, Suzi Coul, Maxine Crossland, Merylyn Davies, Duncan Enright, Hilary Fenton, Ted Fenton, Steve Good, Andy Graham, Jeff Haine, David Harvey, Gill Hill, Dave Jackson, Richard Langridge, Liz Leffman, Dan Levy, Norman MacRae MBE, Martin McBride, Michele Mead, James Mills, Toby Morris, Kieran Mullins, Neil Owen, Elizabeth Poskitt, Alex Postan, Carl Rylett, Geoff Saul and Harry St John.

24. MINUTES

Councillor Mills noted that the reference to Oxfordshire County Council in the second paragraph at Minute No. C/15.1/2019/2020 was incorrect as it was Oxford City Council which had invited him to join the Citizens Panel Advisory Board on Climate Change. This was particularly relevant given the subsequent comment citing this as an exemplar of cross party working.

Councillor Mills went on to state that he did not consider that the point he had been seeking to make during discussion of the Notice of Motion regarding the A40 was fully reflected in paragraph nine on page 8 of the draft minutes. He indicated that he had been seeking to clarify the option that was being brought forward; the reinstatement of the Witney to Oxford line or the Witney Oxford Transport Group's proposal for a new line running from Hanborough to Carterton, via Eynsham and Ducklington. Clearly, there were differing cost implications with a consequent impact upon the number of new homes that would be required to be built to fund the project.

Councillor Acock expressed his concern that his extensive contribution to the debate on this issue had been summarised in three sentences and proposed that a full transcript of his submission be appended to the minutes. The proposition was seconded by Councillor Coles who advised that, on occasion, he had provided Officers with a written copy of his intended contributions which had been incorporated in the subsequent record.

The Head of Democratic services advised that it was for the Council to decide how it wished to proceed but cautioned that, should the practice become commonplace, it could result in minutes becoming unnecessarily voluminous. Councillor Mills indicated that it had not been the Council's adopted practice to reproduce submissions in their entirety in its minutes and suggested that Councillor Acock could provide a copy of his statement to be circulated to all Members.

The proposition was then put to the vote and **WAS LOST**

Councillor Mills then proposed that Councillor Acock's submission be circulated to all Members. The proposition was seconded by Councillor Enright and on being put to the vote **WAS CARRIED**

Councillor Jackson indicated that he did not feel that his support for Councillor Leffman's amendment to the Notice of Motion regarding Climate Change and the creation of a cross party working group was fully reflected in the minutes. He requested that the following be added to paragraph eight at page four:-

“He gave an example of an issue which could be discussed at the Working Group, namely, whether we could be more insistent that developers install solar panels on new houses”.

Members were happy for this additional wording to be incorporated.

RESOLVED: That, subject to the amendments set out above, the minutes of the meeting of the Council held on 26 June 2019 be confirmed as a correct record and signed by the Chairman.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andrew Beaney, Nigel Colston, Julian Cooper, Derek Cotterill, Ed James, Nick Leverton and Ben Woodruff.

26. DECLARATIONS OF INTEREST

Councillor Good declared an interest in the recommendation at Agenda Item No. 6 (that the Council extended the loan agreement with Cottsway Housing) by virtue of his membership of the Board of the Housing Company.

27. RECEIPT OF ANNOUNCEMENTS

27.1 Visitor Information Service

Councillor Mills advised that, following despatch of the agenda for the meeting, he had received notice of a question from Councillor Coles regarding the future of the Council's Visitor Information Service. Whilst he did not consider the question to relate to 'urgent matters' in accordance with paragraph 10(c)(ii) of the Council's Procedure Rules as a report was to be submitted to the Cabinet in September or October, he wished to make a statement in order to quash rumours that had been circulating regarding the future of the Visitor Information Centres.

Councillor Mills stated categorically that there were no plans to close the Visitor Information Centres in Witney or Burford, or for any downgrading of the Witney VIC. Rumours to this effect had started to circulate following changes to the operation of the Witney VIC and Councillor Mills advised that, following a reduction in footfall at the Centre, it had been decided to train staff to act in a wider role as Customer Advisors in order to make the most efficient use of resources.

Councillor Mills reiterated that there was no intention to downgrade the service provided and explained that some products had been removed from sale at Witney as they had no direct connection with West Oxfordshire. Similarly, publications promoting visitor attractions elsewhere had also been removed. This would create additional capacity to promote local produce and attractions.

Councillor Coles thanked Councillor Mills for the clarification and looked forward to seeing the report. He had been concerned by the rumours given the importance of tourism to the local economy and residents. The Visitor Information Centres provided a service to visitors and local residents alike.

Councillor Mills assured Members that he did not under-estimate the significance of tourism which contributed up to 11% of the local economy. Witney had an important part to play in this respect and, whilst certain towns and villages in the District had reached saturation point, additional visitors would be welcome in the town.

27.2 General Data Protection Regulation Briefing

Councillor Morris advised Members that the GDPR Briefing which had originally been scheduled to take place after the previous Council meeting was now to be held at 4:00pm on Tuesday 6 August. He encouraged all those who had not previously done so to attend.

27.3 Fraud Awareness Briefing

Councillor Morris advised Members that Emma Cathcart, the Counter Fraud Manager, was to hold a fraud awareness briefing for Members at the conclusion of the meeting.

27.4 Publica Group Managers Meeting

Councillor Morris reminded Members that arrangements had been made for a meeting with the Publica Group Managers to be held on 22 August. The meeting would commence at 2:00pm and would offer the opportunity to meet all the Group Managers and discuss their areas of responsibility.

27.5 Elmfield Brasserie

Councillor Morris advised that the brasserie at Elmfield was to close on 9 August. The facility had not been well used and no other operator had come forward to take on the service. Councillor Morris expressed his thanks to Eddie Marques for the service he had provided in the past.

Councillor Enright also expressed his appreciation and suggested that 'Yellow Submarine', the charity which supported young people with learning disabilities and autism and which operated the café at the Windrush Leisure Centre, could be approached to see if they would wish to take over the facility. Councillor Morris undertook to make enquiries to this effect.

27.6 Street Cleansing – Electric Street Sweeper

Councillor MacRae advised Members that the Council had taken an electric street sweeper on trial. The machine, which was powered by lithium ion batteries rather than diesel, was charged through a 13 amp plug from a wall socket and cost in the region of £3.00 a day to operate. It was as effective as a diesel powered machine and environmentally friendly being emissions-free. It was anticipated that such machines would have a five year service life and, whilst they were expensive to purchase, it was hoped that there would be significant savings in terms of maintenance and operation when compared with conventional sweepers. The machine was on trial for a week and operating in Witney town centre and surrounding areas. Councillor MacRae expressed the hope that this equipment could be added to the Council's fleet.

Councillor Coles thanked Councillor MacRae for the update and noted that the electric sweeper was also far quieter than its diesel counterparts.

27.7 Witney CCTV System

Councillor Good advised that he had recently met with the local Police Inspector to view operations in the Witney CCTV control room. It was apparent that the existing system was coming to the end of its useful life and it was intended to upgrade the system using more technologically advanced equipment. Following a recent incident on the Leys recreation ground, arrangements had been made for a digital camera to be installed and the Police had agreed to provide a more visible presence in the town.

Councillor Enright asked whether the previous year's under-spend in the CCTV budget had been a 'hold-over' of a contribution to the new equipment. The current system, installed in 2003, was outdated and no longer fit for purpose and any delay in commissioning a replacement was unwelcome.

Councillor MacRae advised that there had been some delay as there was some uncertainty over the future of the Police Station in Witney where the current control centre was located. The installation of analogue cameras offered the possibility of establishing a central control centre and issues surrounding cabling had yet to be resolved. A report addressing

these issues was in the course of preparation and Councillor MacRae confirmed that the under-spend had been a hold-over as the cost of a new, more advanced, system would be significant.

Councillor Good confirmed that funding had been allocated and indicated that he would not wish to see any unnecessary delay in the provision of a new system. He stressed that he was keen to see the project come to fruition. Whilst technology had improved, he noted that CCTV coverage could be obscured by obstructions such as foliage or hanging signage obstructing the line of sight and suggested that such matters should be taken into account during the planning process.

27.8 Community Revenue Grants

Councillor Mead advised that, earlier in the day, she had approved Community Revenue Grants to the Thomas Gifford Trust and Witney Talking Books in accordance with the powers delegated to her. These organisations had received grants of £6,106.00 and £1,648.00, respectively.

27.9 Carterton Leisure Centre

Councillor Mead informed Members that she had recently visited the Carterton Leisure Centre. Construction of Phase II of the project was on track and was due to be open by Christmas. The work carried out looked great and the new facility would be a significant improvement.

Councillor Mead also advised that a 'pool pod' had been installed at the Centre which would improve the facilities for customers with mobility issues. The equipment could be operated remotely, allowing swimmers to get out of the water quickly and easily.

Councillor Leffman expressed her thanks to Councillor Mead for the grant to the Thomas Gifford Trust on behalf of the residents of Charlbury and the surrounding area. The grant would go to support the operation of the Community Centre which had been a great success. The centre had gone from strength to strength and the library was now out-performing the others in the District.

28. RECOMMENDATIONS FROM THE EXECUTIVE AND COUNCIL COMMITTEES

The Council considered the report of the Head of Democratic Services setting out the recommendation made by the Cabinet at its meeting held on 24 July 2019.

In proposing the recommendation, Councillor Mills advised that the extension of the loan agreement with Cottsway Housing offered an exciting opportunity to deliver additional affordable housing in Carterton and Witney. If approved, the recommendation would help the regeneration of Carterton and address some of the concerns expressed by former Councillor Peter Handley.

There was an existing shortfall in affordable housing within the District and the proposal would help to address this now.

Councillor Graham expressed his support for the recommendation but raised questions regarding detailed aspects of the proposal. The Head of Democratic Services cautioned that discussion in depth could result in the disclosure of exempt information and suggested that the Council might wish to consider deferring consideration of the matter to the end of the meeting and excluding the public.

Councillor Graham indicated that he would be content with such a proposal and Councillor Mills amended his proposition accordingly. Having been duly seconded by Councillor Morris the proposition was put to the vote and **was carried**.

RESOLVED: That further discussion of the matter be deferred to the end of the meeting and the public be excluded during its consideration.

(Councillor Good left the meeting during consideration of the foregoing item of business)

29. REPORTS OF THE CABINET AND THE COUNCILS COMMITTEES

The reports of the meetings of the Cabinet and the Council's Committees held between 4 and 24 July 2019 were received.

29.1 Electric Vehicle Charging Points
Minute No. F&M/25/2019/2020

Councillor Enright indicated that periodic updates and a timescale for any installation work would be helpful and questioned whether there were any proposals to install electric vehicle charging points in the Marriotts Walk car park. He also asked what measures had been put in place to minimise disruption during the current refurbishment of the Marriotts Walk car park.

In response, Councillor MacRae advised that, whilst the Council carried out parking enforcement in the car park, control and the overall management responsibility fell to the centre management. The Council had approached the management company regarding the installation of vehicle charging points but this idea had been rejected.

29.2 Support for Economic Development
Minute No F&M 29/2019/2020

Councillor Enright enquired whether any provision had been made within the budget to assist in addressing the downturn in the retail sector which was becoming more evident in Witney and asked whether there were any other routes open to the Council to assist businesses during this difficult economic period.

Councillor Postan suggested that the regeneration of the high street was principally reliant upon its ability to attract custom and the willingness of residents to shop there.

Councillor Leffman reminded Members that, shortly after the opening of the Marriotts Walk development, the Economic and Social Overview and Scrutiny Committee had established a Working Party to assess its impact upon other retail premises in the town. She indicated that she intended to invite the Finance and Management Overview and Scrutiny Committee to form a Working Party to explore ways in which the Council could assist the retail sector at its next meeting.

29.3 Breach to the Riverbank – River Windrush, Witney
Minute No. CT/28.4/2019/2020

Councillor Bolger asked whether there had been any further progress in works to repair the breach in the riverbank near Jacobs Mill, Witney. In response, Councillor MacRae advised that the Council was still awaiting approval from the Environment Agency for the proposed permanent repair work.

He stressed that he was equally frustrated by the delay but reminded Members that it had only been established that responsibility for the work fell to the Council in May and that temporary repair work had been impractical due to heavy rainfall.

Councillor MacRae advised that the Council's Principal Engineer, Laurence King, was confident that there was no risk of flooding. Councillor Langridge thanked Councillor MacRae for the update and asked whether there was any risk to wildlife as a result of the breach or residents due to the propagation of insects in the vicinity.

Councillor MacRae advised that the Council had written to the Environment Agency asking for confirmation that, in its opinion, there was no serious risk to the environment as a consequence of the breach. Should the Agency be unable to do so then the Council could commence work immediately without any need for further consent.

30. NOTICE OF MOTION – LOCAL NATURE PARTNERSHIP

The following motion had been received in the names of Councillors James Mills and Norman MacRae, namely:-

“This Council recognises the challenge of tackling the Climate emergency is not just for one Council or one political party and to achieve net zero by 2030 we need to build cross-council and cross-party support for the actions required to deliver it. Therefore, we agree to ask our Head of Paid Service, Giles Hughes, to write to the other principal Oxfordshire local authorities proposing that they join us in setting up a Local Nature Partnership for Oxfordshire”.

In accordance with paragraph 11(e) of the Council Procedure Rules, the Chairman indicated that he considered it convenient and conducive to the conduct of business for the proposal to be dealt with at this meeting.

In proposing the motion, Councillor Mills outlined the history of Local Nature Partnerships. He explained that they had developed in response to the 2011 Natural Environment White Paper, ‘The Natural Choice: Securing the Value of Nature’, their purpose being:-

- to drive positive change in the local natural environment, taking a strategic view of the challenges and opportunities involved and identifying ways to manage it as a system for the benefit of nature, people and the economy;
- to contribute to achieving the Government’s national environmental objectives locally, including the identification of local ecological networks, alongside addressing local priorities and
- to become local champions influencing decision-making relating to the natural environment and its value to social and economic outcomes, in particular, through working closely with local authorities, Local Enterprise Partnerships and Health and Wellbeing Boards.

Councillor Mills indicated that local nature partnerships were seen by Defra as the key figure in the local delivery of the Government's 25 Year Environment Plan.

Whilst a local nature partnership had not been established in Oxfordshire, in 1993 the Oxfordshire Nature Conservation Forum had been established as an independent organisation to create a united platform for wildlife conservation in Oxfordshire.

At the end of 2014 the Forum had become ‘Wild Oxfordshire’ with the vision to become the Oxfordshire local nature partnership, a well-respected, effective, influential champion of the natural environment.

In 2015 Wild Oxfordshire had been instrumental in securing the commitment from Oxfordshire’s Local Enterprise Partnership to develop a Strategic Economic Environmental Investment Plan for the county. The final document, which included outlines of 40 projects spanning a broad range of environmental initiatives, had been launched in December 2015.

However, despite this success, securing ongoing funding support proved difficult and the Trustees felt it time to review Wild Oxfordshire's role, strategy and staffing levels. They decided to focus their attention on a few key areas and to withdraw from providing the LNP secretariat function and to reduce their representation on some of the strategic planning groups.

Councillor Mills advised that, in discussion with Charlotte Frizzell from Natural England it had become apparent that Oxfordshire was the only county within the Oxford Cambridge Arc that had not established a local nature partnership. The current direction of travel had brought environmental issues to the fore and prompted the motion before Members today. Going forward, it would become increasingly important that there should be an organisation able to champion nature and the environment in relation to issues such as the Oxford Cambridge Arc, the Oxfordshire Plan and the Oxfordshire Growth Board Review. Representation at this level would help Oxfordshire to grasp the opportunities to protect and enhance the environment at both local and national level and bring together the various stakeholders in this area.

Whilst a number of the existing organisations were able to fulfil elements of this role, none were able to address all factors and Councillor Mills expressed the hope that the motion would receive universal support. He considered that the creation of a Partnership would provide greater opportunities. The recent invitation to join Oxford City's Climate Change Advisory Board could offer similar benefits in terms of carbon offsetting and tree planting and Councillor Mills suggested that, having made provision to take a proportion of the City's unmet housing need, there was no reason that West Oxfordshire could not also meet a proportion of the City's unmet offsetting need by expanding existing projects.

It was essential to achieve real outcomes and Councillor Mills encouraged all Members to support the motion.

In seconding the motion, Councillor MacRae indicated that all Members had a love for the attractive environment of West Oxfordshire and recognised that the Council had a duty to protect its natural features and wide ranging bio-diversity. The creation of a local nature partnership would be beneficial to all residents as the Oxfordshire authorities would be better placed to fulfil their responsibilities together than in isolation as there was strength in partnership.

Councillor Coles thanked Councillor Mills for his comments and observations. He indicated that nature was a key indicator of climate and the planet's performance, analogous to the use of canaries in a mine. The current picture was bleak with half of the planet's species in decline and one in ten under threat of extinction. The position could not be more serious and Councillor Coles welcomed these comments. However, he expressed some concern that the creation of a local nature partnership could result in some duplication and suggested that Wild Oxfordshire would not have faced the financial challenges it had and may have been able to continue in its previous role if the Council had not withdrawn funding.

Wild Oxfordshire was a well-respected and recognised organisation which in 2017 had been responsible for producing the State of Nature report launched at Blenheim Palace that year. Given the severity of the current situation, there was a need to adopt a new approach; time was running out and mankind had to up its game and take action more quickly.

Councillor Bolger expressed her support for the motion but also sought an assurance that the appeal for cross party working was genuine. She asked that the minority groups be invited to help shape future action and questioned whether the membership of the Climate Change Working Party could be increased. Councillor Bolger noted that the Witney Town Council had appointed a Climate Change Working Party and expressed some concern that no Conservative Members from West Oxfordshire had attended the recent public meeting.

Councillor Postan indicated that this was a worthwhile proposition worthy of support but stressed that it was vital to set clear objectives, undertake consultation and ensure that

adequate communication, funding and officer support was provided. He also suggested that Overview and Scrutiny had a role to play in this area.

Councillor Leffman expressed her support for this initiative but shared the concerns over potential duplication outlined by Councillor Coles. She questioned why Wild Oxfordshire was not utilised as the local nature partnership and wished to see more detail as to what a partnership would entail. Councillor Leffman also sought a guarantee that Council funding would not be withdrawn from other organisations working in this area and queried what budget provision would be made available and what other organisations would be asked to do. Equally, the Council would need to be precise as to its own intentions.

Councillor Langridge expressed his support for the motion but questioned what budgetary provision had been made. He also suggested that the Environment Overview and Scrutiny Committee could consider the matter in greater depth.

Councillor Poskitt spoke in favour of the motion but stressed that the Partnership must be more than a talking shop. She asked whether it was intended for the partnership to work with other organisations or whether they would report on it. There was a need to see more detail and terms of reference.

Councillor Collins offered his support for the motion given the impact the environment had on all. He expressed some concern that the last scheduled meeting of the Environment Overview and Scrutiny Committee had been cancelled due to an insufficiency of business and felt that the Council and the Partnership should take practical measures.

Councillor Chapman considered that the key point was that Oxfordshire was the only county without a local nature partnership and was therefore missing out on the opportunity to secure funding. This was an opportunity for West Oxfordshire to be the lead authority in putting Oxfordshire on the map.

In conclusion, Councillor Mills acknowledged the concerns expressed and offered an assurance that his wish to foster cross party working was genuine. He indicated that circumstances had changed since 2015 and asked Members to support the current proposal, noting that the political composition of the other principal authorities in Oxfordshire meant that cross party working was a foregone conclusion.

Councillor Mills apologised to Councillor Bolger for being unable to attend the Town Council's meeting but stressed that this was an opportunity to go forward in the same way as Witney.

Oxfordshire was fortunate to have significant natural capital and the proposed local nature partnership could act as a LEP for the natural environment. If successful in achieving Government prominence it could secure a seat on the Oxfordshire Growth Board and impact significantly on its design work.

On being put to the vote the motion, as amended, was **carried** unanimously.

31. NOTICE OF MOTION – TREE PLANTING

The following motion had been received in the names of Councillors Alex Postan and David Harvey, namely:-

“In support of Cllr McRae’s recent motion that directs this Council towards a carbon neutral future and taking heed of the findings of extensive research, I believe that we have the ability to instigate a practice whereby we, both as a community or as individuals, can take action to absorb and capture CO2 from the atmosphere by planting trees.

Accordingly, this Council will require its permanent staff to draft a planning condition to mandate substantial planting of trees, shrubs and forestation in all significant developments. The

expectation is that by the start of 2020 this condition could be a standard attachment to all permissions approved.”

In proposing the recommendation, Councillor Postan emphasised the importance of reforestation in carbon rectification. Whilst some chose to ignore it, increased Carbon dioxide was a fact. Forests absorbed Carbon Dioxide and produced Oxygen essential to life. Great forests such as the Amazon were being denuded at a staggering rate but research had shown that if vegetation was planted on non-strategic land by 2050, 70% of the Carbon dioxide produced by humanity could be absorbed. It was essential that practical, effective and efficient action be taken without delay and the proposal before Members was intended to achieve this.

The proposition was seconded by Councillor Harvey.

In accordance with paragraph 11(e) of the Council Procedure Rules, the Chairman indicated that he considered the subject matter of the foregoing motion to fall within the remit of the Development Control Committee.

It was proposed by Councillor Mills and Seconded by Councillor Morris that the motion having been duly proposed and seconded shall stand referred without discussion to the Development Control Scrutiny Committee.

Councillor Graham and Councillor Acock considered that, in addition, the motion ought to be considered by the Environment Overview and Scrutiny Committee.

Councillor Mills agreed that it would be helpful for Members of both Committees to have the opportunity to consider and discuss the motion and, with the consent of his seconder, amended his proposal accordingly.

RESOLVED: that the motion having been duly proposed and seconded shall stand referred without discussion to the Development Control and Environment Overview and Scrutiny Committees.

32. COUNCIL HEAD OF PAID SERVICE

The joint report of the Monitoring Officer and Chief Finance Officer regarding the designation and salary level of the Council’s Head of Paid Service was received and considered.

In proposing the recommendation, Councillor Mills cautioned that, whilst the report related to the position, any discussion relating to the current incumbent could require that the public be excluded from the meeting. He explained that many external organisations failed to understand the current designation of ‘Head of Paid Service’ and reminded Members that one of the recommendations of the recent peer challenge had been to strengthen that role.

The proposition was seconded by Councillor Morris.

Councillor Enright indicated that he was happy to support the recommendation on the understanding that this was solely a West Oxfordshire appointment and not a shared post. Councillor Langridge concurred. Councillor Morris confirmed that this was the case.

In response to a question from Councillor Mullins it was explained that the date of 1 November 2017 was that on which most West Oxfordshire staff had been transferred to Publica.

RESOLVED:

- (a) That Giles Hughes be designated as Chief Executive with effect from 1 August 2019, in addition to his existing designation as Head of the Paid Service;

- (b) That, pending a salary review following the outcome of the on-going pay and grading review in relation to Publica employees, the post be remunerated at an annual salary of £78,810; and
- (c) That, with appropriate adjustments to take account of pay awards in the intervening period, the approved salary be backdated to 1 November 2017.

33. SEALING OF DOCUMENTS

The Council received and noted the report of the Head of Paid Service which gave details of documents numbered 11682 to 11699A sealed since its last meeting.

34. EXCLUSION OF THE PUBLIC

RESOLVED: that the Council being of the opinion that it was likely, in view of the nature of the business to be transacted, that if members of the public were present during the following items of business there would be a disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting.

(Councillors Good and Langridge left the meeting at this juncture)

35. OPPORTUNITY TO DELIVER ADDITIONAL AFFORDABLE HOUSING

The Council continued its discussion of the recommendation arising from the Cabinet meeting held on 24 July regarding the proposed loan agreement with Cottsway Housing, consideration of which had been deferred earlier in the meeting.

RESOLVED: That the recommendation regarding the extension of the loan agreement with Cottsway Housing and the amendment of the Council's Capital Programme, Capital Strategy, Investment Strategy and Treasury Management Strategy be approved.

The meeting closed at 3.40pm

CHAIRMAN