

**ALTON TOWN COUNCIL  
OPEN SPACES COMMITTEE  
MINUTES OF THE MEETING HELD ON WEDNESDAY, 27<sup>th</sup> JULY 2016  
AT THE TOWN HALL AT 7:00PM**

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**Present:** Councillor Graham Hill - Chairman  
Councillor Mrs Sharon Cullen - Vice Chairman  
Councillor Matthew Bayliss  
Councillor Mike Dicker (from 7.20pm)  
Councillor Derek Gardner  
Councillor Mrs Pam Jones

**In attendance:** Mrs Leah Coney - Town Clerk  
Mr Ty Smith - Grounds Manager

Also present were Councillor Peter Hicks, 2 members of the public and 1 representative of the Press

**095 Chairman's announcements**

There were no announcements.

**096 Apologies**

Apologies were received from Councillor James Voller

**097 Minutes of the Last Meeting**

The minutes of the meeting held on 4<sup>th</sup> May 2016 were confirmed as a correct record and signed by the Chairman.

**098 Declarations of interest**

The Chairman reminded members of their obligation to disclose any pecuniary interest in items on the agenda. None were declared.

**099 Questions and representations from Members of the Public**

Mr Bob Curtis raised a number of issues pertaining to flooding which Councillor Hill asked to be passed to the Clerk and represented at next week's Planning and Transportation Meeting which was the correct meeting for their consideration.

Mr Curtis also commented that the drainage at Anstey Park was terrible, citing his experiences playing rugby on the site. He also felt that the public consultation item relating to the provision of a running track was a great idea but he was also like to see it be available as a walkway.

John Pritchard – Alton Allotment Association.

*“Over the last year, our Allotment Association volunteers have helped to maintain the allotments, which make up some of the town's valued public open spaces. This arrangement enables the Council to get the best possible value for Alton's residents; the Council's Ground*

*Staff can concentrate on the higher profile areas - the Public Park and Anstey Park, while the allotments are maintained to a good standard at a reduced cost.*

*To date, we have used various items of petrol-driven machinery, some of which has been handed on by previous ploholders, to cut the main paths, but these are coming to the end of their useful life. When plots are vacated, we would like to see them brought up to a standard, which would give new ploholders a greater chance to be productive in their first year. A grass cutter is vital to trim not only these often overgrown plots, but to also trim those places the mowers cannot reach.*

*We also have a number of mature hedges, which we are unable to cut due to a lack of suitable equipment. Would the Open Spaces Committee therefore look favourably on a grant to purchase the necessary equipment?*

*In addition, we would also appreciate your committee noting the report regarding parking at the Wooteys Allotment Site, and take the necessary steps to explore formal parking /access to this site."*

Councillor Peter Hicks

*"It is interesting to note from the Grounds Team Report, Item 13, that the Rugby pitches 1 and 2, and the floodlit Training pitches have received Verti-Drain treatment. Whilst appreciating that the consultation on the possible provision of two further pitches on Diggers is still on going, any decision on this matter should be deferred until the effects of the Verti-drain treatment has been fully assessed.*

The Grounds Manager commented that Vertidrain provides an answer to the problem of surface water and should improve playability but does not address underlying drainage issues.

*Diggers is a much loved informal open space, and should pitches be introduced into this area, it would become yet another mud pit and, therefore, inaccessible to many users.*

*If I recall correctly, several years ago when the council looked into the possible provision of additional junior football pitches on Diggers. Much work would have been required for the removal of stones and flints on the playing surfaces. However, it transpired that there was little need for these pitches and the idea was dropped."*

The following correspondence was received in writing in advance of the meeting from Tanya Applegarth

1. *Are there any public water fountains near the children's play areas? Would it be possible to look into options so children / teenagers would be able to spend longer outdoors?*

Councillors agreed that whilst the sentiment behind this was well intentioned the Town Council would not look to introduce water fountains; they can provide a health hazard if not maintained correctly and indeed a number of schools and organisations are actively moving away from their use.

2. *Kings Pond*

*- I am an avid visitor to Kings Pond and was wondering if there is a dredging scheduled to take place as I have noticed the water levels seem high and some of the trees are starting to fall into the pond. Where would I be able to find a copy of the pond maintenance program?*

- The 2 islands for the birds also seem to be eroded and half submerged, is there a plan to rebuild these so the birds have more space to perch on the pond itself, it might also be keep them safer from dogs that are off the lead and not under full control.

- Would it be possible to add one more bin around kings pond, near the entrance to kings pond from the water inlet, just up the hill there is a bench that usually has a fair amount of rubbish around it, it would make sense to have bins where there are benches to help prevent litter being dropped in/around the pond.

The Clerk responded that she is happy to investigate the installation of an additional bin. As Members are aware there is no current management plan for the site but the Clerk said she was happy to go back through Dr Chatfield to the Environment Agency to seek advice in regard to dredging.

## 100 Committee Terms of Reference

The current Terms of Reference for the council's committees were adopted at the Annual Meeting of the Council on 20th May 2014 and incorporated into the Members Handbook re-issued to all Members following the elections in 2015.

Each committee at its first meeting of the current year are required to review and re-adopt their respective terms of reference. In regard to the Open Spaces Committee the Town Clerk in reviewing the Terms of Reference, had taken into account the priorities within the Corporate Strategy, and had recommended a number of changes.

On the proposal of Councillor Bayliss, seconded by Councillor Mrs Jones it was

### **RESOLVED**

To adopt the following Terms of Reference:

Open Spaces Committee (7 Members)

Membership of the Open Spaces Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman and Vice Chairman for the year will be elected.

The Committee will meet at least four times per year with all meeting dates for the forthcoming municipal year confirmed in advance of the Annual Meeting of the Council.

The minutes of the Committee are to be reported to and received by the Council at each Full Council meeting.

The principle purpose of the Open Spaces Committee is to:

- a. To oversee all the council's open spaces in accordance with the Town Council Corporate Strategy, including the formulation and implementation of plans to guide their future management and the recommendation and monitoring of budgets.
- b. To consider the adoption or provision of new open spaces as appropriate where they have a high community value and amenity benefit for the public.
- c. To provide, administer and maintain the council owned allotment sites across town, in accordance with its statutory function; working with the Allotments Sub Committee and the

Alton Allotment Association to ensure good communication with ploholders and to receive suggestions on improvements.

- d. To enhance the quality of the offering of the existing town council owned public spaces to ensure they deliver high value community benefit which reflects the specific character of each site.
- e. To monitor the town's footpath network and work with Hampshire County Council to facilitate improvements.
- f. To encourage engagement with the community, interest groups and external bodies to assist in the conservation and enhancement of informal green spaces including Flood Meadows, King's Pond and Windmill Hill.
- g. To monitor and maintain play areas, skateparks and other formal and informal play provision, upgrading as appropriate.
- h. To increase the quality and availability of play areas, trim trails, walking routes and areas for informal ball games.
- i. To work with the Police and East Hampshire District Council to facilitate the addressing of environmental issues across town council open spaces, including dog fouling, littering and antisocial behaviour.

#### **101 Neighbourhood Plan Actions/Policies Update**

The Town Clerk provided an update on the Neighbourhood Plan Monitoring Group and advised that all Town Council Committees are to ensure that the policies/ action points which fall under the respective committee's purview are regularly reviewed. In respect of the Open Spaces Committee the relevant policies/action points are included within the supplementary papers for the meeting. This will now be included as a standing item on the agenda of the Committee. Under TRAP6 the Clerk was asked to add that the town map have Public Open Spaces added as some people do know how to locate some areas and this would help as well as signage at the entrances to each public open space giving details of the site. The Clerk commented that she had applied to EHDC for S106 funding for signage last November but was still awaiting a response. Councillor Hill said he would ascertain the details of this offline to take up with EHDC.

**NOTED**

#### **102 Finance Reports**

Members received the Finance Reports for Open Spaces and noted the explanatory notes which accompanied the report. Councillor Mrs Jones wished to confirm that the monies in the Public Gardens cost code were for the new paths; this was confirmed by the Clerk. Councillor Hill commented that he was pleased to see that in most cost areas income was exceeding expenditure.

**NOTED**

#### **103 Allotments Update**

Members received a comprehensive report on the council's allotments from the Allotment Officer. Members noted with interest that monthly plot inspections are taking place; as a result of which letters had been sent to those tenants whose plots were not up to the required standard.

	5 May	7 June	5 July
Borovere	0	1	1
Hawthorns	4	8	8
Spitalfields	4	3	4
Whitedown	8	2	2
Wooteys	0	1	3

As a result of the inspections so far this season five tenants have terminated their tenancies and the plots are being re-let.

Members further noted that the waiting list for an allotment in Alton currently stands at 22, and the breakdown per site is as follows and had noted the explanation of the differing number given that applicants tend to put their names down for more than one site:

Borovere	9
Hawthorns	4
Spitalfields	2
Whitedown	8
Wooteys	0

Members acknowledged that with the waiting list at an all-time low it was prudent that existing plotholders at the Spitalfields and Wooteys sites be asked to consider taking on an additional half or whole plot to ensure the vacant plots are cultivated and not being left unmanaged.

Councillor Mrs Jones wished to thank the Council Administrator for her efforts in regard to the current administrative position of the allotments. Councillor Hill added he was pleased to see the allotment waiting lists at an all-time low.

#### NOTED

#### Allotment Association Equipment:

The Town Clerk had met with the Allotments Association Chairman, Mr John Pritchard who had requested the purchase of two additional pieces of equipment to enable them to continue to maintain the allotment sites, a STIHL HS 82 RC-E Heavy duty professional hedge trimmer and a STIHL FS55 Grass Cutter. The Town Clerk had recommended that a grant of £750 be awarded to the Alton Allotment Association to purchase these two pieces of equipment. This funding will be taken from the Allotment Improvements budget allocation for 2016.

On the proposal of Councillor Gardiner, seconded by Councillor Dicker it was

#### RESOLVED

to approve the grant of £750 for the Alton Allotment Association to purchase two additional pieces of equipment.

#### 104 Meeting Notes of the Allotments Sub Committee Meeting

Members received the meeting notes of the Allotments Sub Committee Meetings held on 29<sup>th</sup> June were received together with a report on the Parking Situation near Wooteys Site Entrance.

Members were happy for officer hours to be used to progress with ascertaining ownership of the grassed area in front of the main gate to see if limited parking could be permitted on the area.

In respect of the bollard required by Alexandra Road the Town Council has such a bollard but would need permission from HCC to install in this area and she would raise this with Councillor Joy.

In respect of the subsequent meeting held on the 25<sup>th</sup> July to consider the Plotholder's Handbook the group considering this have decided to produce two separate publications, one by ATC which covers the day to day running and administration of allotments and one by the Allotment Association to give advice on best practice and ideas for maximising use of your plot.

#### NOTED

#### 105 Anstey Park Updates on Current Projects

Members were advised of the following position in relation to items raised at the last meeting.

##### i) **Roadway and Parking provision**

Works to upgrade the parking provision and surfacing around the Royal British Legion is to start week commencing 8<sup>th</sup> August together with the remedial works to the manholes along the main entrance way and repairs to potholes across the site. These works will be completed in advance of the Rio Festival at the park on the 21<sup>st</sup> August. The Royal British Legion have confirmed they will give a contribution towards the works and will also apply for funding to see if grants can be secured through the District Council.

The Town Clerk has met with the Bursar and Events, Communications and Alumni Officer at Alton Convent to discuss the longer term issue of parking provision at Anstey Park and the possibility of utilising the school car park at selected times during the winter season on Saturdays and Sundays to alleviate the capacity issue when both rugby and football have home games. These discussions are ongoing but in principle the Convent has agreed to consider the feasibility of the proposal if Members are happy for the Clerk to continue negotiation. At this time it is likely that the cost of such an agreement would be in the region of £1800 per year for weekend use on Saturday and Sunday mornings.

Following discussion, on the proposal of Councillor Bayliss, seconded by Councillor Mrs Cullen it was

#### RESOLVED

To proceed with an agreement with Alton Convent to provide additional parking at weekends for the Football and Rugby teams on a one year trial basis to permit general public parking in the main Anstey Park car park but only if the Rugby and Football clubs agree to contribute to the costs incurred and show a committed intent to use these allocated spaces for their teams.

Members were very concerned to hear from Councillor Mrs Jones of the planning permission granted for a new nursery on Anstey Road which would utilise Anstey Park for staff and parent parking despite a letter send from the Town Clerk specifically denying them permission to do so which had been ignored. The Clerk was asked to investigate:

1) whether the proposed nursery is to operate 7 days a week

2) To look at what measures could be taken to prevent commercial/business use of Anstey Park car park for anyone not using the site and to report back to the next meeting.

**ii) Signage at Anstey Park for Sports Clubs**

The Rugby Club have confirmed that they are unable to contribute towards the creation of permanent signage for the club at Anstey Park. The Football Club have confirmed that they have a contractor who is prepared to make their signage to the same specification as that originally proposed but mounted onto the railing rather than on "legs" at no cost to the council. The Clerk was asked to enquire with the Football Club whether it would be possible to have a similar sign made for the Town Council to go alongside it.

**iii) Park and Stride (Eggar's School)**

A representative from Eggar's School will be in attendance at the next meeting in September to progress this item.

**iv) Rugby Provision and use of Sport England Grant (See v) below)**

**v) Public Consultation on Sporting Provision**

The public consultation on potential improvements to Anstey Park has now been launched and over 8,000 survey questionnaires distributed to residents along with local publicity and social media. There will be a stall at the Rio Festival as well to encourage respondents. A copy of the survey was included in Members paper bundles.

Councillor Hill noted that in response to concerns raised by residents on the Anstey Residents Group website in regard to the validity of the consultation, it is purely a consultation not a binding decision upon the council and the findings will be used as a tool by Members to inform their decision making going forward.

**106 Progress Reports**

The Chairman thanked the Town Clerk for providing the committee members with a comprehensive update on work in progress.

**(i) Greenfields Grazing/Amenity Land**

The public consultation is currently underway with a number of responses already submitted. The Clerk is continuing working on a policy document for fly grazing on council land with assistance from HCC

**(ii) Molson Coors**

a) Work on the site at Chawton Park Road. The new Alton Social Bowls Club has undergone some remedial reseeded works in advance of their official opening on the 31<sup>st</sup> July. The site has still to be signed off by EHDC as part of the S106 agreement with Molson Coors as there are still some landscaping issues to resolve.

b) Delivery of land within Alton. Councillor Hill (in his role as EHDC ward member) has liaised with the Clerk to identify a number of potential sites which may be suitable for consideration and he is taking this forward with EHDC who are responsible for the delivery of the 1.6 hectares of land in accordance with the S106 agreement for the Molson Coors Sports Ground site development in Anstey Lane.

**(iii) Persimmon Homes Chandos Lodge**

Further to the concerns raised at the last meeting of the Policy and Resources Committee (minute 032 refers) about transfer of the land EHDC have been advised of ATCs concerns. Simon Jenkins (EHDC Head of Planning) has agreed to review this with the Council and Persimmon to see what

can be done, if anything to allay council concerns. He subsequently met with representatives Persimmons on site last week with Alisdair Tweddle (EHDC S106 Monitoring) to progress this. The Clerk subsequently met with Simon Jenkins last Wednesday to discuss this matter further. Mr Jenkins has put forward a proposal that if Persimmon completes the site to the correct standard for sign off and then fully maintains it for a full calendar year, then consideration may be given by the Town Council as to adopting the land should there be no issues of concern evident from monitoring. This will be discussed with Persimmon.

**(iv) King's Pond**

The interpretive boards have now been installed together with three new heritage wooden large capacity bins and the restoration of a number of wooden benches which had damaged or missing slats. Local chainsaw sculptor Jonah Cleaver also installed a number of informative "ducks" advising people on what to feed the birds and avoiding the use of bread. Recent site visits have witnessed people taking this advice on board and feeding accordingly, which provides not only a more suitable foodstuff for the wildlife but discourages rats which feed on bread left in and around the water's edge. The additional cut and collect mowing across King's Pond was also well received with a number of families now using the open space at King's Pond for picnics overlooking the water where the verge has been cut back. Councillor Mrs Jones wished to thank the resident who has been providing free bags of bird seed across King's Pond at her own cost.

**(v) Seating at Windmill Hill**

Jonah Cleaver has installed a formal seat-up at Windmill Hill together with the carved natural logs. Immediately after installation the Clerk was approached by a member of the public requesting a memorial bench carved in the same style as the formal bench which was subsequently installed in early June. All the seating has been very well received with excellent feedback.

Councillor Mrs Jones wished to thank the Clerk for the speedy installation of the memorial bench at Windmill Hill.

**(vi) The Butts – Turning Area**

This work should be scheduled in for August.

**(vii) Holybourne Play Area**

The replacement multi-play equipment has been installed and completed. Funding was secured through S106 and has already been paid across by EHDC.

**NOTED**

**107 Byelaws**

In response to the committee's request, the Clerk had started the process of progressing the creation of new byelaws for the Town Council's open spaces. In correspondence with the Department for Communities and Local Government (DCLG) it had become apparent that it is not possible to use the model set of byelaws across all of the sites, i.e a one size fits all approach. Their advice is that byelaws should only be adopted if they are required to address an existing problem.

In preparing the Regulation 5 statement for submission to the Secretary of State to request leave be granted to enable the Town Council to create byelaws, the document must clearly lay out the background and reasons for the inclusion of specific byelaws, taken from the model set and why the creation of the byelaw is commensurate to solve the problem. The needs assessment contain

within must evidence the nuisance currently or previously experienced on the site to justify the byelaw. DCLG stressed that the inclusion of any byelaw must be clear, robust and enforceable; proportionate to the problem. If there is no evidence of a problem leave is unlikely to be granted to proceed. This is a bureaucratic process by its nature; if someone is convicted of breaching a byelaw once in place it may result in a criminal conviction.

Enforcement can only be brought about through the courts and depending upon the council area this will be undertaken by the Police if they have the resources of an officer of the council with advocacy rights will need to bring the case to court. You cannot issue fixed penalty notices for breaches of byelaws. Any subsequent fines arising through the court process will go to the courts themselves.

Once the Regulation 5 statement has clearly identified the case for the inclusion of a byelaw on a particular site this will be subject to public consultation with users of the specified area and their comments included in the submission to the Secretary of State. If leave is granted by the Secretary of State then notice of the proposed byelaw will need to be given to the press and under Regulation 8 the Council must further consult with those affected by the proposed byelaw. Regulation 9 require the council to subsequently consider all representations received prior to deciding whether to make the proposed byelaw with or without modification.

The two sites which have tangible evidence of existing problems are listed below together with the relevant model byelaw provision.

#### **Greenfield Amenity Land Grazing**

8. *No person shall without the consent of the Council turn out or permit any animal for which he is responsible to graze in the ground.*

#### **Anstey Park Motor vehicles**

21. (1) *No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way [or a designated route] for that class of vehicle.*

(2) *[Where there is a designated route for motor cycles, motor vehicles or trailers, it shall not be an offence under this byelaw to bring into or drive in the ground a vehicle of that class for the sole purpose of transporting it to the route].*

Members were asked to note the content of this report and comment if any other byelaws needed to be included in this process. Members asked the Clerk to forward to them another copy of the template byelaws so that they could be reconsidered.

**NOTED**

#### **108 Grounds Team Report**

Councillors noted the Grounds Manager's report on the activities being carried out by the Grounds team as follows:

### 1. Anstey Park

- Mowing is taking place weekly. 2 mini touch rugby pitches are being marked for the summer. We are also marking out a running track, volleyball, rounders and short tennis, with sports bags available on site. The Groundsman at Anstey Park will also be handing out and collecting consultation forms. The posts on 3 rugby pitches have been removed to storage. The cricket square has been discontinued due to lack of bookings (5 in 2015 and none in 2016). The bus rally has taken place and the field stood up to the traffic well. Dragons' teeth have been installed and have reflective tape on them and we are waiting for the completion of the drop bollards. New bins have been installed. Rugby pitches 1 and 2 and the floodlit training area have been verti-drained with a machine hired by the rugby club.

### 2. Jubilee Playing Fields

- Cricket is well underway and we are getting much improved feedback from the visiting teams and umpires this season. Outfields are being mown trice a week. Adjacent to Jubilee Playing Fields on Chayton Park Road the outlying areas around the new bowls club will be cut this week in advance of the club's opening at the end of July.

### 3. Public Gardens

- The raised beds are in and planted. Bedding plants are in as is the crown for the "Queens 90<sup>th</sup> bed". Weeding, mowing and watering is taking place when needed.

### 4. Open Spaces (Kings Pond, Windmill Hill, Flood Meadows, Northanger Close, Holybourne and Allotment sites)

- Windmill Hill: Routine visits to service the 3 new bins are being carried out. Gates and fences checked. Paths are mown around the site for dog walkers' etc. two new rustic benches have been installed to allow the public to rest and enjoy the view. One of the logs has been carved and a flat top cut into it for sitting. A local farmer is due to cut and bale the grass in the next few days.
- Kings Pond: Weir clearing of debris as required. New signs have been erected with information about the pond and its wildlife. Numerous carved ducks with information of what to feed them have been installed near the feeding stations. New bins have been installed.
- Northanger: Regular visits taking place, ditch checked for obstructions. Mowing is being carried out.
- Flood Meadows Regular mowing is taking place. Some trees have been felled/reduced due to being unsafe. The river volunteers have done some work on the banks upstream of Lenten St bridge

- Holybourne: Regular checks to play equipment and litter pick. The old multi-play unit has been removed and a replacement unit installed.
- Allotment Sites: All water supplies have been turned on for spring and summer. Routine monthly plot inspections have started. The mowing is being carried out by Allotment Association volunteers.
- Butts: Regular visits to litter pick and empty bins. Victorian cricket has taken place, and the circus has visited. Routine mowing is taking place. Councillor Mrs Jones asked that the running marking be placed out on the Butts again this summer and Councillor Gardner wished to thank the Grounds Team for the preparation of the Butts for the Victorian Cricket.
- Assembly Rooms: Grass cutting and dead heading is being carried out. Watering of bedding and baskets is being carried out by the caretaking staff.
- Grounds Team: The day release college students have now finished, possibly get another in the new academic year. Kimberley Winder (Sparsholt student) has enquired about bringing a team of students to work on a project at Kings Pond. Watering of baskets and bedding around town is being carried out three times a week.

NOTED

109 **South East Water Works across The Butts and Windmill Hill**

The Town Clerk reported that South East Water have advised that following preliminary ecology and other surveys, they will be proceeding with a scheme (Oakhanger phase 3) to improve the water supply network by supplementing the existing mains infrastructure with a new main to meet customer demand. The proposed new route corridor is enclosed with your bundle and members will note that the working method will require a corridor of 20m along the full length of the pipeline route, fenced and banded. The works are likely to commence in Spring 2017 and once a clear indication has been received as to the duration of the works we will be advised. A condition survey backed with photographic evidence will be carried out prior to the works commencing for reinstatement / compensation purposes.

The Clerk was asked to speak to South East Water to ask that the works be brought forward and carried out over the winter months so to avoid any impact on usage of the site over the spring/summer period.

NOTED

110 **Meeting Notes of the Footpath Wardens Meeting**

The Meeting Notes of the meeting held on the Thursday, 9<sup>th</sup> June 2016 were circulated as part of the Agenda Papers. The Footpath Wardens also wished to minute its thanks to the Events Officer, Emily Jane Messenger on the success of the Walking Festival staged in April this year.

In considering the actions arising from the meeting Councillor Mrs Jones noted that the request for pedestrian signs on the A31 to alert drivers to those crossing the road to the footpath be facilitated by the Clerk as the request had originally been made to Hampshire County Council 8 years ago which seemed long enough for them to undertake the task.

NOTED

**111 Meeting Notes of the Flood Meadows Steering Group & Recommended Actions Arising**

No meeting notes had been received from the Flood Meadows Steering Group since 8<sup>th</sup> March 2016.

**NOTED**

**112 Exclusion of the press and public**

On the proposal of Cllr Bayliss, seconded by Cllr Mrs Jones, it was

**RESOLVED**

that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded.

**113 Security Patrols Report**

The Security Patrols Report received from Alton Police was received.

Members Resolved on 13<sup>th</sup> January 2016 to renew its contract with Alton Police to continue with security patrols of the council's open spaces in 2016 (Minute 430 refers). The patrols commenced on 1<sup>st</sup> April 2016 and an up-to-date report to 7<sup>th</sup> July is attached for councillor's information. The terms of the contract is on the basis of providing PCSO patrols on three evenings per week between 7.00pm to 11.00pm (with some flexibility) and usually on a Friday and Saturday evening with the third evening varying between other days.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The meeting finished at 9.00pm.

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