

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 18th May 2010

Date: Tuesday 20th April 2010

Present: Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mr M King (MK), Mr P Mahoney (PM), Mr C Stride (CS)

Apologies: Mrs Y Boyd (YB), Mr J Donovan (JD), Mr N Parsons (NP), Mr M Robinson (MR)

In Attendance: Mrs L Davies, Clerk
Mr C Duncton (County Councillor)
Mrs N Graves (District Councillor)

Members of Public: 1

The Chairman opened the meeting at 7.45 pm and welcomed all in attendance. A warm welcome was extended to Mrs Graves, District Councillor, who was kindly attending on Mr Field's behalf.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Boyd, Mr Donovan, Mr Robinson and Mr Parsons.
2. Declaration of Members' Interests: Being involved on the Management Committee of the Wisborough Green Youth Club, the Clerk declared an interest in the Youth Club grant payment. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16th March 2010 were approved as a correct record and signed by the Chairman.

8.50 pm – Mr King entered the meeting room and declared no interests.

4. District/County Councillor Update:

County Councillor:

- Due to the general election, there was very little happening within County Hall at present. The Council Leader, Henry Smith, was standing for Parliament for Crawley.

District Councillor:

- The Sussex Partnership NHS Trust was currently consulting on the future provision of Mental Health Services in West Sussex. A study group from Chichester District Council's (CDC) Policy Development Committee supported the move to invest in community based services provided they were "fit for purpose" and were reassured to note that hospital beds would not close until community services were in place and working satisfactorily. Members felt it vital that mental health teams were well trained and that the aim should be for patients to receive continuity of care. It was felt that if more mental health patients were being treated in the community they were likely to need additional support which would be of the kind provided by Voluntary and Community groups. This extra pressure on the Voluntary Sector would require additional funding. Whilst making the final decision on the location of In-patient Mental Health Services and the development of new community services, the needs of people living in rural areas was taken into consideration, particularly in relation to access and transport provision.
- Civil Parking Enforcement (CPE) notices had now been circulated. Members confirmed receipt. Mr Duncton confirmed that 15 wardens would be working in the District and would potentially be concentrating on the larger towns. The village would need make concerns known to CDC. It was not known if 'out of hours' monitoring would be available.

Clerk

- A Village Shop Directory of all the village shops in the District was currently being compiled and would be distributed as a booklet and electronically.
- Local Development Framework: The Core Strategy was currently being progressed and all comments were being considered to form a preferred development strategy. This preferred strategy and policies would be the basis of a proposed submission document which would be out to consultation over the summer, requiring reply by September. Mrs Graves hoped that the document would be available early July as she appreciated the problems for meetings over the summer months. Mrs Graves confirmed that the proposed development was not substantially different to previous consultations; a large proportion of development would be around the larger settlement areas with rural villages receiving a small amount of development. CDC was very aware of the infrastructure concerns and the need for improvements.
- Parish Councils were being encouraged to start a community resilience project to enhance communications in an emergency. Members were aware of this initiative and would be submitting details of the Village Emergency Plan.

5. Public Questions: There were no public questions. Mr Newman, Chairman of the Sports Association, had attended to hear discussion on the all-weather sports surface and the end of season pitch repairs.

6. Matters Arising from the Parish Council Meeting on 16th March 2010:

- a. Emergency Plan: A review had now be undertaken and minor amendments made to cover situations that did not involve implementation of the full Emergency Plan. Reaction times and contract procedures has also been included. The Clerk would ensure that quoted telephone numbers were still current and would then forward to CDC as well as publish on the website. The Clerk had now received a copy of the Wyatt House Plan which had been forwarded to the Emergency Team to review. Initial comments suggested that it did not fully address some of the issues that arose earlier in the year; comments to be forwarded to the Warden for consideration.
- b. All-Weather Sports Surface: PM gave a summary of the progress to date:
 - Details of specification and consultation for Southwater facility.
 - Research into local facilities and usage figures for Plaistow court.
 - Initial indication of costs, anything from £40,000 to £80,000.
 - Regular contact with Sports and Play Construction Association which provided construction/commercial advice as well as providing details of those with practical experience in a village environment.
 - Initial feedback from a several emails and letters indicated that The Green would not be favoured.
 - Enquires had been made into other possible sites, including the school grounds. The first contact with the School had been on 7th July 2009 and although verbal indication suggested that it would be considered favourably by WSCC, no written confirmation had been received, despite regular follow-up.
 - Funding options had been investigated but could not be pursued further until site confirmed and planning approval granted.

Clerk

With regard to the school grounds, PM stated that the proposed site would potentially provide a facility for children but questioned whether the space would allow a tennis court. It had some potential but risked not meeting all village requirements. Lighting would be a sensitive area. Mr Dunton stated that capital spending on schools had been drastically reduced and as such, there was no guarantee that funding through WSCC would be available. If the Parish Council were to consider funding the project, it had the potential to prevent the Council undertaking any other projects for quite some time.

Members extended their thanks to PM. It was necessary to provide an update at the Annual Parish Meeting and as such, the following was agreed:

- School site to be pursued further when new Head Teacher was in place and settled.
- Once site confirmed, to proceed in principle; planning, village consultation and funding opportunities.
- Delay may improve funding opportunities or an alternative site might be offered.

- c. Kirdford Road/Durbans Road Lay-bys: Details of the quotation information discussed at the last meeting along with loan repayment information from the Public Works Loan Board and an update from WSCC had been circulated to members in advance of the meeting. The information provided by Mr Steve Johnson, Deputy Divisional Manager, WSCC Highways, stated that the extension of the yellow lines outside The Cricketers would be via a new Traffic Regulation Order (TRO). There was no prospect of this being undertaken during 2010/11 and it was likely that the location would not be given high priority compared to others on the list. Each year the County Local Committee could promote 3 new TROs in their area, and there were currently 14 requests for the North Chichester CLC. Realistically it would be 2013 before this proposal could be enacted. Due to the implementation of the Civil Parking Enforcement, Mr Johnson was unable to confirm whether the legal team could assist if the Parish Council funded to accelerate the process. Members felt that the TRO process was severely flawed.

CS explained that the initial investigations had included the provision of extending the lines as a fundamental part of the lay-by provision. It would be more desirable and have better impact if the lines and lay-bys were undertaken consecutively and within 6 months. AJ expressed some reservations; he could see some merit to the extension of the existing Durbans Road lay-by (would keep the site line from Kirdford Road to the right clear) but whilst having some empathy for the provision of further lay-bys, questioned the true value to the village. CS reiterated that there was a safety concern at the junction and today a wing mirror had again been knocked from a car by an elderly driver negotiating parked cars in Kirdford Road. It was highlighted that spending such a large amount of money would reduce Council funding for other projects for several years. After further discussion, it was agreed that:

- Lay-by work would not to be undertaken at the present time.
- Council to make financial provision to fund the project at a future date to lessen the impact on other Parish projects.
- Clerk to advise Mr Johnson to include yellow lines on CLC list and ascertain best date. To highlight that WSCC had already confirmed that the lines in front of The Cricketers should have been longer in the first instance.
- To enquire in 3 months time if Council could fund the legal work to accelerate the process.

Clerk

8.20 pm – Mr Duncton left the meeting room.

- d. Youth Club: The first meeting would be held on Thursday 13th May, from 6.30 pm until 9.00 pm in the Village Hall. A Youth Worker had been appointed, the Club was receiving support from WSCC, equipment recovered from the old club and publicity material prepared. A productive meeting had been held with the Village Hall Management Committee which addressed their concerns; MK would be monitoring the situation to ensure the relationship worked effectively. In addition to the Village Hall, the Youth Club requested use of the car park for ball games; the Minibus Association and Mrs Stewart would be advised and asked to remove their vehicles. Members had no objection but requested that access was still permitted to the bottle banks and that the Youth Club also write to the occupants of the Glebe Barn. The potential for glass hazards was highlighted; orange netting to be used to cordon off area.

MK

- e. End of Season Pitch Repairs: Details of the quotation received from Active Grounds Maintenance had been circulated in advance of the meeting. Having considered the quotation, Mr Newman confirmed that the football pitch should be verti-drained, seeded and fertilised at a total cost of £895.00 plus vat. The Football Club would be able to contribute £165, with the balance of £730 payable by the Parish Council. Mr Newman had expressed some concern at the condition of the Green following the re-alignment of the drain by Bourne Amenity. The Chairman confirmed that he had inspected the work and was happy that the large areas of damage had been re-seeded and would recover quickly. He agreed that there were some small ruts, but anticipated that rainfall would help settle the area. Being on the edge of the Green the ruts were not in the main playing area. Additional levelling may be required in the autumn once the trench had settled and the grass recovered.

It was highlighted that the drainage contractors had suggested that verti-draining the area would reactivate the old system. The Chairman stated that he had inspected the main drain and could confirm that it was now working satisfactorily although verti-draining would be of benefit.

Whilst the Fair's visit in the autumn did compact the ground in wet conditions, little damage was caused if the ground was drier. Continuing with verti-draining potentially reduced the impact of the Fair's visit by encouraging drainage should the summer/autumn be wet. After some further discussion, it was agreed the decision to verti-drain the area was delegated to the Clerk, up to the value of £300, and only if the ground conditions were suitable. Further verti-draining would be considered in the autumn after the Fair's visit. Clerk to authorise work and members agreed that the Council would accept a contribution of £165 from the Football Club.

Clerk

8.35 pm – Mr Newman left the meeting room.

f. Clerk's Report on On-Going Matters:

- Highway Update: The Clerk was continuing to chase Highways to ascertain when the jetting team would be visiting the village.
- Durbans Road Lorry Traffic Concerns: Following the last meeting, the Clerk contacted Dudmans who stated that no local work was being undertaken at the present time that would necessitate the use of Durbans Road. They would be happy to check details if registration numbers could be obtained. The Clerk had written back to the property owner to ask if a traffic movement record could be made, but to date, no response had been received.
- Fingerpost Repair: The grant application to WSCC had been successful and a 50% grant awarded. The total cost of the repair was £318, of which £159 would be paid by the Parish Council. Members authorised the repair.
- June Newsletter: Text for the next newsletter needed to be prepared by 28th April. Contributions would be welcomed.
- Conservation Area Character Appraisal: Following the appraisal in February, a public consultation had now been arranged for Friday 14th and Saturday 15th May in the Vine Room at the Village Hall. Details would be published in the Parish magazine and posters displayed. To be publicised at the Annual Parish Meeting.
- Allocation of Housing within the Village: The Clerk had had a long telephone conversation with Cllr Melva Bateman, the Portfolio Holder for Housing for CDC, to fully explain the various problems that the Council had been made aware of over the years. Cllr Bateman stated that the allocation was dictated by Government policy and that houses in Butts Meadow had no stipulation of local connection although the properties at Garmans did carry this requirement. Some housing associations were now introducing one year tenancies in advance of offering assured tenancies to avoid occupancy problems. She agreed to look into the most recent concern and report back. Cllr Bateman subsequently confirmed that the local family had now been re-banded which would hopefully increase their chance of obtaining a larger property although there was not a quick turnover of properties in the village. The application did show a location connection. Any other problems should be reported to her.
Mrs Graves gave further explanation to the system and an example of the problems experienced by choice based letting. CS gave details of a situation within the village which had caused problems for a single mother and agreed to forward details to Mrs Graves who would shortly be meeting with the Director of Hyde Martlet.
- Community Speed Watch Meeting: The Group had organised a review meeting for Saturday 15th May at 10.00 am. The Chairman and Clerk would attend and attendance had also been confirmed by Tracey Webb of WSCC, and PCSO Clair Gamlin and Sergeant Jonathan Chapman of the Midhurst and Petworth Neighbourhood Policing Team.
- Annual Parish Meeting: Arrangements had now been confirmed and attendance by Parish Councillors was encouraged. Some apologies had been received. An Annual Report had now been prepared which was circulated to all in advance of the meeting. This report would form the basis of the Chairman's presentation and copies would be available on the evening as well as on the website. Members were happy with the content.
- Insurance Update: The table tennis table had now been covered on the Policy. Renewal details had been received and it was agreed that the Clerk and PM would review.
- Repairs to Village Benches and Footrests: As the retired carpenter was no longer able to repair the benches, the Clerk had contacted a carpenter who would undertake the repairs at an hourly rate of £15.00 per hour. Due to the nature of the repairs, it was difficult to know how much time was involved. Members agreed that the Clerk should authorise the repairs and use her discretion, bearing in mind the cost of a new bench.

KC

CS

Clerk/PM

With regard to the replacement footrests, Mr Davies was happy to undertake the work at a charge of £15.00 per hour. The oak sleepers cost £27.00 each plus vat and it was anticipated 5 would be required. The Clerk confirmed that £400 had been included in last year's budget for the repair.

A resident had highlighted to CS that the benches had previously been cleaned and that many were now covered in algae. It was agreed that one bench would be cleaned and oiled to assess viability for all.

Clerk

7. New Items for Discussion

- a. Sports Association – request to use the Green: A request had been received for the Association to use the Green on Friday 27th August 2010 for a cricket match; Wisborough Green Cricket Club against Lashings, which was an invitation side comprising of past and present Test and County Players. Full details of the day's events, anticipated numbers, road closures, use of marquee, security and safety arrangements has been provided which was circulated to members in advance of the meeting. Members discussed the various aspects of the day and were happy that safety concerns were being addressed. They were delighted to support the event but agreed that the following should be conveyed to the organisers with the Agreement form:

Clerk

- Durbans Road: The Council had major reservations about the closure with the use of School Road as an alternative route and would therefore not support this proposal. Durbans Road to remain open and the road netted.
- Western Road: If the residents were happy with the closure and the road netted, the Parish Council would support this proposal.
- Marquee Security: The Council would expect the cost of the marquee security to be met by the organising committee.
- First Aid Cover: Essential for the event.
- Clearing of Green and removal of all litter: The Green to be left free of litter.
- The organisers had indicated that The Chestnut Tree Children's Hospice would be a beneficiary in addition to the Cricket Club. Being involved on the Chestnut Tree funding raising committee, CS was unaware of these arrangements and would make further enquiries.

CS

9.05 pm – Mrs Graves left the meeting room.

- b. St Peter ad Vincula – request to use the Green: As last year, Cream Teas would be served in the Barn on Sunday 13th June in aid of Family Support Work. In anticipation of a lovely afternoon, it was hoped that permission would be granted for a few tables to be positioned on the grass outside the barn. Permission was also requested for a sign to be positioned on the verge outside the barn for the week prior to the event. Members had no objection to the request. Agreement to be issued.
- c. Village Market Sign Request: Having received details of the Parish Council's sign policy, the market had made a formal request to continue positioning advertising signs around the village. Members noted that the signs were well managed and had no objection to the arrangements.

Clerk

Clerk

8. Correspondence: Details of correspondence received since 17th March 2010 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- WSCC Cabinet Member for Strategic Planning and Transport – Details of how funding had been re-allocated to cover highway repairs and details of retained schemes. No planned improvements or carriageway resurfacing schemes for the village.
- SALC – details of meeting with Chief Constable on 7th April. Any comments to be forwarded. Emailed to all – no comments received.
- CDC – LDF Update Newsletter March 2010 – circulated to all and included on website.
- WSCC – Details of members Hotline Parish Councillors to contact County Councillors. Not available to the general public. Details circulated.

- Richard Parish, Minibus Association – thanking Parish Council for kind donation.
- Victim Support – thanking Parish Council for kind donation.
- Message from Chief Inspector Ali Darge – circulated to all.
- AiRS – To assist the strategic review of WS Library Service and particularly the provision of mobile services, would like to hear views of current users. Two meetings organised : Bury Village Hall on Wed 5th May 4.30 to 6.30 pm and Cowfold Friday 7th May 10.30 to 12.30 pm.
- Email to Mark Robinson from Cricket Club grounds man regarding drainage spoil and expressing concern about damage etc. Mark responded with details.
- SALC – details of new power for Parish and Town Councils to boost affordable rural housing.
- CDC – Media Release – Civil Parking Enforcement introduced in Chichester District from 12th April. Details circulated.
- Billingshurst Emergency Assistance Team – public access defibrillator has been located at Fishers Farm and staff had received training. The Clerk to ascertain if staff would respond to a village incident and include details in the next newsletter. Clerk
- SALC – South Downs National Parking briefing session on Friday 7th May at 10.00 am. Meet two elected parish representatives, Alun Alesbury from Stoughton and David Burden from Northchapel. Mike unable to attend.

- Pulborough Parish Council – Undertaking Community Action Plan – invitation to attend first meeting of all volunteers and stakeholders on Thursday 29th April in the Village Hall. Details to be forwarded to NP. ?NP
- CDC – details of parking charges to be introduced at Midhurst, Petworth and other areas in the south of the District. With effect from 1st April 2011. Approved 21st December 2009.
- CDC – Information requested at Annual Meeting of the Parishes re broadband and possible solutions to the poor provision in certain areas.
- Girlguiding Dounhurst District – thank you for generous donation.
- 4Sight – thank you for kind donation.
- St Catherine's Hospice – thank you for kind donation.
- Sussex Air Ambulance – thanks for wonderful donation.
- West Sussex Rural Mobile Youth Trust – thanks for kind donation.
- 1st Wisborough Green Scout Group – letter of thanks for generous donation. Currently the Group had over 70 youngsters as members of the Beavers, Cubs and Scouts.

9. Finance:

- a. Subscription to Sussex Associations of Local Councils (SALC): Members agreed to the annual subscription. Only one copy of Local Council Review would be received, saving £13.50.
- b. Youth Club grant payment: It was agreed that the payment for the Village Hall hire should be made to the Youth Club to bolster the funds. The Clerk would ascertain the correct charge as there was some ambiguity; it was likely to be less than the budgeted figure of £432.00. MK confirmed that grant funding was being sought. It was the intention that the Club would be financially sustainable and the position would be reviewed after the first year. An entrance fee would not be charged, but a small profit would be made on the Tuck Shop.
- c. Accounts for Payment: The Clerk circulated the Cheque List for April, which was approved.

Cheque		
Number	Total	Details
2312	31.03.10 480.00	Jarvis Sports – table tennis table (contributions received from V Hall & Club)
2313	31.03.10 11.82	Southern Water – allotment water
2314	31.03.10 833.09	WSCC – Clerk's salary
2315	379.84	SALC – subscription to SALC/NALC & subscription to Local Council Review
2316	524.05	Garden Care (Southern) Ltd – grass cutting contract
2317	299.40	CDC – rental and emptying of 1100 ltr bins at V Hall & Pavilion
2318	50.99	L N Davies - stationery items, postage, plastic storage box for Christmas lights

	2579.19	Cheques dated 20 th April 2010 unless otherwise stated.

- d. Statement of Accounts: The Clerk circulated details of Year End figures compared to the budget to be presented at the Annual Parish Meeting. The Chairman gave explanation to the end of year deficit. There were no further questions.

10. Planning

- a. Planning Applications: The following applications were reviewed. Details of the applications and plans had been circulated in advance of the meeting.

Application No:	Application and Reason
WR/10/01060/FUL	Hall And Woodhouse Ltd Bat And Ball, Newpound The formation of a link between the bar and adjacent barn and toilet for the disabled in the barn and level access to both. <u>No Objection</u>
WR/10/01061/LBC	Hall And Woodhouse Ltd Bat And Ball, Newpound The formation of a link between the bar and adjacent barn and toilet for the disabled in the barn and level access to both. <u>No Objection</u>
WR/10/01087/TCA	Mrs Eva Hardman The Gatehouse School Road Wisborough Green Billingshurst Notification of intention to crown reduce by up to 25%, remove deadwood and crown clean on 1 no. Ash tree. <u>No Objection</u>
WR/10/01353/DOM	Mr Christopher Mosley The Old Oak Cottage, Butts Meadow Installation of an air source heat pump. <u>No Objection</u>
WR/10/01355/LBC	Mr Christopher Mosley The Old Oak Cottage, Butts Meadow Installation of an air source heat pump. <u>No Objection</u>

- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
WR/10/00383/DOM	Mr Roger Moorey 5 Carters Way, First floor side extension built over existing garage.	Permit
WR/10/00784/TCA	Mrs Eunice Etheridge 2 Butts Meadow Notification of intention to fell 1 no. Juniper tree and remove part of Leyland Cypress hedge.	No TPO

WR/10/00715/EXT	Mr G Kilford Elm Cottage, Billingshurst Road Two storey side extension forming sitting room with two bedrooms over (WR/05/01716/DOM)	Permit
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11. Other Reports

- a. Village Hall: The Village Hall Management Committee met on Monday and minutes would be circulated shortly. The Committee was anxious at the condition of the windows. Whilst appreciating the Parish Council's reluctance to pursue the window application in view of the enforcement enquiry, the windows were in a very poor condition and were not attractive to potential hirers. CS stated that new directives would be issued with effect from 1st October 2010 but was unaware of the implications for Listed buildings. The Clerk explained that she, AJ and the previous Chairman, Mr Armistead, had met with the Planning Officer 18 months ago but no further contact was received. An Enforcement Officer contacted the Council 2 months ago and again, no further contact or information had been received since. The existing double-glazed windows were installed in 1992 to address a noise concern whilst helping with heat loss. In view of the Village Hall Management Committee concerns, it was agreed that a Planning Application should be submitted. Mr Field, District Councillor, to be contacted for assistance.
- b. Workhouse:- The Clerk had met with a specialist builder who had undertaken work on a Listed building in consultation with CDC. The wall had now been inspected by a Chartered Engineer who had carried out measurements and given his immediate observations, as follows:
 - The wall on the east side adjacent to the churchyard was causing the greatest concern and in places was out of plumb in excess of 400mm.
 - The wall on the south side was again considerably out of plumb but to a lesser extent.
 - The wall on the north side was of a later construction and was built of brick and unlike the other walls, was sensibly plumb.
 - To consider the possibility of removing at least one of the two Yew trees.
 He would provide a complete report at a cost of £250 plus vat, which could then be discussed with CDC and the builder. Members sanctioned the expenditure.
- c. Allotments:- The allotment rents were now being paid. Nothing further to report.
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: In the absence of MR, the Clerk confirmed that he had provided further information to the playground repairs company. Update at the next meeting.
- f. Neighbourhood Watch: Apart from various scams, nothing specific to village to report.
- g. Footpath Group: Nothing to report.

Clerk/AJ

Clerk

MR

12. Any Other Business

- a. Following on from the last meeting, CS had now been made aware that the organisers of the Junior Football sessions on a Saturday morning would be giving up at the end of this season due to their own sons wishing to join competitive football clubs. Whilst they had made their intentions known and had tried to find interested parents to continue the sessions, there was some reluctance as it was a large commitment. The football season had now come to an end and the last session would be held this Saturday. Members were keen that the sessions should continue and would help in any way possible to secure its future. CS to advise organisers that the sessions should not be shut down but left open to allow time for helpers to be organised for September. In the meantime, CS would liaise with the organisers and ascertain if any help was volunteered this weekend. CS would advise the Clerk accordingly. The Sports Association to be informed.
- b. Having recently attended the Puborough Village Market at which the Parish Council had a stall, Mr Midwinter, Village Market Committee, asked if the Parish Council would like representation at

CS/Clerk

the monthly Wisborough Green Market. After careful consideration, it was agreed that having working councillors, the responsibility would fall upon the Clerk. Members questioned the value as village residents were encouraged to attend meetings and write to the Council and word of mouth information was already obtained through gatherings within the village. It was therefore agreed that the kind offer would not be taken up.

Clerk

- c. The Masons were now regularly using the Village Hall and a request had been received for the use of the Parish Council display boards. Members had no objection. NP had also offered the village some second hand display boards which the Clerk had accepted.
- d. A litter picking session had been held on Saturday 17th April, which was another success. Obtaining sufficient litter picking kits had proved problematic for the Clerk but was eventually resolved.
- e. Verge damage had been caused outside The Gatehouse, School Road, by a vehicle travelling down School Road at school drop off, rather than building work being undertaken at the property. The Clerk would organise the repair.
- f. The Clerk had written to the Tea shop to advise that only one professionally produced 'A' board was permitted on the verge.

Clerk

13. Date of Next Meeting:

Annual Parish Meeting on Thursday 22nd April 2010 at 8.00 pm.
Planning Committee Meetings on Tuesday 4th May 2010 at 8.00 pm, if required.
Parish Council Annual Meeting on Tuesday 18th May 2010 at 7.45 pm.

There being no further business, the meeting was closed at 9.45 pm.

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Chairman

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Date