

**Draft until signed**

**Minutes of Batisford Parish Council Meeting  
Tuesday 6<sup>th</sup> September 2016 at 7.30pm, Batisford Village Hall, Straight Road, Batisford**

**Present:** C Knock (Chairman), B Rhodes (Vice Chairman), S Zethraeus (Councillor), C Skinner (Councillor, left at 7:50pm), C Nicholas (Councillor), J Truelove (County Councillor), D Whybrow (District Councillor)

**Attending:** S Meech (Clerk), J Budd (Public), L Durrant (Public/Play area committee), D Williams (Public/Play area committee), I Hand (Public – arrives 8pm)

**1. Apologises for absence**

Cllr Olley & Cllr Cleaver

**2. Declarations of Interest**

None

**3. Public Forum**

Nothing to be raised

**4. Minutes of meeting held on 28<sup>th</sup> June 2016 and 18<sup>th</sup> July 2016**

Minutes of both the 28<sup>th</sup> June and 18<sup>th</sup> July 2016 are agreed by all councillors as true and accurate copies with just one amendment to the minutes of 18<sup>th</sup> July 2016, member of public D Wicking to be added to the list of attendees. Cllr Knock signs and dates both sets of minutes and makes the appropriate adjustment to minutes dated 18<sup>th</sup> July 2016. **Action** – Clerk to amend the minutes on her records and online to show the additional attendee

**5. Matter arising from minutes**

No matters arising

**18. (b/f) Defibrillation Machines**

It is agreed by all councillors that the additional two defibrillation machines that are to be purchased through the Big Lottery for All funding are to be placed in the other telephone kiosk on Straight Road and at Batisford and District Cricket Club. **Action** – Cllr Skinner to discuss with Batisford and District Cricket Club as to a defibrillation machine being placed at the club and to request an email from them confirming that they are happy for the machine to be erected at the club

**17. (b/f) Highways/Potholes**

Cllr Skinner advises that Highways were due to start some repair works on Straight Road yesterday but as yet nothing has been started. Work is due to be carried out near the phone box on the junction of Straight Road and Valley Road. **Action** – Cllr Truelove to investigate the delayed start with Highways and to express Batisford Parish Councils disappointment with the delay.

**21. (b/f) Housing Needs Survey**

Cllr Knock advises that he has made the few changes to the Housing Needs Survey (HNS) as requested by councillors and has finally produced the finished survey. The plan is for the HNS to be printed up and circulated in September with the help of the councillors, with each

councillor being allocated an area for delivery and then collecting the completed surveys 10 days later. Cllr Nicholas suggests that councillors distribute their allocated HNS outside of the immediate area of the village that they live in. Distribution dates are agreed amongst the councillors for the weekend of the 17<sup>th</sup> & 18<sup>th</sup> September and as Cllr Nicholas is unable to agree to this date the 19<sup>th</sup> & 20<sup>th</sup> September also. **Action** – Cllr Knock to arrange for printing of the HNS and covering letter and allocation of delivery areas for councillors

**20. (b/f) Dog waste bin**

Clerk advises Battsford Parish Council that she is still awaiting confirmation from land owner Chris Bull to place an additional dog waste bin on the sty that is on his land. Cllr Skinner to discuss with landowner and all councillors agree that clerk is to go ahead and purchase a dog waste bin ready for erection. **Action** – Cllr Skinner to contact landowner and request an email to confirm if he is happy for us to place a dog waste bin on his land.

**Action** – Clerk to order a dog waste bin for the Punch Bowl end of Straight Road

**19. (b/f) Village Green/Play Area/Gates/Security**

Cllr Knock brings this item forward for D Williams and L Durrant to provide feedback from the Battsford Play Area Committee. D Williams advises Battsford Parish Council that the opening of the play area was a very successful event and further funds were raised totalling £398.00, he presents the clerk with a cheque of this value to be paid into Battsford Parish Council bank account. Further fund raising ideas that have come forward are for a film night at Battsford Community centre or an outdoor film night. Local businesses have also been canvased by the play area group. Cllr Truelove advises D Williams that Andy Cuthbertson at Suffolk County Council works within the area of grant funding and maybe able to provide some assistance and advice especially with funding applications, Cllr Truelove will provide Andy's details to D Williams when she has them available.

D Williams advises that there was plenty of positive feedback received at the play area opening event, however, there was some concern raised over the lack of a gate to the side of the park near to the car park. Cllr Knock advises that he has a 10ft wide gate that was previously removed so is happy for that to be used for the play area. Other feedback received was for more picnic tables, a BBQ area and another more visible bin. D Williams also advises that the play area committee have a junior size goal post that was donated and is currently being stored ready to be erected, it will be looked into as to how best to erect the post and J Budd advises that artificial grass is ideal to be used for where the post is fixed in.

D Williams and L Durrant update Battsford Parish Council as to the progress of fitting a slide into the mound within the play green. In order for the slide to be fitted free of charge Mr Tim Durrant will be happy to carry out the works outside of work commitments and when the weather improves so an ideal time will be May 2017. All councillors are in agreement to this deadline otherwise it will be at a greater cost to employ someone to carry out the work. D Williams and L Durrant also raise that there needs to be a sign erected at the play area in case of any issues or damage that needs reporting, D Williams is to discuss with Mr J Pope about being a contact point for the play area.

L Durrant advises Battsford Parish Council that John and Pat Durrant would like to donate a picnic style table/bench for the play area. L Durrant suggests that 3 benches at the play area would be ideal and suggests that with one there already, one being donated then the other already in the village green by the mound would be better placed at the play area. Cllr Knock also suggests that a BBQ area should be considered for the village green. It is also raised by both Battsford Parish Council and the play area committee that an additional bin is needed at the village green. Cllr Whybrow raises the issue that a pot of reserves should be considered by Battsford Parish Council and the play area committee to sustain the play area equipment.

All councillors agree that it is essential for an extra bin to be provided for the play area and are happy for a 240 litre bin to be purchased and emptied.

Battisford Parish Council gave a big well done to the play area committee for all their hard work and such a successful open day.

**Action** – Clerk to order a 240 litre bin from MSDC and arrange for emptying

**6. County Councillors Report**

See Appendix 1

**7. District Councillors Report**

See Appendix 2

Cllr Whybrow provides an update on Wonderleir, following enforcement the amount of birds has been reduced from 108 to 76 and the enforcement has a deadline of March 2017. Cllr Knock advises Cllr Whybrow that he has been advised of more noise from dogs at the property recently, Cllr Whybrow advises that he will put these concerns forward.

8.45pm – Cllr Truelove leaves the parish meeting

**8. Parish Council Chairman's Report**

Cllr Knock does not have anything extra to report than what is included in the agenda. However, he does advise the council that he is to speak with Peter Hammond about clearing a ditch and digging a pipe out that is on his land to hopefully reduce flooding.

J Budd advises that he still has 4 bird boxes that need to be put up within the village. Cllr Knock suggests a date is set for November with a working party to ensure these get erected and that the whole village green gets a thorough tidy up.

8.55pm – Cllr Whybrow leaves the parish meeting

**9. Planning**

**a. Applications received for consideration**

- i. 3330/16 – Rookery Farm, Mill Road, Battisford IP14 2LT – Replacement of two ground floor windows – Deadline passed but all councillors agreed no need to make comment on application

**b. Decisions received from MSDC**

- i. 1626/16 - Bevants Farm, Burnt House Lane, Battisford IP14 2NE - Alteration to remove flat roof from utility room and replace with lean-to roof – Listing Building Consent Granted
- ii. 2153/16 - Garden Cottage, Mill Road, Battisford IP14 2LT - Retention of kennels in front garden – Permission granted
- iii. 2568/16 - Wood Vale, Straight Road, Battisford IP14 2HD - Alterations to existing house and addition of one and two storey rear extension – Permission granted
- iv. 2977/16 - The Oldings, Hascot Hill, Battisford IP14 2HL - Non-material amendment sought following grant of planning permission 0732/16. (Demolition of existing storage building & associated outbuildings. Change of use of land for the stationing of 2 holiday lodges and construction of associated visitor car parking and cycle storage). Minor re-positioning of holiday lodge unit 1 to facilitate phased demolition of existing outbuildings & storage building – Satisfactory amendments received
- v. 2498/16 - School House, Straight Road, Battisford - Application for Outline Planning Permission including details of the provision of Access for the erection of 1 x detached dwelling (all other details to be dealt with under a further Reserved Matters application) – Outline Planning Permission has been refused

- vi. 1611/16 - 1 Church Road, Battisford, IP14 2HQ - Remove cement render from gable end and replace with chalk/fibre lime render. Render with limewash – Listed building consent has been issued

**10. Finance**

- a. Accounts review to date – Community Current Account balance as of 12<sup>th</sup> August 2016 - £13,838.89. Business Savings Account no change in balance - £2,357.75. Cllr Knock advises the council that as the reserves in the bank account are relatively high earmarking of funds will need to be considered. Some considerations are as follows:
- BBQ area - £1,000.00
  - Play area equipment - £2,000.00
  - Village Hall Floor - £2,000.00
  - Punchbowl computer equipment - £1,000.00
  - Battisford & District Cricket Club - £1,000.00
  - First Responders Wattisham - £500.00
- b. Payments received – None received
- c. Payments to hand
- vii. SLCC – Annual Membership - £51.50 – Carried over from last meeting as cheque not drawn – Cheque Number 100886 written and signed
  - viii. S Meech – Clerks Overtime and Expenses – £197.21 – part carried over from last meeting as cheque not drawn – Cheque Number 100887 written and signed
  - ix. D Windle – Village Green grass cutting - £340.00 – Cheque Number 100888 – written and signed for £731.00 total of iii & iv
  - x. D Windle – Battisford Cemetery grass cutting - £391.00 - Cheque Number 100888 – written and signed for £731.00 total of iii & iv
  - xi. SALC – Internal Audit fee - £192.00 – Cheque Number 100889 written and signed

**11. Clerks amended standing order form following annual salary increment**

All councillors agree for amendment of standing order for clerk's salary following her annual increment from £199.49 a month to £209.09 a month. Cllr Knock and Cllr Rhodes sign and date the standing order amendment form and clerk to send form to Barclays.

**12. CILCA qualification**

Clerk explains to Battisford Parish council that for her to complete her CILCA qualification it will cost £250.00 to register for the qualification and a further £250.00 + VAT for SALC to provide training and support for completion throughout her studies. All councillors agree to cover half the costs if Combs Parish Council are happy to fund the other half of the costs.

**Action** – Clerk to discuss the split of costs with Combs Parish Council and if they are happy to split costs clerk is to register for her qualification and book onto the training course that SALC offers.

**13. BDO External Audit**

Clerk advises the council that some further information was requested by BDO that has now been provided so she is just waiting for BDO to advise of completion of the external audit.

**14. Risk Assessment**

Clerk advises Battisford Parish Council that she is currently in the process of updating current risk assessment to the latest version and will ensure that it is completed for viewing and signing off at the next parish council meeting.

**15. BT – Community Fibre Partnerships**

Clerk received a letter and information pack from BT regarding fibre broadband and invited a representative from BT to attend the meeting to discuss further, however, clerk received a reply from BT to say:

“I’m pleased to say that a meeting may not be necessary as you are going to get Superfast Broadband, probably by November.

However, if there are any premises that miss out and still want to proceed then let me know and we’ll come and present Community Fibre Partnerships to the Parish at another date in the future.

Best regards

Richard”

**Action** – Clerk to email Ben Skinner to ask him to enquire as to how BT intend to connect all the houses and what costings and speeds will be expected as November is fast approaching. I Hand advises that in Alpherton ducting was dropped off so that households could put their own ducting in in order to saves costs.

9.32pm – Cllr Zethraeus leaves meeting

**16. Flooding**

**Action** – Further to previous parish council meeting and issue of flooding in Plantation Way Cllr Knock to look into and discuss with the land owner behind Plantation Way about clearing the ditch as this is an ideal winter job. Cllr Knock also suggests that Battsiford Parish Council considering purchasing and distributing water butts to residents along Mill Road.

Cllr Knock advises the council that he is arranging a meeting with a resident of Valley Road also to discuss flooding issues.

Cllr Knock and J Budd advise that nothing further has been heard from Anglian Water regarding their CCTV investigations of the drains along Bowl Road. Cllr Nicholas suggests that the environment agency should be notified and supplied with the video clips that have been taken of the flooding.

**22. Cllr Knock – Notice of new job**

Cllr Knock wanted to make Battsiford Parish Council aware of a 1-year contract that he will be employed in for the next year to work for Babergh and Mid Suffolk in their Communities Team as the external funding officer, charged with bringing in as much external funding to the two Districts as possible.

**23. Memorial Tree**

Cllr Nicholas advises Battsiford Parish Council that Rita Kerridge has approached him on behalf of TAGS to ask for permission from Battsiford Parish Council to plant a memorial tree in the village green on behalf of Cllr Hand. All councillors agree to this and Cllr Knock suggests that the tree could be planted in November when the working party meet at the village green.

Meeting closed at 9.44pm

## PARISH REPORT SEPTEMBER 2016 BOSMERE DIVISION County Councillor Julia Truelove

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### GCSE Pupils' Results Improve Throughout Suffolk

S.C.C. has reported further improvements in GCSE results. This is rather better than this year's national results. To be confirmed, reports show 63% of pupils achieved the new threshold of A to C grades in English and Maths, up from 59% in 2015.

Local schools' benchmark results:

- Claydon High School – 70% achieved the new threshold
- Stowmarket High School – 45% achieved the new threshold
- Stowupland High School – 61% achieved the new threshold

### 'A' Level Success as Pass Rates Rise

Suffolk pupils' overall pass rate for 'A' levels continues to rise. Almost 3,000 pupils were entered, the resulting figures, to be verified, show that:

- 98.5% of pupils achieved A to E
- 76% of pupils achieved A to C

Since the launch of 'Raising the Bar' in 2012, 'A' level results have improved year on year and 82% of schools are now being judged 'Good' or 'Outstanding' by Ofsted. Over the last year this percentage nationally has increased by 3%, and Suffolk by 6%. This means that Suffolk schools are improving twice as fast as those across the country.

However, we must remain concerned about the 18% of secondary schools who do not meet Ofsted standards, and the need to 'Raise the Bar' for the 'E' category results.

### S.C.C.'s Future Plans for Schools' Expansion

Proposals are in place to tackle the present and future shortage of places in schools across the County, in view of the expected major growth in the population over the next few years.

Primary schools could be expanded in all parts of the County, and new schools built, not only in the areas of Ipswich and Lowestoft but also in the rest of Suffolk. High schools will also need to be considered for expansion or new build.

Bosmere School, in Needham Market, has the playing field of the former middle school earmarked for its possible future expansion.

The proposals are expected to be considered by the relevant scrutiny committee early in September. It is to be hoped that the challenge will not be resolved by the provision of temporary mobile classrooms but by planning for permanent buildings in keeping with the existing use of the sites.

## PARISH REPORT SEPTEMBER 2016 BOSMERE DIVISION *continued*

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### **Delayed Transfer of Hospital Patients to Care Homes**

Suffolk County Council, whilst devolving care homes to the private sector, retains responsibility for the well-being of residents in them. However, S.C.C.'s policy of not permitting new residents to take up places in care homes should they not be deemed satisfactory by the Care Quality Commission has resulted in the delayed transfer of some patients from hospital to care homes. Both the West Suffolk and Ipswich hospitals have highlighted the issue.

S.C.C. and N.H.S. providers are meeting together early this month to address the issue. S.C.C. has committed £180,000 to fund a new supported early discharge project. Proper support for patients at the point of transfer must remain the prime objective.

### **Suffolk Rail Conference**

Suffolk County Council will be hosting the Suffolk Rail Conference on the 24th October 2016 at The Legends Suite, Ipswich Town Football Club.

The conference will provide an opportunity for delegates to discuss rail issues and speak directly to Abellio Greater Anglia (recently awarded the new rail franchise) about the rail improvements that are required to support Suffolk's growing economy. A series of interest groups have also been included in this year's programme to allow for discussions and ideas about key rail topics.

## Appendix 2



Councillor David Whybrow (Conservative)  
Mid Suffolk District Council Member for Ringshall Ward

Report to Battisford Parish Council

Full Parish Council Meeting on Tuesday 6<sup>th</sup> September 2016

### Planning (since 17<sup>th</sup> May April 2016 to date of report)

#### 1.1 Validated (awaiting Decision) -

- 1.1.1 Rookery Farm, Mill Road, Battisford. IP14 2LT  
Reference 3330/16  
Replacement of two ground floor windows  
Validated 05 Aug 16  
Consultation expiry 22 Sep 16  
Target Determination 30 Sep 16

#### 1.2 Decisions –

- 1.2.1 West View, Mill Road, Battisford. IP14 2LT  
Reference 1746/16  
Erection of single storey rear extension (following demolition of existing conservatory)  
Validated 12 Apr 16  
Consultation expiry 24 May 16  
Target Determination 07 Jun 16  
Decision 03 Jun 16  
Decision – Grant
- 1.2.2 5 Bowl Road, Battisford. IP14 2LG  
Reference 1835/16  
Erection of single storey front extension including porch (revision to planning approval 0029/16) Validated 14 Apr 16  
Consultation expiry 30 May 16  
Target Determination 09 Jun 16  
Decision 15 Jun 16  
Decision – Grant
- 1.2.3 1 Church Road, Battisford. IP14 2HQ  
Reference 1611/16  
Remove cement render from gable end and replace with chalk/ fibre lime render. Render with limewash Validated 16 Apr 16  
Consultation expiry 18 May 16  
Target Determination 11 Jun 16  
Decision 26 Aug 16



- Decision – Grant
- 1.2.4 Bevants Farm, Burnt House Lane, Battisford. IP14 2NE  
Reference 1626/16  
Alterations to remove flat roof from utility room and replace with lean-to roof  
Validated 09 Jun 16  
Consultation expiry 20 July 16  
Target Determination 04 Aug 16  
Decision 03 Aug 16  
Decision – Grant
- 1.2.5 Garden Cottage, Mill Road, Battisford. IP14 2LT  
Reference 2153/16  
Retention of kennels in front garden  
Validated 09 Jun 16  
Consultation expiry 20 July 16  
Target Determination 04 Aug 16  
Decision 04 Aug 16  
Decision – Grant
- 1.2.6 School House, Straight Road, Battisford.  
Reference 2498/16  
Application for Outline Planning Permission including details of the provision of access for the erection of 1 x detached dwelling (all other details to be dealt with under a further Reserved Matters application)  
Validated 21 Jun 16  
Consultation expiry 03 Aug 16  
Target Determination 16 Aug 16  
Decision 25 Aug 16  
Decision – Refuse
- 1.2.7 Wood Vale, Straight Road, Battisford. IP14 2HD  
Reference 2568/16  
Alterations to existing house and addition of one and two storey rear extension  
Validated 25 Jun 16  
Consultation expiry 20 Jul 16  
Target Determination 20 Aug 16  
Decision 18 Aug 16  
Decision – Grant
- 1.2.8 The Oldings, Hascot Hill, Battisford. IP14 2HL  
Reference 2977/16  
Non-material amendment sought following grant of planning permission 0732/16 (Demolition of existing storage building & associated outbuildings, Change of Use of land for the stationing of 2 holiday lodges and construction

of associated visitor car parking and cycle storage). Minor re-positioning of holiday lodge unit 1 to facilitate phased demolition of existing outbuildings & storage building.

Validated 04 Jul 16

Target Determination 01 Aug 16

Decision 18 Aug 16

Decision – Satisfactory

### 1.3 Permitted Developments –

I'm not aware of any PD's within the parish during the reporting period.

### 1.4 Enforcement –

Wonderlier Farm, Straight Road, Battisford

The MSDC Senior Planning Enforcement Officer met with the occupant at the site on 9<sup>th</sup> August 2016. It was confirmed that the number of birds at the premises has reduced to 76, from 108, at the time of the previous visit in March 2016. This is considered to be reasonable progress towards compliance with the requirements of the Enforcement Notice, which has a deadline of March 2017. A further site inspection is planned for the autumn.

## 2.0 MSDC & BDC new Joint Local Plan

The two District Councils are producing a new Joint Local Plan which will replace the existing adopted plans of both Councils. The new Joint Local Plan will include the allocation of sites for residential, employment and other uses in order to meet the development needs of the districts up to 2036.

The latest activity to be completed is the "Call for Site". This provided an opportunity for developers, landowners and other interested parties to register land within the District to be considered as a potential allocated site in the Joint Local Plan. In addition, the Council also provided an opportunity for landowners who wish to make a site or plot available for 'self build', an option that allows individuals to obtain planning permission to build a home of their own, to do so at this stage.

The sites submitted could be for housing (sites of at least a quarter hectare or capable of accommodating five or more dwellings are eligible), employment, community facilities, open space, renewable energy, car parking, gypsy and traveller sites or other uses. The "Call for Sites" process is not restrictive in relation to where sites are suggested, but it is unlikely that sites proposed in very rural areas will be suitable locations in which to build new homes, or provide new employment.

The information provided is essential in assessing the available land to aid the Authority in considering where development should be distributed under the Plan. Analysis and assessment of the options is underway to allow the next stage of the process to proceed which includes further consultation discussion with infrastructure providers and local communities.

### 3.0 MSDC Electoral Review

Mid Suffolk is preparing to undertake Electoral Reviews with the Local Government Boundary Commission for England.

At the Full Council meeting on Thursday 28 2016 members received a presentation and report, which they approved, to formally start the Electoral Review process.

The review in Mid Suffolk is classed as an intervention review, which has been triggered by the level of electoral inequality: for example, the ward of Stowmarket North now has a population over 30% larger than the average (mean) for Mid Suffolk wards, while over 30% of the wards in Mid Suffolk have a population more than 10% larger or smaller than the average. Ringshall Ward is one of these being in excess of 10% larger than the mean. These levels of population inequality are both triggers for the Local Government Boundary Commission to review the ward boundaries.

Babergh does not meet these criteria, but rather than wait for the formal triggers to require a review, they have voluntarily agreed to have their review of its boundaries now alongside the Mid Suffolk Review.

The agreed timetable will ensure any changes can be incorporated in time for the next District Council elections.

The review will consider how many councillors the Council has. It will also consider where the ward boundaries fall throughout the district. It does not however have the power to make any changes to the boundaries of Mid Suffolk or Babergh, only to the ward within the districts.

The overall aim of the review is to ensure that there is electoral equality in the district: that each councillor represents a similar number of residents, and each councillor requires a similar level of support from residents to be elected. While the nature of our communities means there will never be exactly equal numbers of voters in every single ward, with work and planning it can be ensured the numbers are all similar.

The boundary arrangements in both councils were last reviewed in 2001, and over the past 15 years the population of different wards have changed in markedly different ways. This will not be a one sided process: there are plans for two rounds of public consultation in 2017, when members of the public will first be invited to submit their comments and, in the second round, to comment on the proposals for new wards.

So what happens next? The first phase of the review, that will commence shortly, will largely involve the district councils talking directly to the Boundary Commission: looking at governance arrangements, the workloads of ward members and the number of councillors each district needs. Once this phase is complete, work will begin to consider where ward boundaries should fall: this will be the phase where it will be vital to engage with towns and

parishes, to make sure that any new ward boundaries fall in sensible places that reflect the reality of life for our communities and to decide what model – single member or multiple member – works for each ward.

#### 4.0 Annual Electoral Register Canvass

All households should have received a Household Enquiry form by the end of August asking them to make sure the details on the Electoral Register are up to date. These forms must be responded to by either returning the form by post – in a provided pre-paid envelope – or, if there are no changes to the people registered at your address, online at the address provided on the form.

If there are new people to register then the council will send out an additional Invitation to Register form, which can be returned to the Council or completed online.

Being on the electoral register enables people to take part in important electoral events, from the recent EU Referendum to General Elections, and can also help in obtaining credit.

#### 5.0 Norfolk & Suffolk Devolution Deal

The consultation period when people across Norfolk and Suffolk are being asked for their views on the proposed devolution deal and associated governance arrangements for the two counties ended in late August.

With the personnel changes within Government that have taken place since the consultation document was published there may be significant further changes to the proposals – we will have to wait and see what the Government does next.

#### 6.0 Parish Boundary Review 2009 and Council Tax collection.

The potential error in Council Tax invoicing and appropriation post the 2009 civic boundary changes relating to properties on, or off, Stoke Farm Drive, are yet to be adequately resolved. I am attempting to resolve this matter with the Revenue Team.

#### 7.0 Conclusion

I trust the forgoing is informative and relevant.

Finally, if there are specific matters that you would like me to investigate or report on – just ask.

Contacts details as follows:

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07799 068 926

Or visit me at The Old Rectory, Stowmarket Road, Ringshall. IP14 2HZ

DRAFT