### **Harden Village Council**



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE <a href="mailto:clerk@hardenvillagecouncil.gov.uk">clerk@hardenvillagecouncil.gov.uk</a> 07850 049 487

Dear Councillor,

You are summoned to attend a monthly virtual meeting of Harden Village Council, to be held by video conference, on **Thursday 11<sup>th</sup> February**, **2021** at 7.15pm.



6th February, 2021

Kan Entwork

Meeting access details

https://us02web.zoom.us/j/88051199794?pwd=VE5sZTInYjdoTi9MNDVMaURiS0wyUT09

Meeting ID: 880 5119 9794

Passcode: 663991

#### **AGENDA**

#### 1. Apologies for Absence

To consider apologies offered.

#### 2. Disclosure of Interest

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

#### 3. Minutes of Meetings (previously circulated to Members)

- a) To agree the minutes of the Village Council meeting held on 14<sup>th</sup> January, 2021.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

#### 4. Public Representation

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

#### 5. Planning Matters

To formulate observations relating to the following application: -

21/00188/LBC - Replacement windows to side and rear at The Lodge ,Harden House, Wilsden Road, Harden.

(Planning applications can be viewed via Bradford Council's online system <a href="http://www.planning4bradford.com/online-applications">http://www.planning4bradford.com/online-applications</a>).

#### 6. 20 MPH Zone

To consider a feasibility study developed by Bradford Council with regard to a possible 20mph zone in Harden and to formulate a response from the Village Council.

#### 7. Asset of Community Value

To consider registering the village green space on Keighley Road as an asset of community value.

#### 8. Climate and Ecological Emergency Bill (see Appendix 2)

To consider and review a motion proposing that the Council supports the Climate and Ecological Emergency Bill.

#### 9. Consultation Response - Personal Travel Assistance Budget (see Appendix 3)

To note and approve a consultation response prepared by Cllr Hawthorne.

#### 10. Exchange of Information

To consider any concerns which may have been passed to the Village Council by residents.

#### 11. Correspondence (see Appendix 4)

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from Bradford Council re. highways signage.
- b) Email from Trevor Speight, Census Engagement Manager about 2021 Census (further emails and details of seminars available on request).
- c) Email from YLCA about survey on power to hold remote meetings.
- d) Email from YLCA about the Right to Regenerate.
- e) Email from Harden WI re. Making Harden a Greener and Healthier Place.
- f) Email from YLCA about Remote Conference (draft programme circulated to Members and available on request).
- g) Email from Ward Officer re. Cleaner Streets, Parks & Open Spaces Fund.

#### 12. Financial Matters

a) To authorise the following payments: -

Payee	Payment No.	Amount	Description
Ken Eastwood	2020-21-45	£71.35	Stationery

Payee	Payment No.	Amount	Description
CIQ Agency	2020-21-46	£1,305	Neighbourhood Planning
			consultancy support
Bradford MDC	2020-21-47	£1,198.87	Salary payment
ICO	2020-21-48	£35	Annual registration
YLCA	2020-21-49	£48	Training (Cllr Bryan)

### b) To note the following trial balances: -

Harden Village Council					
1 <sup>st</sup> February 2021					
Item	Budget 2020/21	Expenditure to date	Budget Remaining	Forecast Shortfall (-) Surplus (+)	
Staff Costs	9,000	11,525	-2,525	-4,795	
Travel	300	47	253	200	
Subscriptions	1,500	1,705	-205	-205	
Insurance	500	438	62	62	
Audits	400	380	20	20	
Newsletter	850	95	755	515	
Website	825	520	305	75	
Parish Plan	1,000	0	1,000	1,000	
Neighbourhood Planning	5,000	1,732	3,268	1,828	
Training	400	15	385	385	
Repairs	100	0	100	100	
Stationery	250	43	207	175	
PC equipment	250	0	250	250	
Small grants	1,000	500	500	500	
Horticulture	1,000	999	1	-150	
Projects & Assets	17,075	166	16,910	11,910	
\$ 137	200	25	175	175	
Other	125	183	-58	-58	
	39,775	18,373	21,402	11,987	

### c) To note the following bank reconciliation: -

Cashbook balances

Balance 1<sup>st</sup> April 2020 14,696.64 Add: income to date 59,518.70

Less: expenditure to date (17,010.83) (incl. VAT)

Total: £55.449.24

Bank account balances 1st February 2021

Community Account 29,066.37 Business Account 26,382.87

Total: £55,449.24

### 13. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

### 14. Next Meeting

To confirm the date of the next virtual Village Council meeting as  $11^{\rm th}$  March 2021, at 7.15pm.

#### THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at https://hardenvillagecouncil.gov.uk)

## Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Allotments	Written representations received on the need for allotments.	Clerk & Members	November 2020	Preferred site not supported by Bradford MDC. Further contact being arranged with the Friends of St Ives to discuss community garden opportunities.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	November 2020	Regulation 14 consultation being planned.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2019	To consider fit out after renovation.  Contact made with Addingham Civic  Society re. fit out.
Benches	Replacement of village benches on rolling programme.	Clerk	December 2019	Two benches require concrete strip foundations (to be fitted weather permitting). Two further benches to be ordered.
Traffic Study	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	January 2021	Agenda item.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	November 2020	Clerk preparing an application following advice provided by Bradford Council in October, 2020.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	January 2021	Cllr Ahmed refining draft and contacting Bradford Council re. resources and materials.
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	January 2021	Outline proposals to replace boundary signs, develop a village centre map and finger post signage agreed in principle. Sign designs and

Subject	Issues	Responsibility	Date of last action	Notes
				options further researched. Response from Bradford Council is an agenda item.

### Appendix 2: Climate and Ecological Emergency Bill

#### **Background**

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK and around the world. Global temperatures have increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO<sup>2</sup> levels are above 400 parts per million (ppm) and continue to rise. This far exceeds the 350 ppm deemed to be a safe level for humanity.

Without more significant and sustained action, the world is set to exceed the Paris Agreement's 1.5°C limit between 2030 and 2040. Therefore the current UK target of net zero by 2050 is not satisfactory. It is too little too late.

The increase in harm caused by a rise of 2°C rather than 1.5°C is significant. This is recognised by the Intergovernmental Panel on Climate Change's Special Report on Global Warming, published in October 2018. According to the IPCC, limiting heating to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector and local communities. The costs of failing to address this crisis will far outstrip the investments required to prevent it. Investing now will bring many benefits in the form of good jobs, breathable cities and thriving communities.

There is a Bill before Parliament—the Climate and Ecological Emergency Bill (published as the "Climate and Ecology Bill") - according to which the Government must develop an emergency strategy that: -

- (a) requires that the UK plays its fair and proper role in reducing greenhouse gas emissions consistent with limiting global temperature increase to 1.5 degrees C above pre-industrial temperatures;
- (b) ensures that all the UK's consumption emissions are accounted for;
- (c) includes emissions from aviation and shipping;
- (d) protects and restores biodiverse habitats along overseas supply chains;
- (e) restores and regenerates the UK's depleted soils, wildlife habitats and species populations to healthy and robust states, maximising their capacity to absorb CO2 and their resistance to climate heating;
- (f) sets up an independent Citizens' Assembly, representative of the UK's population, to engage with Parliament and Government and help develop the emergency strategy.

#### **Proposed motion**

#### The Council believes that: -

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate and Ecological Breakdown, and local governments that recognise this should not wait for national government to change policy. It is important for Harden Village Council and other Local Councils to commit to carbon neutrality and address the ecological emergency as quickly as possible.

- 2. Towns, Cities and Local Authorities at all tiers are uniquely placed to lead the way in reducing carbon emissions and tackling the ecological emergency, as we have close links with our residents.
- 3. The Climate and Ecological Bill deserves the support of Government as it reassesses the urgency of the climate and ecological emergencies.

#### Consequently, Harden Village Council will: -

- 1. Support the Climate and Ecological Emergency Bill;
- 2. Inform the local media of this decision:
- 3. Write to our MP, asking him to support the Bill; and
- 4. Write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing our support.

# Appendix 3: Consultation response - Personal Travel Assistance Budget

I am writing to you in regards to the proposed changes to the amount paid to parents/carers who transport their child to and from school using a Personal Travel Assistance Budget. https://bso.bradford.gov.uk/news/19692-consultation-on-proposal-to-change-parental-travel-budget-ptab-payment

It is the view of Harden Village Council that these proposed changes will cause great financial harm to some of the most vulnerable members of our society.

To use an example: Going by the current PTAB rate, by our calculations a parent whose 5 year old child travels a total of 6 miles to and from school with a dedicated escort would receive approximately £2,090 per year to assist their transport costs. Under the new proposed changes the same parent would receive just £513 per year in assistance. That is a reduction of £1,577 or more than 75%. This would be hugely detrimental to the disposable income of these families.

The apparent justification for this reduction is the higher numbers of children and young people in receipt of this assistance. It is the view of Harden Village Council that this is no justification at all, and that the increase in the uptake of this assistance is just further proof of how essential it is to many families in its current form.

Harden Village Council does not support these changes and we urge you to reconsider. We would be keen to meet with you virtually in order to discuss our concerns in detail.

### Appendix 4: Correspondence

## Email from Kevin Whitaker (Bradford Highways) - Signs 13th January, 2021

Hi Ken,

Personally, I have no problem with the proposals. The only issue I would raise is the fact that cast furniture such as this is a magnet for theft due to its scrap value. A couple of the signs are in quite remote locations. I have had similar items taken from the roadside on a number of occasions. Just a heads up!

The sign shop would have to be involved in the removal of any existing street furniture.

I raised the proposals with Craig Williams, Traffic Unit and have pasted his comments below.

#### **Boundary Signs**

If you want to provide me with details of the proposed boundary signs (in terms of their design), I'll be happy to advise you as to the correct letter size to use (the letter size being prescribed in current regulations and relating to signs conveying information to drivers on a road of a given speed limit).

#### **Proposed Finger Post Sign**

If you can advise me as to where, provisionally, you're considering installing the sign pole, I can determine whether the location is suitable in terms of the pole not obscuring driver sight-lines or obstructing pedestrians. I can also provide you with details as to what (if any) statutory undertakers' underground equipment is located at that site (health and safety information which you'll need to relay to the contractor you employ to install said pole).

Please be aware that Harden Village Council would be responsible for any ongoing maintenance costs associated with the proposed pole and the attached directional fingers.

Regards

Kevin Whitaker

Area Highways Manager (Northern Area

## Email from Trevor Speight, Census Engagement Manager - 2021 Census 17<sup>th</sup> January, 2021

Please allow me to introduce myself. My name is Trevor Speight and I am working as Census Engagement Manager for Bradford NW region in the run up to Census 2021 which will take place on 21 March 2021. My colleague Julia Armstrong is managing the SE of the region.

I have been asked by the Local Councils Liaison Group to provide you with my contact information and some related links and resources for circulation across your local networks.

Please do forward this email to everyone you can and urge them to contact me to ensure that collectively we can identify and support those members of your local community that may need our help to complete the census.

Across Bradford we need to make sure that everyone, from every community, is supported to complete the census. Bradford district must be accurately represented to protect and leverage relevant funding and positively influence policy for the region.

- Your unique understanding of your communities' interests and the challenges they face can help us plan and implement support that lets everyone join in
- Your community links can help us spread the word about what the census is and why it matters. This will build trust in the processes and boost participation
- Your networks can help us reach those members of your community who need support. This will help make sure they're included and counted too

We have many assets I can share with you to help communicate the census to your local communities. Here you can find <u>links to useful census downloadable resources</u>, including presentations, Community Handbooks, posters, leaflets and media assets. Attached there is a PDF presentation that provides an overview of the census and my role within it and some additional social media information and press releases too.

Please contact me to discuss the role you play in your local community and how I can support you to ensure that we can make sure that everyone in Bradford is represented.

Thank you in advance for your help.

Kindest regards,

Trevor

Trevor Speight | Census Engagement Manager, Bradford North West | Office for National Statistics

+44 (0)7452 934809 | trevor.speight24@field.census.gov.uk | www.census.gov.uk

#### **Email from YLCA - Survey on power to hold remote meetings**

29th January 2021

Dear Member Councils,

<u>The views of YLCA Member Councils on the power to hold remote meetings – Survey to be completed</u>

The government is not currently planning to extend the remote meeting regulations beyond 7 May 2021. Along with other local government bodies, the National Association

of Local Councils is continuing to press for this power to be made permanent. YLCA is keen to hear from member councils as to their views of the *power* for remote meetings to continue and be included in primary legislation. This would mean that there would be an opportunity for councils to meet remotely if they wished to do so, i.e. a choice after the virus situation is over. Additional to that is the prospect of hybrid meetings, where some attendees are face to face and some join in remotely.

Please find a link to a survey, below, that we ask member councils to complete. We are not considering the logistics of hybrid meetings in this survey, but we would like to know whether the council feel that this would be a useful power. There are just six questions in the survey and your responses will be used to help YLCA and NALC lobby MPs should the majority of parish authorities in Yorkshire wish to have these powers in the future.

https://www.surveymonkey.co.uk/r/YZVQRNM

Many thanks for your assistance.
Sheena Spence Chief Officer
Survey
<ul><li>1. Does the Council support having a permanent legislative power to hold remote meetings?</li><li>Yes</li><li>No</li></ul>
2. If you ticked 'yes' to question 1, please tell us your reasons for supporting the permanence of the power for remote meetings generally.
<ul><li>3. Does the Council support having a permanent legislative power to hold hybrid meetings?</li><li>Yes</li><li>No</li></ul>
4. If you ticked 'yes' to question 3, please tell us your reasons for supporting the permanence of the power for hybrid meetings

5. If you ticked 'no' to either question, please explain why the Council would

not want the power to hold a remote meeting or hybrid meeting.

6. Please indicate	e which area of Yorkshire your parish is situated in	l.
☐ North		
☐ South		
□ West		

## Email from YLCA - The Right to Regenerate 28th January 2021

Dear Clerk,

#### THE RIGHT TO REGENERATE

Please see below information from the National Association of Local Councils on a consultation that covers one of the elements of the Right to Contest under the Local Government, Planning and Land Act 1980. NALC has also listed its concerns below as it is seeking the input of its member councils/parish meetings to inform its response to the Ministry of Housing, Communities and Local Government. In the introduction to the consultation, the following information is given:

- 1. Longstanding vacant, derelict or underutilised public sector land can have a significant impact on the attractiveness of a local area, acting as a focus for anti-social behaviour. Since 1980, the public has been able to request that the government considers whether certain publicly owned land is unused or underused, and if so directs that it be sold.
- 2. In 2011, this power was incorporated into the portfolio of Community Rights as the Community Right to Reclaim Land, and extended to apply to land owned by the Greater London Authority, Transport for London, and the British Transport Police.
- 3. In 2014, the power was brought together with policy on the release of central government land as the Right to Contest, to make it simpler for the public to request the disposal of public land. Strand 1 of the Right to Contest applies to central government land, and is administered by the Cabinet Office; Strand 2, the powers originally created under the 1980 Act, is today administered and exercised by the Secretary of State for Housing, Communities and Local Government.
- 4. The government wants to empower people to challenge the inefficient use of public sector land in their communities, and to bring it into better economic use, including to provide new homes. The government is consulting on the effectiveness of these requests as it considers reforms to make the process more efficient and more transparent.
- 5. The government believes that reforming the Right to Contest and relaunching it as a new 'Right to Regenerate' could provide a quicker and easier route for individuals, businesses and organisations to identify, purchase and redevelop underused or empty land in their area. In turn, a strengthened right would support greater regeneration of

brownfield land, boost housing supply and empower people to turn blights and empty spaces in their areas into more beautiful developments.

6. Following the consultation, the government will consider the feedback as it determines whether to bring forward reforms to the right in order to encourage the public to drive regeneration and stimulate the more productive use of public land.

If your council or area is affected by this issue, please respond to the consultation. You can do that direct at the link below and/or send the submission direct to Chris Borg at NALC - <a href="mailto:chris.borg@nalc.gov.uk">chris.borg@nalc.gov.uk</a> by 17.00 on Friday 26 February 2021.

The main consultation document can be downloaded here.

#### RIGHT TO REGENERATE

#### Summary

The Ministry for Housing, Communities and Local Government (MHCLG) have recently launched a consultation seeking views on proposals to reform of Strand 2 (land owned by a local authority or certain other public bodies) of the Right to Contest under the Local Government, Planning and Land Act 1980 operated by the Ministry of Housing, Communities and Local Government. The main consultation document can be downloaded here .

#### Context

Currently longstanding vacant, derelict or underutilised public sector land can have a significant impact on the attractiveness of a local area, sometimes acting as a focus for anti-social behaviour. Since 1980, the public has been able to request that the government considers whether certain publicly owned land is unused or underused, and if so direct that it be sold (under strand 2 of the right to contest). NALC has been liaising closely with MHCLG since last Autumn on this right and currently local councils have the power to invoke the right to challenge other defined public sector landowners 's under use of land, and refer such cases for consideration to MHCLG.

The government wants to empower people to challenge the inefficient use of public sector land in their communities, and to bring it into better economic use, including to provide new homes. The government is consulting on the effectiveness of these requests as it considers reforms to make the process more efficient and more transparent.

The government believes that reforming the Right to Contest and relaunching it as a new 'Right to Regenerate' could provide a quicker and easier route for individuals, businesses and organisations to identify, purchase and redevelop underused or empty land in their area. In turn (the government believes), a strengthened right would support greater regeneration of brownfield land, boost housing supply and empower people to turn blights and empty spaces in their areas into more beautiful developments.

Currently local councils are not in the list of public landowning bodies which can be challenged under this right – but this consultations seeks views on whether local councils who own underused or derelict land should indeed be challengeable under this right in the future.

#### NALC Concern:

NALC is concerned that developers will be tempted to approach local people and remunerate them for putting their names on the challenges being made. Whether local councils are subsequently subjected to the 'Right to Contest' or the 'Right to Regenerate', there needs to be a requirement about how the land or buildings are subsequently dealt with after they are passed on to ensure that developers are not tempted to use a front to acquire land or buildings, perhaps at below market value.

In addition NALC has some other minor concerns regarding the new right to regenerate as below:

- That semi-natural wildlife areas become deemed to be 'under-used'.
- Given the government's pro-developer stance, will any land that is transferred in this way be given some kind of 'prior permission' status, thereby by-passing the normal planning system?
- What mechanism will be available to adjudicate between competing claims for the same piece of land?
- What are the implications for council-owned land that is subject to certain statutes, such as allotments or village green?
- Assuming local councils were to be added to the Schedule 16 list, would all of them have to produce regular reports, or just those where requests have been made under the 'right'?

#### **Consultation Questions**

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to MHCLG: Increasing the usefulness and effectiveness of the right

Q1: Do you consider the Right to Contest useful?

Q2: Do you think there are any current barriers to using the right effectively, and if so, how would you suggest they be overcome?

Making it clearer when land is unused or underused

Q3: Would a definition of unused or underused land be useful, and, if so, what should such a definition include?

Extending the scope of the right

Q4: Should the right be extended to include unused and underused land owned by town and parish councils?

**[NALC Supplemental Question:** Do you think that this proposal could lead to a back way in for developers to acquire redundant council-owned land and buildings?]

Land where a public body has an intended use

Q5: Should the government incentivise temporary use of unused land which has plans for longer term future use?

A greater role for local authorities

Q6: Should the government introduce a requirement for local authorities to be contacted before a request is made?

Presumption in favour of disposal

Q7: Should the government introduce a presumption in favour of disposal of land or empty homes/garages where requests are made under the right?

Publicity and reporting

Q8: Do you agree that the government should require these publicity measures where requests are made under the right?

Right of first refusal

Q9: Should government offer a 'right of first refusal' to the applicant as a condition of disposal?

Conditions attached to disposals

Q10: Should the government impose conditions on the disposal of land? And if so, what conditions would be appropriate?

Q11: Do you have any additional suggestions regarding reforms that could improve the effectiveness of the Right to Contest process?

## Email from Harden Wi – Making Harden a Greener and Healthier Place 2<sup>nd</sup> February, 2021

**Good Morning** 

Harden WI are very keen to get involved with helping to make Harden a greener and healthier place. Please let us know what we can do.

Kind regards.

## Email from YLCA - Remote Conference 4<sup>th</sup> February 2021

Dear Members.

We are excited to announce that we are holding a remote two-day conference on the 21 and 22 April 2021. The conference will start at 9.30am on both days and finish at 8.15pm with lunch and evening breaks; running on into the evening will hopefully allow those who work during the day to also participate. We have some fabulous topics and speakers, to provide information and training, and we hope that our members enjoy this two-day event.

We are verv pleased to have three sponsors for the conference who are CCLA (Churches, Charities and Local Authorities Investment Management), Streetscape Products Ltd and Imaginarium, Learning and Development. Exhibitors will be available throughout the two days and will have their own mini sessions between the training events. Further information on the Exhibitors will be included in the final programme.

The cost, for the two days of training, is £40.00 per delegate or £30.00 per delegate with the small council bursary(for councils with gross income below £5,000 per annum). The fee allows a delegate to join <u>any</u> of the thirty sessions that they wish to over the two days! We feel the cost is exceptional value for money and this has been possible due to the kind sponsorship that companies above are providing.

Please find the draft programme attached. This is also available on our website along with the booking form (attached), to be completed and sent to <a href="mailto:admin@yorkshirelca.gov.uk">admin@yorkshirelca.gov.uk</a>. The final programme and joining links will be sent to delegates in the week prior to the event.

We realise 2020 was a difficult year for many of our members but training remotely has been very well received and we are hoping to have a similar response to holding a remote conference.

Let's remain positive of our future and work together successfully for the good of the local communities.

We look forward to seeing you at the conference.

Yours sincerely

Karen Mann Local Councils Officer

## Email from Ward Officer – Grant Fund 4th February, 2021

Dear Bingley Rural Parish Councils,

You will be aware that a district-wide 'Cleaner Streets, Parks & Open Spaces Fund' has been available this year, enabling local groups to bid for money to support initiatives aimed at making their areas more attractive. The funding has been administered in each area by the Area Coordinator's Office.

Although a range of projects has received funding in the Shipley area, we still have around £6,000 left, and it has been decided to allocate this equally to each of the six wards. We have been asked to liaise with our Ward Councillors about how this remaining money should be spent in the individual wards.

Bingley Rural Ward Councillors have decided to share their ward's £1,000 equally between the five village, meaning that each village will receive £200. The funding is being offered to the five parish councils.

Of course the funding must be spent in line with the aims of the grant, and I have attached the original funding information to this email. However please note that we are not asking parish councils to bid for this funding now, it is a straightforward allocation of £200 per village.

We request that Bingley Town Council's allocation is spent within Cottingley.

In due course we will require evidence of how this money has been spent. However in the first instance I would be grateful if you could inform me of how you propose to spend your allocation, with the two Ward Councillors copied in.

Successful bids for this fund have included contributions towards – community gardening equipment and furniture, pots and plants, litter bins, competitions, clean-ups, signs and information boards, planting beds, litter picking equipment, verge clearance and hedging.

I look forward to hearing from you. In the meantime if you need any further help please just get in touch.

Regards,

Wendy Fisher Shipley Area Co-ordinator's Office