

Westcott Parish Council

Amanda Ludlow – Clerk

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Meeting Minutes

2nd December 2025 1930hrs at Westcott Cricket Club

Attendees

Parish Councillors

Cllr Sue Pusey	Chair	SP	Cllr Jo Hooper	JH
Cllr Sue Lacey		SL	Cllr Grahame Pusey	GP

Ward Councillor

Cllr Ashley Waite	AW
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Officer of the Council

Amanda Ludlow	AL
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Agenda Point		Person /s to action
	Part One Meeting opened at 1930hrs.	
87	Apologies for Absence Cllr Tony Wilkinson	
88	Open Forum SP welcomed the members of the public to the meeting and explained the procedures of the meeting to all present. 6 members of the public in attendance and Mark Hemming BFRS attending to give a report. Positive feedback of the regular submissions to the Waddesdon Newsletter for the parish Council. Sharing information and promoting meeting dates is very welcomed. Stacy Kemp addressed the council with issues of flooding along linnet drive and Ashendon Road. He has personally raised issues on Fix my Street on 3 occasions in the last week which were then shut down without explanation. Stacy has a background of building and drainage and shared the plans of the roadway indicating a manhole in a neighbour's garden that he cannot find and does not want to cut down vegetation in someone's garden to identify its whereabouts.	

	Stacy also shared the plans of remedial works for the new development put in place to meet required conditions – these also show the hidden manhole. He is unaware if these remedial works have been undertaken or not, however the development has not yet finished. SP stated that in January 25 the walk round with Colin Woolford, LAT and subsequent work thereafter showed that linnet drive is a Bucks Highway road whilst Raven crescent is private. Works were planned to follow the new financial year commencement in April but have not been completed. AW to follow up in a call on the 3rd of December with Stacy and arrange a meeting to take this ongoing issue forward. Contact details exchanged. SP stated that the drainage should have been fully cleared by the Autumn of this year ahead of the wintry rain, however this has not been completed.	
89	Declarations of Interest None	
90	To RECEIVE a presentation by Mark Hemming (MH), Director of Finance and Assets, Bucks Fire and Rescue Service (BFRS) MH thanked all for the opportunity of attending the meeting to share the plans of the proposed Fire and Rescue Training facility for BFRS on Westcott Venture Park. MH shared and explained the site map and associated plans and elevations. MH explained that BFRS are already working on the Venture Park for storage and exercises currently and have been for some years. MH wanted to respond to questions already sent ahead of the meeting form the Parish Council and will respond to others following this. 1. There are a number of neighbours along the A41 on the far side of the venture park adjacent to where the proposal of planning is. Have they been contacted by yourselves as outside of Westcott Parish Councils Remit? MH stated that WVP have undertaken the engagement exercise. Matthew Adams (MA) stated that he was the engaged person as he has farmland and the 3 closest dwellings to the side of the VP that BFRS are proposing to build on. MA has submitted a list of questions but not yet received any response. MH to follow up. 2. Operating hours are very long - 0630 to 2200 and include Sundays and bank holidays. This is something not generally found on the Venture Park site. Can these hours be minimised? Can the village be made aware of any exercises going on late into the evening? We would like to know from a noise and lighting perspective -? during office hours only? Night training.	

	Opening hours will be 9 – 6pm for full time firefighters. On call fire fighters will need to train in the evening as they have full time jobs in the day. Majority of exercises will be in the day but will be occasionally at night. Hard to say how occasionally this will be. 3. How many sessions per year of night training are expected to happen, how many day training sessions? How many total sessions will there be per week, month or year? Session amounts are dependent on the amount of personnel requiring training. Different area on site for different training scenarios. Some maybe concurrent and some not. Will go away and try to obtain this information to share with all present. 4. We already have major issues on site with overnight lighting spoiling the dark sky environment. Will lighting be turned off when the site is not in use? How bright will the lights be during night training? What are the mitigations to protect the village from direct light, glare or ambient light? Positioning is away from the village, however close to a farm and other homes nearby. The site will not be noisy. JH stated that noise is relative as there is no noise currently from that area. A generator will be on site for back up purposes only. Low level lighting throughout the night for security purposes is planned. Training exercises will be lit by floodlights using downlights and focused lighting for that session. JH clarified actual floodlights? MH confirmed that floodlights are required to be used. There will also be 2 drill towers approximately 4 storeys in height with lights on the site. 5. What screening, including bunds, screens, planting is proposed to suppress all nuisances from operations (light, fire, smoke, noise, etc.) impinging on the village? MH shared the landscape image for trees. JH asked how large the planted trees will be in the initial stage? Will they be 6metres at the start? MH to check and feedback. MH to check to ensure if this planting scheme is a condition of planning on the design and access statement. 6. What mitigation is in place to prevent smoke from these fires spreading across the village. You will be aware of the recent “controlled burn” at Bucks Recycling on the Venture Park and the six weeks of pain endured by the village during a very hot summer when we became prisoners in our homes because of the appalling air quality caused by the smoke from the fire. From tests conducted during other planning applications the prevailing wind is in the direction of the village. It would be good to have more information on the frequency, size and duration of fires, i.e. how big? How long do they burn - a matter of hours or 24/7 for 2 weeks?	
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	Fires will be in shipping containers arranged in specific areas. The firefighters need to train in smoke filled areas. The smoke will be released from the containers into the atmosphere. MA asked how frequent are these fires and what is the mitigation? WVP is very close to the A41 – a major road and we would not want accidents to be caused by excessive smoke. What is the duration of a live fire session? what is burning? what measure do you have in place? MH stated that the fires will be inside shipping containers. The firefighters will train inside the smoke filled containers and then smoke will be released in a controlled manner. Each fire will be 20 minutes of duration and 6 fires a day Monday to Saturday, 9 am to 9 pm. Average of 87 fires per month. Other fires will be used in the Fire Investigations unit in shipping containers. Main training area will be 7 shipping containers configured as a house / villa. Another area will have shipping containers as a H block. 7. What materials are being burned? How are these assessed for inclusion, e.g. can anything be used? And tested for safety/effects particulates when burning? As an example, will rubber tyres be set alight because this is a type of common (but very toxic) fire? MH stated that clean products will be used for fires such as wooden pallets, OSP and straw. They cannot use wood treated with anything and will use clean materials only. No tyres. MH stated there will be other burns in the fire investigations unit such as beds, furniture etc. 8. Disposal of Water Run off - we note that Buckinghamshire SUDS have already commented that information is inadequate regarding disposal of run off. Bucks Recycling had to put in extensive drainage and holding tanks to deal with water from the site so it could be treated or removed rather than going into the local water courses/onsite sewerage system. This was one of the reasons the fire could not be extinguished as once these tanks where full environmental concerns about contamination meant no further water could be used? MH stated that the SUDS comment has been passed back to the Architects. JH asked where to the materials come from. MH responded that they are sustainably sourced. JH requested that the providers of the materials need to be made known and ensure they are meeting the conditions. Stacy Kemp (SK) asked about interceptors to be used in the drainage system to trap anything harmful to the environment. MH stated no, all water run off will go to the lake and disperse from there. MA concerned that his farm and housing is downhill from the proposed site, the water will simply flood his land and not be contained in an attenuation pond. Sue Fox (SF) asked about car crash scenarios – petrol, diesel, upholstery – how will this be managed. MH will look into this as he believes this will not be part of the training facility. MA stated that in the application it talks about scope for inviting other firefighters from around the country to come to the facility to increase	
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	revenue. All concerned regarding the growing use of the facility, the access to it and the potential need for 7 days a week fires, smoke, noise and environmental damage. 9. What chemicals will be being used in the fire training? How will these be dealt with and what is being put in place to ensure these hazardous substances do not contaminate the area? The application states that no chemicals will be stored on site? Is this correct? MH stated that only chemicals used will be for cleaning the buildings. 10. In spite of being on the Venture Park this is a very rural area and yet very little thought ever seems to be given to helping to reducing visual impact. Surely shades of green would be better than grey in blending into the environment. “...the scheme also includes a substantial landscaped mound to support rear scenario rescue. Crawl areas within pipework and demolished building areas all integrated within a landscaped setting including sustainable and permeable hard and soft surfacing.” How high will the mound be? What will it be filled with? How high will the buildings be? What will they be made of? Will all of these be properly screened from the village, public highway, rights of way, (Waddesdon Manor), etc.? MH explained that there is a rubble pile which will be a max height of 5 – 6 metres tall with crawl tunnels. MH stated colours – will attempt to be green / grey facing external to the WVP. Main building will be in corporate colours of gold and red facing into the WVP. Questions and answers from the floor: Q. Noise levels A. MH stated there will be no explosions, shouldn't be using sirens. Possibly using Blue lights during exercises – will check. There will be the noise from ladders, pumping of water and cutting tools that are now battery powered and significantly quieter than the older generator driven products. General talk and chatter and commander instructions. Q. Smoke / smell / odour – significant concerns to the village following the Bucks recycling fire in the summer where the village and surrounding areas was in a blanket of smoke for 6 weeks. A. MH stated he is fully aware of the Bucks recycling fire but there are 300 full time firefighters currently employed and 96 on call fire fighter positions (actual workers 60). They all require training. Q. JH asked about the time it takes for the smoke to dissipate? MA said there are industrial mitigation processes that can be used such as stacks and scrubbing systems before the fumes are released.	
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	A. MH stated a smoke scrubber was not economically viable as cost approximately £1m. The independent report shows that due to the materials to be burnt the risk is negligible. Containers will contain the smoke until it releases. Will be 7 interlinked in one area, 3 welded in another and then a couple more dispersed across the site. Some may be 2 or 3 storeys to simulate housing, but MH will check and update. Q. will all fires be fired at the same time? A smoke management plan is required. A.MH to follow up. Q. MA stated that in plans for the anaerobic digester the chimney built was shorter than planned due to issues regarding the grade 1 listed properties of Waddesdon Manor and Wooton House. Hence the chimney was built shorter than advised to reduce the visual impact. Have any similar issues been addressed? A. MH not aware of anything at this stage. Q. JH asked if the independent report was desk based or did they visit the site or sites of other similar training venues such as Moreton in the Marsh? A. MH will share the full report. He understands that there is an agreement with Moreton in the Marsh about a specific day they can hang their washing out. Q. Have the Venture Park been involved in terms of the impact of this facility to the extensive drone flying and aeronautical trig point on site? A. No but don't see an issue as the site is quite far away from the drone testing site. AL stated that the Planner at the Council has extended the consultation which now closes on Friday 5th December as MH was speaking to the village today. MA stated he has submitted comments and questions to planning but has had no response. SP advised that this is the normal, they will not respond. AW advised that he would take a special interest in this project and speak with the planners regarding requested information. MH will endeavour to share all information available to the Parish Council. SP said thankyou to MH for attending the meeting and sharing the plans for the proposed Fire and Rescue training facility.	
91	Approval Of Minutes All approved the draft minutes of the meeting held on the 21st of October 25, SP signed and to be uploaded onto the website.	

	SP signed final filed copy.	
92	Matters Arising (not contained in the agenda) NOTED. Spreadsheet of actions list shared ahead of the meeting. SID's to be updated with new software. Discussions at a recent Parish Workshop suggested spinning the SID round as should be moved every 6 weeks. Research into the listing of the school currently being undertaken by SL. Name to be sent to SL of Gordon Joyner, Oxford Diocese for listing application. Mulch approx cost of £240. JH suggested to look at cost of a landscaper to weed and mulch as may be more economical. LED lights ongoing and awaiting response for actual savings. AI currently talking to a new provider who is trying to give us this data. Litter station will be placed by the notice board 03.12.25. No response from planning enforcement regarding the donkey field and non-adherence to planning conditions. AW to arrange to speak to Olivia March ahead of the stakeholders meeting call 05.12.25. Complaints to be redrafted to UKHSA, BFRS and EA. Mel Woof responded to email yesterday saying that PC have done all they can and to keep lobbying the MP.	AL AL AL AW AL
93	Clerks Report RECEIVED 1. Action points tracker spreadsheet updated and shared and sent ahead of the meeting. See 25-26 tab for this Council Years actions inclusive of last years outstanding actions. 2. Burial Ground An email received re memorial for cremated products received. Form, guidance and fee sheets sent. 3. Thames Valley Police Ongoing communications between Susan Goodway and myself. An issues or concerns that are non-urgent should be sent to: waddesdonNHPT@thamesvalley.police.uk Matthew Barber – Conservative Police and Crime Commissioner, Thames Valley local update sent to all on receipt. 11.11.25 Fraud talk delivered and well attended. To repeat again in the Spring 4. Waddesdon, Westcott and Winchendon Newsletter.	

	Copy submitted for December edition 5. Westcott Church Carol service to be held on the 7th of December at 1600hrs and will be combined with a local family christening. Church to be cleaned on 5th December at 1630hrs. Church to be decorated on 6th December at 1000hrs. Cllrs A Waite and J Hooper doing readings. Me doing refreshments. 6. Land at Lower Green No further contact currently. Council to decide if meeting with Paul Redstone to be arranged. Business plan draft circulated at last meeting. 7. Street Lighting LED cost benefits requested and will be circulated on receipt. Alternative energy provider being looked into 8. Westcott School buildings Letter received from the James Dawson, Head of Royal Correspondence stating that the King is unable to help us and signposted us to Bucks Council. The King has sent us his warmest good wishes. 9. Bucks Funding Search / Grants Reviewed weekly. Rural England Prosperity fund contact through Heart of Bucks for grants of up to £20k, however closing date for completion of projects is 31.03.26. 10. Westcott, Winchendon and Ashendon meeting re WVP and light pollution No lighting pictures shared – to follow up. Planning applications on WVP shared with Upper Winchendon and Ashendon, however submissions won't be visible as not consultees and deemed private. AL to contact AW to see if this can be amended. 11. Litter Station Litter station currently being placed alongside the map board by the Parish Council Notice Board 12. Anti Vandal Sign for Village Green Revised quotation received for: Option 1 – Full anti vandal coating £179.40 inc VAT Option 2 – Anti vandal laminate to face £ 77.53 inc VAT. Both options include a 1m post and fixings. Option 2 to be purchased. 13. Local Area Technician / Highways Alison Poland LAT is now on long term sick. No response received from numerous emails sent to the management team who have told all to report on Fix my street. Cllr Waite has now received all our issues and is taking this forward with highways as further flooding occurred in Raven crescent again and clearly shows the ditch running well but a blocked gully by the dog waste bin.	AL
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	Stacy Kemp has been talking with the developers to understand if remedial works agreed to meet required conditions have been undertaken or not. He plans to attend the meeting tonight to give an update. 14. Donkey Field – planning breach. No feedback. Further photos sent of the area. 15. Bucks Recycling Fire Stakeholders’ forum held two weekly. Stakeholders briefing released shortly after. Demolition commenced on the 24th of November and is due to end on the 19th of December 2025 16. Santa collection 12.12.25 Collection to be in the village for 12.12.25 with Santa in his chimney. Street collection licence confirmed after jumping many hoops, but with the involvement of Cllr Waite finally resolved. Badges to be obtained at the price of £4 + VAT for 20. Sweets to be obtained to give out. Santa collection to the venture Park approved for 18th December at 1300hrs. Volunteers needed for both to shake buckets. Banking details will be given to those who require them for online payments. 17. Seniors’ Christmas meal 11.12.25 Xmas meal booked for 32 residents at the Akeman inn. More residents still asking, however only space for 32 to all sit together. Waiting list now in place. Raffle prizes needed. No transport needs at this time. I have approached the supermarkets in Aylesbury but sadly they advised they do not have budgets for this year to give anything to us. I will need to pay online deposit of £320 and request the money to be transferred back to me. Approved at this meeting. 18. Bucks Parish Workshop 27.11.25 Cllr SP and I attended the Parish Workshop. Planning, precept and budgeting and youth involvement discussed. An update on the Community Board was delivered. Elaine Hassal reported that they have £27k to spend by February 2026 19. Martyn’s law briefing Recent update received from NALC with advice for the council to address. Email with briefing attached sent. For discussion at January meeting 20. Friends of Westcott Church meeting Meeting to be held on the 27th of January at 7pm at Westcott Cricket Club Flyers to be proofed, printed and shared at the carol service. Led by Reverend Caroline, supported by the Parish Council. Will fund the rental for the cricket club as agreed.	AL ALL AL
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	21. Complaints to UKHSA, EA, BFRS Still in draft format following review. 22. Devolution review Email received and shared following the recent Devolution review. Key Changes and Decisions: Funding Agreement: Individual Local Council agreements will be replaced with an overarching Memorandum of Understanding or funding agreement to reduce administrative burden and remove the annual time limit on agreements. Allocation Process: Local Councils will receive annual funding notifications following Buckinghamshire Council's budget approval in February. Funds will be available for transfer upon confirmation, enabling quicker and easier access. This arrangement will remain in place until either party withdraws. Scope Adjustment: Sign and bollard cleaning will be excluded from devolved services. The associated funds will be available based on priority activities, providing Local Councils with flexibility in spending. Funding Envelope: The current funding level will be maintained with annual inflationary increases, reflecting the Council's financial challenges and competing priorities. Financial Context: The decision to maintain current funding levels is driven by the Council's financial position. At the end of the 2024/25 financial year, Buckinghamshire Council's total debt stood at £278.6m, a significant sum that will take years to repay. The debt position for 2025/26 will be confirmed in due course, but it is expected to remain substantial. Furthermore, the Council could be left £42 million worse off if the Government proceeds with its proposed funding review. 23. Biodiversity Policy In recent information sharing from NALC the Council is required to have a Biodiversity policy in place. To be drafted in consultation with JH and brought to the January meeting. 24. New bin required at the bus stop (the lid has gone missing) Options: Wybone - 50 litre green bin with lid post fix bin £89.99 + VAT + delivery Litterbins – 50 litre green bin with lid post fix £109.95 ex VAT + delivery Wybone bin to be ordered – agreed at this meeting 25. Electoral Roll Access Application to receive the electoral roll for 2026 approved. Will be fully issued in December and updates delivered thereafter. 26. Budget / Precept workshop I attended a free Scribe workshop on budgeting and precepts on the 12th of November. Draft budgets to be looked at this meeting and will be shared.	AL AL
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	All VAT should be removed in the budget but kept in the cashflow sheets. Will amend prior years so we can have a comparator. 27. Precept 2026 / 2027 5th December 25 – Precept calculators to be emailed to Clerks. This will give a breakdown of the tax base vs properties including all new developments. 31st January 26 – deadline to submit precept requests. 25th February 26 – Bucks Council sets Council Tax band charges Westcott Parish Council to approve precept on the 13th of January meeting.	
94	Reports RECEIVED I. <u>Burial Ground & Churchyard</u> Nil to report II. <u>Church and School</u> SL to apply for listing, AL to share Gordon Joyner's details. Letter received from James Dawson, Head of Royal Correspondence stating that the King is unable to help us and signposted us to Bucks Council. The King has sent us his warmest good wishes. III. <u>Website / email</u> No quarterly review received. JH to follow up with Hut Six IV. <u>Village Green</u> Mulch / old woodchip sourced for £240 per big bag. JH suggested contacting landscapers to get quotes to weed and mulch as may be more cost effective. V. <u>Charities</u> Nil to report VI. <u>Buckinghamshire Council</u> Highways – will take forward again. Has spoken to service director and will continue to do so. Other parishes are in a similar position. £3m signed off for EHCP for SEND children. Target should be for completion in 21 weeks and Bucks Council are achieving this in 38 weeks. Recent review from government means a potential loss of £50m from budget but they are not able to increase the council tax and therefore revenue. They will need to make their monies go further by other means.	JH AL

	Critical 5 – Adult social care, Children’s social care, SEND, Home to school transport and temporary accommodation currently using 77% of total budget for 8% of the resident population. Total budget of £1.2 billion. JH asked for an update re Littleton Manor planning application. Home Secretary has returned this to Bucks Council. No update. AW to add to WVP planning requests statutory consultees for Ashendon PC, Upper Winchendon Parish Meet and Woodham Parish Meet.	AW
VII.	<u>Speed Watch</u> Request for volunteers made at APM and in Waddesdon Newsletter. No interest received as yet	
VIII.	<u>Bucks Recycling</u> BFRS complaint to be issued regarding the initial misinformation shared with UKHSA. Not just household waste, wrong postcode, closing of concern etc. AL to redraft response and share for comments EA complaint to be redrafted UKHSA complaint to be redrafted MKBALC responded stating that the Parish \Council have done. Stakeholder meetings continue every 2 weeks. Demolition commenced 24.11.25 and due to end 19.12.25. JH raised the need to challenge the pre fire email regarding the temporary building now being permanent. Equally a light is being left on it 24 hours a day. AW to speak with Olivia March ahead of the stakeholders meeting if possible.	AL
IX.	<u>Venture Park</u> Drone flying feedback – none received	AL
X.	<u>Other</u> JH gave feedback on her recent training session on planning by NALC. New planning framework explored. Campaign for the protection of Rural England – a countryside charity worth looking into. Promoted a neighbourhood plan and statutory consultees.	AW

	BFRS – fire authority current consultation to reduce pumps, close Stokenchurch and Missenden fire stations out for comment. Link to be placed on Facebook for the community to follow. https://bucksfire.gov.uk/public-plans/on-call-improvement-programme-consultation-2025/ Parish Council to review and submit the online survey. Consultation closes on the 28th January 2026	ALL						
95	Finance Report NOTED Cllrs noted the financial report sent prior to the meeting. Bank accounts as at 02.12.25 <table><tr><td>Current Account</td><td>£7712.17</td></tr><tr><td>Savings Account</td><td>£21809.95</td></tr><tr><td>Total</td><td>£29522.12</td></tr></table> Payments to be made: £210.92 for AL Salary October £210.92 for AL salary November £168.68 N Power energy Direct debit £26.20 HMRC Direct debit due January 26 £104.99 for GP for 365 licence for the Parish laptop £320 for AL as repayment of £320 deposit online for Senior Xmas meal All present agreed these payments. AL to place payments on the system Budget status: Totals spend YTD £15749.35 Total Budget £ 18148	Current Account	£7712.17	Savings Account	£21809.95	Total	£29522.12	AL
Current Account	£7712.17							
Savings Account	£21809.95							
Total	£29522.12							
96	TO REVIEW the proposed budget for 2026 / 27 and precept requirements Proposed budget shared with the following comments: No VAT should be included on payments or as an income stream moving forwards as VAT is reclaimed and should not be represented on a budget, only in a cash flow document. SP proposed to increase the Clerks hours from 4 hours to 8 hours as of the 1st of April 26. All agreed. Represented in the budget with associated approximations for HMRC. AL does not claim for home office as already claims on her own business. Room hire - Increased to £20 per hour as of Jan 25. Potentially will increase further this January. More bookings used for supporting events, TVP, defib training, church meeting etc. Events line added to ensure costs are transparent and not lost in other.							

	Insurance reduced from last year and on a 3 year fixed deal. Audit fees increased to include internal and external audit per year as we have breached the threshold of £25k expenditure over the last 2 year and close to it for this year due to the special projects being completed. Website costs increased and include domain, emails and 1/4ly review Street lighting / maintenance costs – increased to reflect current levels but may reduce if LED lighting placed. Increase in budget for street furniture as bins need replacing. Overall, 25/26 budget was £17155.05 and currently in a deficit of - £582.59 at the end of Q3. Proposal for 26/27 is a budget of £21868.17. Increase of £4713.12 to 25/56 and mainly reflecting the costs of the increased hours of the clerk. All to provide comments to Clerk by end of December and final draft budget to be shared in January 26 meeting.	ALL
97	Planning Matters RESPONDED to Planning Register shared prior to the meeting. 25/02360/APP Westcot Venture park, Fire and rescue Training facility. Due 05.12.25. Decision to object on account of noise, smoke, lighting, environmental impact, negative impact on nearby homes and close vicinity to the A41. Further details required to make a fully informed decision which may be clarified ahead of the deadline for return but may not be. PL/25/3779/FA Land At, Westcott Venture Park, Westcott, Buckinghamshire. Replacement of existing hardstanding, erection of structural canopy and supporting buildings for research purposes (Class B2) and associated car parking, access and boundary treatment due 22.12.25. JH has shared extensive comments on their proposal which doesn't give enough information to make a judgement and gives inaccurate statements across documents. Same comments to be submitted requesting further information.	
98	To RECEIVE an update regarding the Land at Lower Green No further update	
99	To NOTE Councillor Vacancies 1 vacancy for a Parish Councillor.	

100	Urgent matters of note None raised	
101	Date of next meeting: Parish Council Meeting Tuesday 13th January 2026 at 1930hrs at Westcott Cricket Club	
	Part 1 of the meeting closed at 2140hrs	

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Date Agreed:

Signed:

Position: – Chair/Vice Chair/Councillor