



Countdown to April 2003 – The Formation of The National Archives

As announced in our first briefing, in April 2003 the Public Record Office (PRO) and the Historical Manuscripts Commission (HMC) are coming together to form a new organisation.

The National Archives will maintain the existing services of the PRO (which holds public records – the archival records of government for England, Wales and the United Kingdom) and the HMC (which seeks to protect and promote the UK's archival sources other than public records).

During 2003, the HMC's staff and functions will move to the Public Record Office building in Kew. The National Archives will then be uniquely able to provide information to users not just about public records but also about private archives held throughout the UK and overseas which relate to all aspects of British history.

In the first year of The National Archives, work will concentrate on preserving the continuity of existing services, and looking to the future. We will find out more when the first National Archives Corporate and Business Plan appears in April. It will be available as hard copy and also on the PRO and HMC websites (www.pro.gov.uk and www.hmc.gov.uk) – which you will be able to access through a new joint gateway, www.nationalarchives.org.uk

Through leadership of the UK Inter-Departmental Archives Committee, The National Archives will continue to monitor progress with the Action Plan for the Government Policy on Archives. It will continue the thorough review of the need for changes to the legislative framework for records management and archives for the UK, and in particular for England and Wales (pending any action by the Welsh Assembly to make separate arrangements in Wales).

The PRO's and the HMC's successful online systems will be brought together, starting with the National Register of Archives (NRA) and Access to Archives (A2A, which we are developing with our partners, the British Library and the Regional Archive Councils). During the year The National Archives will launch a new service to provide expert advice to local government on electronic records management.

The government has set a target for all government departments to be able to preserve and access their essential records digitally by 2004. The National Archives will continue to provide leadership, guidance and standards geared to achieving this target. We will also continue to provide advice and guidance about implementation of Freedom of Information legislation from 2005.

The PRO and the HMC both inspect archives. The two inspection regimes are coming together and a common standards framework will be formulated.

The National Archives will play a leading role in supporting the work of international archival organisations, contributing particularly to the development of worldwide standards of

professional practice. We will also hold a conference with the International Council of Archives on digital preservation.

During the year we will hold a number of events to find out what our users – ranging from genealogists to academics, to the archive professional community – want to see from The National Archives. And we will be developing proposals for a national framework for the future acquisitions of archives, in consultation with archive professionals and user groups. (*Contact: Kiera Benefer at archivista@pro.gov.uk*)

Building Better Partnerships

Across the United Kingdom archives are developing new partnerships to secure better public services and finding solutions to shared challenges. Partnerships are being forged with other archive services, museums, galleries, libraries, and other heritage services. Ground breaking work is taking place with social service departments and community regeneration and neighbourhood renewal projects to improve the quality of citizen's lives.

In London's East End, Aston Mansfield settlement, a community charity that provided children's clubs and youth services from 1889 to the 1960s, is still actively involved in the local community. Working with the aid of a Heritage Lottery Fund grant to catalogue and preserve its archive, it is building partnerships with Newham Education Department, and Newham Local Studies and museum to use the collection to support history teaching and create a touring exhibition.

Community and learning partnerships:

Archives are working to serve communities better through strong community partnerships.

Personal partnerships: London Metropolitan archives holds some 160,000 adoption case files for London, dating from the 1930s to 1960s, and has developed a joint access service with local Social Service departments to help enquirers in their search for personal identity. This co-operative approach has led to a mature and creative mediation of information and the development of policy in response to complex access and personal issues.

Government partnerships: The Public Record Office through its 1901 census PFI project has created a core genealogical on-line resource enabling people searching for their roots to have immediate on-line access to key census documentation. Government departments are increasingly developing shared solutions to the issues of creation, selection and preservation of digital data, and the Public Record Office is in partnership with the University of London Computing Centre to provide, through the National Digital Archive of Datasets, public access to electronic public records.

Private partnerships: Many county and local record offices have developed strong personal links with the private estates and business of their catchment communities to ensure that records are preserved and made publicly available whilst retaining their provenance and local connections – for example the estate at Petworth House in West Sussex benefits from strong links with West Sussex Record Office.

Cultural partnerships: Resource, The Council for Museums, Archives and Libraries has established cultural agencies with responsibility for museums, archives and libraries in the English regions (see below). Their role is to provide strategic leadership and to promote, support and represent the sector, and to enable it to provide the best services possible to the public. Examples of partnership working include the creation of Learning Support

Units and festivals and exhibitions to celebrate the astonishing diversity and wealth of regional collections. (*Contact: Katie Norgrove on 020 8392 5376*)

Spotlight on What's Happening in the English Regions



London - Black History in the Boroughs

Building on Westminster City Archives project 'Celebrating the Black Presence in Westminster', London's Museums, Archives and Libraries (LMAL) funded a pilot project to allow staff from the museum, archive, local studies and library services within four London boroughs to work together to create educational resources focussing on Black history. Each borough was funded to create a poster featuring images of borough specific resources from the museum, archive and local studies collections, a resource list linked to the local library service and a supporting education pack for teachers. These materials were designed to reflect the individual history and communities of each borough and to promote the services and collections of the boroughs' museums, archives and libraries. They were distributed across local schools, libraries and community venues.

The four Boroughs participating in this pilot project were Bexley, Brent, Greenwich and Wandsworth. Some of the source materials located and featured were:

- An extract from the 1861 census return showing the entry for George Pepple, later King of Bonny, Nigeria, as a 12 year old pupil at Hall Place School, Bexley;
- A photograph of a child wearing an Indian wedding dress from the

Greenwich Borough Museum collection;

- An extract from Vestry Minutes of 1626 showing the donation of £10 by a black maidservant to the poor of Putney;
- A photograph of Cyril Regis, footballer, 1980s

The resource packs were launched by running an INSET session in each borough during Black History Month, October 2002 and over 100 local teachers attended the sessions. In all of the boroughs staff from all 3 domains presented the INSET together in collaboration with their LEA. This provided an opportunity for local teachers to find out more about Black History in their local area and about how to use the resources available to them in the museum, library and archive in the future. Displays of the poster and resources on Black history were also displayed in local libraries across the boroughs. (*Contact: Carol Dixon 020 7641 5266*)

The South East – Finding Out About Film



Uniquely the South East has two major film and sound archives, which are working to preserve our audiovisual heritage: the Wessex Film & Sound Archive at Winchester and the South East Film & Video Archive at Brighton. There has however never been a comparable collecting body in the north of the region (Berks, Bucks, Oxon). Neither of the current film and sound archives has a full regional remit or the resources to undertake such a broader role.

The South East as the birthplace of commercial filmmaking in the UK continues to be at the forefront of the industry. It is not known how many audiovisual collections are

held by public and voluntary bodies such as records offices, libraries, museums, hospital trusts, schools and universities. The South East also has the fastest growing cultural and creative industries sector in the UK, which is dominated by media and digital businesses. The resources being created by these new companies are currently unidentified, unpreserved and untapped.

Therefore, the South East Museums Libraries and Archives Council (SEMLAC) in partnership with the South East Film & Video Archive, Wessex Film & Sound Archive, Resource and Screen South is committed to producing a map of the audiovisual resources held in the south east of England. The aim is to map the scope of existing and planned audiovisual resources, activities, organisations and resources and to identify and publicise key issues for the sections future development. The mapping will inform a South East Audiovisual Strategy in 2003-2004. A draft strategy will be produced by October 2003. (*Contact: Simon Bennett on 07880 700697*)

South West – Digital Stroud

Digital Stroud is the first stage of a vision for capturing and making accessible the history of an entire county in digital format. The project began in October 2002 when a total of 16 partners came together to improve access to the treasures held by Gloucester Record Office, the Library Service and local museums. The project aims to create a living interactive digital resource about Stroud and provide a community resource for learning and enjoyment. For the first time, archives, objects, paintings, photographs and a variety of other sources will be linked together.

A key part of the project is the development of website which will provide top quality digital images of items in all formats from the partners. This will meet the needs of different groups of learners including schoolchildren, lifelong learners and basic

skills provision for adults. The availability of everything on-line will also enable a wider group of people to access the information and discover something relevant to all of them. Digital Stroud will be available in Internet cafes, village halls and local pubs. The project has also been designed to take into account and meet the needs of people who would typically be excluded by the poor local transport links or lack of affordable childcare. After its launch, Digital Stroud will continue to grow as a living resource with the aim of extending it across Gloucestershire. (*Contact: Rachel Pringle on 01823 259696*)

West Midlands – The Profiles Project

During 2000-2001, West Midlands Regional Archive Council acted as lead body for the Profiles project working in partnership with West Midlands regional Museums Council and The Libraries Partnership-West Midlands. The project explored how representative collections in West Midlands' museums, libraries and archives were of the regions cultural diversity.

The project focussed on Black and South Asian history sources, with the aim of using the approach as a model for how other communities are represented through future such initiatives.

Profiles emerged from a commitment to cultural diversity within the West Midlands and is viewed as a first step towards making collections more relevant and accessible to all communities throughout the region.

The project has identified a range of resources relating to Black and South, Asian histories housed in museums, archives and libraries in the region, some of which were previously unknown. However, the definition of 'collections' by the various institutions differs and this can cause access problems due to institutional and practitioner interpretations.

Other issues include difference in the quantity and quality of records and the synthesis of relevant source material across regional collections and records of those collections.

Detailed mapping identified the need for a database of West Midlands's regional collections to enable sharing of information about Black and South Asian history sources, a loans system of sources, especially where a museums, archives or libraries service is not able to adequately reflect the demographic mix of the local community, and improved collection documentation to enable researchers to properly make use of material held in reserve stores. (*Contact: Philip Kiberd on 01527 872258*)

East Midlands – Voices from the Past, Uses in the Present

The East Midlands Regional Archive Council (EMRAC) held its third Archive Users' Conference at Kelham Hall, Newark on 13 November 2002. The region was the first to bring together a representative body of archive users for what has proved to be a valued and productive annual opportunity for the professionals to meet and commune with their public. Once again users of archives mingled with archivists and fellow professionals from the library and museum worlds, to exchange news and views on local concerns and the broader issues facing archives.

The day fell into three parts. The first, under the general heading of 'Reporting Back', reviewed developments on the national, regional and local scenes. The session also included latest news (both highlights and lowlights!) from the region's six major archive services. The brief reports demonstrated involvement in an impressive range and level of activity, belying a shared stress on limited resources.

For the second session, under the heading of 'Unlocking the potential', debates were wide-ranging, lively and in some cases idiosyncratic, but common strands were discernable: an appreciation of the wealth and value of archives, a concern for both their preservation and broader accessibility, and a recognition of the value of partnership, both between the region's archive services and with those outside archives— fellow professionals, educational staff, users and volunteers. It was a most stimulating session.

The afternoon focus shifted to oral history archives with two presentations on the East Midlands Oral History Archive (based in Leicestershire) and the Nottinghamshire Living History Archive. Both Heritage Lottery funded projects, they had taken rather different approaches, the first emphasising the need to collect, catalogue and provide access to the existing heritage of oral history recordings, the second on facilitating local groups to undertake new recording. That said, both stressed the need to preserve recordings at risk and the value of working with local communities, as well as amply illustrating the interest and value of 'non-traditional' archives. For more information see the excellent East Midlands Oral History Archive website: www.le.ac.uk/emoha/ (*Contact: Carl Harrison on 0116 257 1080*)

The East of England – Eastern Promise

The recently completed archive strategy for the East of England, called *Eastern Promise*, identifies a clear need to build a sense of unity of purpose in what in some ways is a slightly artificial 'region', with no obvious 'capital'. The East also has a wide range of archives including local authority services of great variety, internationally important university collections, and a broad mix of specialist collections. *Eastern Promise* makes an urgent call for more resources to build capacity, and in particular points to regional solutions to some serious cataloguing backlogs.

Existing strengths, which can be built on, are the expertise developed through A2A, and the fortunate location in the region of the UK Data Archive at the University of Essex, which suggests a regional path to the challenges of electronic records management.

A clear priority for the East is working with museums and libraries wherever possible, and an early project will be an assessment of archives held by museums and libraries in the region, backed up by training for their staff in the special requirements of archives. Other clear priorities are unlocking the learning potential of archives for all age groups, and in helping archives to meet the requirements of disability access legislation. More challenging perhaps is finding ways of tackling social exclusion, and of raising awareness among communities that have hitherto not found archives relevant to them. *(Contact: Gordon Chancellor on 01284 723317)*

Yorkshire – Treasure House

As reported in the first NCA briefing, the East Riding of Yorkshire Council has been awarded a £3,919,000 grant from the Heritage Lottery Fund for the East Riding History and Culture Centre, also known locally by the name 'Treasure House'.

At present, the council's three archive stores do not meet national standards and are scattered around the East Riding, so it can take up to two days for archive materials to be delivered to the reading room. The new building will give the area one of the best archive repositories in the UK. This project was set up to bring archives, libraries, museums and galleries under one roof offering a 'joined-up' history and culture service for all East Riding residents. Although the 'Treasure House' is project in which archive, library and museum professionals have worked closely together, it is the Archives Service that will be at the heart of this landmark building.

Treasure House will form an ICT heritage hub for archives, local studies and museums collections. Catalogue information will be distributed via the Council's web site and also via the 'People's Network' in branch and mobile libraries and the Council's 'Community Link' information kiosks. This will make the collections accessible to all of the East Riding's dispersed population. *(Contact: Claire Dyson on 0113 2638909)*

North East - Experience Northumberland at Woodhorn

"Experience Northumberland at Woodhorn," a joint venture between Northumberland County Council and Wansbeck District Council, will bring together archival, library and museum collections at Woodhorn Colliery Museum, Ashington in South East Northumberland, an area of social and economic deprivation. The development will take place in Hirst ward, the most deprived ward in Northumberland and amongst the 2 % most deprived in England. A major cultural asset will be created in the heart of an ex-coal mining community, which will provide a focus for regeneration. The HLF has earmarked £10 million for the project, assuming a developed bid is successful.

'Experience Northumberland at Woodhorn' will bring together resources currently spread across four locations – Northumberland Record Office at Gosforth, the Morpeth Records Centre, the Local Studies Collection at Morpeth Library and the museum collections at Woodhorn, a former colliery and Scheduled Ancient Monument. Documents, images and books will be available in one place together with other significant collections such as the Northumberland Miners Banners and the Ashington Group Paintings. A world-class landmark building will be built and the colliery buildings and plant restored to create a fully accessible, user friendly, centre of excellence. Optimum conditions and

facilities will be provided to ensure the long-term preservation and enjoyment of material of regional and national significance.

Northumberland's heritage will be available to users of all ages, interests and abilities in a lively family-friendly place with an informal, non-institutional atmosphere without physical or intellectual barriers. The integration of museum, library and archive collections at Woodhorn will create a visitor experience that is more than the sum of its parts, with both popular appeal and cultural depth to attract new audiences and repeat visitors. The conventional distinctions between archives, libraries and museums will dissolve for visitors who will be able to engage with history in new and imaginative ways. *(Contact: Jill Dixon on 0191 222 1661)*

North West – Mills, Mansions and Corners Shops and LOGJAM

The North West Regional Archive Council (NWRAC) and its partners are currently managing a number of projects, which aim to widen access to archives and encourage new users. A major project to convert over 56,000 paper pages of archive catalogues relating to family, estate, business and industry archives, from 24 archive offices, has been planned and submitted to the Heritage Lottery Fund. This project, entitled Mills, Mansions and Corner Shops, would provide online access to these catalogues, which cover all areas of the history and development of region, from the earliest times, through the industrial revolution to the modern age.

Resources are scarce in archive services in the region and in the recent past the increase in archive users has resulted in these resources being concentrated in providing a service to the public or managing organisation. The result has been that archives are preserved by repositories, but remain uncatalogued and therefore unavailable for public consultation. NWRAC and its partners are therefore taking steps to overcome this problem, beginning with

the LOGJAM project, a yearlong audit of uncatalogued archives in 30 repositories in the region. Early indications are that some repositories have up to 80% of collections uncatalogued, with a few archives being held for 60 years without cataloguing. LOGJAM will result in a detailed list of uncatalogued archives, the identification of priorities for action and estimates for the resources required to catalogue the collections. The next step will be to develop a regional action plan to tackle the problem and provide the people of the region with full access to its entire archival heritage. *(Contact: Janice Taylor on 01254 670211)*

Northern Ireland's Records On-line – eCATNI

The electronic Catalogue for Northern Ireland (eCATNI) is a project funded by £760,000 from Northern Ireland's Executive Programme Fund. This project aims to create a comprehensive, accurate and up-to-date set of electronic information available to the public either on site at PRONI, or to customers with access via the Internet. The speed with which users will be able to access PRONI's, wherever they might be in the world, will be radically improved. The e-catalogue will be the foundation for the digitisation of records - increasing accessibility of 'popular' family history sources, without users having to travel to PRONI.

The eCATNI project is strongly supported by PRONI's parent department Culture, Arts and Leisure (DCAL) via its e-business strategy and its strategic goal 'to preserve and make available our cultural and information resources and make them available to the widest possible audience'. DCAL's bid for resources for eCATNI was supported by five other Departments who in the light of the Modernising Government initiative and Freedom of Information requirements, recognised the worth of this approach to joined-up electronic service delivery.

The creation of a PRONI e-catalogue will allow remote access to a rich archival heritage, opening up new opportunities for lifelong learning to a new and wider customer base. As such it supports new-TSN, Unlocking Creativity and DCAL's Learning Strategy, in addition to providing a focus for cultural tourism. It will support service modernisation, through electronic service delivery and the imperatives of Freedom of Information, by ending time-consuming searches through manual finding-aids in the public sector and in PRONI – thus improving the efficiency, transparency and accessibility of the public service. (Contact: Aileen McClintock on 028 9025 5905)

Searching across the valleys – Archive Network Wales

With the generous sponsorship of the Heritage Lottery Fund, the Archives Network Wales (ANW) Project began in January 2003. The project is an initiative of Archives Council Wales (ACW see below). Twenty member organisations of ACW, made up of 13 local government archive services, 4 universities, and 3 national institutions, are partners in the ANW project. The partnership also involves museums and libraries.

The aims of the ANW project are to increase the study, understanding, and enjoyment of, and to develop new audiences for, the documentary heritage of Wales and its people.

The ANW project will achieve those aims by creating a database describing the contents of the documentary heritage of Wales; by using Information and Communications Technology (ICT) to make that database accessible to all via the Internet; and by encouraging users, new and old, to progress from searching the database to studying the original documents themselves.

The benefits of the ANW project for the public are manifold: improving intellectual access to Wales's documentary heritage; providing wider and improved access, available free of charge and 24 hours a day, for new and existing users, who are increasingly using ICT at home and in schools, colleges and libraries; fostering inclusivity and helping to remove social, linguistic, cultural, economic and geographical barriers to the use and enjoyment of Wales's documentary heritage. (Contact: Martin Locock on 01970 632 800 ext 855)

Cyngor Archifau Cymru: Archives Council Wales: Times Change

Archives Council Wales (ACW) was established in 1995 to bring together all organisations with an interest in archives in Wales to provide a forum through which to influence policy on archives in Wales, raise areas of concerns and deliver collaborative projects. The Council is made up of representatives of archive services throughout Wales, including the county archive services, university archive services and specialist repositories such as the Royal Commission on the Ancient and Historical Monuments of Wales and also the National Library of Wales and National Museums and Galleries of Wales. Representatives of other bodies act as observers.

Among the most important of ACW's achievements have been:

- the publication of *A National Archives and Records Policy for Wales* (2001) to shape the development of archive services;
- Securing funding from the Welsh Assembly Government to appoint an Archive Development Officer for Wales who will start work on 3 March;
- The securing of funding from the Heritage Lottery Fund to deliver Archives Network Wales (see above)

The establishment of the National Assembly for Wales has changed the environment in which archive services operate in Wales. All services are funded directly or indirectly by the Assembly and the proposed establishment in 2004 of CyMAL, will give archive services a greater role in the promotion of the Assembly's agenda on, for example, social inclusion and lifelong learning.

CyMAL (which means joining together in Welsh) will be the new unit of the Welsh Assembly Government, which will provide a strategic and advisory structure for museums, libraries and archive located in Aberystwyth. CyMAL: Museums Archives and Libraries Wales, which will be established from 1 April 2004, will incorporate the majority of functions currently undertaken by the Council of Museums in Wales, the functions of the Minister's advisory body the Library and Information Services Council (Wales), and cover the whole sector including archives. Archives have not previously had a national body funded by the Assembly Government to serve their interests.

ACW is also championing the establishment of a National Archives of Wales similar to the National Archives of Scotland. This would permit public records, which are currently only accessible at the Public Record Office in London, to be kept in Wales. (Contact: Mary Ellis on 01970 622069 or see <http://www.llgc.org.uk/cac/>)

A Landmark Event - Scottish Council on Archives

On 2nd May 2002, the Scottish Council on Archives (SCA) was formally launched. The formation of the Council to co-ordinate policy on archival issues in Scotland was one of the principal objectives identified in the 1998 Scottish National Archives Policy and has been a dearly-held ambition among Scottish archivists, who have, for a long time,

wanted the archival community in Scotland to have a single, strong lobbying voice.

The Council is committed to developing a shared national strategy to take archives in Scotland forward. In pursuit of that, SCA will be pushing for a concordat between the Scottish Executive and Resource: The Council for Museums, Archives and Libraries to secure funding and appoint a development officer. The Council has already held the first of a series of consultative symposia to ensure that its is listening fully to the needs of users. (Contact: Irene O'Brien on 0141 287 2908 or see <http://sca.archives.org.uk>)

Leading the Way to Freedom of Information

The Freedom of Information Act (FoIA) became law in 2000. It affects some 70,000 public sector organisations from large Government Departments to small primary schools. The provisions of the Act are being introduced in two phases. In the first phase all bodies must have in place what are known as Publication Schemes, which for local authorities will come into effect from the end of February 2003. The second phase occurs in January 2005 when all the provisions of the Act come into force. From January 2005 the Act will give individuals everywhere the right of access to all types of recorded information held by public sector bodies, (with the exception of certain specified exemptions, e.g. personal information or commercially sensitive information).

What is a Publication Scheme? A Publication Scheme is, in essence, a directory to the information that public sector bodies publish or intend to publish. It also states the manner in which the information is or will be published (e.g. leaflet, website) and whether the information is available free of charge or on payment. It is not in itself a

comprehensive collection of all the information that an organisation publishes – more a guide to where information can be found and accessed. A key requirement of a Publication Scheme is that it identifies ‘classes’ of information that an organisation publishes. In devising classes of information, the key consideration has been the public can readily understand them.

What does FoIA mean for those who manage records?

The implementation of the FoIA creates challenges and opportunities for many organisations and the archivists and records managers employed by them. Local government is one of the largest sectors employing archivists and records managers. Many have, therefore, been involved in devising Publication Schemes and putting in place procedures, not only for the effective operation of Publication Schemes, but also for improved records management systems, which will be integral to the efficient management of FoI requests from 2005. The Lord Chancellor’s Department (LCD) has produced two Codes of Practice on the Discharge of Public Authorities’ Functions and on the Management of Records, to assist organisations to put appropriate procedures in place. The Public Record Office has also produced a series of Model Action Plans aimed at assisting organisations to achieve compliance with the LCD Codes of Practice.

Case Study: West Sussex County Council

West Sussex County Council was one of 6 local authorities that volunteered to work as a pilot with the Local Government Association and the Information Commissioner, to disseminate to other authorities their methodologies and designs for Publication Schemes.

Successful implementation of FoI requires the harnessing of a number of disciplines.

In West Sussex this was led by a Project Board headed by the County Secretary, but also including the Head of e-Government and the County Archivist amongst others. In turn a Project Team comprising the County Archivist, the Data Protection Officer and colleagues from IT Services were tasked with producing the Publication Scheme and allied procedures.

The Board and Team members were chosen for their information management skills in recognition that FoI does not stand in isolation but is inextricably linked to the developing e-Government agenda, the need for cultural change in relation to government openness, and that improved records management underpins all of this.

In devising the West Sussex County Council Publication Scheme it was recognised at an early stage that strong links had to be made with existing work on the production of an A-Z Directory of Services on the County’s website. A methodology common to both the Directory and the Publication Scheme was, therefore, used to categorise sources of information. A schedule of the information currently made publicly available by all the Council’s business units was compiled and then categorised and put into classes. As a pilot authority West Sussex not only made its work available to other authorities nationally but also actively supported the district and borough councils in the county with the production of their Publication Schemes.

Having had its Scheme approved by the Information Commissioner, work is currently underway on devising procedures, raising staff awareness, and improving records management through the production of records retention schedules for each of the council’s business units.

So what about the future? Local authorities and other public sector organisations are faced with a considerable amount of work between now and 2005 to

achieve compliance with the Codes of Practice for Records Management under Freedom of Information. However, FoI has provided an excellent catalyst for improved management of records, for which archivists and records managers are grateful. (Contact: Richard Childs on 01243 533911)

