#### BIRMINGHAM CITY COUNCIL LOCAL INNOVATION FUND "Doing things differently in neighbourhoods to make better places to live" WARD PROPOSAL FORM INNOVATION WARD: HANDSWORTH WOOD TITLE: HANDSWORTH WOOD IN BLOOM Innovations have to meet the LIF priorities and add value to the City wide core priorities listed below. (Tick all those that apply) **City Core Priorities LIF Priorities** • Children - a Great • Citizens' Independence & City to Grow Up In Well Being Jobs & Skills a great New approaches to investment City to succeed in • Housing a great Active citizens & communities City to live in stepping up X X Health a great City Clean streets to lead a healthy & active life Improving local centres

What is your innovative idea and how does it show collaborative, partnership working and active citizenship?

The activities outlined in this bid support the City's Core priorities of Children, Skills and housing. They also support LIF's specific priorities as box ticked above. For ease of reference we have annotated the text of this bid to illustrate where we think the linkage to priorities is particularly pertinent.

We are seeking small scale assistance to enable us to hold our annual Handsworth In Bloom community event - this year to be officially launch at noon on 8th July by the Birmingham Lord Mayor.'

This annual event, is a culmination of sustained and creative work throughout the year across cultural and demographic groups within the Ward aimed at maintaining and improving our local environment within the Ward. The day event celebrates our pride in the area and show cases our ability to work together as a community for common goals. As such it reinforces the virtuous circle between public celebration and renewed civic engagement as local level.

Handsworth In Bloom event is innovative not because it has never been done before - this is our fifth year of holding the event. *It is innovative because:* 

- it binds the community together around common action to improve the local environment - specifically around action to improve and maintain gardens whilst also introducing residents to the opportunities to engage in the wider portfolio of work being undertaken by the Association in partnership with others to improve the local environment;
- the focus of increased local gardening benefits both the health and wellbeing of the

individual, but also of the community through enhancing the local environment. Additionally in strengthening local networking people are likely to identify with and feel better about the area they live in - a sense of ownership and belonging is fostered.

# Strategic context of the Handworth In Bloom day:

Residents of the Handsworth Wood Ward have a proud tradition of carefully looking after the environment within the Ward. The neighbourhood is fortunate in its ethnic, cultural, religious and socio economic diversity. Our experience is that with strong partnership working across local agencies and amongst residents this diversity can be harnessed as a positive asset in the ongoing collective effort within the Ward to maintain and improve our local environment.

Activities which are ongoing throughout the year include:

- Some 10 litter picking volunteers some HWRA members, some not, covering large parts of the Ward between one and three times per week (Appendix 1 - map attached);
- the Masjid-e-Aisha which similarly organises residents to voluntarily litter pick;
- the Handsworth Helping Hands organisation which works across the Handsworth/Handsworth Wood boundary to tackle remove the results of flying tipping;
- This year's Big Spring Clean in which volunteers from the HWRA, the Uplands Allotments
  Association, the Masjid-e-Aisha, and local University of the Third Age members all
  cleared local litter and flytipping hotspots. HWRA members helped newly arrived
  immigrants with understanding how to use recycling bins. Such was the level of activity
  and enthusiasm that the 3 days of activity 3-5th March continued to the end of March;
- Engagement by the HWRA with senior officers within the Council in the Place Directorate such as Louis Bessant, and Nick Reid at the Perry Barr (Holford Drive) waste and recycling depot to ensure that the service delivery plan for the Ward makes best use of scarce resources. We have brought forward proposals based on volunteer experience to target the hub of the area around College Road, and to build sustainability into the volunteer efforts to address overstretch and the current volunteer age profile. We supported this with a guided tour for Council Officers of the area;
- Work to ensure that other drivers to the degradation of the environment are tackled such as irresponsible landlord activities through applying to join the Council's Selective Landlord Licensing Scheme;
- Monitoring of planning applications to prevent an overconcentration of HMO's in some parts of the Ward which add stress to the street environment.

Further developmental work is planned for the coming year, including:

- a review of best practice with regard to enforcement practice elsewhere in the City (if it exists) and in comparable urban settings nationally;
- a review of the feasibility of working with the Council and other agencies on longer term attitudinal change to litter dropping, fly tipping, maintenance of front gardens and other areas which impact on the local environment again based on comparable best practice elsewhere.

[Health, Citizens independence & Wellbeing, Active Citizenship, Clean Streets and

#### improvements to local areas].

### **Description of innovative idea:**

The Handsworth In Bloom annual event each July is the culmination of the above considerable and ongoing community volunteer and cross partnership work to maintain and improve the quality of our local environment.

Handsworth In Bloom 2017 holds an annual Best Garden Competition amongst local residents for the best front and / or back gardens in the Ward - this is its fifth year.

The Best Garden competition engages residents from across the Ward in specific action i.e. garden maintenance and development - to improve the environment and street scene in the Ward. By drawing residents from across different ethnic, cultural and demographic groups into concerted action around a common cause Handsworth In Bloom is an high profile and signature event which contributes significantly to community cohesion within the Ward and wider area. The event consolidates pride in the local ward at individual and collective level, and creates a virtuous circle of effort and commitment around the basket of activities outlined above as well as the day itself, and which all help maintain and improve our local environment.

Additionally, the skills learned and/or further honed through information and experience sharing between gardeners, between judges, previous winners and competition entrants. Handsworth In Bloom thus benefit enhances both individuals', and the wider capacity of the community improved the local street-scape as well as to maintain it for the longer term. [skills acquisition, citizens independence, sustainability, health & wellbeing, clean streets and improvements to local areas]

In summary, the day provides a focus for collective community celebration, networking across residents from a diverse ethnic, cultural and demographic backgrounds, and with and between the key agencies we work with in the area. [community cohesion, skills acquisition, sustainability, active citizenship, health & wellbeing, and partnership working.]

#### Collaboration and partnership working

The Handsworth In Bloom Day involves collaboration across a range of groups. As illustrated below, we continuously review our partnership arrangements, forging new join working arrangements as opportunities arise.

Uplands Allotments Cooperative Association (2014) Ltd: 326 Oxhill Road Handsworth N21 8EX

- This organisation is hosting the event for the first time this year, as part of our shared commitment improving the local environment. An extract from an email to Ann Wackett (HWRA Committee member) from UACA Board Member Malcolm Currie on 25th May 2017 illustrates well that this partnership arrangement involves not just our two organisations, but part of a wider network of cooperation across the voluntary and private sector: 'COMMUNITY GARDEN AND "IN BLOOM"

Yesterday saw the 'impact Day' at Uplands with some 40 people all working manically to get

phase one of the garden complete.

It was a fantastic experience - incredible TEAM WORK involving Whiting Landscape and Prologis who have funded the development.' [original copy available if required] [cohesion, sustainability, active citizenship, health & wellbeing, and partnership working]

Handsworth Historical Society - geographically located in the Ward in the old Handsworth Town Hall, the Society holds an annual hanging basket making work shop and plant shop - this year on Saturday 27th May from 10am-1pm. This presages the Handsworth In Bloom Day, transfers gardening skills to local residents entering their gardens into the competition, and thereby enhancing and embedding gardening capability in the local community in the longer term. [skills, sustainability, active citizenship, health & wellbeing, active citizenship]

The Council - Lee Southall, Birmingham District Parks manager for the City Centre, Perry Barr and Ladywood will work with last year's winners to carry out the shortlisting and award the final prize. This involves the application of a detailed set of gardening metrics (plant layout, range of species and colours etc) in the judging process, together with 1:1 feedback to each entrant. This will be supplemented by last years' winners (about eight gardeners) who will also contribute feedback and proposals for future improvement. [skills and sustainability, health & wellbeing, cohesion]

We are also hoping to facilitate an ongoing post-event network whereby former shortlisted competition entrants visit each others' gardens culminating in tea and coffee stops during the morning for entrants to network informally. All this assists in enhancing and embedding gardening capability in the local community in the longer term, as well as building stronger social contacts amongst our local diverse population [skills, sustainability, cohesion and active citizenship, cohesion, health, independence and wellbeing]

Schools - Over the last four years Handsworth in Bloom have promoted arts competitions in local primary schools which were designed to help stimulate interest in the pupils for the maintenance of our environment free from litter and fly-tipping. - We have visited Grestone Primary School and have arranged very shortly to visit Cherry Orchard Primary School and St Mary's Primary School. [children, skills, active citizenship, cohesion, sustainability, independence and well being]

**Fire Service -** the Fire Service are made aware of the event via Tasking meetings and Ward Committee meetings, but to date have not been able to allocate the resources to attend.

**Police** - the Police are made aware of the event via local Tasking Group meetings and Ward Committee meetings. A desire to attend was expressed this year, resources permitting. We have dialogue with the police via Tasking Group meetings and hold special meetings with the Police at which the links between maintaining good environmental standards and crime prevention are well understood]. [Active citizenship, cohesion and sustainability]

Rotary International - this is the second year this organisation have had a stall at the event raising money for international causes, and will do this year. The organisation's presence helps fosters solidarity across communities and we feel is particularly important in the ethnically and culturally diverse setting of our Ward. [Active citizenship, cohesion, sustainability]

**Gum Boots** - will be having a stall at the event for the first time this year. The organisation raises money for projects in South Africa seeking to alleviate poverty Again The organisation's presence helps fosters solidarity across communities and we feel is particularly important in the ethnically and culturally diverse setting of our Ward. [Active citizenship, cohesion, sustainability]

Sandwell Naturalists - will be having a stall at the event for the first time this year. This organisation promotes the study of the natural history of the Sandwell Valley, promoting a strong agenda of conservation and bio-diversity. By having a presence, the organisation helps foster a broader environmental interest and commitment amongst local residents, thus maximising the opportunities of our having the Green Belt right on the doorstep of our own urban and suburban setting. (Active citizenship and sustainability)

Sandwell Trails - also always has a stall at our events, and will do this year. This organisation promotes cycling in Sandwell Valley. By having a presence at the event the organisation helps promote active healthy lifestyles, and capitalises on the read across between the active outdoor hobby which gardening is, and sport. [Independence, health & well being, community cohesion]

Handsworth Bowling Club - also always has a stall at our events, and will do this year. By having a presence at the event the organisation helps promote active healthy lifestyles, and capitalises on the read across between the active outdoor hobby which gardening is, and sport. [Independence, health & well being, community cohesion]

The Springfield Tennis and Squash Club - this local club has hosted the event until this year when we moved to the Uplands Allotments Cooperative Association (2014) Ltd: They will have a stall at the event this year which self evidently will help promote healthy and active living. [Independence, health & wellbeing and community cohesion].

University of the Third Age - a number of members of this organisation are also members of the HWRA. University of the Third Age informally promote and attend the event - thus ensuring that our important senior population are involved. The event is notable for the cross section of ages amongst those attending on the day. Additionally the organisation will hold an exhibition of painting at the event, thereby show casing the opportunity for citizens to get involved in one of the many hobbies it promotes. [Independence, health & well being, community cohesion]

### Citizenship

Active citizenship is at the core of the Handsworth in Bloom event, both on the day, in terms of the wider strategic work being undertaken in the area, and in helping reinforce the links between a range of community based groups (as below) and local residents.

Some 200 volunteers from across a range of organisations, cultural, ethnic and demographic backgrounds contribute to the running of the event on the day, particularly through running stalls. This brings significant educational and social networking opportunities to both these

organisations and the wider community, and helps foster a spirit of local engagement across a wide social and environmental agenda well beyond the event itself.[Active citizenship, skills acquisition, clean streets and improvements to the local area]

We estimate that the event is attended by some 800 local people drawn from all sections of our diverse community. These attendees have the opportunity to engage with the gardening competition, but also a much broader social and environmental agenda, as is evidenced from the presence of other organisations as above. .[Active citizenship, skills acquisition, clean streets and improvements to the local area]

Moreover, the Handsworth in Bloom Committee meets regularly throughout the year, working with these organisations, and individual gardening residents in the area to bring the day together.

Behind this sits the HWRA itself, which had some 78 members at the last AGM in January 2017. The Association is not so much 'embedded in' the local community but simply part of it. As the signature annual event Handsworth In bloom acts as a culmination of a much wider and ongoing citizen engagement throughout the year in the long term strategic work being undertaken by the HWRA aimed at improving the local environment, and which is conducted in partnership with the residents, organisations and agencies mentioned throughout this bid.

### Time Frame - is it:-

One off event/programme Implement and complete within 6 months (2016) Implement and complete within 12 months (2017)

The specific activities for which we are seeking funding to enable the event to go ahead are itemised in the attached Appendix, and will be completed by 8th July 2017. The wider work to improve the environment in the Ward, of which this is a key part, has been ongoing for years and will continue to be so into the future.

# How will the innovation be implemented? <u>Summary of end delivery:</u>

The Handsworth Wood in Bloom event will be hosted this year by the Uplands Allotments Cooperative Association (2014) Ltd. It will take place on 8th July 2017 and be opened by the Lord Mayor of Birmingham, and will provide a focus for celebration of ongoing work and networking to maintain and improve the local environment. As in previous years, the event this year will bring together residents from across the area, from all cultural and ethnic backgrounds, and across demographic profiles. As an indication of likely attendance, some 800 local residents attended the event in July 2016.

The event will include: participants in the Best Garden Competition, children from across local schools, a range of environmental and charitable organisations including Sandwell Cycle Trails, Handsworth University of the Third Age, staff from local schools, Handsworth Historical Society, Handsworth Rotary Club, the local police (resources permitting), local care home residents and

carers, Handsworth Wood Bowling Club, Springfield Tennis & Squash Club, local sellers of craft goods, Park Lane Aston Plant Nurseries, Birmingham Local Authority Plant Nurseries and the NHS.

In all some 200 local volunteers staff the varied stalls, displays and activities at the event. This includes the need for volunteers to work in shifts to cover their responsibilities.

The event is publicised by a network of local volunteers who distribute flyers to some 5000 households across the ward., as well as delivering posters to shops and installing large street banners.

# **Governance arrangements:**

The Handsworth Wood Residents Association set up a Handsworth In Bloom task group comprised of 10 members of HWRA. Informal discussions take place between the HWRA Committee members and the wider membership to encourage participation in the task group. Monthly Handworth In Bloom task group meetings took place monthly from January to organise and manage delivery of the Handsworth In Bloom event on 8th July. A standard check list is worked through with the focus on progress updates and allocation of follow up tasks as agreed amongst task group members. Standard headings are: Venue, Handsworth Historical Society (hanging basket event), Funding, Event Insurance, Dancers and Drummers, Plant Sales, Childrens' Competition, Schools Engagement, Childrens Games, Face Painting, Steel Band, Gardens Competition & Exhibition, Ticket Sales, Refreshments, Stalls, St john's Ambulance, Publicity, Photographers, Equipment, Display Boards, Decorations and Bunting, Start and Finish timing,

Regular reports are made back to the HWRA Committee some of whom also sit on the Handsworth in Bloom task group.

What outcomes will the proposal achieve? What will success look like and how will its impact be measured? How will you ensure legacy/ continuation and what learning will the project provide?

#### **Outcomes indicating success:**

- Greater community capacity and resilience able to maintain and improve the streetscape environment within the Ward; [Active citizenship, independence, wellbeing & health]
- Improved community cohesion leading to greater resilience in managing community tensions within the area. [Active citizenship, independence, wellbeing & health]

### What does this look like?

- Increased numbers of residents with gardening skills across the community and amongst the young; [skills acquisition, children, health & wellbeing];
- Increased activity to enhance the street environment through local gardening better maintained gardens / maintenance of current status quo; [skills acquisition, children, health & wellbeing, clean streets and improvements to the local environment];
- Maintained and enhanced civic engagement in HWRA's wider environmental

- improvement activities through growing HWRA membership and participation; [active citizenship, clean streets and improvement to local areas, health & wellbeing]
- Greater connectivity across the community through formal and informal networking vis gardening and wider civic pride in the area; [Active citizenship, independence, wellbeing & health, cohesion, clean streets and improvements to the local environment]
- Increased contact between different cultural, ethnic and demographic groups in the Ward; [cohesion, active citizenship]
- Greater engagement in the wider area improvement agenda of HWRA and other local agencies; [Active citizenship, independence, wellbeing & health, cohesion, clean streets and improvements to the local environment]

Through skills and capacity building in this way long term sustainability is ensured.

#### Some metrics:

- Attendance on the day from across ethnic, cultural and demographic profiles maintain 800 attendance last year or increase it; [cohesion, active citizenship]
- Number of gardening entrants to competition maintain 100 entered last year and/or increase; [active citizenship, health & wellbeing, independence]
- Attendance at the Handworth Historical Society basket hanging training day maintain last year's attendance at 20, or increase it; [skills acquisition, clean streets and improvement to local areas]
- Membership of HWRA maintain at 78, or increase it; [active citizenship, cohesion, improvements to the local area]
- Improve ethnic, cultural and demographic representation in HWRA and Handsworth In Bloom; [active citizenship and cohesion]
- Demonstration of community cohesion and resilience in the face of any unforeseen 'shocks' over the coming year; [active citizenship and cohesion]
- Increased engagement by local Councillors in the area. [active citizenship and cohesion]

Have you considered other sources of funding and whether the project can be used to leverage further funding from elsewhere (please specify funding sources)?

Over the past 5 years we have worked towards the Handsworth In Bloom event being self funding and not requiring grants. We have used previous funding to acquire much of the equipment we now use, thereby avoiding the need for further expenditure in future years.

In past years we have received funding from Evenbrook, a private sector letting company with a strong presence in the Ward. Previous funding streams including the Big Lottery Funds and Community Chest funding are no longer available.

Our aim is to avoid being dependent on funding from one organisation, and the constrained approach that can accompany this. We are planning upstream research to investigate other sources of funding for next year, in particular crowd funding which arguably the demographics

of the area may be capable of supporting. Additionally we intend to investigate further opportunities for new match funding partnerships which we hope will give a further boost to our ongoing innovation.

# What resources will be required?

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- Capital	
- Running costs	£3000
<ul> <li>People power volunteers</li> </ul>	3007

Amount required from LIF £...3000.....

Breakdown:	
	C22E 00
Printing of publicity flyers:	£325.00
Banners:	£192.00
Dancers:	£100.00
Insurance:	£203.00
Bouncy Castle&	£200.00
Skittle Alley	
John's Ambulance Service:	£120.00
Competition Certificates:	£60.00
Children's Art Competitions Prizes	
(including face painting)	£200.00
Steel Band:	£350.00
Prizes for Games:	£100.00
Photograph prints of gardens	£200.00
(for competition displays)	
Hire of marquees:	£950.00
(one accommodates bouncy castle,	)

# Have you got any match funding - in cash or in kind?

We do not have a specific 'match funding' arrangement with any other organisation. However the event relies on the work of over 200 volunteer who contribute to the event on the day, plus the work of some 10 volunteers in the Handsworth In Bloom Committee over the preceding year. That takes no account of the voluntary effort which sustains the wider strategic work within which Handsworth In Bloom event sits. The £3000 sum applied for in this bid represents a very small percentage of the total resources put into the project were the voluntary effort to be quantified in financial terms.

£3000.00

# Contact person for proposal

Name: Graham Winfield Telephone: 0121 554 8952 /

E-mail: grahamwinfield05@aol.com

Which residents or community groups was the proposal discussed with and when (please give details of any meetings and which councillors attended)?

## Context:

Neighbourhoods dynamics flow across Ward boundaries and the same is true for the current Handsworth, Handsworth & East Lozells and Handsworth Wood Wards and which are well known for their rich ethnic, culture, and demographic diversity. Community capacity and resilience has been well demonstrated within Handsworth Wood over the decades since the challenges of the 1980's, including through more recent iconic projects such as the successful Millenium bid which saw the renovation of Handsworth Park in the late 1990's.

Many local residents remain locally active, including through the Handsworth Wood Residents Association, Handsworth Helping Hands project, and Masjid-e-Aisha volunteering activity. We are anecdotally aware too of other residents also simply taking their own initiatives e.g. to street cleanse outside their own homes, without being part of any organisation.

However it is the case that measured through formal organisation representation, community capacity has been in decline in recent years. This is reflected in the apparent collapse in activity at Neighbourhood Forum level - Hamstead Hill Neighbourhood Forum, Cherry Orchard Forum, and West Handsworth Forum to our knowledge no longer meet. Put bluntly, were organisations do not exist we cannot pretend that they do, nor can we consult with them.

In the face of this diminished local community infrastructure in organisational terms, Handsworth Wood Residents Association has found itself involving a wider layer of residents through informal networking across its growing membership (currently 78+ strong in January 2017). This has included using the communication channels opened up to it through its overlapping membership with other local organisations such as Handsworth Helping Hands, the extensive local University of the Third Age, and the informal day to day discussions which our on the street presence affords through our regular (daily/ weekly) litter picking activities. Informal discussions and links are ongoing across these networks, as well as with the Masjid-e-Aisha. Much information sharing and project development has always taken place informally in community settings, albeit it our greater reliance on this also reflects the demise of the local neighbourhood forum structure.

As an Association we hope over the next year to reach out more explicitly to existing Churches and Gurdwaras in the area to consolidate these community based links more formally. We cannot however alone reverse the trend and fill the emerging gaps in civic capacity.

We hope therefore that the Council will help facilitate this renewal in the area by working with local residents to reverse the decline in organisation and accountability at neighbourhood and

street level.

We would argue that faced with the above challenges, an event such as the Handsworth In Bloom day is all the more critical to sustaining and developing community capacity within the area.

#### Who have we talked to, how and when?

As the Handsworth In Bloom event is an annual culmination of ongoing work, we do not stage a 'big bang' consultation, but rather work iteratively throughout the year.

As described above, the Handsworth In Bloom task group works iteratively from January of each year developing the event and engaging with its 13+ principle partners as also listed above. The governance arrangements between the task group and the Handsworth Wood Residents Association Committee are also described above. Information flows between the task group and Committee, albeit that principle decision making is conducted within Handsworth In Bloom group in dialogue with key partners.

It would simply not be possible to put on an annual event on the scale and with the partner reach achieved by Handsworth In Bloom without extensive and ongoing formal and inform discussions across the community networks which bind the local organisations and residents together. Specific meetings which form a part of this are:

- Handsworth Ward Committee meetings: The Handsworth Wood Residents Association has this year sought to strengthen the role of the Ward Committee to encourage greater citizen engagement across the Ward, including in the Local Innovation Fund process. At the Ward Committee meeting on 19th January 2017 the HWRA presented a petition signed by some 50 residents at our AGM asking for the frequency of Ward Committee meetings to be increased to take place bimonthly. We also added our voices to those suggesting that 'a wider partnership meeting with key stakeholders, community & voluntary groups and local residents should be arranged to explore ideas and suggestions for the use of the Local Innovation Fund. (LIF)' [Birmingham City meeting notes 19/01/17]. HWRA Committee and other members attended the Ward Committee meeting on 16th February 2017 ready to talk about our LIF bid, and concurred with Officers' advice that 'a meeting for the sole purpose of LIF would be advisable for Councillor, residents, stakeholders and partners to discuss and identify Ward priorities.' The HWRA Secretary Graham Winfield presented the Handsworth In Bloom LIF bid to residents, and all three local Councillors and Officers and received feedback on ways in which to improve the bid. At the Ward Committee meeting on 16th May HWRA requested that all local organisations eligible to bid in the area be alerted to the opportunity to do so, We have actioned our commitment to make our 78 members aware of the opportunity in case they wished to submit bids reflecting any other local work they are involved in.
- Handsworth in Bloom The governance arrangements between the HWRA and are described above. Meetings of the Handsworth in Bloom group to develop and stage the

event on 8th July 2017 took place on: 10th January, 27th February, 7th March, 11th April, 9th May. The check list agenda for each meeting is described in the section on Governance above. Further meetings will held on: 4th June and 7th June - the later at the Uplands Allotments to discuss site preparation with our partners hosting the event. These meetings are open to all Ward Councillors.

- Handsworth Wood Residents Association the HWRA Committee meeting on 3rd
  January discussed its Handsworth In Bloom bid to LIF. The July 2016 Handsworth In
  Bloom event was reported to the HWRA AGM on 14th January 2017. This was attended
  by 78 members drawn from all sections of the community. It was reported that a bid
  had been submitted for 2017.
- 13+ partner organisations attending on the day Handsworth In Bloom has engaged with all the above partner organisations attending on the day through iterative and ongoing contact over the 6 months preceding the event. Individual contacts and timings are discussed through the structured check list outlined above.

Local Ward Councillors are invited to and encouraged to attend all of the above.

Date		
Signatures of all 3 Ward Councill	/ 1 1 lb / 1	
Name G. U.R. D. A.L. SANG. H. ATTWA	2. Signature	
Name P. A. Hamilton	Signature Pawle to Law 11th Date 13/6/17	
Name N. LOONER	Signature Pawle He Ham I ton Date 13/6/17  Signature Nua Date 21/6/17  Date 21/6/17	
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Received: Date		
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ITEMS TO BE COVERED BY THE BID FOR £3000