

# **THE ALDE & ORE ASSOCIATION**

**Your Voice – Your Estuary**



## **The Trustees' Annual Report and Accounts**

**for the year to 31<sup>st</sup> December 2020**

*The Association, a Charitable Incorporated Organisation, exists to preserve for the public benefit the Alde, Ore and Butley rivers and their banks from Shingle Street to their tidal limits and such of the land adjoining them or upstream as may be considered to affect them, together with the features of beauty and or historic or public interest in that area.*

**Registered Charity No. 1154583**



# Report of the Trustees

The Trustees present their Report and the Accounts of the Charity for the year to 31<sup>st</sup> December 2020.

## A. REFERENCE AND ADMINISTRATION DETAILS

The Alde and Ore Association  
Charity Registration No 1154583

### Correspondence Address

19 Lee Road, Aldeburgh, IP15 5HG

### External Accountants

Ensors Chartered Accountants  
Blyth House  
Rendham Road  
Saxmundham  
Suffolk  
IP17 1WA

### Names of Charity Trustees

#### THE COMMITTEE at 31st December 2020

##### Officers

Alison Andrews	Chairman
Birgitta Bostrom	Treasurer

##### Other Trustees

Simon Barrow	Marketing (until 23 October 2020)
Colin Chamberlain	Legal Adviser
John Grayburn	Webmaster/Events Co-Ordinator (until 4 April 2020)
Keith Martin	Planning, SCAR
Roy Truman	Butley Ferry

##### Representatives Appointed by the Trustees

Richard Brunt	Wildfowlers (until 23 October 2020)
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##### Co-opted members

Honorary Secretary	Kim Puttock (from 7 December 2020)
Membership Secretary	Diane Grayburn (until 23 October 2020)
Membership Secretary	Kim Puttock (from 7 December 2020)
Webmaster	Kim Puttock (from 7 December 2020)
Newsletter Editor	Monica Allen (from September 2020)
RDC Convener	Roger Baxter (co-opted member)

## **B. STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Alde and Ore Association (The Association) was founded in 1991. On 1<sup>st</sup> January 2014, the charitable status was changed to a Charitable Incorporated Organisation (CIO) which assumed all the assets and liabilities of The Association.

### **Organisational structure**

The Charity Trustees constitute a committee which manages the affairs of the CIO and for that purpose exercises the powers of the CIO.

### **Recruitment and appointment of Trustees**

Trustees are elected at the Annual General Meeting of The Association, in accordance with Clause 13 of the Constitution. One third of the Trustees must retire each year but are eligible for re-election, those to retire being the ones who have been longest in office.

## **C. OBJECTIVES AND ACTIVITIES**

### **Objectives**

The objects of The Association are to preserve and protect for the public benefit the Alde, Ore and Butley rivers and their banks from Shingle Street to their tidal limits and such of the land adjoining them or upstream as may be considered to affect them together with the features of beauty and historic or public interest in the area.

We confirm that the Trustees have had regard to the Charity Commission's guidance on public benefit.

### **Activities**

The main activities undertaken towards achieving The Association's objectives during the year have been to:

- continue to help to ensure that river defences are upgraded in order to sustain the Alde and Ore and Butley rivers within their landscape to safeguard all the activities, places of interest and wildlife habitats contained within this unique area. This includes very active participation in the work of The Alde and Ore Community Partnership (AOCP).
- work to safeguard the estuary by commenting on planning developments or other proposals which might either detract from or enhance the area.
- assess, photograph and report on the state of the river walls. This has been done through The Association's River Defence Committee.
- provide activities to encourage enjoyment or use of the area through the provision of the Butley Ferry, organised walks and an annual barbecue, but they were all closed/postponed because of Covid restrictions.
- take initiatives and contribute to commissioning research to illuminate policies or projects dealing with the river defences and the natural landscape.
- ensure communication with members: two Newsletters have been published and circulated to members and members are kept up to date by emails and through the website.
- work with the A&O Marketing Group to generate active discussion and planning which will clarify the stance and direction of The Association and encourage a broader membership and, critically, the recruitment of new trustees and volunteers.

### **Contributions**

Donations have also been received over and above membership fees for which The Association is extremely grateful.

## **D. ACHIEVEMENTS AND PERFORMANCE**

The main achievements during the year reflect the several and varied activities of The Association but while action has continued, it has been constrained by the various restrictions in movement and meetings necessitated by the corona virus pandemic measures. In many cases action has been more limited or slower in making progress because of the restrictions.

### **The role of The Association**

Within the coronavirus restrictions, Trustees continued to meet regularly, but virtually by Zoom. The Association continued to work to achieve its aim to preserve the rivers and adjoining land which may affect the estuary for the public benefit. The Association seeks to keep track of proposals and ideas which may affect the estuary and its banks either positively or adversely, and to act in the interest of the continued life of the estuary. It provides a voice on the AOCP and seeks to inform members of matters affecting the estuary overall. The Association has over the years contributed considerably to the preservation, protection and enjoyment of the Alde, Ore and Butley river area.

But the estuary needs the support and involvement of all who live, work and visit the area, now more than ever. This is why The Association created the strapline 'Your Voice – Your Estuary' in 2018, after consulting with members.

### **Working with the Alde and Ore Community Partnership on the river defences**

2020 saw the transition from the Alde and Ore Estuary Partnership to the new Alde and Ore Community Partnership (AOCP) taking forward the local community input into contributing to secure the implementation of the Alde and Ore Estuary Plan. The new AOCP is the guardian of the Alde and Ore Estuary Plan strategy and is the main body to ensure good communication throughout out the estuary about progress of plans; while the East Suffolk Internal Drainage Board carries the responsibility of implementing the construction of the defences; the Alde and Ore Estuary Trust is responsible as the treasury of the Estuary for raising funds to contribute to cost of the defence works and ensuring that they are effectively spent.

The AOCP involves the whole of the estuary community having representatives from all parishes bordering the estuary, one county and two district councillors, a business sector representative, a local IDB Board member and The Association which is the only body covering all parts of the estuary. The Association continues to be an active member of the Partnership to ensure that it works well in the interests of the wellbeing of the estuary and its use. During 2020, action has been limited to getting the new Partnership's constitution and way of working, communications with parishes and people and web site in good order, while all estuary bodies await the outcome of the IDB application to the Environment Agency for approval of the construction plans and securing a commitment to grant aid to contribute to the cost of the works, in order to enable the refurbishment of the river walls to begin.

The Association continued to report directly to the Environment Agency on the state of the shingle wall south of Martello Tower in Aldeburgh. The Environment Agency are monitoring the coast carefully but have said they appreciate the regular local updates.

The Association has sought to keep members informed about the estuary plans, through its Newsletters and would have also done that via email had there been any urgent news to pass on or views required. The Association places great store on its communications about the Estuary and regards it as important that members can obtain a good understanding of the progress being made.

## **Protection of the landscape**

During 2020 The Association continued to monitor all planning applications, local and national, which might affect the estuary environment. We also liaised with the AONB planning team on relevant applications. Comments were submitted where it was thought necessary, of which two cases are significant:

- At Jumbo's Cottage in Iken, an application had been made to extend its residential curtilage and build a timber jetty. The Association objected to the changes to the residential curtilage and suggested constraints upon the jetty. The proposal to extend the curtilage was withdrawn and the jetty has now gone ahead with our suggested constraints in place.
- At Iken Hall there have been several applications in past years to erect various agricultural style buildings in the fields adjoining the house to which The Association has objected. 2020 saw two applications to erect a garden machinery store in a prominent location overlooking the estuary and the footpath and implying a residential curtilage definition for an agricultural location. Approval has been given to the building for agricultural purposes only and not for storing equipment ancillary to the house and garden.

In July 2020, The Association noted the outcome of the Government's 2019 policy consultations on the proposed strategic risk management policy for flood and coastal erosion and on the concepts of resilience and adaptation in relation to flood management. The Association welcomed the new policy statement which was favourable to the approach advocated by The Association – to have a policy consistent with the local plans for realistic resilience management of a landscape, such as the estuary, much valued by the local community and economy. The Association also welcomed the Government's commitment to a greatly increased budget for flood defences in the next six-year funding period starting in spring 2021.

The Association commented further, following comments in 2019, on two major power company proposals where the proposed installation of new power stations could, if not properly researched and implemented, lead to damaging the fragile but dynamically eroding coastline to the north of the estuary and so possibly lead to damaging the coastline bordering the estuary. Members were alerted to these consultations so that individual responses could also be submitted.

## **River Defence Committee**

The River Defence Team, who conduct an annual survey of the state of the river walls of some 44 km, landowners and potential new members, attended an excellent presentation and training morning at the end of February by the Environment Agency on how flood defence walls worked and the range of weaknesses to be looked for that needed reporting. This was to be in time for the annual walks to examine the river walls after the March equinox. Unfortunately, three weeks later the coronavirus pandemic necessitated Government restrictions on people getting together. This inevitably limited participation by some members of the River Defence team, particularly training new members, and delayed some surveys until the lockdown restrictions were modified. Nevertheless, under the direction of Roger Baxter, the River Defence team organiser, most of the walls were surveyed, albeit some later than usual. Reports were submitted to the Environment Agency which expressed appreciation for the survey which helps the EA plan and budget for addressing any defects. About 20 volunteers carried out and prepared reports commenting on and mapping any changes: the reports are available on the website and were submitted to help the Environment Agency's wall reviews.

We are extremely grateful to everyone for their commitment in time and effort in producing the reports which provide a running benchmark of the state of the walls and provide early warning of when repairs are needed.

### **Enjoyment of the area**

Coronavirus restrictions meant that the walks and barbecue planned for 2020 had to be postponed. It was the first time in 29 years since the Annual Barbecue first took place that there could be no barbecue.

Trustees organised a meeting by Zoom in May so that members had the opportunity to hear how the coastal installations proposed for the construction of Sizewell C might impact on the Suffolk coastal processes and possibly affect the Alde and Ore Estuary as much of its eastern bank is formed or bounded by the Orfordness shingle spit. Some 40 members attended this new venture in communications.

There was no news or opportunity for The Association to facilitate consultation with members or the general public on the Natural England plans for the England coastal path, although residents and landowners in areas that might be affected were asked of views on possible routes. This may arise in 2021.

While group events were not possible, clearly members and the general public were able to get out and enjoy the estuary area in the summer: sales of The Association's two walks books increased.

### **The Butley Ferry**

This year the ferry team not only undertook the usual restoring and refurbishment of the ferry boat and moorings, but also repainted the ferry hut. In addition, they built three sturdy benches for ferry passengers and walkers to relax on (the work was done by members of the ferry team on behalf of the Suffolk Coast and Heaths AONB Unit who funded the materials).

The coronavirus regulations imposed on the UK in spring and early summer delayed the opening of ferry services for three months. Once unleashed, the volunteers worked rapidly to antifoul and launch the boat and, with all of the prescribed precautions in place, hit the ground running.

The ferry operated for approximately half of a normal season, lost four days to bad weather and carried a total of 585 passengers including 35 children and 284 cyclists. Average daily income, with no change in the fee, was £86.76, up from £55.78 in 2019. To accommodate the hygiene requirements during the pandemic, the operating procedures were changed to commit two adults to being on duty on each day.

### **Research commissioned**

No new research was commissioned. However, East Coast Council formally adopted the recommendation of the Shoreline Management Plan Review to amend the interim policy for the shingle bank south of the Aldeburgh Martello Tower from No Active Intervention after the year 2025 to Managed Re-alignment/Resilience after 2025. That review was informed by a report commissioned from Professor Pye, completed in 2016, on the possible breach in the sea shingle wall. The changed upgraded policy was very welcome news for the estuary.

### **Communication with members**

The planned for Annual General Meeting on 4 April 2020 had to be postponed as government restrictions did not allow public gatherings. Given the continuing limitations after the summer, Trustees reconvened the adjourned AGM so that it was held, virtually, by Zoom on 23 October 2020. Some 40 members attended.

As usual two newsletters, each 16 pages with many photographs, were circulated to keep members informed about what was going on in the estuary and provide items of interest on different aspects of the estuary. Sales of walks booklets continued, mostly via the Aldeburgh Bookshop. The usual connections to engage with members and potential members at the Butley and Orford Flower Shows were not possible because all such local events were cancelled given the corona virus limitations.

As no gatherings were possible Trustees issued three special email letters during the year, as well as ones relating to the postponed Annual General Meeting and its reconvening by Zoom in October, to bring members up to date with what was happening in relation to the estuary.

The website was kept updated but ideas for including information on a wider range of matters were stalled as more volunteer resources are needed.

Members continue to be encouraged to provide email addresses and to give permission for their use so as to ensure timely and much less costly circulation of matters affecting the estuary area.

The annual talk by a guest speaker, on this occasion it would have been Giles Bloomfield of the East Suffolk Internal Drainage Board on taking forward the Alde and Ore Estuary plan, had to be cancelled.

### **The Association's Marketing Group action**

The work of the Marketing Group was taken forward by Trustees, particularly Simon Barrow before his retirement from the Committee at the AGM held in October. Involvement of members with focus and similar groups which had been planned proved not possible with the corona virus restrictions. Articles in the Spring and Autumn Newsletters carried that thinking forward. Further, Trustees developed a further definition of the aims and objectives and have welcomed the help kindly volunteered by Sholto Lindsay- Smith to advise on marketing matters, reaching out to a wider membership and encouraging a more engaged and vibrant relationship with members. That work is on-going.

## **E. FINANCIAL REVIEW**

The Association has a Reserves Policy of building its reserves without significant increases in membership fees whilst continuing to maintain existing services to members.

The Association's main source of income is its membership fees (there are currently over 2,000 members in total, including members enrolled by reason of their membership of the Aldeburgh Yacht Club).

The Association expects to have to use its reserves to employ consultants, advisers and possibly even contractors to ensure the objectives of The Association in preserving the Alde and Ore Estuary for the benefit of the public are met. The Association might also give grants to other charitable organisations in order to achieve its aims.

Both unrestricted as well as restricted reserves of The Association are currently held in savings deposit accounts with CCLA, Virgin Money , Shawbrook Bank, and current accounts at Barclays Bank.



## Statement of Trustees' responsibilities

Members of The Association's Committee are responsible for preparing the Charity's annual report and financial statements in accordance with the law applicable to charities and UK Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law requires that the report and financial statements give a true and fair view of the state of affairs of the Charity.

In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- prepare the financial statements on a 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the Constitution. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees, for the purposes of charity law, who served during the year and up to the date of this report, are set out on page 1.

Approved by the Trustees on 8th March 2021



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**Lady Andrews, OBE**  
**Chair of the Trustees**

[www.aldeandore.org](http://www.aldeandore.org)

To reduce our postage expenses, this is updated with current news, Association events, AGM minutes and reports.

We welcome comments and ideas.

**\*\*NB to enable us to send you news/events etc. without incurring expensive postage costs,  
please send your email address to: [info@aldeandore.org](mailto:info@aldeandore.org)**

# Statement of financial activities for the year ending 31st December 2020

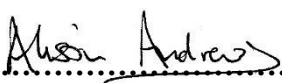
For general comments see Note 1.

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income</b>	<b>2</b>				
Membership fees and donations		12,185	-	12,185	31,819
Other Trading Activities		1,802	-	1,802	6,504
Investment income		135	2,648	2,783	3,958
<b>Total</b>		<b>14,122</b>	<b>2,648</b>	<b>16,770</b>	<b>42,281</b>
<b>Expenditure</b>	<b>3</b>				
Raising funds		885	-	885	5,951
Charitable activities		6430	-	6430	7,498
<b>Total</b>		<b>7,316</b>		<b>7,316</b>	<b>13,449</b>
<b>Net income/(expenditure)</b>		<b>6,806</b>	<b>2,648</b>	<b>9,454</b>	<b>28,832</b>
<b>Reconciliation of funds:</b>					
Fund balances brought forward		69,670	627,514	697,184	668,352
Net movement in funds		6,806	2,648	9,454	28,832
<b>Fund balances carried forward</b>		<b>76,476</b>	<b>630,162</b>	<b>706,638</b>	<b>697,184</b>

## Balance sheet as at 31st December

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Fixed Assets</b>					
Tangible assets		-	-	-	-
Intangible assets		-	-	-	-
Investments		-	-	-	-
		-	-	-	-
<b>Current Assets</b>					
Stocks		-	-	-	-
Debtors - Interest earned		1	5	6	233
Cash at bank and in hand		77,506	630,157	707,663	697,697
<b>Total Current Assets</b>		77,507	630,162	707,669	697,930
<b>Liabilities</b>					
Due in less than a year	4	1030	-	1030	746
<b>Net Assets</b>		76,476	630,162	706,638	697,184

Approved by the Trustees and signed by:

.......... 8th March 2021

**Lady Andrews, OBE**  
**Chair of the Trustees**

## **The notes on pages 10 to 13 to form part of these financial statements**

### **Notes to the accounts**

#### **1. Accounting Policies**

##### **Basis for preparing the financial statements**

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The charity constitutes a public benefit entity as defined by FRS 102.

##### **Fund accounting**

The Charity has restricted income funds to account for situations where a donor requires that a donation must be spent on a particular purpose, or where funds have been raised for a particular purpose. All other funds are unrestricted.

##### **Incoming resources**

Annual memberships are recognised in the Statement of Financial Activities in the period to which they relate. Memberships received in advance are deferred and included in creditors.

Legacies and donations are recognised once the Charity has entitlement to the resources, it is certain that the resources will be received, and the monetary value of grants can be measured with sufficient reliability. Legacies can be categorised as either pecuniary (specific cash amount) or residuary (share of an estate). Pecuniary legacies are recognised as receivable once probate has been granted and notification has been received. Residuary legacies are recognised as receivable once probate has been granted and where they can be measured reliably.

Income from sales of publications is recognised as earned as the related goods are provided.

Investment income is credited to income on the accrual's basis, with daily accrual of interest calculated by reference to the distribution dates.

##### **Resources Expended**

All expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required, and the amount of obligation can be measured reliably. Expenditure is accounted on an accruals basis and has been classified under headings that aggregate all costs related to the category.

##### **Taxation**

The Association is a registered charity, so there is no charge for taxation.

## Notes to the accounts (continued)

### 2. Income

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Income from membership fees and donations</b>					
Membership fees		6,148	-	6,148	6,305
Membership fees from Aldeburgh Yacht Club		2,766	-	2,766	2,765
Gift Aid Refund		1,271	-	1,271	1,339
Donations and legacies		2,000		2,000	21,410
<b>Total income from membership, fees and donations</b>		<b>12,185</b>	<b>0</b>	<b>12,185</b>	<b>31,819</b>
<b>Income from other trading activities</b>					
BBQ		-	-	0	2,595
Walks		-	-	0	1,106
Butley Ferry		1,787	-	1,787	2,733
Sales of publications/DVDs		15	-	15	70
<b>Total income from other trading activities</b>		<b>1,802</b>		<b>1,802</b>	<b>6,504</b>
<b>Income from investments</b>					
Interest on cash deposits		135	2,648	2,783	3,958
<b>Total income from investments</b>		<b>135</b>	<b>2,648</b>	<b>2,783</b>	<b>9,958</b>
<b>Total income</b>		<b>14,122</b>	<b>2,648</b>	<b>16,770</b>	<b>48,281</b>

## Notes to the accounts (continued)

### 3. Expenditure

	Notes	Unrestricted funds £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>Cost of raising funds</b>					
BBQ Cost		-	-		2,211
Walks cost		-	-		809
Butley Ferry cost		885	-	885	2,931
<b>Total cost of raising funds</b>		<b>885</b>		<b>885</b>	<b>5,951</b>
<b>Cost of Charitable Activities</b>					
Newsletter		4,467	-	4,467	3,409
Website costs		86	-	86	130
Postage/Stationary		-	-	-	72
Miscellaneous		110	-	110	393
Consultants (Professor Pye)		-	-	-	560
Donations and grants by A&O		-	-	-	1,055
AGM		1,127	-	1,127	1,266
Independent Examination of Accounts		370	-	370	350
Insurance		270	-	270	263
			-	-	-
<b>Total cost of charitable activities</b>		<b>6,430</b>	<b>-</b>	<b>6,430</b>	<b>7,498</b>
<b>Total expenditure</b>		<b>7,316</b>	<b>-</b>	<b>7,316</b>	<b>13,449</b>

## Notes to the accounts (continued)

### 4. Liabilities

	At 31st December 2020
Autumn newsletter postage	670
Independent Examination	360
Total Liabilities	<b>1030</b>

### 5. Funds

	At 1 January 2020	Incoming resources	Outgoing resources	At 31 December 2020
	£	£	£	£
<b>Restricted funds</b>				
David Andren Bequest	627,514	2,648		630,162
<b>Total restricted funds</b>	<b>627,514</b>	<b>2,648</b>		<b>630,162</b>
<b>Unrestricted funds</b>				
General funds	69,670	14,122	7,316	76,476
<b>Total unrestricted funds</b>	<b>69,670</b>	<b>14,122</b>	<b>7,316</b>	<b>76,476</b>
<b>Total funds</b>	<b>697,184</b>	<b>16,770</b>	<b>7,316</b>	<b>706,638</b>

#### Purposes of restricted funds

The bequest from David Andren has been described in the Accounts for the sake of identification as 'restricted funds'. They are held by The Association to be applied as The Association sees fit and The Association has determined it will do so having regard to the wishes expressed in David Andren's will as follows: for the purposes of encouraging the community to help finance actions which will preserve the unique charm of the estuary, and in hope that the funds should be used to improve walls around Orford.

#### Purpose of general funds

General funds are those which are unrestricted and not designated for any other purpose. The balance on the general fund will be used to cover the excess of expenditure over incoming resources aims and mission.

#### ULTIMATE CONTROLLING PARTY

The ultimate controlling party is the membership of the Charity

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE ALDE & ORE ASSOCIATION FOR THE YEAR ENDED  
31 DECEMBER 2020**

I report to the trustees on my examination of the accounts of The Alde & Ore Association for the year ended 31 December 2020.

**Responsibilities and basis of report**

As trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- i. the accounting records were not kept in accordance with section 130 of the Act; or
- ii. the accounts did not accord with those accounting records; or
- iii. the accounts did not comply with the applicable accounting requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Carl Page FCCA  
Ensors Accountants LLP

Member of the Institute of Chartered Accountants in England and Wales (ICAEW)

Blyth House  
Rendham Road  
Saxmundham  
Suffolk  
IP17 1WA

Dated: .....09/03/2021.....