

## SUPPLEMENTARY AGENDA

# Basingstoke Canal Joint Management Committee



**SURREY**  
COUNTY COUNCIL

### Date & time

Wednesday, 26  
June 2019 at 10.05  
am

### Place

Mytchett Canal  
Centre, Mytchett Place  
Road, Mytchett,  
Surrey, GU16 6DD

### Contact

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### Chief Executive

Joanna Killian



We're on Twitter:  
[@SCCdemocracy](https://twitter.com/SCCdemocracy)

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**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Amelia Christopher on 020 8213 2838.**

## MEMBERS

### Hampshire County Council

Councillor Rod Cooper  
Councillor Jonathan Glen  
Councillor Anna McNair Scott  
Councillor Charles Choudhary

### Hart District Council

Councillor Simon Ambler  
Councillor Wendy Makepeace-Browne

### Rushmoor Borough Council

Councillor John Marsh  
Councillor Veronica Graham-Green

### Fleet Town Council

Councillor Peter Wildsmith

### Special Interest Groups

#### Basingstoke Canal Society

Mr Martin Leech  
Mr Philip Riley

#### Parish Councils

Mr Alastair Clark

#### National Trust,

#### River Wey and Godalming Navigations

Mr John Gibson

### Surrey County Council

Councillor Mike Goodman  
Councillor Ben Carasco  
Councillor Paul Deach  
Councillor Saj Hussain

### Guildford Borough Council

Vacancy

### Runnymede Borough Council

Councillor Brian Clarke

### Surrey Heath Borough Council

Councillor David Lewis

### Woking Borough Council

Councillor Kevin Davis  
Councillor Rob Leach

### Natural England

Mr Adam Bates

### Inland Waterways Association

Mr Gareth Jones

### Basingstoke Canal Boating Club

Mrs Liz Murnaghan

### Galleon Marine

Mr Arthur McCaffery

## **TERMS OF REFERENCE**

The Committee is responsible for the following areas:

The Committee is responsible for the following areas:

- The oversight of the completion of the restoration of the Basingstoke Canal;
- The management and maintenance of the Basingstoke Canal as an environmental navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee; and
- The balancing of the interests of all users of the Basingstoke Canal and conservation of the natural environment.

## SUPPLEMENTARY AGENDA

### 718 CANAL MANAGEMENT REPORT WITH RECOMMENDATIONS AND CAMPSITE BUSINESS PLAN WITH REVISED FIGURES

(Pages 1  
- 10)

To inform the Committee of Canal Management Report with recommendations and the Campsite Business Plan (Annex A) with revised figures which show the increased funding required by the Basingstoke Canal Authority.

Joanna Killian  
**Chief Executive**

Published: Tuesday, 25 June 2019

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*Thank you for your co-operation*

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## Canal Management Report

Lead Officers: James Taylor / Fiona Shipp

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### Key Issue

To inform the Committee of actions taken by the Strategic Manager and BCA Canal Manager in managing, maintaining and operating the Canal; and report the work of the Conservation Steering Group.

## Operation & maintenance

### BCA Maintenance & Inspection Works

#### *Planned*

The BCA carried out the following planned maintenance and inspection tasks:

- Santa's jetty replaced, joint project contractor and BCA
- Lower Lock gates replaced at Lock 7
- Winter flail cutting of towpath
- Drain down and fish rescue for principle inspection of Deepcut Lock flight 18- 25
- Support engineer for principle inspection surveys
- Towpath side cutting at Ash Wharf through to Great Bottom Flash
- Re-planking of gates at Lock 25
- Minor repairs to paddles at Lock 11 towpath side and Lock 8 offside
- Handrails replaced on lock tail bridges at locks 1, 2, 7, 18
- Length Inspections, Supplemental Inspections, Reservoir Surveillance Inspections / Reservoir Inspection by the Supervising Engineer, and the Lock General Inspections were all conducted
- Summer towpath cutting, and car park picnic area mowing is all now underway.

#### *Reactive*

- Investigations and on-going monitoring of minor issues at Sheerwater and Claycart and Bankside.
- Very small group of Travellers turned up at Colt Hill car park, but HCC quickly served notice to quit. Only 1 bag of rubbish left. Further reinforcements to height barrier are being made.

### Events/Visitor Services

- Over 2000 people attended Santa Cruise month long event in December.
- We now have 3,932 followers of our Facebook page and 1,683 followers on twitter. We are also now on Instagram @basingstokecanal.
- Two new volunteer skippers were trained for *Rosebud* and the Boats were all prepared for boating season ahead with *Rosebud* undergoing a full repaint thanks to the volunteers.
- Canal navigation fully re-opened following winter works on 22<sup>nd</sup> March following timely completion of works programme.
- Improved CCTV system installed at Canal Centre to help prevent further break-ins.

- The Canal Centre businesses had a great start to the year with a booming Easter holidays with boat hires, trips and Easter trails flying out the doors.

## Volunteers

- The Patrol Boat carried out 51 Patrols of the canal this last year covering all areas between lock 28 and the castle, fully skippered and crewed by volunteers. As well as clearing litter and tree debris they are also the eyes and ears of the water, checking boat licences and acting as a mobile information source for the public.
- A new 'mini' Patrol boat (called *Bumblebee*) is being set up and will be based in Odiham allowing more frequent checks through this busy area of the Canal. This will utilise a small boat that was kindly donated by Fleet Boys Brigade a few years ago. This boat will also be volunteer led.
- The Workboat based in Woking is now kitted out for volunteers and carried out over 10 independent volunteer led trips last year clearing *hydrocotyle*, and rubbish and carrying out minor works through this area which included a full clean and de-weed of the lock gates and chambers through the Woodham lock flight.
- 30 volunteers regularly attending every Tuesday. This group is now full and running a waiting list. This group spent the winter tackling towpath side vegetation cutting throughout the canal. Deepcut lock flight and Deepcut cutting in particular were "blitzed" with over 8 weeks spent in these areas, clearing back the vegetation through the lock flight and re-coppicing the side of the cutting.
- **Volunteer numbers for 2018-19 BCA and BCS were 23,982 hrs. This is the equivalent to £239,820 (using HLF standard rate of £50/day for unskilled volunteers, based on them working a 5 hour day).** In reality many of our volunteers are now carrying out skilled roles so this could be seen as an underestimate.
- Two canal volunteers were presented with awards (as well as many others being nominated) at the recent HCC Volunteer Award Celebration. Mike Gordon (Head Lengthsman and Boat Manager for *Rosebud* and Patrol Boat as well as Lead Skipper) won the coveted Chairman's Award. Ken Sankey (Tuesday volunteer member, Volunteer leader and committee member for the BCS) received special recognition (runner up) for the Volunteer of the Year Award. Our Canal Ranger - Steve Livsey-Bennett also received a special recognition (runner up) for the Volunteer Leader Award.

## Capital Works Programme

The following works from the capital works programmes of Surrey and Hampshire County Councils have been carried out from 2018 programme:

### Surrey

- **Woking town wharf** – Completed with opening ceremony on 31<sup>st</sup> May.
- **Bank protection** – a prioritised list of sites was worked on in conjunction with similar works in Hampshire - mainly in the St Johns and Hermitage areas.
- **Lock inspections / repair** Deepcut Locks 18-24 were drained for Principle Inspection by the SCC Engineer. A contractor immediately carried out the key items of maintenance identified.

### Hampshire

- **Swan "cutting"** – HCC engineers are now about to contact residents to request further access to properties to carry out further monitoring works to help come up with a long-term solution.
- **Bank Protection** - a prioritised list of sites was worked on in conjunction with similar works in Surrey – mainly west of Crookham – Barley Mow.
- **Crookham Deeps** – postponed to due to permissions and permits required; Strategic Manager, BCA and SCC and HCC Engineers all employed in preparing for this project to be delivered in winter 2019/20.

The regulatory framework for a protected site such as the Canal is a very significant factor in the ability to deliver big projects such as Crookham Deeps. The amount of preparatory work to make a successful application for Planning Consent or Environmental Permits is a very significant drain on staff resources.

## Management Team

The Canal Manager and Strategic Manager have been working on the following matters:

- **Canal Centre Campsite Redevelopment** – Planning permission was received in March from SCC. Crowper Griffiths Architects have been re-employed to complete the detailed design, which should have been completed and issued to contractors to price shortly before the JMC.

The Architects cost estimate has gone up, especially for the landscaping works, but conversely we have been given to understand that the grant giver would be in a position to cover the increased capital costs, providing our grant application is successful. The revised Campsite Business Plan details the change in figures showing the increased funding required by the Basingstoke Canal Authority (**Annex A**).

We have also been informed that the grant giver has extended their final deadline for submission of grant claims by 12 months, however we still have to get the stage 2 application in before the end of September at the very latest. There is still a lot of work before to do but we hope if the grant is successful then we may see contractors on-site before the end of this year with the campsite up and running for next season.

- **Chobham Road turnover bridge** – the Strategic Manager is engaged with design and consents approvals for a Woking Borough Council / SCC project funded by EM3 to provide a new turnover bridge at Chobham Road, Woking. A planning application has now been granted by Woking Borough Council. The bridge will be owned by Woking BC under an agreement with SCC as Canal owner.
- **Water Environment Grant** – We were unfortunately unsuccessful in our application to the Water Environment Grant (WEG) managed by Natural England. The work would have provided a quarter of a million pounds of tree thinning and invasive species removal. This work is now unlikely to take place. Although the canal society have offered to try and plug away at the Rhododendron areas.
- **Abstraction Licensing** – Following from the issue of abstraction licensing raised previously, the Strategic Manager instructed SCC Legal Services to investigate the legal position and obtained Counsel’s opinion on the matter. Counsel concluded that the EA had erred in law with their view of the County Councils not being “navigation authorities” within the statutory definition for water resources. The Strategic Manager wrote to the EA – who have reversed their previous stance and agreed with Counsel’s advice. This means that the County Councils can avail themselves of the concessions available to navigation authorities. The Strategic Manager is now resolving the licensing issues which this raises, assisted by John How and Martin Leech of the Canal Society.
- **Conservation Management Plan** - Natural England “Assented” the Plan which has now been adopted for next 10 years.

## Recommendations

1. To note the report.
2. To approve the Campsite Business Plan (Annex A) which shows the revised figures of increased funding required by the Basingstoke Canal Authority.

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## Annex A

Financial Year	0 2018	1 2019	2 2020	3 2021	4 2022	5 2023	6 2024	7 2025	8 2026	9 2027	10 2028
<b>Income</b>											
<i>Camping pitches</i>											
Av occupancy rate % per night	34	34	16	19	23	23	24	25	26	26	27
Max potential units	35	35	75	75	75	75	75	75	75	75	75
Av price per unit (net) [RPI]	£14.48	£14.48	£17.39	£17.80	£18.23	£18.67	£19.12	£19.58	£20.05	£20.53	£21.02
No nights in season	290	290	350	350	350	350	350	350	350	350	350
Income from camping (max potential x price x nights in season x occupancy rate/100)	£49,970	£49,970	£73,028	£88,334	£108,545	£114,485	£120,749	£127,357	£134,326	£141,676	£149,428
<i>Camping pods</i>											
No. pods			5	6	7	8	9	10	10	10	10
Av price per unit (net)		£32.00	£32.77	£33.55	£34.36	£35.18	£36.03	£36.89	£37.78	£38.69	£39.61
Av occupancy % per night		25	25	25	25	25	25	26	27	27	28
Income from pods (no.pods x price x nights in season x occupancy rate/100) [RPI]		£0	£14,336	£17,616	£21,045	£24,629	£28,373	£33,250	£35,070	£36,989	£39,013
<i>Electric hook up</i>											
No. Pitches			10	10	10	10	10	10	10	10	10
Price per unit (net)		£4.75	£4.86	£4.98	£5.10	£5.22	£5.35	£5.48	£5.61	£5.74	£5.88
Av occupancy %		30	31	31	32	32	33	34	34	35	36
Income from hook up (no.pitches x pice x nights in season x occupancy rate/100) [RPI]		£0	£5,209	£5,441	£5,683	£5,936	£6,200	£6,476	£6,764	£7,065	£7,379
Grant		£564,114									
BCA match funding - draw from BCA reserves		£141,029									
BCA non-match draw on reserve		£35,000									
<b>Total income</b>	<b>£49,970</b>	<b>£790,113</b>	<b>£92,573</b>	<b>£111,391</b>	<b>£135,273</b>	<b>£145,050</b>	<b>£155,322</b>	<b>£167,083</b>	<b>£176,159</b>	<b>£185,729</b>	<b>£195,820</b>
<b>Expendiure</b>											
<i>Project costs</i>											
Camping pods purchase + maintenance [RPI]		-£37,250	-£7,168	-£7,340	-£7,516	-£7,697	-£7,881				
Soft landscaping		-£63,750									
Ground Works & Utilities - new substaion, tracks, utility connections, hard landscaping - 15% contingency		-£330,292	-£1,000	-£1,500	-£1,000	-£1,000	-£500			-£500	
Shower & toilet block + on-going maintenance costs [RPI] 15% contingency		-£273,851	-£250	-£256.00	-£262.14	-£268.44	-£274.88	-£281.47	-£288.23	-£295.15	-£302.23
Design & supervision costs		-£35,000									
Camping database [RPI]		-£18,700	-£900	-£966	-£990	-£1,013	-£1,038	-£1,063	-£1,088	-£1,114	-£1,141
<i>Operating costs</i>											
Premise maintenance officer [+0.5FTE] [Staff]	-£3,766	-£3,822	-£9,460	-£9,602	-£9,746	-£9,892	-£10,040	-£10,191	-£10,344	-£10,499	-£10,657
Grass cutting contract [RPI]	-£660	-£676									
Groundcare equipment (etc) [RPI]			-£1,000	-£1,024	-£1,049	-£1,074	-£1,100	-£1,126	-£1,153	-£1,181	-£1,209
Utility costs (bins, water, elec) [RPI]	-£6,880	-£7,045	-£6,907	-£10,086	-£11,401	-£11,788	-£12,194	-£12,620	-£13,067	-£13,431	-£13,810
Consumables [RPI]	-£1,000	-£1,024	-£4,000	-£4,194	-£4,295	-£4,398	-£4,504	-£4,612	-£4,722	-£4,836	-£4,952
Cleaning (contract) [RPI]	-£2,000	-£2,048	-£6,000	-£6,291	-£6,442	-£6,597	-£6,755	-£6,918	-£7,084	-£7,254	-£7,428

Staff - admin (1 min per booking) [Staff]	-£9,404	-£9,545	-£1,254	-£1,803	-£2,163	-£2,228	-£2,295	-£2,364	-£2,435	-£2,508	-£2,583
Staff - daily check (60 min per day) [Staff]	-£4,098	-£4,160	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098
Advertising [RPI]	-£500	-£512	-£2,000	-£2,097	-£2,147	-£2,199	-£2,252	-£2,306	-£2,361	-£2,418	-£2,476
<b>Total expenditure</b>	<b>-£28,309</b>	<b>-£787,676</b>	<b>-£44,037</b>	<b>-£49,258</b>	<b>-£51,109</b>	<b>-£52,253</b>	<b>-£52,932</b>	<b>-£45,578</b>	<b>-£46,640</b>	<b>-£48,133</b>	<b>-£48,655</b>
Net value	£21,662	£2,438	£48,536	£62,133	£84,164	£92,797	£102,390	£121,504	£129,519	£137,596	£147,165
Present Value	£21,662	£2,300	£43,197	£52,168	£66,666	£69,343	£72,181	£80,807	£81,262	£81,443	£82,176
NPV to date	£21,662	£23,962	£67,159	£119,327	£185,993	£255,336	£327,517	£408,324	£489,586	£571,029	£653,205
<b>Net Present Value</b>	<b>£1,489,932</b>										

#### Assumptions

- Year 0 (Financial Year 2018/19) is presented for comparison
- Occupancy rate initially appears to fall but this is due to increased capacity actual sales remain constant - then grow by 20% in years 3 & 4 then 3% thereafter
- On-line booking system purchased average 1 min per booking, rather than 7.5 min significantly decreasing staff time required. Costs of purchasing database are capitalised. HCC are purchasing booking system which may be applicable and save on the £18k set up cost
- PV = net value discounted @ 6%
- Camping pods based on Yurt occupancy rates + 3% growth following Year 6 when all pods are installed
- Capital costs include 15% contingency
- Premises maintenance officer increases from 0.5FTE to 1FTE, but only 50% of role is directly attributable camping
- SCC & HCC officer time which has not been charged at cost and architect and planning fees incurred pre-planning application are excluded
- **BCA investment repays in Year 4**

11 2029	12 2030	13 2031	14 2032	15 2033	16 2034	17 2035	18 2036	19 2037	20 2038
28	29	30	30	31	32	33	34	35	36
75	75	75	75	75	75	75	75	75	75
£21.52	£22.04	£22.57	£23.11	£23.67	£24.23	£24.82	£25.41	£26.02	£26.65
350	350	350	350	350	350	350	350	350	350
£157,605	£166,229	£175,325	£184,919	£195,038	£205,710	£216,967	£228,839	£241,361	£254,569
10	10	10	10	10	10	10	10	10	10
£40.56	£41.54	£42.54	£43.56	£44.60	£45.67	£46.77	£47.89	£49.04	£50.22
29	30	31	32	33	34	35	36	37	38
£41,148	£43,399	£45,774	£48,279	£50,920	£53,707	£56,646	£59,745	£63,015	£66,463
10	10	10	10	10	10	10	10	10	10
£6.02	£6.17	£6.31	£6.47	£6.62	£6.78	£6.94	£7.11	£7.28	£7.45
37	37	38	39	40	40	41	42	43	44
£7,707	£8,050	£8,408	£8,782	£9,172	£9,580	£10,007	£10,452	£10,917	£11,402
<b>£206,460</b>	<b>£217,678</b>	<b>£229,507</b>	<b>£241,980</b>	<b>£255,131</b>	<b>£268,998</b>	<b>£283,619</b>	<b>£299,036</b>	<b>£315,292</b>	<b>£332,433</b>
-£1,000						-£1,000			
	-£500			-£500			-£500		
-£309.49	-£316.91	-£324.52	-£332.31	-£340.28	-£348.45	-£356.81	-£365.38	-£374.14	-£383.12
-£1,168	-£1,196	-£1,225	-£1,254	-£1,285	-£1,315	-£1,347	-£1,379	-£1,412	-£1,446
-£10,816	-£10,979	-£11,143	-£11,311	-£11,480	-£11,652	-£11,827	-£12,005	-£12,185	-£12,367
-£1,238	-£1,268	-£1,298	-£1,329	-£1,361	-£1,394	-£1,427	-£1,462	-£1,497	-£1,532
-£14,204	-£14,615	-£15,043	-£15,488	-£15,953	-£16,436	-£16,940	-£17,465	-£18,012	-£18,583
-£5,071	-£5,192	-£5,317	-£5,445	-£5,575	-£5,709	-£5,846	-£5,986	-£6,130	-£6,277
-£7,606	-£7,788	-£7,975	-£8,167	-£8,363	-£8,563	-£8,769	-£8,979	-£9,195	-£9,416

-£2,660	-£2,740	-£2,822	-£2,907	-£2,994	-£3,084	-£3,177	-£3,272	-£3,370	-£3,471
-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098	-£4,098
-£2,535	-£2,596	-£2,658	-£2,722	-£2,788	-£2,854	-£2,923	-£2,993	-£3,065	-£3,139
<b>-£50,707</b>	<b>-£51,290</b>	<b>-£51,905</b>	<b>-£53,054</b>	<b>-£54,737</b>	<b>-£55,456</b>	<b>-£57,711</b>	<b>-£58,505</b>	<b>-£59,338</b>	<b>-£60,713</b>
£155,753	£166,388	£177,602	£188,926	£200,394	£213,542	£225,908	£240,531	£255,954	£271,721
£82,048	£82,690	£83,267	£83,562	£83,617	£84,060	£83,894	£84,269	£84,596	£84,724
£735,254	£817,943	£901,210	£984,772	£1,068,389	£1,152,449	£1,236,343	£1,320,612	£1,405,208	£1,489,932

Financial Year	0 2018	1 2019	5 2023	10 2028	15 2033	20 2038
<b>Income</b>						
<i>Camping pitches</i>						
Camping income	£49,970	£49,970	£114,485	£149,428	£195,038	£254,569
<i>Camping pods</i>						
Pod income	£0	£0	£24,629	£39,013	£50,920	£66,463
<i>Electric hook up</i>						
Hook-up income	£0	£0	£5,936	£7,379	£9,172	£11,402
<i>Grant</i>						
BCA match funding - draw from BCA reserves	£0	£564,114				
BCA non-match draw on reserve	£0	£141,029				
	£0	£35,000				
<b>Total income</b>	<b>£49,970</b>	<b>£790,113</b>	<b>£145,050</b>	<b>£195,820</b>	<b>£255,131</b>	<b>£332,433</b>
<b>Expenditure</b>						
<i>Project costs</i>						
Pods - purchase & maintenance	£0	-£37,250	-£7,697	£0	£0	£0
Soft landscaping	£0	-£63,750	£0	£0	£0	£0
Ground works, utility installations, etc	£0	-£330,292	-£1,000	£0	-£500	£0
Shower & toilet block - on-going maintenance	£0	-£273,851	-£268	-£302	-£340	-£383
Design & supervision	£0	-£35,000	£0	£0	£0	£0
New campsite management database	£0	-£18,700	-£1,013	-£1,141	-£1,285	-£1,446
<i>Operating costs (subtotal)</i>	<i>-£28,309</i>	<i>-£28,833</i>	<i>-£42,274</i>	<i>-£47,212</i>	<i>-£52,612</i>	<i>-£58,883</i>
<b>Total expenditure</b>	<b>-£28,309</b>	<b>-£787,676</b>	<b>-£52,253</b>	<b>-£48,655</b>	<b>-£54,737</b>	<b>-£60,713</b>
Net value	£21,662	£2,438	£92,797	£147,165	£200,394	£271,721
Present Value	£21,662	£2,300	£69,343	£82,176	£83,617	£84,724
NPV to date	£21,662	£23,962	£255,336	£653,205	£1,068,389	£1,489,932
Net Present Value	<b>£1,489,932</b>					

**Assumptions & comments**

- Year 0 (Financial Year 2018/19) is presented as a comparison
- On-line booking system reduces staff input saving staffing costs. Costs of purchasing database are capitalised. NB - HCC are purchasing booking system which may be applicable and save on the £18k set up cost
- PV = net value discounted @ 6%
- Camping pods based on Yurt occupancy rates
- Capital costs include 15% contingency
- Premises maintenance officer increases from 0.5FTE to 1FTE, but only 50% of role is attributable camping
- SCC & HCC officer time and planning costs excluded
- **BCA investment repays in Year 4**

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