

**Wick and Abson Parish Council**  
**Minutes of the meeting held on 14<sup>th</sup> October 2021 at The Village Hall 7.15pm**

Attendees:, Carolyn Williams (CW)- Chair, Gaive Golding (GG), Derek Bonas (DB), Simon Alway (SA) Malcolm Watson (MW), Keith Hollister (KH), Cllr Stuart Fowell (SF), Cllr Peter Crew (PGC), Clerk Jo Bray-Warner, and 8 members of the public

1. To NOTE apologies and receive/confirm declarations of interest:

Apologies Bronwen Dyson (BD)

Declaration of interest:

Cllr KH declared in interest in agenda item 8 due to involvement in Village hall committee

1a. Presentation from Doynton Half Marathon

Representative from Doynton Running club provided an update regarding the scheduled half marathon. This has been arranged for 23<sup>rd</sup> January and will have approx 500 runners. There is currently no change to the proposed route and this is the 6<sup>th</sup> time of running the event.

Parish Council confirmed they would be happy to publicise on the Parish website and also act as conduit for Parish Magazine. Representative confirmed he would forward the relevant documents

2 . Public Participation – to RECEIVE and NOTE submission from the public.

2.1 Member of the public confirmed the streetlights in The Crescent have now been fixed.

2.2 Member of the public advised PC that he had been in conversation with the bus driver of the no35 bus recently who had advised him that he had only had a handful of passengers. Member of the public asked PC to request the Parish Magazine to publish an article regarding the lack of use of the buses and possibility Wick may lose services.

Clerk to contact Parish Magazine

Email sent to Parish Magazine 15/10/22 requesting an article be published

2.3 Member of the public advised PC that the bus stop at the bottom of Naishcombe Hill has what appears to be an electrical box with potentially exposed wires.

Cllr SA volunteered to investigate

3. To RECEIVE and NOTE a verbal report from the Clerk on activities since the last meeting

**Streetcare issues:---**

- Cllr BD requested road signs on the junction of Oldbury Lane, Barrow Hill and Coldharbour Lane. to be cleaned/repaired
- London road replace one give sign kirona 291547- SGC Advised 31/08 signage ordered.-no date for installation as yet
- Remark road markings junction with Cann Lane kirona 291551 – SGC advised 31/08 job ticket raised and in queue to be completed
- ticket to remark lines homeapple hill junction with Cann Lane kirona 291551- SGC advised 31/08 job ticket raised and in queue to be completed
- Replace sign give way sign on London road opposite bath road kirona 291547-SGc advised 31/08 signage ordered- no date for installation as yet
  
- 2.1 Member of the public advised the streetlight in The Crescent ( previously reported in May) has not been fixed. Following conversation between member of the public and clerk it was identified that the light in question is under Bromford maintenance.  
Clerk to request via Bromford- Call placed to Bromford 11/06/21 reference no40489274  
  
Steve Reade taking forward  
  
Raised at Sept meeting as still not fixed  
  
Clerk contacted Bromford 10/09 to be advised the job had been closed!  
  
New job raised reference no.

Bromford update:

Good afternoon

The lady from the council called to chance JN40489274 for street lights on the above block this is not live as it says invoiced and exported on Total these light are still not working and it is now nearly four months, there is and email that was sent from my colleague on 03.09.21 chasing the repair I believe it was passed on to Dan but nothing has happened as the lights are still not working could someone in the team advise if this was looked into and give the lady an update on 01173739051.

Kind regards

Flavia

Chased 21/09/21 for update

Update rec'd 23/09 SGC will undertake work in Octobers scheduling however no confirmed date

- 2.3 Member of the public requested the hedge by the railings/bus stop on the High Street by the school be cut back- this is Streetcare responsibility. He also requested PC send a hedge cutting letter to 3 Willow Close. Clerk to undertake actions  
Reported to Streetcare 08/07/21 Reference no 1677815 & 1677822  
SGC update 30/09. These are still awaiting inspection and no update available  
  
SGC chased 15/08  
SGC update 1677815 hedge cutting on the High Street Wick- This was logged in Willow Close in Patchway however will relog  
1677822- This has been closed down for some reason which we are not sure why. We are chasing this up with the team that deals with this to find out what happened.  
LEAVE OPEN
- Cllr CW requested clerk to contact SGC to request a hedge cutting letter be sent to 1 Parkers Avenue  
Request sent 24/07/2021= await ref 1689334  
SGC chased 15/08  
SGC update 23/08 This has gone to our complaints team, so again chasing this up with the person who is dealing with this.  
SGC update 30/09 letter sent  
Close
- 9.3 Cllr GG advised that one of the bollards by Wick School had been hit and required attention. It is the last bollard closest to Willow Close  
  
Clerk to report- reported 05/08 reference 1697618  
  
SGC update- inspected and actioned  
  
Close
- 9.4 Chair CW requested that clerk report the break out on Holbrook Lane on the bridge. There are currently traffic lights sited on the bridge and the break out is now approx 12 inches deep  
Clerk to report- reported 05/08 reference no 1697624  
SGC update 30/09/2021 marked as complete
- 23.6 Cllr SF requested that clerk contact SGC to request the white lineage of the bus stop outside no 125/127 High street requires repainting as it is barely visible and cars have now started to park in the bus stop making it dangerous for the school children to enter and exit the school bus

Clerk to report

Email sent to Sue Elliott(Transport SGC) to request guidance/support with request- await update

Update received and circulated to Cllr SF- Agenda item in October

- Request from Cllr KH to report to streetcare the 'flattening' of black and white bollards in Rock Rd. Cllr KH provided a map of location and photo which have been forwarded to Streetcare to action.  
Await reference no. reported 14/09 1719356

### **Outstanding actions from previous Meeting**

2.2 Member of the public reported that there are a number of 'out of control' conifer trees within property 24b Mendip View and requested PC to take action.

Chair confirmed clerk would report this to the arboreal officer Simon Penfold at SGC and ask for advice on how to tackle this as its on private property

Reported to Simon Penfold 05/08

Chased 21/09

Further details provided to Simon 22/09/2021 await update

All planning application responses sent to planning 10/09/2021

. To PROVIDE an update re additional planters within the village

Following on from previous meeting June21(agenda item 8)- clerk had received an updated set of costs from SGC. The quotation for 6 planters £6650.00

Proposal to accept quote CW

Seconded PGC

All in favour 8

Carried

Emailed Lee Hayward 10/09/21-await response

21/09/21 Lee contacted clerk to advise he will be visiting the parish week commencing 21<sup>st</sup> Sept to review locations and obtain licenses-await further update

All locations agreed and draft licences received

8. To REVIEW request from parishioner regarding siting of planter in Naishcombe Hill

Request received from a parishioner who lives at 47a Naishcombe Hill asking if a planter could be sited outside her property to help alleviate challenges with parking and sight lines. Resident confirmed that they would maintain the planter to an acceptable standard.

Discussion held

Proposal to support the request and obtain a further planter CW

Seconded KH

All in favour 8

Carried

Emailed Lee Hayward 10/09/21-awaiting response

Advised resident 10/09/21 of decision subject to agreement of siting by SGC

21/09 Lee advised he has been in contact with the resident and will visit to confirm the siting of the planter week commencing 21<sup>st</sup> Sept

29/09/2021 Confirmation by resident this has been agreed with SGC and is progressing- no further intervention required by PC at this time

14. To REVIEW proposal from South Glos Council Biodiversity officer re additional 300 trees.

Clerk pre-circulated information received from Sally Pattison-Biodiversity Officer at SGC. Chair provided verbal update for those in attendance. SGC are working in partnership with Forest of Avon and have offered W& APC 300 free trees.

A representative from Wick Community Tree Group (WCTG) also attended and provided an update as to the next stage plans for the village (clerk had pre-circulate to members maps and proposal).

Before planting any more trees WCTG confirmed they would make contact with Simon Penfold (SGC Arboreal Officer) to agree locations for planting.

Discussion held.

Proposal by CW to accept SGC offer of 300 free trees- Once confirmed Parish Council will decide on approach of distribution

Seconded SF

All in favour 8

Carried

Clerk to advise Biodiversity Officer

Email sent to Sally Pattison (Biodiversity Officer SGC) 10/09/21 await confirmation of trees and confirm approach for distribution- may require a further agenda item in Oct

Response received awaiting confirmation of potential dates for a walkabout

17. To REVIEW quarterly inspection report for Brockwell Park and recommendations for repair

Clerk had pre-circulated the quarterly report and the quotations to undertake the repairs prior to meeting with council members.

Discussion held

Proposal to accept quote for repairs CW

Seconded KH

All in favour 8

Carried

Clerk to advise maintenance contractor

Email sent to contractor 10/09/2021 awaiting timescales of when work will be undertaken

21/09 response received confirming work will be carried out in November due to current workload

23.3 Cllr PGC asked clerk to reconnect with the SGC contact (Mike Johnson) regarding the state of the road at top of Naishcombe Hill as it is breaking up even more and requires a further an immediate inspection.

Clerk to contact Mike Johnson and copy Chair in for visibility

Email sent to Mike Johnson (SGC) 10/09/21 requesting an urgent inspection- chair copied into request-await update

Update received and circulated to council members

## Enforcement

- 22 Riding Barn Hill re planning application PK17/4343/F

Cllr BD contacted clerk to advise that the landscaping of the property as commented on in the decision letter has as yet not been undertaken.

Await reference and update COM/20/0887/BOC

Update provided 05/07/21

*The complaint is of a breach of a landscaping condition attached to a granted Planning Permission with grass verges not having been reinstated as required. A site visit was carried out on 26 April 2021.*

*On 4 June 2021 the Parish Council was informed that Planning Enforcement were awaiting submission for an application for discharge of conditions from the Planning Permission, for work that had to be carried out before the verges could be reinstated, and which would include a landscaping plan.*

*On 24 June an update was sent to the Parish Council to inform them that the formal request to discharge these Conditions had been received; that Planning Enforcement would have to await the decision on that application; and that the Parish Council would be updated further once that was completed.*

- The Old Vicarage, 85 High St- Resident has contacted clerk to advise that two structures have been erected within the grounds. Clerk has ascertained that one has planning permission for a swimming pool, garage and office however no planning application for the other is visible on the SGC portal. Clerk has reported to Enforcement and awaiting an update

Reported 07/12/20 and updated reference no COM/20/0933/OD

Update provided 05/07/21

*The Parish Council was informed 12 January 2021 that the site has recently been subject to an approved planning permission (P19/09083/F), for the erection of an outbuilding to form a swimming pool, garage and office. However the complaint is believed to relate to the outbuilding erected to the rear of the existing dwelling house. That building was assessed following a previous complaint in 2017 and found to fall within the allowances of permitted development. Alterations could have been made and the use changed since then and so the council will look to gather additional information and discuss this development with the landowners once lockdown eased and it is permitted to do so.*

*The case officer said he would update the Parish Council once that further investigation had been carried out. A site visit was carried out on 14 March 2021 but the officer was unable to gain access with the restrictions in place at that time. We are now permitted to use powers to go onto sites and are working through the backlog of those on a prioritised basis. As soon as the status of the outbuilding is determined the case officer will be in touch to let the Parish Council know the results.*

- Notification received that the property The Rosary, Chesley Hill has an unauthorised residential planning use of an outbuilding. After review of the SGC planning portal under reference no PK16/3145/CLP and the application for a Certificate of Lawfulness Proposed for erection of single storey detached building to form swimming pool and garage ancillary to main dwelling house. Photographic evidence has been provided to the PC which indicates this dwelling is being used for residential purposes. Clerk has requested a case be raised by Enforcement- await reference ref COM/21/0306/OD

Update from SGC received 05/07/21

*The Parish Council was informed on 25 May 2021 that a Planning Contravention Notice was to be issued to gather information needed for the investigation and that Planning Enforcement would contact the Parish*

*Council once it had determined its next steps after the PCN response was received. This remains the case. The PCN has been issued, but as yet no response has been received. The Parish Council will be updated once a response has been received and a conclusion drawn.*

- Cllr PGC advised that in conjunction with Planning application P19/7800/F Carpenters Arms that a condition of the works included no resident residing in the 'pub' part until planning decision confirmed. After review of planning applications Clerk unable to locate condition Cllr PGC has reference and requested Cllr PGC to provide further clarity  
Cllr GG has provided the relevant details to report to Enforcement and clerk has reported 23/05/2021- awaiting reference  
The complaint was received on 26 May 2021 and a site visit carried out 10 June. This confirmed that the dwelling is being occupied, though the landowner has argued it has been essential for site security. The investigation has been allocated to a case officer and he's going through the details – you should get a response within a week.  
Chased 04/08/21 Rob Walsh for an update following complaint from a resident stating that 'out of control' fires are being lit within the development.  
Update 17/08 from Rob Walsh

*The actions for breach of the Conditions have to remain confidential under GDPR, so can't be discussed by the Parish Council in open session or minuted. But the Breach of Conditions Notice served on the company that owns the site has been returned as they've vacated their published address. We've obtained their new address from Companies House and re-served it.*

*If they don't comply with the BCN the next stage would be to prosecute them through the courts. One of the reasons for using a BCN is that it stays in place, so if they continue to fail to comply we can prosecute again (judges don't like their verdicts being ignored so the sanctions can escalate quickly). It also means that if they initially comply but then breach again we can prosecute immediately.*

## **Footpaths**

Cllr BD has provided detail from a resident regarding a blocked footpath near Wilton Farm

Cams ref 17162

SGC update 29/09 Visited and needs background work and letter.

Cllr BD requested the following be reported to PROW

Member of the public advised that the footpath which runs from Boyd Close to Naishcombe Hill and the footpath which runs from Court View to the rear of The Carpenters Arms requires clearing.

Clerk to engage with Public Rights of Way

Reported 08/07/21 CAMS 17404

SGC update 29/09/2021

Clearing of footpath location Boyd close to Naishcombe Hill – we understood that this was opened this was opened shortly after the report but closed under ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED) SECTION 14 (2) for a period of up to 21 Days commencing on 11th August 2021. If it isn't open now do tell us. Perhaps one of your Cllrs or your source of the complaint could advise. I assumed that you would get a copy of the temporary order so apologies if you don't get them.

9.2 Cllr BD requested clerk contact Public rights of way to ask for a footpath sign to be erected on the footpath close to the Village Hall

Clerk to contact and request via PROWS ref CAMS17472

SGC update 29/09/2021

Erection of new footpath signage next to Wick Village Hall- I assume that you mean adjacent to the stone stile as part of the gates to The Close? If so I have noted the car myself whilst working locally but can't prioritise the sign for the moment

All chased 29/09/2021

## **MISC**

4. To Note and confirm Minutes from September's meeting .

Cllr GG requested agenda item 21 from September be raised with the arboreal officer- clerk to action

Email sent to Simon Penfold arboreal officer 15/10/2021

Proposed SA

Seconded GG

All in favour 8

Carried

5. Finance

Clerk has drawn up cheques in favour of:

Clerk to request CW to sign cheques. CW will request DB sign cqs.

South Glos council for mowing park and litter pick

ALCA for training

C Williams for reimbursement for bulbs for planters

Greenfields Garden Maintenance for park repairs

PFK Littlejohn for audit fees

J Bray-Warner- Stamps & paper

Wick Village Hall- hire of hall for meeting

6. To PROVIDE an update regarding Common Land on Chesley Hill and updates from Solicitors

Clerk pre-circulated updates from Solicitors to Councillors.

Cllr GG provided a verbal update for members of the public.

Summary: Solicitors have requested PC to confirm whether PC wish to continue with Court proceedings or whether to offer arbitration to the other party.

Discussion held

Chair requested each councillor to provide opinion on preferred route:

Cllr GG confirmed he would like to continue with court proceedings however does acknowledge a court may look more favorably if PC had tried arbitration.

Cllr SA advised his preferred route would be for arbitration with set parameters and then to continue to court

Cllr MW asked if there was a way to speed up the process and suggested PC return to ALCA for support

Cllr PGC confirmed he was in favour of arbitration however with strict deadlines for other party to adhere to.

Cllr SF agreed to start with arbitration route.

Cllr CW confirmed she has concerns with either route due to ongoing costs and the amount of progress PC has made to date with this issue.

Cllr DB advised he supports granting a wayleave for agricultural access only.

Proposal by SA for PC to explore the route of arbitration with solicitors with set parameters

Seconded GG

All in favour 7

Cllr CW abstained from vote.

Clerk to advise solicitor PC will be looking to take this situation to arbitration however PC will meet to discuss and confirm parameters.

Holding email sent to Solicitors advising PC are willing to meet with the other party however stressing to solicitor that PC will have certain parameters which the other party will be required to adhere to. Clerk has advised solicitor she will revert post PC meeting scheduled 20<sup>th</sup> October.

Ongoing agenda item

#### 7. To PROVIDE an update on Wick Community Pub

Cllr GG provided PC with a verbal update and no papers were pre-circulated to council.

Cllr GG advised that the group had engaged with a surveyor to provide oversight to the proposed plan. Cllr GG advised that the surveyor had confirmed that the roof required fully replacing, all of the upper floorboards had been removed and the pub was practically gutted including plaster from walls etc. The surveyor advised the group the costs to repair/purchase would be in the region of £500k however the government does have a community pub fund which could be explored to raise 50% of the monies. The surveyor also provided 3 possible outcomes depending on the operating model of the pub and estimated it would also likely take up to 5 years to be fully restored and turning a profit. The group also reengaged with the current owners who have confirmed they will not drop the asking price of £340k. It was voted by Wick Community Pub group that would not put in an offer however the group have decided to continue and to keep reviewing all the plans and potentially add pressure due to the Asset of Community Value still in place.

Cllr GG will provide a further update in due course.

#### 8. To REVIEW and AGREE donation request from Wick Village Hall

Clerk had pre-circulated the documents to PC in relation to the request. The totals for the grants included refurbishing the Gents toilets cost £17,832.00 plus Vat and the Ladies toilets £ 18,170.00 plus VAT.

Chair requested the representatives from the Village Hall to provide some context regarding the request.

Discussion then held by PC.

Proposal by MW to create a working party group to look to support the village hall with refurbishment and options available including reviewing the Public Works loan option

Seconded KH

All in favour 8

Carried.

Confirmation of working party

Cllr's SA, GG, MW, KH and 2 representatives from Village Hall- this will be a self serving group and will provide PC with regular updates.

Clerk to review Public Works loan option and provide detail to working party

Clerk provided relevant government website links to working party members 15/10/2021



9. To REVIEW and RESPOND to planning application P21/05876/F 3 Windsor Court, Wick

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

No Objection

Clerk to update application on planning portal

10. To OVERVIEW Anti Social behaviour

Cllr GG advised PC that the ongoing situation with residents had calmed down however he has requested PC to publish on our website 'How to report Anti-Social behaviour' and included the routes and telephone no's of Police, SGC Anti-Social team and Bromford Anti Social team.

Cllr GG also requested clerk to reach out to Bromford officer for Wick and request attendance at a meeting

Clerk to request webmaster to update website and contact Bromford

Email sent to webmaster 15/10/2021

11. To REVIEW any displacement of parked cars since introduction of planters in village

Cllr provided context for agenda item as no pre-circulated papers

Discussion held

No further action at present

12. To POTENTIALLY create a policy for Parish Council for common land

Cllr provided context for agenda item as no pre-circulated papers

Discussion held

Clerk to contact John Morris and invite to Parish meeting to discuss Nature Reserve and common land issues

13. To REVIEW and AGREE next steps following SGC response for white lining bus cage High St

Cllr SF provided context for agenda item and clerk had pre-circulated response from Chris Harris SGC.

Discussion held

Proposal by SF to reconnect with SGC and request caging on the bus stop on the High Street. The school bus uses this stop on a daily basis and a majority of the time the school children are having to enter and exit directly onto the A420 which is hazardous.

Seconded CW

All in favour 8

Carried

Clerk to reconnect with Chris Harris

Email sent to Chris Harris 15/10/21 await update

14. To REVIEW and RESPOND to planning application no. P21/06135/F 21 Milford Avenue

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

Object to application on following grounds:

- Change of use within greenbelt
- No consideration within application for Biodiversity and the potential interference with bats

Clerk to update planning portal

15. To AGREE date for a finance meeting in readiness for 2022-2023 precept

Clerk advised that SGC will require our precept request within the next 8 weeks and therefore a

Meeting has been arranged for 20<sup>th</sup> Oct at the Village Hall at 7pm- this will be a closed meeting to the public however all decisions will be brought back for ratification at November's meeting

16. TO REVIEW response from SGC Biodiversity Officer and agree next steps

Following on from an offer from the Biodiversity Officer at SGC Sally Pattison for 300 free trees our Community Tree Group met with Neil Gazzard of SGC and was advised they were unable to plant trees against their proposed plan which was agreed by PC. Neil Gazzard did confirm 2 sites which could be used.

Sally Pattison has requested a meeting with PC and Community Tree group and this has been confirmed for Thursday 21<sup>st</sup> October at 10.00am

Clerk to contact Sally to advise

Email sent 14/10/21 to advise of date/time and meeting place all parties copied in

17. TO REVIEW and RESPOND to planning application no P21/06229/PNA Culleysgate Farm, Culleysgate Lane

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

Chair advised this application was outside our parish boundary and PC decided not to review or comment

18. To REVIEW and RESPOND to planning application no P21/00302/F Land adjoining Court Lane, Wick

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

ClIr SF advised this had already been refused by SGC and there has obviously been a challenge with timing of notifications.

19. To REVIEW and RESPOND to planning application no P21/06472/F Bury Hill Cottages

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

No objection

Clerk to update SGC planning portal

20. To REVIEW and RESPOND to planning application no P21/06468/F Land off Lodge Rd

Clerk had requested Councillors to overview application on SGC planning portal prior to meeting to aid the discussion

Discussion held

Object

- Inappropriate application within greenbelt
- Loss of visual amenity

Clerk to update SGC planning portal

21. To CONTINUE discussion regarding a masterplan for projects within Wick and Abson Parish Council

Deferred to November

22. To NOTE correspondence from:

22.1 Notice of planning decisions:

P21/05308/CLP 34 Mendip View Approve certificate of lawfulness

P21/04476/CLE The Croft Cottage Approve certificate of lawfulness

23. To RECEIVE short information items and oral updates from members

23.1 Cllr PGC requested clerk to contact the park maintenance contractors to install a soft close spring for the gate into the play area

Email sent 15/10/2021 to maintenance contractor-await response

23.2 Cllr PGC advised that the new pedestrian crossings which have recently been installed the workmanship is dreadful. The kerb stones on Mendip View are uneven and a trip hazard and the tarmac is already breaking up and only been put down a matter of weeks

Clerk to engage with Chris Harris

Email sent to Chris Harris 15/10/21 asking for an inspection of the work

23.3 Cllr PGC advised that at the top of the High Street between ST Bishop and the garage a number of chevron posts have been knocked down and require replacing

Clerk to report to Streetcare

Reported 15/10/2021

23.4 Cllr PGC requested clerk to engage with Avon and Somerset Constabulary for representation at our next meeting

Clerk to contact A & S

Email sent to PC's Rochford, Maywood and Green await response

23.5 Cllr KH commented that the temporary signage which was installed regarding Golden Valley has been removed.

23.6 Cllr CW provided a verbal update on next stages for the repairs to Naishcombe Hill

23.7 Cllr GG advised PC that the traffic cones which were in situ for Golden Valley have been thrown in the river.

23.8 Cllr GG commented that it had been noted someone has tried blocking up the badger sets within the Nature reserve.

23.9 Cllr GG advised that 2 inspection covers are broken one outside Buenavista property and one outside 45 Naishcombe Hill- these are Openreach

Clerk to report

Reported to Openreach 15/10/21 reference SS1FRU16

23.10 Cllr GG commented that the railing at the bottom of Naishcombe Hill on junction with A420 have a number of fly posters attached and requested clerk to report

Clerk to report to SGC

Reported 15/10/2021

23.11 Cllr GG requested clerk to report a number of plastic barriers which have been 'flytipped' on the top of Naishcombe Hill

Clerk to report to Streetcare

Reported 15/10/2021

23.12 Cllr SF requested clerk to reconnect with SGC regarding PC application via Highways Investigation Scheme for speed tables on Naishcombe Hill as per Masterplan

Clerk to obtain update from Chris Harris

Email sent to Chris Harris 15/10/2021

24. To RECEIVE and NOTE matters from members for inclusion in next meeting

Meeting closed at 21.55