

**MINUTES OF THE MEETING OF OTTERBOURNE PARISH COUNCIL
OTTERBOURNE VILLAGE HALL – 18 SEPTEMBER 2012 AT 7.30 PM**

2050

Present: Cllrs Jones (Chair); Stansbury; Doherty; Barton-Briddon; Pechkaytis; Acton;
Stirrup; Kelly

In attendance: County Cllr C Bailey; District Cllr M Southgate; Mr R Emery; Mrs P Wrightson;
Mrs J Mounter; PCSO Michelle Wilkinson; Clerk

1. **Declaration of Interest:** Cllr Jones declared interest for Item 11 c) as an Allotment holder.
2. **Correspondence:** Folder passed to members for circulation during the month.
3. **Apologies for Absence:** Cllr Reeves.

Cllr Mike Pechkaytis was welcomed to the Parish Council.

4. Minutes of the Meeting

To approve the Minutes of the Parish Council meeting 17 July 2012

Minutes previously distributed to Councillors. An addition to Item 16 was noted to include Cllr Stirrup under Planning & Highways Committee. Minutes agreed as an accurate record. Proposed Cllr Stirrup, seconded Cllr Acton and approved.

5. Action Points and Matters arising on the Minutes and not discussed elsewhere

All matters had been actioned or would be discussed during the meeting except the following:

8. i) Otterbourne Wood litter pick – This was eventually undertaken by a Parishioner .
Thanks were issued to Mrs P Wrightson.
- ii) Footpath on east side of Otterbourne Hill – assessed by Cllr Stirrup, viewed by HCC and reported on to WCC as not hazardous, but placed on the maintenance list.
- iii) Footpath on west side of Otterbourne Hill – assessed by Cllr Stirrup as dried out and reasonably passable.
- iv) Sapling on Cranbourne Drive – Chris Williams had been advised and would assess and action with next instruction of works.
- v) Otterbourne School parking – Cllr Jones had written to Mrs Langrish in his letter on the Meadow Project. A site meeting would take place with Cllr Southgate and WCC.

6. Police Report

For the period 17/07/12 until 18/09/12: 1 non-dwelling burglary; 3 reports of theft, plus 1 report of theft from a vehicle.

7. Open Session for Parishioners

A Parishioner requested the litter bin at the base of Otterbourne Hill east side by the bench to be reinstated in order to curb litter, bottles and cans accumulating in the area.

To be considered for inclusion in the 2013/14 Precept	Cllr Acton/ Finance Cttee	31 Oct
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8. County Councillor's Report

As attached. Matters arising:

To inspect hedge between Main Road/Coles Mede and make recommendation regarding reduction in height to WCC	Cllr Jones	16 Oct
To view website on 20 mph pilot for potential inclusion	Cllr Jones	16 Oct
To contact Badger Farm re Lengthsman worksheet payment	Clerk	asap

9. District Councillor's Report

As attached.

10. Report of the Finance and Administration Committeea) Parish Accounts and Cheques for Payment

As attached.

b) Annual Return – to receive the report from the External Auditor

There were no recommendations or comments. The Notice of Electors Rights for Inspection had been posted on the notice boards.

c) Annual Insurance – to approve insurance quotation for 2012/13

The insurance had been received at premium of £2,711.49 representing a £35 increase on the previous 18 month term. This included the 3 year long-term agreement and 5% no claims discounts, index linking at 6.7% and £250 excess. Some items of core cover had also been increased at no additional cost.

Proposal to accept new premium Cllr Doherty, seconded Cllr Acton and approved.

To instruct insurers and pay premium	Clerk	30 Sept
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d) Code of Conduct – update on the new WCC Code

The new WCC Code of Conduct would be ratified on 27 September after which all Parishes would receive information. Councillors had been advised of the new guidelines.

To c/f item for October Agenda	Clerk	16 Oct
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e) Meeting Dates for 2013/14 – to set meeting dates

Cllr Acton outlined the reasons for increasing the number of Parish Council meetings from 8 to 10. Cllr Jones gave reasons for reducing the number of PC meetings to 7 and holding 3 informal meetings for all Councillors which would receive administrative support from the Clerk as required. After much discussion a vote was taken for setting the Parish Council meetings at: January, March, April, May, July, September and November; plus informal meetings: June, October and December. In addition the Finance and Administration Committee meetings in November to set the Precept and February to cover all other matters would be retained.

To advertise meeting dates on all boards and website	Clerk	16 Oct
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d) St Matthew's Church Spire – to agree and discuss measure of support
A letter had been sent to Dick Oldham advising general support for the PCC church spire fund. It was agreed the church was a significant part of the village a potential donation would be considered further.

To take forward discussion To c/f item for October Agenda	Cllr Kelly Clerk	16 Oct
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e) Precept 2013/14 – requests for consideration for new projects and maintenance
The following items were put forward for consideration:
Planning & Highways: £1,000 towards additional verge/tree/cutting back work
Recreation & Amenities: Play and Youth facilities – maintenance and new youth project;
Amenities –additional dog bin for Cranbourne Drive and/or dog warden, maintenance or provision of new benches; Common – new and replacement posts for the Common and Red Lane; Open Spaces – Greenacres development; Elderfield – forward cost estimate.
Parishioners were asked to also come forward with requests: a new litter bin at the base of Otterbourne Hill had been requested.

To take forward costing of items for budget purposes	Cllr Acton/ Cllr Jones	16 Oct
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11. **Report of the Recreation and Amenities Committee**

a) Oakwood Park Recreation Ground

i) Signs – *Proposal for expenditure of up to £195+VAT.*

Council agreed the Hampshire Workshop quotation as they had undertaken the artwork and signs for the Jubilee events and consistency was required. Quotations for the welcome sign, play area and kickabout were agreed. Proposed by Cllr Jones, seconded Cllr Barton-Bridson and approved.

To confirm final proofs, size and details for instruction	Cllr Acton	16 Oct
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ii) Pavilion and Football Pitch – update report

A meeting had taken place between Club Chairman Stuart Munro and Cllrs Acton and Jones. The limited permission for storage of the dug outs and plan to revise the direction of the floodlights had been confirmed. The issue of parking remained. The Club would approach Williams Garage, but also asked for consideration regarding use of plastic matting to enable parking on the grass.

To discuss potential use of plastic matting by the Club	Cllr Acton/R&A	16 Oct
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iii) Dogs – update on measures to reduce problems of dog waste

A poster campaign on notice boards and litter bins had taken place. The WCC Dog Wardens were unable to provide additional help. Further action depended upon another dog bin for Cranbourne Drive and/or Otterbourne's own Dog Warden.

iv) Play Area and Youth Facilities

Lappset and WCC had been instructed with works agreed at the July meeting. Repairs to the play equipment had been held until after the school summer holidays. The overbanding of

the tarmac around the Play Den had been completed. The trial pit had not revealed problems and would be completed. The youth facilities project was ongoing with Cllr Reeves.

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b) Common – report on unauthorized parking on Red Lane

Residents had reported problems. WCC had been contacted to discuss a new larger sign. A number of new posts would be considered.

To further sign with WCC	Cllr Stirrup	16 Oct
To prepare report and costing for discussion	Cllrs Stirrup	16 Oct

c) Allotments – Proposal for expenditure of £150 as contribution towards a new gate.

The Allotments Association had asked for a contribution, but would undertake installation and works management. Proposed by Cllr Doherty, seconded Cllr Acton and approved.

To issue payment to the Allotments Association	Clerk	16 Oct
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d) Open Spaces Areas

i) Sponder’s Mede – update on stile and litter concerns.

Cllr Stansbury reported that the Conservation Group wished the stile to remain. The area beyond the stile was too boggy and unsuitable for disabled users. The problem of litter had currently been resolved and Council agreed to monitor concerns from local residents.

ii) Cranbourne Drive – Ratification of £120+VAT for treatment of Knotweed in Laurel hedge
Proposed by Cllr Acton, seconded Cllr Jones and approved.

iii) Greenaces Drive – update on potential new open space area

Councillors had investigated the footpath from the recreation ground which was cut-off by barbed wire, overgrown and in parts used as an extension of residents’ gardens. The Greenaces land was heavily overgrown. Ownership of the land and footpath was being confirmed. Potential for the area as dog walkers’ use would be furthered thereafter.

To confirm ownership of the land	Clerk	16 Oct
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e) Elderfield Cricket Pitch – update on planning application for access off Kiln Lane

This had been submitted and was awaiting WCC response.

f) Parish Benches – additional item

Many of the benches were in poor state. The outcome of a trial using man-made timber on one of the concrete benches was not considered suitable for progression. A discussion about the replacement or repair of the benches for 2013/14 was required.

To prepare report for discussion	Cllr Acton	8 Oct
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12. Report of the Planning and Highways Committee

a) Applications and Decisions

As attached. Of particular note: ‘Nairana’ – the appeal had been dismissed. Bourne Close development – a meeting arranged by WCC on 12 September outlining the plans had been attended. A letter had been received from a Parishioner regarding access concerns.

To carry forward with WCC and residents	Cllr Jones	16 Oct
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b) Otterbourne School Meadow Project – to receive update
Cllr Jones had written to the school with concerns. Mrs Langrish had responded that if possible the school would avoid using the Parish Car Park. The parking concerns would be further addressed at a WCC site meeting being arranged by Cllr Southgate.

To attend meeting on parking concerns	Cllr Jones	16 Oct
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c) Speeding – to discuss concerns to reduce speeding through the village and lanes. The 30 mph roundels were in place on access roads into the village. The Bluestar No 1 bus had been seen to trigger the SLR sign. It was proposed to write to the bus company plus other regular commercial users to reinforce attention to maximum 30 mph limit.

To draft letter	Cllr Jones	16 Oct
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d) Highways – Proposal for expenditure of up to £50 for further Daffodil bulbs for the verges Proposed Cllr Acton, seconded Cllr Barton Briddon and approved.
Grass cutting schedule by WCC – was being progressed.
Safety railing – was being progressed from Meadowcroft Close to Main Road exit
Blocked drains – Peter Eade would be contacted to progress clearance before the winter months.

To purchase and arrange for bulb planting	Cllr Jones	16 Oct
To progress other ongoing matters	Cllr Jones	16 Oct

13. Report of Representatives to various bodies

Southampton Airport

The ILS upgrade had been completed. Complaints regarding the current flight paths should be notified via the Southampton Airport website or telephone number for follow up.

14. Jubilee Projects

Cllr Acton had sent letters of thanks to: Michael and Sylvia Warne; Terry Revell; County Cllr Charlotte Bailey; Amanda Hull, HCC Countryside Access Officer; Judith Parton, Head of Estates Southern Water; Steve Maffey, Area Manager Clancy Docwra; Lee Jaycocks, Operations Contracts Manager Southern Water. Thanks were also given to: the Scouts and Cubs Leaders and participants; George Beckett for donation of the compost; Chris Williams for his free time and labour; The Otter PH for helping considerably with food and arrangements for the day and Cllr Acton for co-ordinating all arrangements. There was an amount in balance from the projects which would be reallocated to maintenance. A new HCC Community Grant would be applied for to help make the kissing gate suitable for mobility scooters, subject to the remainder of the path being suitable width.

To issue request for help with funding to Cllr Bailey	Clerk	16 Oct
To determine width and progress matter	Cllr Stirrup	16 Oct

15. Civic Service

The Clerk had issued the invitations, booked the Bianchi Room and confirmed Church and Mayoral arrangements. The catering had to be decided and organised.

To confirm catering arrangements	Cllr Jones	30 Sept
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16. Risk Assessment and Management

A Risk Assessment of the Bus Shelter cleaner had taken place with Cllr Jones and the Clerk. It had been noted during the assessment that Mrs Gaines would exceed the Parish Council's Personal Accident age limit at the end of April 2013. It was with much regret that the Parish Council would need to ask Mrs Gaines to retire and six months' notice would be given.

Health and Safety Guidelines had been drawn-up for the Conservation Group Working Parties. Cllr Stansbury had taken it forward with the Group. The issue of various items of personal safety equipment, an accident record book and basic first aid kit was required. Risk Assessments of small Contractors was still ongoing.

To issue letter of Retirement Notice to Mrs Gaines	Clerk	31 Oct
To advise on personal safety equipment requirements for purchase by the Clerk	Cllr Stansbury	16 Oct

Play Park and Youth Facilities: Cllr Reeves had confirmed the ongoing weekly inspection and had attended to some small items with the Handyman.

17. Any other business from Councillors

A letter of request from Dick Oldham had been received on behalf of the PCC for repeat use of the recreation ground and pavilion for a 2113 event. No objections were received pending receipt of the initial application form and Sports Club advice on use of the pavilion.

To confirm with Dick Oldham	Clerk	16 Oct
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Cllr Jones had been contacted by another local Council asking for a meeting to discuss general points of interest.

To forward meeting	Cllr Jones	16 Oct
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18. Date of next meeting - 16 October 2012 commencing 7.30 pm

Report of the Finance Committee 18 September 2012

a) <u>Parish Accounts stand as follows</u>	£	£
	Current Statement Balance	Last Statement
Lloyds TSB Treasurers	11,262.21	17,428.56
Co-operative Bank Current Account	0.60	0.60
Co-operative Investment a/c 12 mth to 26/04/13 @ 2.156%	15,000.00	
Co-operative Investment a/c 3 mth to 26/10/12 @ 1.375%	<u>20,462.13</u>	<u>20,385.91</u>
Total Balance	46,724.94	37,815.07

Cheques for payment 18 September 2012 from Lloyds TSB Treasurer's Account

2640	Petty Cash	100.00
2641	Winchester City Council – planning application Elderfield Cricket	85.00
2642	Mrs M Gaines – bus shelter cleaning August	106.98
2643	Mrs J Ayre – salary August	715.94
2644	Mrs J Ayre – reimbursement of office+travel expenses and 1/4ly telephone	149.65
2645	Chris Williams – Jubilee tree planting	43.45
2646	Cancelled	
2647	HMRC – tax and NI contributions employee and employer mth 4-6	156.90
2648	Broker Network Ltd – annual insurance 2012/2013	2711.49
2649	James Acton – for British Legion wreath for War Memorial (\$137)	25.00
2650	DEK Graphics & Print Ltd – photocopying July	<u>25.06</u>
		4119.47

Cheques for interim payment 21 August 2012 from Lloyds TSB Treasurer's Account

2626	Mrs M Gaines – bus shelter cleaning July	106.98
2627	Mrs J Ayre – salary July	715.94
2628	Mrs J Ayre – reimbursement of office and travel expenses	106.60
2629	Audit Commission – external audit fee	480.00
2630	Clearway – Knotweed treatment	144.00
2631	Griffin Fire and Training Ltd – pavilion fire inspection	156.12
2632	HCC – Jubilee Path and Tree signs	77.52
2633	Cannon – recreation ground maintenance June and July	992.81
2634	Taurus Garden Services – Open Spaces maintenance	210.00
2635	Cancelled	
2636	Mrs J Ayre – reimbursement of Interflora for Nellie Dean's 100 th birthday	32.98
2637	Cllr Acton – reimbursement of Jubilee Projects' expenditure	99.18
2638	Mrs J Ayre – reimbursement of Jubilee Projects' expenditure	123.32
2639	MJT Decorating Ltd – SLR sign movement July	<u>96.00</u>
		4341.45

Planning Matters Considered in August 2012

Applications and Closing Dates for Comments

- Case No. 12/01298/OUT
1 August
Brendoncare Enterprises
Construction of 62 bed care home: 40 single rooms and 11 double nursing units plus a villa of 4 double nursing units on the site of the former Captain Barnard Public House and part of 'Calvi' rear garden. OUTLINE considering access, appearance, layout and scale.
No comment
- Case No. 12/01664/TPC
17 August
The Old Parsonage Care Home, Main Road, Otterbourne
2 no Weeping Willow re-pollard to first major fork. **No comment**
- Case No. 12/01521/FUL
22 August
White Gates, Waterworks Road, Otterbourne
Rear Conservatory **No comment.**
- Case No. 12/01551/FUL
3 September
30 Coles Mede, Otterbourne
Two storey extension over existing garage and study. **No comment**
- Case No. 12/01568/LDP
5 September
2 Boyatt Lane, Otterbourne
Single storey rear extension, loft conversion with 2 rooflight to front, dormer to rear with Juliette balcony. **No comment.**

Decisions

- Case No. 12/01209/FUL
17 Oakwood Avenue, Otterbourne
Single storey rear extension. **Application permitted**
- Case No. 12/00871/NMA
Touchwood, Copse Close, Otterbourne
Minor amendment to Planning Permission 11/00891/FUL
Application rejected as non-material Minor Amendment
- Case No. 12/01279/FUL
'Brenbrook' Park Lane, Otterbourne
Two storey side and rear extension. **Application permitted.**
- Case No. 12/01335/FUL
Kamiti, Main Road, Otterbourne
Conservatory to rear. **Application permitted**
- Case No. 11/02987/FUL
Nairana, Main Road, Otterbourne
Demolition of existing dwelling and erection of 1 no four bedroom and 1 no two bedroom detached dwellings with associated parking and landscaping. **Appeal dismissed**

Planning Matters for Consideration in September 2012

Applications and Closing Dates for Comments

- Case No. 12/01642/FUL
13 September 2012
Herridge, Norlands Drive, Otterbourne
New double garage with first floor accommodation
No comment
- Case No. 12/01600/FUL
28 September
27 Oakwood Avenue, Otterbourne
Two storey rear extension **No comment**
- Case No. 12/01803/FUL
2 Hilltop Cottage, Boyatt Lane, Otterbourne
Replacement conservatory **No comment**
- Decisions
- Case No. 12/01568/LDP
2 Boyatt Lane, Otterbourne
Single storey rear extension, loft conversion with 2 rooflight to front, dormer to rear with Juliette balcony.
Application permitted.

**Report to Otterbourne Parish Council
from County Councillor Charlotte Bailey 2012-09-18**

Kiln Lane

Following on from a couple of accidents along Kiln Lane both I and Cllr Southgate have been making inquiries as to possible actions to reduce the dangers. I copy a reply sent to me in August from the HCC Highways Safety Team.

“Dear Councillor Bailey,

I refer to your enquiry and our subsequent telephone conversation regarding road safety along Kiln Lane, Otterbourne following a recent accident which involved a closure of the road.

An analysis of the personal injury accident database records six accidents, one serious and the remainder slight, within Kiln Lane in the current five year period up to the end of June 2012. The one serious severity accident occurred in 2008, three slights occurred in 2009, one slight in 2011 and one slight in 2012, which occurred in January.

The Police have advised me that since the end of June there has been only one more, very recent accident. This occurred on the 12 August 2012 at 16:00 hours. The details given as a car travelling west along Kiln Lane rounds left hand bend and crosses to the offside of the road colliding with another car travelling in the opposite direction which was travelling east along Kiln Lane towards the right hand bend. A slight severity injury was suffered by a rear seat passenger. The contributory factor has been attributed to a poor turn or manoeuvre. The location of this accident is to the west of the Manor Farm entrance.

All of the collisions which have occurred along Kiln Lane, including the most recent incident in August, are randomly spread along the route with no clear pattern. This situation makes it very difficult to target casualty reduction measures that will make a real difference to road safety along the route. Nevertheless, as with the rest of the highway network, we will continue to monitor the situation within Kiln Lane and should circumstances change significantly, the position will be reviewed and we would consider the route for future casualty reduction measures.

The two accidents in 2012 are located at either end of the series of bends to the west of the railway bridge. I will therefore discuss the situation with my traffic management colleagues and with them arrange to review the signs and road markings along the lane to ensure that they alert drivers to the layout of the road and the likely presence of other road users as deemed necessary.”

I have requested a joint meeting with County, City and Parish Cllrs and officers so we can find a way forward and look at signs too.

Meanwhile I have asked for a severe cutback of vegetation along the whole length of Kiln Lane

Kiln Lane Highway rights and footpath access

The Legal team at the county have received no further communication from the landowner at Otterbourne Farm regarding the County Council's belief that some of the land near the entrance to the old churchyard is Highway land. There will have to be an Inquiry and the County is progressing this and collecting all information of historic rights. The Countryside department is moving forward on action to restore the access to Foot Path 5 so that there is no step up to it.

Vegetation

This summer has seen unprecedented growth in the hedgerows. I have asked for the hedge near Coles Mead and the bus stop to be cut back so pedestrians and cyclists are not grabbed by brambles.

The Lengthsman project

I have had good reports from other Parish Councils about the usefulness of being able to choose what works need doing by Chris Sparkes. Please let me know if there are any concerns.

Hursley road consultant

Hursley Parish Council have employed Ben Hamilton-Baillie, a specialist in providing innovative solutions for reconciling traffic movement with quality public spaces in cities, towns and villages. He has done many schemes throughout the country. The Parish Council may wish to discuss with Hursley what has happened so far.

Southern Water Workshop

I attended an interesting Southern Water Water Resources Planning Workshop as did Cllr Jones. The main message was that in the future years there will be increased demand for water with less available in this region. There will be a public consultation on proposals for schemes designed to save water. There are two proposals which are local to Otterbourne. One is the expansion of Chickenhall Waste treatment works to treat more wastewater and return it to the Itchen upstream of Otterbourne WSW. The other is to develop a new surface water storage site at Colden Common. I think that this may be an extension of the current one at the end of Kiln Lane.

20mph Pilots

The County has chosen 10 pilot areas for this year for 20mph speed limits. It is noticeable that the successful ones had clear evidence of community involvement and support, in some cases residents already run Community Speedwatch for themselves and were able to identify a specific area which was self contained and would need minimal signing. Provided the community wanted it Otterbourne would only need signs at the main entrances to the village. The County is building a list of requests for future schemes so more can be done next year if funding remains. Please let me know if you think that the village would want a 20 limit.

New Westgate Primary School

To try to alleviate the problem of too few school places for too many children, Westgate is proposing to have a new Primary school in their grounds. They already have a Nursery. This will mean that there will need to be a redrawing of catchment areas for the central Winchester schools. All Headteachers are being involved and when their preferred option is published, people will be able to comment on the proposals.

Health and Wellbeing Consultation

The Government Health reform programme is giving new responsibilities to local authorities including the establishment of Health and Wellbeing Boards. This board brings together NHS, voluntary and council groups and they have already drafted a set of priorities explaining how healthcare, health improvement, social care services and children's services will be delivered to improve health in Hampshire.

There are 4 priority areas.

Starting well – supporting every child in Hampshire to thrive and achieve their full potential

Healthy choices – creating the right conditions so that everyone has the opportunity to make informed choices about their own health and wellbeing

Living well, ageing well – empowering people to live well with a disability and enabling all adults and older people to be healthier for longer and able to live full lives.

Healthy communities – developing resilient communities to address differences in health outcomes and improve quality of life for everyone.

It is sometimes difficult to see where the need is in our lovely area but there are many challenges that remain in the county. For instance one in seven children are living in poverty: the percentage of children achieving a good level of development at age five remains below the English average and: we have a rising number of children with complex problems.

The consultation at www.hants.gov.uk/joint-healthandwellbeing-consultation until October 5th.

**Winchester District Councillors Report
Otterbourne Parish Council meeting 18.09.2012**

New Code of Conduct

Following the Localism Act (2011) Parish Councils are being advised to adopt the new District Codes. The WCC draft code of conduct is to be presented for approval at the full City Council meeting on 27th September. There will be training sessions organised for Parish Councillors who wish to attend.

Community Right to Challenge

This is the right of small local groups (PCs) to run services. It is unclear what services PCs would wish to run but there is a training session on 26th Sept for Parish Councils run by WCC.

Mayor's Charity Event

Hampshire Constabulary Band 25th Sept Guildhall. Tickets are available from the Tourist Information Centre at the Guildhall.

National Cycle Route 23

Councillor Southgate has now been appointed the 'Winchester City Cycling Champion'. He is now involved in the onward route of National Cycle Route 23 from the Hockley Viaduct through Compton and Otterbourne to join with the southern section at Boyatt Wood.

Sport and Leisure

Councillor Jan Warwick is leading a group to review leisure and sport facilities in Winchester.

Kiln Lane

Concerns have been raised about danger to pedestrians, cars and farm vehicles in the bends in near the old church yard. The City and County Councillors are looking at this jointly to review traffic signs and vegetation cut backs along Kiln Lane. The Parish Council are also keen to pursue a speed reduction to 30 or 40 mph.

Council Houses

A public meeting was held concerning the three new houses to be built in Bourne Close. Officers are still receiving comments and will report shortly.

Pests/Refuse Collection

Councillor Southgate is looking into a couple of issues raised about charges for pest control and the purchase of extra refuse bins for house which do not meet the six resident criteria.

Parking Problems Cranbourne Drive

Now that the school is back an on site meeting will be arranged to review parking problems and possible appropriate parking restrictions.

District Councillors Jan Warwick and Mike Southgate 17.09.2012.