

Cheriton Parish Council

Minutes of the Parish Council Meeting held on Tuesday 12th June 2018 Commencing at 7.30pm in Cheriton Village Hall

Present

Chairman: Cllr A Collett

Parish Councillors: L Line, D Smith, B Frampton, S Herdman, N Scallan and L Lochrie

In Attendance

Clerk: D Heppell

1 member of the public (until 8:20pm).

By Invitation Winchester City Councillor L Ruffell and HCC R Humby (from 8:20pm to 8:45pm)

1.404 Apologies for Absence

None received.

1.405 Declaration of Interests

Members were reminded of their responsibility to declare any personal or prejudicial interest which they may have in any item of business on the agenda. Cllr Line declared an interest in the Section 106 Agreement at Freeman's Yard and Cllr Frampton on the Mariners Farm application.

1.406 To note Councillors' Acceptance of the Code of Conduct

Councillors unanimously confirmed their resolve to act in accordance with the Code of Conduct, adopted by Cheriton Parish Council.

Signed "Disclosure of Interests" were received from Councillors Scallan, Lochrie and Line.

Action: Disclosure of Interests	
To forward signed Disclosure of Interests to WCC Democratic Services	Clerk

1.407 City Councillor L Ruffell

Cllr Ruffell advised that his report had been emailed and circulated by the Clerk (see Appendix A).

Cllr Ruffell gave an update on the Sun Lane planning application advising there is a committee site visit next week.

1.408 Meeting Adjourned to Hear Public Questions and Comments

The Chairman opened the meeting to the public and Mr David Pain addressed the Parish Council on his interest in becoming a Parish Councillor. The Parish Council discussed the role with Mr Pain and the Chair advised that statutory notices are to be displayed by the Parish Council and that co-option could take place after this exercise had been carried out on 10th July 2018

Action Cllr Smith to display Co-option notice	By: Cllr Smith
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1.409 Clerk's Report

The Clerk advised that her report had been previously circulated which had been updated as requested to show the balance of account payments reallocating the sub-headings in income and adding £750 HCC grant, from grants to play area grants. The recreation ground figure of £1,208 is now in a separate heading. The balance of figures are unchanged. The report was received.

It was **agreed** that the Clerk write to the Rotary Club thanking them for the £1,000 donation to the play area.

Action:	By:
It was agreed that the Clerk write to the Rotary Club thanking them for the £1,000 donation to the play area.	Clerk

1.410 HCC Cllr Roy Humby Report

Cllr Humby gave his apologies advising that he is unable to attend every meeting as he represents four parish councils. He advised that HCC have new machinery called the 'Dragon' to deal with the repair of potholes. There has been considerable damage caused by the bad weather and insufficient Central Government funding.

Cllr Smith raised the issue of charging at Alresford tip for household DIY waste. Cllr Humby advised that there is a charge for commercial waste and a £2.50 charge for household DIY waste. Cllr Smith had received complaints from parishioners on these charges and believed these are unreasonable considering DCLG guidance.

The Parish Council reported concerns with the proposed bridge repairs and the need for the Highway Authority to provide traffic lights at the Cheriton junction of the A272. Cllr Humby advised he would contact street management and Cllr Line offered to forward emails about this.

Cllr Scallan queried whether HCC are consulted on the Sun Lane application and Cllr Humby advised that they are a statutory consultee. Cllr Scallan raised concerns about the highway implications of the development on Cheriton and it being used as a 'rat run'.

Action:	By:
It was agreed that Cllr Line forward emails to the Cllr Humby about traffic management at the Cheriton junction of the A273.	Cllr Line

1.411 To Receive Working Group Reports

Planning

a) SDNP/18/02334/LIS Meadow Cottage Alresford Road Cheriton Alresford Hampshire SO24 0PP Variations to approved listed building consent.LISTED BUILDING GRADE: II RESPONSES Updated for the inclusion of application documents posted to the website since the Parish response of 08 May.

The applicant is requested to seek advice on the implications of the introduction of a roof lantern on the dark skies policy in consultation with the SDNPA officer. Requires the advice of the Conservation Officer in consideration of the building's listed status.

b) SDNP/02330/NMA Meadow Cottage Alresford Road Cheriton Alresford Hampshire SO24 0PP.Minor amendment to approved planning and listed building consent SDNP/15/00421/HOUS and SDNP/15/00422/LIS LISTED BUILDING GRADE: II

RESPONSES Updated for the inclusion of application documents posted to the website since the Parish response of 08 May.

The Conservation Officer has responded with the advice that it is not possible to amend an existing listed building consent under an NMA. This application also appears to duplicate some of those elements included in the application SDNP/18/02334/LIS and in light of the Conservation Officer's advice the Parish Council has no further comment.

c) SDNP/18/02300/FUL 7 Raebarn Close Cheriton Alresford Hampshire SO24 0QE. Removal of Chimney, Render walls, K-Render, Change roof tiles.The application states that the existing and proposed new walls are of red brick, whereas the drawings illustrate cladding and rendering of new walls. The application does not include new windows in the description, whereas the application form states that the existing windows are in brown and the proposed in anthracite grey. The application drawings illustrate 2 new skylight windows not included in the applicant's description.

RESPONSES Letter sent to the applicant's agent asking for further advice and details of clarification.

d) SDNP/18/02601/FUL Marriners Farm Alresford Road Cheriton Hampshire SO24 0QG Extension to the existing house, replace the current glazing and associated external and internal alterations. Demolition of existing garage and shed and the erection of a new ancillary cottage

RESPONSES Support subject to the officers' pre-application advice 17/06538/PRE.

e) It was **agreed** that Mr Pain would attend at the Planning Committee Meeting on Thursday, 14 June 2018 and raise objections on behalf of the Parish Council on SDNP/18/01309/FUL – Car Parking Matterley Estate.

Action:	By:
It was agreed that the planning application comments above (a) – (d) be submitted to SDNP	Clerk

1.412 Cheriton Conservation Volunteers

Cllr Frampton reported that the National Trust are to join the agencies and that there is to be another meeting in the next few weeks.

The Clerk reported that she had spoken Geoff Ellis a previous Chairman who advised that the triangular piece of land by the bridge is not owned by the Parish Council.

1.413 Freeman's Yard Section S106 Agreement

Cllr Line's report had been previously emailed and was noted (see Appendix B).

Progress on the Freeman's Yard Section 106 agreement was reported by Cllr Line and it was **agreed** that she would meet with the District Council.

Action	By:
Cllr Line to meet the District Council re 106 Agreement Freemans Yard.	Cllr Line

1.414 Highways

Copies of the leaflets and update on Sun Lane (see Appendix B) were distributed to members of the Council for comment and have been incorporated in what has now been printed. The printed leaflet was delivered to all households in the Parish during the weekend of 09/10 June.

1.415 Open Spaces, Recreation and Play Grounds

i) The Play Area Working Group report had been emailed and was noted (see Appendix C). Cllr Herdman advised that a cheque has been received from Waitrose from the Petersfield fundraising activity for £182. Approval for the funds currently held via the Crowdfunding website to be transferred to the Parish Council (£590).

It was **agreed** that the Clerk to send a letter of thanks to the Alresford Rotary Club.

ii) It was **agreed** that the Parish Council would monitor the medium risks of the Play Fort and would re-assess it at the next meeting and report the findings of the play area checks.

iii) Progress was being made on problems with the electric box cabinet door and it was agreed that the cabinet was the responsibility of the Recreation Committee.

Action:	By:
Clerk to send a letter of thanks to the Alresford Rotary	Clerk
Clerk to transfer all funds to the special purpose bank account.	Clerk

1.416 Community

a) Alresford Tip

This was discussed with Cllr Humby previously and comments were noted.

b) Annual Parish Meeting

The Clerk had invited Charles Winchester to the Annual Parish Meeting (APM) from SDNP to give a talk on Dark Skies. The APM will be held on 19th June and will be an informal occasion and groups in the village, like the Players, School, Village Hall, Tennis Club and Cheriton Conservation Volunteers have agreed to provide displays.

1.417 Correspondence

i) Fencing quotation from prospect fencing was received and it was agreed to proceed with this unless a better quote is received.

1.418 Finance, Administration and Statutory Matters

i) The Parish Council received the Internal Auditors' report 2017/18.

ii) It was unanimously **agreed** to approve Section 1 'Annual Governance Statement for 2017/18' of the Annual Return and to authorise the Chair of the Meeting to sign the statement on behalf of the Council.

iii) It was unanimously **agreed** to approve Section 2 'Accounting Statements for 2017/18' of the Annual Return and to authorise the Chair of the Meeting to sign the statement on behalf of the Council.

iv) It was unanimously **agreed** to receive the amended date of the external audit of 18th June 2018.

v) To note payments made 08/05/18 – 12/06/18, receipts, and to approve proposed payments to the Clerk for June 2018 for 2 weeks holiday for the Clerk and 5 hours handover.

vi) It was unanimously **agreed** to appoint Fair Account Internal Auditor for 2018/19. The Clerk advised that the next visit would be on the 15th October 2018.

Action:	By:
To Submit external audit information to Littlejohn external auditors.	Clerk
To advise internal auditor Fair Account of appointment 2018/19	Clerk

vii) Schedule of Payments agreed:

Date 12th June 2018

Ch 300592 Fair Account £75.00

Ch 300596 D Heppell salary

Ch 300597 D Heppell expenses £71.31

Ch 300598 B Frampton £15.14

Ch 300599 Play area donations transfer to instant access £5,600

Ch 300600 Play area sinking fund transfer to instant access £1,950

vii) It was agreed to transfer the play area donation of £5,600 and £1,950 play area sinking fund from the current account into the Unity Play Area Instant Access Account.

viii) It was agreed to defer the Data Protection Policy.

1.419 To Approve the Minutes and Non-Agenda Actions arising from the Parish Council meeting held on 8th May 2018.

The Parish Council **resolved** unanimously that they were a true record and were signed by the Chairman Cllr Collett.

1.420 Agenda Items for Next Meeting

Play Area, Data Protection, Co-option.

1.421 Date of Next Meetings

Tuesday 10th July 2018, Annual Parish meeting 19th June 2018 all in Cheriton Village Hall.

Meeting finished at 10.00 pm.

Chair

APPENDIX A

CHERITON PARISH COUNCIL

Balance of Accounts as at 31st March 2018

Expenditure

2016/17		2017/18
1,857.37	Administration	£3588.08
3,408.74	Clerks Salary/Tax	£4,090.13
1,390.51	Insurance costs	£1,351.14
280.00	Audit	£515.00
2,129.50	Maintenance	£3093.66
210.00	Hall Hire	£380.00
160.60	VAT Paid	£1054.42
651.09	Section 137 Grants	£597.86
310.23	Play Area Expenses	£4801.77
1,950.00	Parish Plan	Nil
NIL	Recreation Ground Rent	£1300.00
NIL	War memorial	
£12,348.04	<u>Totals</u>	<u>£20,754.06</u>

Income

2016/17		2017//18
10,089.00	Precept	£10,750.00
NIL	VAT Refunded	£168.71
2061.00	Grant/Conservation Grants	£2,540.49
NIL	Play area donations/grants	£5,600.00
2.95	Interest	NIL
	Recreation Ground/ Rent	£1,208.00
£12,152.95	<u>Totals</u>	<u>£20,267.20</u>

**Cheriton Parish Council
Balances as at 31st March 2018.**

Opening Balance Unity Account as at 31st March 2017	£ 7,123.80
Income 2017/18	£20,267.20
Expenditure 2017/18	£20,754.06
Cash book Balance: -	<u>(£ 6,636.94)</u> (as at 31st March 2018)

Bank Reconciliation as @ 31/03/18

Balance per bank statement as per 139 (31/03/18)	£7,807.08
Add OS Banking	+ £300.00

Less O/S Cheques	300581 £50.00	
	300582 £110.00	
	300583 £191.88	
	300587 £468.96	
	300588 £650.00	
		<u>- £1,470.84</u>
		<u>£6,636.94</u>

Carry forward 1/4/18 = £6,636.94

RFO/Clerk 12/06/2018
D Heppell

Supporting statements.

Section 137 Expenditure, amount spent £651.09 the amount available to spend was £3,944.96 using £7.36 time's electorate.

Conservation Volunteers (against their grants held in Cheriton PC accounts) £551.09

Cheriton Village School £100.00

Assets Held

Play equipment £32,000. (Refurbished with replacement sections.)

Seat (Village Green) & bench Village Hall £1,745.

Notice Boards X 3 £1,090

Mower £10,000

Permanent Cricket Net & Rugby/Football Posts £13,500

Pavilion Recreation Ground £83,514.00

Equipment Shed £1,500

Gates & fences £4,600.00 (new school barrier)

War memorial £37,750

Car park to service Rec Ground £13,750.00

With height Barrier

Insurance valuation £199,449.00

No movements in 2017/8 therefore Proxy Cost for Annual Return 2017/18 Remains at £190,335

Lease.

Winchester Diocesan for the Recreation Ground for 35 years at £1300 per annum reviewed in 4 years, signed and 2 payments made in 2017/18.

D Heppell

Parish Clerk/RFO..... 12.06.08

Appendix B Cllr Line Report

SDNP

The postponement requested of the SDNPA Planning Committee on the Matterley Estate Planning Application reference SDNP/18/00939/CND was refused despite the Parish Council's objection to the absence of documents that should have been made publicly available well in advance of the meeting. Mr Martin Hendry, spoke at the subsequent Planning Committee Meeting on 10 May and voiced objections to the application on behalf of Cheriton Parish Council. Despite Council's objections and those of others the application was passed by the Committee.

It is therefore thought that the process of monitoring and review that was to have been carried out during the 3 year temporary planning consent, originally granted to the Matterley Estate in respect of Boomtown, will be distorted by the changes granted by this application. The grant of temporary Planning permission ends in 2019 and an application for more permanent Planning consent is likely to follow. It is therefore proposed that Council appoint a member to take the lead role on Matterley on behalf of the Parish and to co-ordinate the efforts of a Working group in liaison with other Parish Councils local to Cheriton. Further proposed that the Group seek a mandate from the Parish by conducting a public consultation on the views that the Community may have on the Boomtown event and the development of the Matterley Estate as an entertainments venue.

Proposed that a member of Council lead a Working Group on the Matterley Estate and that a Public Consultation is held.

Detailed comments submitted to the SDNPA on SDNP/18/SDNP/18/01309/FUL – Car Parking Matterley Estate. The comments were ratified at the PC Meeting on 08 May and have since been submitted by the Clerk. In view of the many detailed errors included in the submissions associated with the Planning documents however, Cllr Line was requested to write to Barbara Holyholme at SDNPA and has expressed concern at the extent of the errors and the subsequent corrections that have been needed to the application. The time taken in administering the application further underlines the need for a member of the Council to take a lead role on Matterley.

Requested that a member of Council be available to speak at the Planning Committee Meeting on Thursday, 14 June 2018 and to voice Council's objections to SDNP/18/01309/FUL – Car Parking Matterley Estate.

S106 – Cllr Line is resident in Freemans Yard Lane and therefore declares an interest

Several meetings have been held since January 2018 and a substantial amount of correspondence exchanged between the developer, WCC, HCC and Cheriton Parish Council.

Condition 21 of the original Planning Permission appertaining to the Open Space Land at the top of Freeman's Yard has been signed off by Planning and a copy provided to the Clerk. WCC 'sign off' on the remediation works to the land is therefore complete.

Written 'sign off' on the landscaping of the land was received from WCC Planning on 25th May and a copy has been provided to the Clerk. The Minimum Maintenance Period during which the developer is required to maintain the land prior to offering its transfer will therefore end on 24.01.19.

In view of Council's previous confirmation to the effect that it does not wish to accept a transfer of the land WCC are in the process of drafting a Deed of Variation to the S106 that will allow the transfer to be made to the Freemans Yard Management Company Ltd.

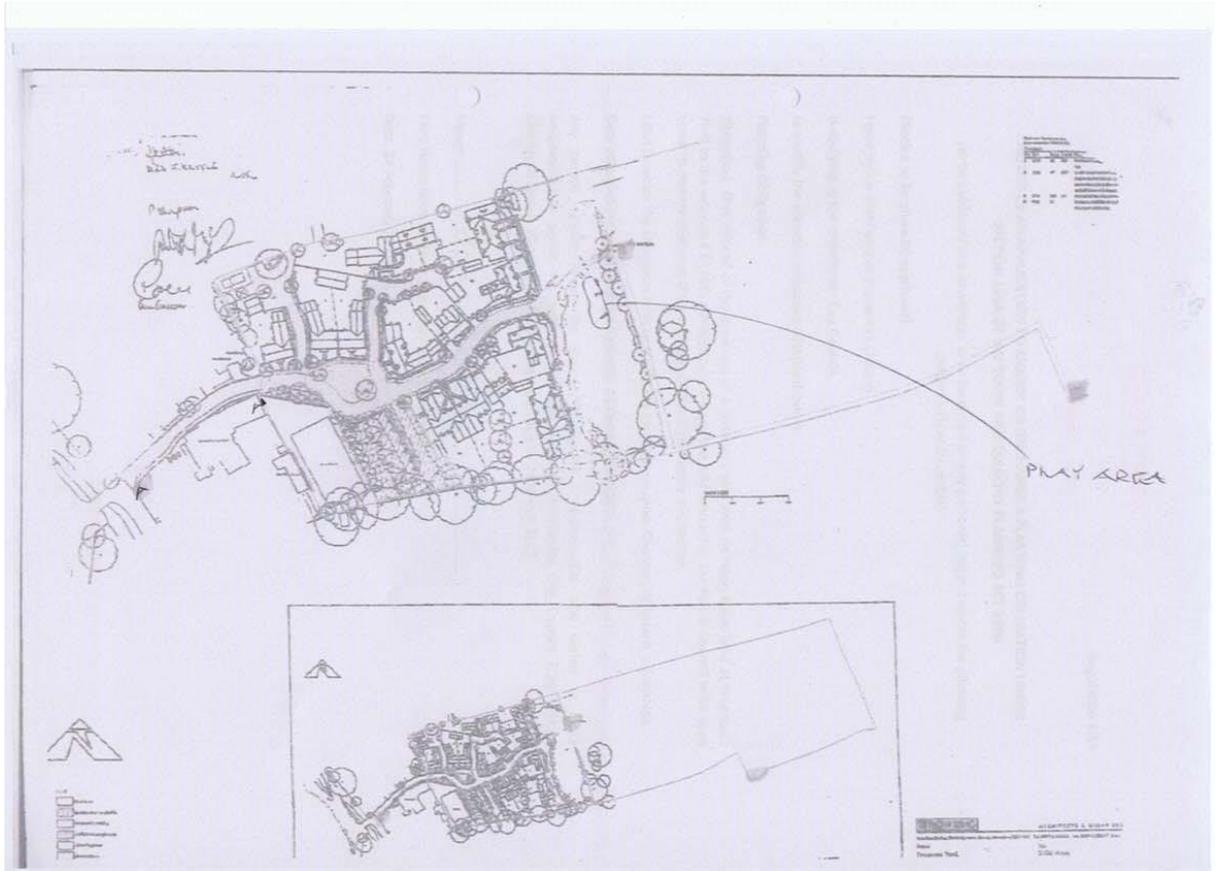
Among those elements of the S106 that remain outstanding are the following:

1. Dedication of a Footpath
2. Dedication of a Right of Way
3. Maintenance of a Footpath
4. Maintenance of a Right of Way
5. Title to the Access Road

Resolution of the Legal Title to that portion of land beyond the western boundary of the Freemans Yard Lane estate and as far as School Lane remains outstanding however. The application for title to the land has been made to the Land Registry by the developer, but the Land Registry have advised that there are lengthy delays in processing the application. In the meantime, Rights of Access for those who border the access road are being established in discussion with WCC and HCC.

Title to the footpath defined by the S106 has now been established, but much of its length has in practice, been built upon the access road. Maintenance of the road, the footpath and rights of access therefore remain unclear pending a response from the Land Registry and the process of dedication that will then need to be completed. HCC will be present in a meeting on 16 July and in the absence of Title HCC have been asked under Common Law to adopt the lower portion of the footpath and road without maintenance. Maintenance in perpetuity will then fall to the residents of Freemans Yard Lane, but Rights of Access (A to A1) will exist for all whose properties border the access road, as well as the public.

Wayleaves for services exist, but require updating and correction, and the developer has now been actioned to complete them.



The Deed of Variation to the existing S106 is pending completion, which cannot be done until Title to the access road is established. The Parish Council will then be invited to consider its contents and if acceptable to approve it in combination with WCC and the developer, Cavendish and Gloucester.

'Works in Kind'

The developer has again said that some elements of the work required by WCC during remediation of the Open Space Land at the top of Freemans Yard Lane were an addition to those included in the original permissions and were therefore costlier to implement. Cllr Line has previously submitted documents in a letter to WCC that refute that suggestion, but the developers' commitment to an eventual budget of £17k will require WCC's insistence upon it if the Parish is to receive the full value of the 'Works in Kind' Council agree should be carried out by the developer.

Cllrs Line and Frampton therefore met with the developer, CLD Contractors and HCC to discuss the likely work. A summary of the actions is attached as App. 3.

Proposals now expected from the developer by 07 June in respect of the refurbishment and repair of the white railings alongside the B3046.

Details of new picnic tables and benches for the Play Area on the Rec. supplied to the developer in April.

Council will be invited to determine what it requires of the developer and in what timescales once the promised proposals arrive, but it is thought likely that WCC will be required to intervene and the timescales to conclude the matter may continue to be protracted. It should be noted however, that WCC are lending substantial amounts of support in our efforts to bring the S106 to conclusion, but the Parish Council would benefit from the support of District Council and would appreciate Cllr Ruffell's intervention in the matter.

Proposed that District Council and Cllr Line meet to discuss.

TRAFFIC, TRANSPORT & ACCESS

Highways

Rivermead Bridge Engineering Works

Cllrs Line and Frampton met with HCC Bridge Engineers on 31st May. A summary of all actions is attached as (App. 5)

Sun Lane

The Cheriton Parish Council Working Group were invited to attend a meeting with WCC, HCC and SDNPA case officers and presented reasoned arguments in objection to many of the applicants' submissions. District Councillors Gottlieb and Power are now in support of those objections as is Cllr Jackie Porter and Alresford Town Council have written to raise concerns.

The subsequent elections have we believe been a reason for the delay in the determination date on the application but have allowed the Working Group time to produce and distribute leaflets in Alresford and Cheriton highlighting concerns and inviting the community to write to individual members of the Planning Committee.

Letters of concern have been written to Steve Brine. MP by individual members of the Working Group and an article featured in the Hampshire Chronicle, but not in the name of the Parish Council, which would have required a resolution at a previous meeting and before it was known that the determination date had been moved to 21st June. Copies of the leaflet on Sun Lane were distributed to members of the Council for comment and have been incorporated in what has now been printed. The printed leaflet will be distributed among the Council members at the meeting on 12 June but will be delivered to all households in the Parish during the weekend of 09/10 June.

PLAY AREA FINANCES

It was commented in an email by the Clerk dated 31 May 2018 that £5,114.01 or 47.5% of Council's budget during 2017/18 was spent on Playground repairs. Observation is also made that £2,0829 , or 19.30% of the budget was spent on Locum services.

Council has recently applied for a PWLB facility and is shortly to consult the Parish on the provision of a loan. Council has also substantially increased the precept in the forthcoming 2018/19 financial

year and it is therefore of concern that spending upon the Play Area is fully understood and appreciated.

The Inspector's report on the Play Area dated 14 June 2018 identified significant concerns in respect of the condition of the equipment in use. As a result, the swing set was removed and in liaison with the Inspector and Hampshire Playing Fields Association (HPFA), Council identified and agreed areas in which repairs could be made sufficient to keep the Play Area in continued community use and to satisfy the need for public safety.

Quotations were sought from suppliers on the WCC list of approved Play Area to carry out the repair work. The negotiations were conducted based upon advice from the then acting RFO and in close co-operation with the Locum Clerk so that all necessary regulations governing such works could be observed.

The insurance company was advised prior to and during and the works by the Locum Clerk and in Sept. 2017 Council resolved to spend the monies to carry out necessary repairs identified by the safety inspectors report. The alternative would have been to remove the Play Area. The cost of repairs was identified only after negotiation with more than one supplier and was based upon advice from HPFA. Advice from the acting RFO suggested that Council could meet the costs based upon the award of a grant for £2,000, with the balance being met from Reserves. The figure of £5,114.01 quoted above includes for VAT, which is reclaimable. It is therefore believed that Council was able to remain within the budget set by the then acting RFO.

The number of Clerk hours needed in which to carry out work described by the above was significantly greater than would normally be expected but was possible based upon the preparedness of the then Locum Clerk and acting RFO to devote the time needed to secure the Play Area. The difficulties faced by both was however, further exacerbated by the resignation of the previous Clerk who left the Council's employ without completing the end of year financial returns and without paying HMRC contributions. The acting RFO carried out a substantial amount of work to remedy Council affairs, sufficient to allow the Locum Clerk to complete the end of financial year paper work and to prepare and provide all the documents necessary to support the Council's AGM.

Appendix C Cheriton Parish Council- Report on Play Area. 12.6.18.

1) Fundraising.

The Royal Wedding teas were a great success on two levels- both fundraising and as an enjoyable community event enjoyed by all ages. Many thanks to councillors for their support with cakes. The final total raised is being finalised and will be communicated at the Parish Council meeting.

Rebecca Scallan and Cllr Herdman enjoyed a supper with members of Alresford Rotary on 14th May and were presented with a cheque for £1000 to support the replacement of the play area.

Action: Clerk to send a letter of thanks to the Alresford Rotary

We have received the cheque from Waitrose from the Petersfield fundraising activity for £182.

We are awaiting approval for the funds currently held via the Crowdfunding website to be transferred to the parish council (£590).

The Alresford Pigs have written to say they will donate £2500 to the Play Area project.

Please see the table below which confirms the current situation in terms of contributions to the Play Area.

It is requested that all funding received previously and in the future is transferred to the special purpose bank account created for this purpose.

Action: Clerk to transfer all funds to the special purpose bank account.

Who	How Much	Purpose
HPFA- confirmed	£1,000	Future Maintenance
Tichborne PC	£1,000	Equipment Costs
Boomtown (2017)	£2,000	Equipment Costs
Boomtown (2018)	£2,300	Equipment Costs
Freemans Yard	TBC	TBC
Alresford Rotary	£1,000	Equipment Costs
Crowdfunding	£590	Cost of swings, specifically.

Kilmeston PC	£300 pa	Equipment Costs\Maintenance\Sinking-see note 1
Cllr. Humby Discretionary Award	£750	New swings
Tichborne PC open spaces award	£94.75	Equipment Costs
HPFA	£2,000	Equipment Costs (this grant to be obtained by way of a refund after the project completes).
Hellards	£250	Equipment Costs
Waitrose Community Matters	£182	Equipment Costs
Alresford Pigs	£2,500	Equipment Costs
Royal Wedding/Teddy Bear Parachute event	TBC	TBC

- 2) The working group has received quotations to replace the play area from five suppliers: Eibe, Sovereign, HAGS, Vitaplay and Playdale. The play area working group have met to look at each quotation and had some specific questions to ask some suppliers which have been sent. We plan to meet again asap to firm up a shortlist of quotations for council to consider.
- 3) Public Works Loan referendum. Flyers will be delivered to households this week. Residents have the opportunity to return their ballot paper either at the Parish Meeting or at Café on the Green on the 21st June. Alternatively there will also be a ballot box in the shop and the pub for the week beginning 18th June. Please encourage residents to return their ballot papers as we need a good turnout.
- 4) Liaison with the Recreation Committee: there has been two communications. An email on 5th May 2018 informing the PC of forthcoming cricket dates (important for planning the Play Area works, to minimise disruption) and an email from the Chair of the Rec Committee on the 17th May stating that the issue with the electricity cabinet is a PC and SSE matter, not one for the Rec Committee. Given maintenance of the Rec ground is a Rec Committee matter, a response refuting this was sent.

5) Play Area Checks including risks/issues log

The weekly inspections continue with the volunteers, with the schedule agreed until the end of June 2018.

The log of issues and risks is below, to be reviewed at the PC meeting with actions agreed or acceptance of the risks and mitigations.

Action: PC meeting reviews and agrees risks, actions or mitigations.