

# MILTON PARISH COUNCIL

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**1 July 2008**

## **TO ALL MEMBERS OF THE PARISH COUNCIL**

**In accordance with The Local Government Act 1972 Schedule 12 section 10 (b) you are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 7 July 2008 at 7.30pm**

### **AGENDA**

- 1 Public Participation – members of the public are invited to speak**
- 2 Apologies for absence**
- 3 Declarations of Interest – personal and/or prejudicial**
- 4 To approve the minutes of the meeting of 19 June 2008** (pages 3-7)
- 5 Clerk's/Chairman's report** (pages 8-10)  
Community Care; Village tour; CCTV on foot/cycle bridge – double yellow lines – Winship Road realignment; Parish Plan; Sewage works; Crime & Disorder Reduction Partnership; Street Trading Consent Questionnaire; Dog warden; Countryside Access Provision; parking The Rowans; youth participation
- 6 Appointment of representative to Joint Action Group (JAG)**
- 7 Planning - to receive the minutes of the planning meeting held on 30 June 2008** (pages 11-12)  
- to agree comments about application S/0935/08/0 submitted by Helical (Milton) Ltd (47/6-08)  
- to agree comments about proposed application by Turnstone Ltd for land adjacent A14 (52/6-08)
- Any decisions received and urgent applications** (at chairman's discretion)
- 8 To receive the minutes of the Maintenance Committee meeting held on 30 June** (pages 13-14)  
**and to accept recommendations:**  
- cemetery fees and regulations (min 56/6-08)  
-to ask Buchans to quote for a three year contract with a clause revoking the contract in any year if their work was deemed unsatisfactory (min 59/6-08)
- 9 To received Year End Internal Audit Report** (page 15)
- 10 Boundary Review – Council's response** (page)
- 11 Land update**  
Proposal to pursue the purchase of land in Milton  
Proposal to pursue and investigate sale of Parish Council owned land  
Proposal to interview and appoint a fundraiser/project manager to oversee the project to provide additional recreation ground in Milton
- 12 Proposal to consider asking Tesco to seal up the passageway and to lay a new path into the Rowans** (RLEW – page 18)
- 13 MCC update**

(23/5-08) **14 County Councillor's report**  
Landfill application extension of time of operation of site – this will be heard on 17 July at 10.30am.  
MPC are the only ones to object so far.

**15 District Councillors' reports** – no report to date

**16 Bills for Payment and Money Received** (attached)

**17 Correspondence** (can be read at 7.15pm or you may request copies)

CSLT - Spring newsletter  
Guided Busway - Notes of Local Liaison Forum for Park Lane to Milton Road (14 May 08).  
- June 2008 edition of the Cambridgeshire Guided Busway update

**18 Dates of Next Meetings**

Finance & Staffing - **21 July**  
Community Care - **tba**  
Council - **1 September**

**19 Items for September agenda** ( to be received by 22 August)

*Jim Daniels*

Jim Daniels - Clerk

**The full Parish Council agenda papers are available at:**

[www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) [Council website]

**Parish Council office & Community Centre notice board**



**Minutes of the Meeting of Milton Parish Council held on Monday 9 June 2008 at 7.00pm in the Bowls Pavilion**

**Present:** JE Coston (chair) RH Chapman PS Badley G Covell R Day TA Drummond RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters (from min 25/6-08 apologies for lateness)  
Councillor M Williamson and the clerk

**Public Participation** – no members of the public were present.

1/6-08 **1 Presentation of plans for land adjacent A14**

In attendance:

Justin Bainton and Colin Brown, January's

Chris Goldsmith Turnstone Estates

Estelle Littlewood and George Wright, architects.

Turnstone have a long term option on this land and intended submitting a planning application for a 120 bed hotel and restaurant with 80 car parking spaces on approximately half of the land (eastern end), although it is in Green Belt and outside the development framework for the village. The applicant needed to justify the application by proving special circumstances - for example a need in the Cambridge area for hotel accommodation.

The following points were raised:

- The future widening of the A14 had been taken into account.
- There was no similar design in the area.
- The primary purpose of the restaurant was to serve the hotel guests. [Planning use class for restaurants was now different from "take-away" restaurants. If this were to become a take-away specific planning permission would be needed].
- Advantages for Milton: improved landscaping to southern entrance to the village; buffer against A14; employment opportunities. January's would be willing to discuss with Council other possible benefits to Milton.

Thanks to the JB, CB.CG, EL and GW for attending.

Turnstone's objection to the LDF Policy for this land had not yet been decided. The majority of Council did not want to see this development.

RJF, JEC and 1 other would meet to formulate a response in readiness for the Planning Committee meeting on 30 June and Council meeting in July. As this planning meeting would be looking at the Helical application also it was agreed to postpone the Maintenance meeting scheduled for 30 June.

2/6-08 **2 Apologies for absence** - AJ Campbell M Ellwood [in hospital – Council sent best wishes].

3/6-08 **3 Declarations of Interest – personal and/or prejudicial**

IFM - Country Park personal – son fishes in park; youth personal – son a member of youth club; land update personal – chairman of colts football club.

TAD – land update personal – member of colts football club.

JEC – land update personal – husband plays cricket for Milton cricket club.

HMS – Planning personal – member of SCDC planning committee.

4/6-08 **4 Minutes - the minutes of the meeting of 12 May 2008 were approved and signed as a true record.**

Noted that ME could not continue to be JAG representative [replacement to be sought at July meeting].

**5 Clerk's/Chairman's report**

5/6-08 Village tour - Min 1/4-08:

(1/4-08) **"a) to consider any major projects to be submitted to the CCC bidding process**

Fen Road leads to nowhere – unlikely to be considered favourably by CCC. KF intended putting up a "Not suitable for Vehicles" sign near 76 Fen Road. Coles Road – road and footpaths in a poor state of repair. *Noted that signs had already been put up.*

**b) to consider any bids for minor repairs and resurfacing**

Noted that each village has on average £7000 to spend on highways repairs. A crew costs £900 a day.

**Members would cycle / walk the village and feedback to KF any requests for a) and / or b) above."**

**Date for tour agreed: Monday 16th June 7pm – meet at the office.**

- 6/6-08 Country Park Liaison – IFM, HMS and RTS agreed to form a liaison group to meet with M Woolhouse CSLT.
- (12/4-08) RLEW subsequently agreed to join this group.  
Noted that the access road to the gate did not form part of the lease. Maps show this to be highway. MW suggested that Council members walk Tomkins Mead with him as per the agreement though he and the clerk both agreed that this was not necessary at present.  
RD declared a personal interest – member of Cambridge Fish Preservation Society.
- 7/6-08 CCTV / Winship Road/ double yellow lines – there had been no response from CCC. MW would follow this up.
- (8/5-08) The clerk would write to Mark Kemp. **Action: MW and the clerk.**  
Oliver Merrington from Waterbeach had arranged a meeting on behalf of Sustrans with Alistair Frost & Nigel Brigham at Milton P&R.
- He promised to feedback any points raised.  
The meeting would look at:
- designs for the cycle paths on site & along Butt Lane;
  - lighting on site & for the footbridge;
  - signing on site.
  - Nigel would like to revisit the bridge over the A10, eg parapets.
  - Also plans for the agreed route through Milton village to the Jane Coston Bridge, and
  - adjustments to the High Street/Winship Road junction.
- HMS had produced a paper suggesting improvements to the barriers on the proposed cycle route through The Sycamores / Rowans. **To be discussed during tour Monday 16 June.**
- 8/6-08 Parish Plan - PSB reported that he hoped to publish results of the survey at the Village Fayre. The next phase
- (9/5-08) would be a meeting in the Autumn to determine an action Plan.
- 9/6-08 Sewage Works – N Atkins, EHO had offered explanations for the recent odours, including heavy rain, operational problems, severely damaged ‘scrappers’ in need of replacement and sludge settling in the bottom of the tanks and not being cleared away.
- (12/5-08) He reported that the management were very willing to comply with Council’s requests and were attempting to rectify the situation as quickly as possible.  
Anglia Water recognised the need for an ongoing preventative maintenance programme, which will identify such faults before they occur, as the site is going to remain at this location.  
Colleagues at SCDC and at AWA felt that it would not be beneficial to continue with management meetings at present. If, after the completion of repairs, the problem is not solved then these meetings could be started again
- Noted that 997 (66%) of all adult respondents to the Parish Plan ticked ‘Sewage smell’ as a problem / concern about Milton.
- 10/6-08 Land adjacent A14 – From Monitoring Officer CCC: the reason that the site appeared flooded was because the
- (18/5-08) main sewage pipe had been broken. It is believed that it was broken by the company who had been instructed to do some trial bore holes as part of the preliminary investigation for the redevelopment of the site.
- 11/6-08 Crime & Disorder Reduction Partnership - the CDRP intended to host a speeding and traffic summit.
- (19/5-08) CDRP annual conference - date and arrangements to be confirmed.  
A resident of Fen Road had informed Council and the police about recent criminal activities.  
Next Neighbourhood Panel meeting scheduled for 15 July at Milton Primary school.
- 12/6-08 Street Trading Consent – Cambridge Road, High Street, Ely Road is designated a “Consent Street”. Any traders such as food vans needed a licence from SCDC to trade on this road. Noted that SCDC was considering adopting the whole of South Cambridgeshire as a Consent Street Trading Area.  
Questionnaire from SCDC to be discussed at July meeting.  
RHC as a customer of the kebab trader declared a personal interest.

- 13/6-08 **6 Committee Chairmen**  
**AGREED**  
**that the chairman of each committee (or vice chairman if necessary) attend Council meetings following the relevant committee meetings in order to report fully to Council.**  
 [This was especially important for those two committees that do not have elected councillors as chairmen].
- 7 Planning**
- 14/6-08 SCDC and City Council – consultation on the North West Cambridge submission draft Area Action Plan (area between Madingley Road and Huntingdon Road) – responses to be sent in by 30 June
- 15/6-08 Appeal – Mr S Duncan Wildfowl Cottage Baits Bite Lock against refusal to grant listed building consent and  
 (23/4-08) refusal to grant planning permission – both appeals **allowed**.
- Decisions received:
- 16/6-08 Mrs J Haslop 25 David Bull Way conservatory - **approved**.  
 (28/4-08) Following Policies apply:  
 Cambridgeshire and Peterborough Structure Plan 2003:  
**P1/3 (Sustainable Design in Built Development)**  
 South Cambs Local Development Framework Development Control Policies 2007:  
**DP/1 (Sustainable Development); DP/2 (Design of New Development); DP/3 (Development Criteria).**
- 17/6-08 World of Computers 133 Cambridge Road display of signs – **approved for a period of 5 years**.  
 (30/4-08)
- 18/6-08 Peter Shenton 26 Cambridge Road display of signs (retrospective application) - **approved for a period of 5 years**.  
 (53/4-08)
- New applications:
- 19/6-08 S/0766/08 Park House Winship Road – installation of window – **no recommendation** (delegated).  
 20/6-08 S/0830/08 MR AE Dewey 49 Old School Lane – extension - **no recommendation. Concerns about the south facing window – support neighbour’s point of view.**
- 21/6-08 S/0854/08 Mrs H Okane 79 Cambridge Road – porch - **no recommendation.**
- 22/6-08 S/0873/08 Mr S Moore 5 New Fields Chesterton Fen Road – erection of building for use as utility/dayroom -  
 - **no recommendation. Concerns about the size of the building. Support for SCDC’s Policy for Travellers.**
- 23/6-08 S/0901/08/A Exemplar Property Holdings Plc – Building 101 Science Park - signs – **no recommendation.**
- 24/6-08 **8 MCC Joint Meeting** - the minutes of the joint meeting held with MCC were received and noted.  
Item 8 Play (min 38/5-08) - inspection of skate park and youth shelter – to be determined after agenda item 10.
- 25/6-08 **9 Finance** - the minutes of the Finance meeting held on 19 May 2008 were received  
**AGREED**
- a) **to accept recommendation to approve accounts for 2007-08** (min 49/5-08)  
 b) **to accept recommendation that JEC, RHC and the clerk draw up a job description of a part-time assistant clerk in readiness for the October F&S meeting** (50/5-08)  
 c) **to confirm F&S Committee’s recommendation that the salary scales be adopted as from 1st April 2008** (min 51/5-08)  
 d) **to confirm appointment of Mr S Wilson as Independent Internal Auditor for 2008-09**
- 26/6-08 **10 Proposal to remove the roof and frame of the youth shelter and skate ramps**  
 The following proposal was lost (5 votes in favour, 6 against and 2 abstentions):  
**Council should make an effort to maintain the youth shelter to a reasonable standard and continue to monitor it; this to be done thus;**
- a) **the structure to be made safe immediately. RHC and the clerk would discuss employing a contractor to make the structure safe and to report back to Council the costs of long term repairs**  
 (if the only recommendation is to remove the panels then they will be removed); **and**
- b) **RHC to remove top panels and replace them with the side panels – thus leaving sides open.**
- It was then **AGREED** (6 votes in favour, 3 against and 4 abstentions)  
**to remove the structure - leaving just the seats in place.**

It was also **AGREED**  
**to remove the quarter pipe** (10 votes in favour 2 abstentions).

It was put forward that it was Council's responsibility to discuss facilities for the youth in the village and to look to replace the youth shelter and skate ramps. The youth should be involved from the start of this process.

Inspections of the remaining piece of skate ramp to be arranged.

Noted that fence alongside the basketball court was in a poor state of repair (MCC issue).

27/6-08 **11 Proposal to accept the CCC quotation to remove the "Cycle Lanes" sign/posts at Butt Lane and disposal of £100.00 + VAT**  
As the CCC erected this sign under the 'Traffic Signs and General Directions Regulations' it was **AGREED**

**to ask the CCC to remove the sign at their own expense.**

28/6-08 **12 Land update and proposal to consider purchasing land north of the village for recreation purposes**

Helical were offering to provide two football pitches on the land behind Milton Hall together with a pavilion at a cost of c £120,000.

Golf course land was in receivership and would be offered for sale shortly. The Land Group were planning to meet on 10 June and would discuss the best way forward – perhaps through a partnership arrangement - to acquire this land for recreation purposes for the village.

Council should explain its options to Helical.

Noted that the cricket club were interested in being involved in the Land Group.

It was **AGREED** (8 votes for the motion, 2 against and 2 abstention).

**not to invite the cricket club to join this group at this stage.**

If Council decided to proceed with trying to purchase the golf course land then all the clubs in the village should be invited to form an alliance to support this project.

29/6-08 **13 Consultation on BT's proposal to remove phone box Coles Road**

The clerk would ask BT to retain the red box, in a different location if necessary, eg in place of the modern phone box at Pond Green. *Action: the clerk*

30/6-08 **14 Boundary Review – Council's response**

Copies of SCDC's letter were received – TAD and SCH would circulate the Science Park. Consultation document for Chesterton Fen had not yet been delivered. HMS and RTS would deliver them (with RLEW?).

HMS argued that, as the Cambridge City Planning Policies were different from those of SCDC, the Science Park and St John's Innovation Park should stay in South Cambs district.

**AGREED**

**that Council's response should be as in min 40/4-08 – "...Council's recommendations that Chesterton Fen should be part of Cambridge City and the boundary between Cambridge City and Milton should be the A14."**

31/6-08 **15 MCC update**

Village Fayre and Family Entertainment Saturday 12 July 12.30 – 10pm.

AGM 8 October

Grant application towards refurbishment of MCC submitted to WREN.

32/6-08 **16 Mereham Public Inquiry – proposal to send a letter to Hazel Blears, Secretary of State**

**AGREED**

**that the clerk send Council's comments used at the Public Inquiry to the Secretary of State.**

33/6-08 **17 County Councillor's report**

(23/5-08)

Development Control Committee – landfill application to extend of time **of operation of site** - no date had yet been arranged for this meeting. The chairman would be allowed to speak at this meeting.

Dog Fouling – as a Quality Council Milton would be allowed to employ a dog warden and retain any fines. Waterbeach were considering asking local Parish Councils if they would be prepared to employ jointly a dog warden.

34/6-08

**18 District Councillors' reports**

Police panel – next meeting 15 July at Milton Primary School.

Water Cycle Strategy – HMS recently attended a meeting. Waste Water Treatment Works – there was no talk now of redevelopment. “Upgrade” was the best that Milton could expect.

Cambridge Horizon report – development proposals at Chesterton Sidings, the aggregates and Cowley Road Park & Ride sites.

CPALC Liaison Meeting – 11 people attended the recent meeting. The boundary review was discussed.

Foot / cycle Path adjacent sewage works – general maintenance of path and / hedge poor. The clerk would contact City Council. **Action: the clerk**

35/6-08

**19 Bills for Payment and Money Received**

**CONFIRMED** payment of cheques 3758 - 3760 and direct debits

**AGREED** payment of cheques 3761 – 3777. Cheque 3776 – payment of £25 to collate Annual Report in the Village View magazine. [Neither chairman nor clerk had the time to do this – approximately 3 hours work]. RHC would check Buchans Landscapes work schedule before approving payment of April and May account.

36/6-08

**20 Correspondence**

- SCDC** - Invitation to Children and Young People's Participation Event on Saturday 28 June 2008, 9.30 am - 1.15 pm SCDC, South Cambs Hall , Cambourne  
Parish Councillors in South Cambridgeshire are invited to take part in an event on June 28th to find out what a children and young people's participation champion is, what benefit they can bring to their Parish Council and community and what support and training can be offered to Parish Councillors.
- SCDC** - Briefing re potential post Office closures - a meeting for South Cambs District Councillors and Parish Councillors will be held in the Council Chamber of South Cambs Hall in Cambourne at 6:30pm on Wednesday 16 July. It was reported that Anil Lakhani was confident that Milton Post Office would not close.
- SCDC** - Public Consultations schedule
- CPALC** - Minutes of the Cambridgeshire County Council Liaison Committee Meeting held on Thursday 17th April 2008.

**21 Dates of Next Meetings**

- Community Care** - **tba**
- Planning** - **30 June**
- Maintenance** - **Postponed**
- Council** - **7 July**

The meeting ended at 10.35pm

Signed .....

Date .....

## 5 Clerk's / Chairman's report

(14/5-08) Community Care - the clerk had returned the mobile phone "donated" by Tesco for the deputy warden as it did not work and bought a replacement.

(5/6-08) Village Tour – I have asked Alistair Frost to remove and/or widen various cycle barriers as agreed on the tour. The chairman and the clerk met Keith Fauch on Friday 27 June and walked the village to look at the highways issues raised during the tour. He has agreed to pursue these issues.

8 The Elms – fence encroachment? **We do not own the land** – therefore owner does I assume.

The Elms - Cut tree back round light and raise crown significantly (or remove both trees) - roots coming through footpath (all in the area where 3 paths meet) – **MPC owns this triangle of land.**

**I shall ask for a quote to remove the trees. RD and RLEW are looking at various tree issues (see Maintenance – min 59/6-08)**

**Additional:**

- **Tree roots are going across the back lawn of a house in Ballard Close from one of our trees growing alongside the fence in Humphries Way open space. Do we remove the tree (especially as this is not the only tree of that type alongside the fence)? None of the neighbours has contacted me about this problem.**

**The chairman and clerk have looked at the back garden.**

- **Extra soil need in grass crete at Landbeach Road bus stop and grass seed.**

Parish Plan – the group were continuing to meet.

(8/6-08)

Sewage works – a resident has complained to the EHO about the number of flies, suggesting that the sewage works could be the cause of the problem.

(9/6-08)

The response from the EHO:

**"We are aware of the problems being experienced by the residents of Milton regarding this matter. For your information, please see the standard response below in relation to the current problems, which are distinctly different from those on previous occasions. Additionally, extensive works are currently being undertaken by Anglian Water to replace the defective equipment they have identified.**

Thank you for your recent email concerning the above matter.

This Department has been made aware of the odour that has been emanating from the sewage treatment works and the problems that Anglia Water are experiencing in relation to the site.

The odour can be from a number of sources. After the heavy rain etc over the winter/ spring period odours were produced by the storm lagoons that were brought into action and then drained. When they drain, sludge deposits in the lagoon and then breaks down naturally.

Recent operational problems were encountered with the filter beds that had become blocked and ponding of effluent had occurred on top of the beds. Remedial action was taken to free-up the filter medium to maintain the flow. Further investigations by Anglia Water have since taken place as to why these beds were allowed to become blocked and attention was turned to the primary settlement tanks.

These primary settlement tanks accept raw sewage and the solids are allowed drop to the bottom. Scrappers move these solids to the centre of the tank, where they are removed to the new treatment plant. The site operates at maximum capacity over the winter period and draining of the settlement tanks is not possible. One of the tanks has now been taken offline and drained revealing that these scrappers have been severely damaged and are in need of replacement. This is a considerable job and will require the all of the tanks to be systematically drained and the necessary work carried out to each.

The current odour problems have occurred because sludge is settling in the bottom of the tanks and is not being cleared away. It is turning septic, resulting in sludge deposits bubbling to the surface and then incorrectly being carried to the filter beds, instead of the sludge treatment plant as intended.

I can confirm I have visited the site and the management have been very willing to comply with our requests and are attempting to rectify the situation as quickly as possible. However, due to company purchasing policy, delays have occurred in contractors submitting quotes etc and arranging for the works to be commenced. It is anticipated that quotes will be submitted in the very near future and works can then be started.

I appreciate that the smell is bad and has been around the area for sometime now. But Anglia Water have carried out their own investigations, emergency repairs and are now taking steps to rectify the problems that have been discovered. They also recognise the need for an ongoing preventative maintenance programme, which will identify such faults before they occur, as the site is going to remain at this location.

Unfortunately, as you are probably be aware it is not possible to take this works out of action until the problem is resolved.

I hope the above gives some reassurance that the matter has/is being looked into and a solution to the current problems is now hopefully in sight and this Department will be watching future developments with interest.

If you have any queries or wish to discuss this matter further please do not hesitate to contact me. I note your general comments, but can only comment on issues relating directly to the matters that concern this Authority. These matters are currently being dealt with in a satisfactory manner by AW. I hope the above clarifies the current position.”

(11/6-08) Crime & Disorder Reduction Partnership - South Cambs CDRP Conference Wednesday 10 September. The conference will be from 5.30pm - 8.30pm at Cambridge City Airport. The focus of the conference will be to cut crime in our communities.

Speeding and other traffic related topics are frequently raised at 'Neighbourhood Panel' meetings. CDRP invite up to 2 representatives to the South Cambridgeshire Traffic and Speeding Summit which is being organised by John Fuller, Community Engagement Manager, Cambs Constabulary. The event will take place on Tuesday 22nd July 2008 at Sawston Village College.

(33/6-08) Dog warden - “Under the Clean Neighbourhoods and Environment Act 2005 Waterbeach Parish Council have been considering the possibility of employing a warden to enforce the Act. However they do not consider that the employment of such a person could be justified and were therefore wondering if your Parish would be interested in joining with Waterbeach in employing such a person to cover all parishes.”  
Regards, Sarah Smart Clerk to the Council Parish

Countryside Access Provision - Cambridgeshire County Council's Countryside Access Team has received increased funding, available till March 2009, hopefully continuing until March 2011, to improve countryside access provision in the parishes around Cambridge. Officers are currently assessing possible improvements to the public rights of way and other countryside access provision. We would appreciate any suggestions which your parish might be able to make as to how this money might best be spent. Please note that the funding available is sufficient for improvements to footpath, bridleway and byway networks, and possibly also access areas such as community woodlands, but is not sufficient to create new cycleways, which are supported through separate funding.

Parking The Rowans -

Email 1 [16 May - not received by me] to Cambridgeshire Direct: “I live in Milton village, and the access road to my car park is regularly blocked by people parking on both sides of the road that leads to my car park. I am not alone with this problem, the car park with my garage also contains seven more garages and same number of car places.

Recently the situation has got worse, and three weeks ago we were not able to get home from the hospital with my newborn baby. Same happened when the midwife tried to visit us. I'm wondering how bad this could get, especially in case of emergencies, and what could be done.

Could you please tell me what I can do if I need to use my car urgently, and need to get on the road but the road is blocked. Also, would it be possible to indicate that it is an access road by painting double yellow lines on at least on side of the road?”

Response: “Thank you for your email. I have forwarded it to our Traffic Management Team with the reference number 50049. They will be in touch.”

Email 2 [17 June] - “Dear Council,

I live in Milton village, and the access road to my car park is regularly blocked by people parking on both sides of the road that leads to my car park. I am not alone with this problem, the car park with my garage also contains seven more garages and about same number of car spaces. Today in the afternoon I was not able to leave my house because two cars blocked the road. Picture is attached, the registration numbers are WJ45 MWD and R988 RVX. I do not know whom these cars belong to, and the police was unable to do anything during several hours, consequently I have missed an appointment.

Note that this is not the first time this has happened, and it has happened in case of emergencies as well during the last two months. Having a sprained ankle at the moment makes me rely on my car more frequently. My previous complaint to you (reference number 50049) seemingly has been ignored. I'm wondering if there is anything that can be done in this case.2

My response: “Thank you for your email. I have passed it on to the police. If we were able to make a case with the County Council for parking restrictions ie double yellow lines this would still need to be monitored by the police. I shall report this to Council at our next meeting on 7th July.”

Youth participation

I am writing to invite all Parish Councils in South Cambridgeshire to put Youth Participation on their agenda. You will have previously, through our Bulletin, received invitations to a Youth Participation event on June 28th but unfortunately, due to a low response, that event has been postponed.

I would, however, like to know how we can support you to involve young people in decision-making in the community. I would therefore appreciate it if you would complete and return the attached (very brief) form to me.

I look forward to receiving your reply and working with you in the future.  
Susannah Harris, SCDC

## Youth Participation Support for Parish Councils in South Cambridgeshire

*Please complete this form and return it to  
Susannah Harris at [Susannah.harris@scamb.gov.uk](mailto:Susannah.harris@scamb.gov.uk) or to  
South Cambridgeshire District Council,  
Cambourne Business Park, Cambourne, Cambs CB23 6EA*

1. Please tell us why you did not book a place at the Youth Participation event on June 28<sup>th</sup>

- a) I didn't know about it
  - b) I didn't have enough information about it
  - c) No-one was available to attend
  - d) No-one was interested in attending
  - e) Other .....
- .....


2. Would you like some more information about how Parish Councillors can be supported with Youth Participation?

Yes

If 'yes', how would you like to receive that information?

- a) By attending a local information or training event
  - b) Through a Youth Participation Officer attending a Parish Council meeting
  - c) By receiving some more written information first
  - d) Other.....
- .....


If 'no', please say why not:

.....  
.....  
.....  
.....

**7 Minutes of the Planning Meeting of Milton Parish Council held on Monday 30 June 2008 at 7.00pm in the Parish Council Office**

**Present:** RJ Farrington (chair) RH Chapman JE Coston R Day B Jefferson HM Smith  
RT Summerfield RLE Waters  
The clerk and 2 members of the public

37/6-08 **1 Election of Chairman** – RJF was elected chairman.

**2 Apologies for absence** - none.

38/6-08 **3 Declarations of interest – personal and prejudicial** – HMS personal (member of SCDC Planning Committee).

39/6-08 **4 Minutes** - the minutes of the meeting held on 21 April 2008 were approved and signed as a true record.

**5 Decisions received**

40/608 Appeal – Mr L Saunders – 27 & 28 Newfields Chesterton Fen Road – against enforcement notice served by

(41/1-07) SCDC alleging without permission the erection of a dwelling and a garage and a utility room.

41/6-08 Ms R Davey 63 Cambridge Road - conversion of garage to annex - **refused**.

(54/4-08) **No private amenity space; all openings facing a shared driveway. Unacceptable level of noise and disturbance through the use of gravelled access and car park. Unacceptable siting, design and poor relationship with existing dwelling and lack of amenity space. Contrary to Policies P1/3 Cambs Structure Plan 2003 and DP/2 and DP3 SCDC Development Control Policies DPD 2007**

42/6-08 S/0766/08 Cambridge Newspapers Park House Winship Road – installation of window – **approved**.

(19/6-08) **Policies P1/3 Cambs Structure Plan 2003 and DP/1, DP/2 and DP3 SCDC LDF Development Control Policies DPD 2007 refer.**

**6 New applications**

43/6-08 S/0830/08 MR AE Dewey 49 Old School Lane – extension – details of first floor window treatment – **for information only**

(20/6-08)

44/6-08 S/0873/08 Mr S Moore 5 New Fields Chesterton Fen Road – erection of building for use as utility/dayroom –

(22/6-08) foul drainage information - **for information only**

45/6-08 S/0922/08 Tesco Stores Ltd Cambridge Road – erection of glazed lobby – **refuse - the proposed lobby will create a traffic hazard for pedestrians exiting the store as there will be no sight line.**

**The narrow exit will also be a hazard if the store has to be evacuated quickly eg in the case of fire. Reducing the distance from the pick up point to the pedestrian crossing will cause a further danger as car drivers pull out towards the crossing whilst looking over their shoulder.**

**We believe that the proposed lobby will create a wind tunnel effect [although it is noted that prevailing wind is south westerly].**

46/6-08 S/0926/08 Mr & Mrs Walker 27 Coles Road – two storey rear extension – **no recommendation**.

47/6-08 S/0935/08/O Helical (Milton) Ltd - Former EDF Depot and Training Centre Ely Road Milton - outline planning application for the demolition of existing buildings, removal of existing pylons/mast etc from training grounds & construction of 121 retirement units (including restoration of north lodge for use as a retirement dwelling) 1 wardens unit, visitor accommodation, central facilities building, provision of formal & informal open space, associated landscaping & improvements to the existing access.

Committee **RECOMMENDED** that Council make the following comments:

**Green Belt.** Council supports the principle of retirement housing instead of the present industrial units on the existing footprint. We note, however, that the proposed development is encroaching on to the Green Belt land and beyond the footprint for industrial units.

We welcome the renovation of North Lodge, a listed building, with appropriate materials after many years of neglect. [Milton Parish Council has been trying for years to have this building restored].

We note that the building to the east of the site is an “Agricultural Spec” building and that SCDC imposed a clause that this should be returned to Green Belt land once EDF left the site.

**Visual aspect.** Such a development will improve the visual aspect of this area. Properties with appropriate landscaping will be an improvement over industrial units.

**Woods and lake.** We welcome the improvements to the lake and wood and their opening up to the public.

**Section 106 Agreement.** Should this application be passed a S106 Agreement must be in place with Milton Parish Council to address the following:

- Due to increased foot traffic provision should be made for improved footpaths especially in Church Lane
- Traffic calming features in Ely Road and highway improvements
- New bus shelter in Ely Road
- Considerable support for sports facilities for community use.

**Age Limit** – it is essential that restrictions are in place to ensure that the properties are sold to the over 55's only.

**Density.** Committee would like to know the number of properties per acre.

48/6-08 S/0982/08 Broadcom Europe Ltd 406 Science Park – installation of 500 KVA Standby Diesel Generating Set, 9000 litre fuel storage tank enclosed by timber fenced compound - **no recommendation.**

49/6-08 C/11/17/072/16 Mr A Gower Silver Acre 17 High Street – removal of small branches from three trees along drive – **no comments. Accept Trees Officer's recommendation.**

50/6-08 S/1019/08 Cambridge Regional College Kings Hedges Road – erection of 20m x 15m canopy – **no recommendation.**

51/6-08 S/1027/08 Mr & Mrs SEJ Coles 15 Goding Way – conservatory - **no recommendation.**

52/6-08 **7 Suggested response to proposed application by Turnstone to build a hotel on land by the A14**

(10/6-08) Note: the application had not yet been received.  
Committee strongly objected:

**Land is in Green Belt.** As we have watched Cambridge creep towards us we have consistently resisted any attempt to take this one remaining piece of rural land at the southern approach to the village out of Green Belt. It is the one parcel of land preventing coalescence with the city.

**Inappropriate.** A hotel is an inappropriate building in our village.

**Traffic.** A 120 bed hotel with car parking spaces for 80 begs the question “Where will all the cars go if the hotel is over ¾ full?” The roads in Milton are already extremely busy. They will not be able to cope with the extra amount of traffic.  
There would be yet another junction in an area with a number of junctions already.

**Quality of Life.** This area of Milton has been allowed to grow haphazardly over the years to the mishmash of industrial units that we have now plus a superstore with its own problems of traffic. Another rectangular building will just compound what is an unsightly entrance to the village. Compare this with the northern approach to Milton to see how we have got it wrong previously.

**Visual impact.** A large building of the type proposed will have an adverse visual impact on our village.

The meeting ended at 8.00pm.

Signed.....

Date.....

**8 Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 30 June 2008 at 8.00pm in the Parish Council Office**

**Present:** RH Chapman (chairman) JE Coston R Day SC Humphreys B Jefferson IF May RLE Waters  
 In attendance: RJ Farrington RT Summerfield  
 The clerk and 2 members of the public

- 53/6-08 **1 Election of Chairman** – RHC was elected chairman.
- 54/6-08 **2 Apologies for absence** – WD Booth D Chamberlin M Ellwood.
- 55/6-08 **3 Declarations of Interest – Personal / Prejudicial** – RD, RHC and SCH cemetery - personal (relatives buried in the cemetery).
- 55/6-08 **4 Minutes** – the Minutes of the meeting held on 17 March 2008 were approved and signed as a true record.
- 56/6-08 **5 Cemetery**  
 (43/3-08) **Update** – RHC had spoken to the Smith family who would write to Council asking for permission to put up a seat and to express concern about the problem of rabbits.

**Review of fees and regulations** – It was **AGREED** to **RECOMMEND:**

**FEES**

	At present	RECOMMENDATION
Interment of an adult	£160	<b>£200</b>
Interment of a child up to 7 years	£16	<b>No charge</b>
Interment of a child from 8 years to 18 years	£80	<b>£80</b>
Interment of ashes (£47.50) and tablet (£32.50)	£80	<b>£50 + £35</b>
Headstone not exceeding 76cms x 46cms	£86	<b>£90</b>
Double headstone not exceeding 90cms x 150 cms		<b>£200</b>
Headstone for a child up to 7 years	£15	<b>£15</b>
Headstone for a child from 8 years to 18 years	£43	<b>£45</b>
Inscription on any monument added on a later occasion	£20	<b>£25</b>

**All fees to be 3x current rates (at present therefore £600) for non residents.**

Note: At clerk's discretion the 3x fee may be waived for people previously resident in the village.  
 Purchase of exclusive rights of burial includes the fee for interment.

**REGULATIONS**

**“Anything placed and planted on any grave other than a headstone/tablet becomes the property of the Council and may be removed and disposed of at the Council’s discretion without the Council being liable to account for any proceeds of disposal.**

**No memorial shall be erected in the cemetery without the prior approval of the details by the Council.**

**(This function to be delegated to the clerk). All applications should be made by a Council approved memorial mason and submitted to the Council together with a drawing showing dimensions, method of construction, proposed inscriptions, method of fixing and description of the type of materials to be used and shall be in accordance with the National Association of Memorial Masons specification for the construction and fixing of memorials.**

**Vehicles must keep to the hard track.\*\***

**Double plot headstones to be no taller than 90 cms and no wider than 150 cms”**

**\*\* The addition of a turning area to be debated at next meeting.**

Details to be given to undertakers and families at appropriate time. *Action: the clerk*

**Ash trees:** dead boughs should be removed before the Autumn. The clerk would ask a qualified tree surgeon to quote. *Action: the clerk*

RHC and RD to meet contractor on site to explain. RHC declared a prejudicial interest and left the meeting for this item.

Trees to be monitored.

57/6-08  
(44/3-08) **6 Allotments – update**  
RHC intended clearing all rubbish off site after which the clerk would write to all allotment holders asking them to keep rubbish within the boundaries of their allotments. **Action: RHC and the clerk**  
There would be three areas for manure and a turning area for cars.  
Fees to be reviewed in December.  
Noted that there was a waiting list. The clerk would bear this in mind if future applicants wanted more than one allotment. [Multiple allotments had been allowed when demand was low].

58/6-08  
(46/3-08) **7 Litter picking – review of work schedule**  
The village litter picker’s duties were agreed. The clerk would ask SCDC for more detailed information about their rota for the village. **Action: the clerk**

59/6-08 **8 Review of Grass Cutting and General Maintenance Contract**  
**Tender – AGREED to RECOMMEND** that  
Council ask Buchans to quote for a three year contract with a clause revoking the contract in any year if their work was deemed unsatisfactory.  
If Committee were not happy with the quotation submitted it would then consider asking other contractors to quote eg A Hall, Truelink. RHC declared a personal interest (working relationship with A Hall).  
Noted that Council’s aim was not necessarily the cheapest quotation but “Best Value for Money”.

**Trees** - Residents from The Sycamore had asked if they could cut back bushes at the rear of their garden in the Hawthorn Hedge open space. It was more appropriate for Council to maintain this area and to seek a quotation. It was agreed that the clerk provide RD and RLEW with a list of sites (including Hawthorn Hedge) where tree works were considered necessary. RD and RLEW would look at these and report back. **Action: the clerk, RD and RLEW**

**Weed spraying open spaces** – RD and RLEW would report back whether committee should consider adding “weed spraying open spaces” to contract and to ask contractors to quote for this. **Action: RD and RLEW**

60/6-08  
(47/3-08) **9 Play**  
**- Update and confirmed clarification of the relationship between MPC and MCC**

- MCC employs its own staff to inspect play equipment weekly on the two recreation grounds including basketball court. MPC employs its staff to inspect all other play areas.
- MPC organises quarterly inspections by Cambridge City Services. The cost of the inspections on the two recreation grounds will be taken from the annual grant.
- Large items, eg play bark, should be ordered through the clerk as it is more economical to do so.
- Play repairs on the two recreation grounds are organised by MCC and ordered by the administrator of MCC. Currently the City Services are the main contractor for MCC play repairs.

Noted that the youth shelter, quarter pipe and wooden play houses had been removed. [Wooden house had been condemned verbally by City Services]. RHC reported that the legs on the wooden houses were rotten. Members of the committee to inspect what was left of the skate park site.

Next youth committee would discuss replacement of youth shelter and skate park.

Replacement of wooden houses to be discussed.

The meeting ended at 9.25pm.

Signed.....

Date.....

## 9 Year End Internal Audit Report

“There is little I can say when presented with such a well run council but there are some issues highlighted on the (enclosed) check list.”

### CHECKING PURCHASES MILTON PARISH COUNCIL

Question to check	Yes/No	What needs to be reported?
How did they decide on the purchase?	Y	
Was the proposal on the agenda?	Y	
Were three clear days notice given?	Y	
Did councillors make legal decision?	Y	
Evidence they check they have statutory power?	Y	
Demonstrate knowledge of Section 137?	Y	
Did they conform to Standing Orders?	Y	
Did they conform to Financial Regs?	Y	
Was order placed with agreed supplier?	Y	
Were the goods delivered?	Y	
Was the invoice for the correct amount?	Y	
Was cheque for correct amount?	Y	
Was it signed by minimum of 2 councillors?	Y	
Are they the signatories on mandate?	Y	
Has the cheque cleared through the bank?	Y	
Account reconciled?	Y	

### CHECKING LEGISLATION REQUIREMENTS

Question to check	Yes/No	What needs to be reported?
Has Council formally written and adopted the following:		
Asset Register	Y	
Risk Management Policy	Y	
Freedom of Information Publication Scheme	Y	
Data Protection Register	Y	
Standing Orders	Y	
Financial Regulations	Y	
Disability Access Policy	N	Under review!!
Fire Certification for buildings	N	Needs updating
Grievance Procedure	Y	
Ethical Framework Feb-May 2001	/	

### CHECKING INSURANCE

Question to check	Yes/No	What needs to be reported?
Do they have current insurance policy?		
Public Liability	Y	
Fidelity Guarantee	Y	
Employer's Liability	Y	
Cover for all assets on register	N	SOME ASSETS SPECIFICALLY NOT COVERED
Any other insurance requirements	n	

### CHECKING BUDGETS AND BUDGETARY CONTROL

Question to check	Yes/No	What needs to be reported?
What was the year's precept request?		
Is a formal budget prepared?	Y	
Does it reflect sufficient detail for their assets?	Y	
Is it approved by the whole council?	Y	
Level of General Reserves?		16,050

Level of Earmarked Reserves?		167,281 INCL 16,050
Is there evidence in minutes that these are still “live” projects?	Y	
Evidence of Budgetary Control Statements?	Y	
Precept request justified ?	Y	
Precept request sent on time to District?	Y	

#### CHECKING YEAR END FIGURES & RETURN

Question to check	Yes/No	What needs to be reported?
Evidence in Minutes of council approval of end of year accounts?	Y	NOT YET SIGNED OFF
Evidence in Minutes of council approval of Of Statement of Assurance on Annual Return	Y	NOT YET SIGNED OFF
Evidence in Minutes of council receiving IIA report	Y	
Evidence in Minutes of council receiving report from External Auditor	Y	
Will the completed Annual Return be posted on the noticeboard?	Y	
Do they understand the correct public inspection period which has to be given?	Y	

Check if the council is a ‘Sole Trustee’. If not then the extra question has to be answered ‘Not Covered’.

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## 10 Boundary Review

Thanks to Richard and Hazel who have conducted a consultation in Chesterton Fen. As a result they have produced the following (which they have sent as district councillors):

**“Milton Parish Council feels that the boundary between the City and South Cambs should be the A14 so that there is a line on the map, which is easily understood.**

**We present here the reasons why we feel that the existing boundary is nonsense. At present Chesterton Fen is in Milton and under South Cambs District Council, from just beyond Kerry’s Yard.**

**People in this area generally use Shirley School, local community centres, doctors and churches all in the Chesterton area. They do not identify with Milton village, although they know their area is part of Milton. The only way out from Chesterton Fen by road goes into Cambridge and Chesterton Fen is just an extension of Chesterton, which is part of Cambridge. To get to Milton residents have to go a long way round by road.**

**Below are some of the reasons why people in Chesterton Fen should be part of Cambridge City:**

- **their rubbish could be collected at the same time as Chesterton's, using the same bins and boxes**
- **sweepers that clean the roads in the City could just carry on down Chesterton Fen**
- **they could vote closer to home in Chesterton**
- **they would contact the council in Cambridge about any problems, not South Cambs Council in Cambourne**
- **their post code is a City one not a Milton one, so the Post Office already treats them as City residents**
- **they are policed as part of the City but the crime statistics are reported in South Cambs**
- **people looking for Fen Road Milton would not go to Fen Road Chesterton by mistake and vice versa**

- the councils themselves and partnership organisations would stop getting confused (some departments already think Chesterton Fen is part of the City)

**Results from a survey of a 100 properties in Chesterton Fen show that local residents support the view of the Parish Council and the local District Councillors that Chesterton Fen should be in the City.**

**Of those who responded:**

**46% preferred to become part of the City      10% to stay in Milton      44% don't mind either way**

**Cllr Richard Summerfield and Cllr Mrs Hazel Smith”**

In July 2007 I sent this letter to SCDC:

“At a meeting held on 9 July 2007 we discussed the issue of the whole Northern Fringe boundary with the City of Cambridge. It is our unanimous view that now would be a sensible time to review this boundary. We suggest that the anomalies be removed and that the boundaries of Milton Parish should be the A14 to the south and the river Cam to the east. This would mean incorporating the Science Park, part of St John’s Innovation Park and Chesterton Fen within Cambridge City and those three parcels of land adjacent the Jane Coston bridge, in the Country Park and near the railway line just to the north of the A14 currently within the City becoming part of Milton.”

Our meeting in April decreed:

“Electoral Arrangements Committee – meeting on Wednesday 16 April 2008 at 6.30 pm in the Swansley Room at South Cambridgeshire Hall. HMS and RTS would attend. The chairman hoped to attend to put forward Council’s recommendations that Chesterton Fen should be part of Cambridge City and the boundary between Cambridge City and Milton should be the A14.”

In May consultation with Chesterton Fen and Science Park was agreed:

“ Chesterton Fen – the recent SCDC Electoral Committee meeting felt that residents should be consulted. **AGREED** that Council should ask Fen Road Chesterton residents and businesses on the Science Park if they would prefer to be in the City or stay in South Cambs district.  
JEC, HMS and the clerk would prepare a leaflet to be distributed with prepaid envelopes for replies.  
HMS, RTS and RLEW would deliver in Chesterton Fen and PSB, TAD and SCH in the Science Park.  
*Action: JEC, HMS and the clerk”*

I do not have any data for the Science Park.

If we want to make further representation I must send it to SCDC by this Friday – 27th June.

As we have not met to discuss what to send I suggest that I send the following on Friday:

**“Milton Parish Council has consistently argued that the natural boundary between Milton and Cambridge is the A14 and that both the Science Park and Chesterton Fen should now be incorporated within the city. Responses to our consultation exercise now show support for this and we therefore ask South Cambs Council to support our view.”**

If Council decides at its meeting on 7th July to send the additional information in Richard and Hazel’s report then I can email that to SCDC (the committee meets on 8th July) and Richard can present these comments to that committee.

Jim 25 June 08

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12      **TESCO WALKWAY**

[Photographs will be on the projector]

The covered walkway on the north side of the Tesco building in Milton is a disgrace. There are large amounts of obscene graffiti on the walls and pillars, it is dark and intimidating for people to walk through, very often litter strewn, a meeting place for groups (usually young people who daub the graffiti on the building and leave litter, as well as dismantling the boundary wall). Overall the walkway is an unpleasant and intimidating place to pass through as well as being an eyesore.

I have a suggestion to improve the situation.

1. The walkway should be closed, giving Tesco the opportunity to enlarge the interior of the building for either, storage or counter space.
2. The footpath on the south side of the Sycamores should be extended from the pathway on the west of the Tesco building to Cambridge Road.
3. A new footpath from the north/west corner of the Tesco building going north to link with the extended footpath.
4. The above improvements would allow residents and customers of Tesco's a more pleasant access to the Store without actually increasing the distance to travel.

Bob Waters