

# MILTON PARISH COUNCIL

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**27 January 2009**

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

**You are summoned to the next meeting of Milton Parish Council to be held in the Bowls Pavilion on Monday 2 February 2009 at 7.30pm**

**Public Participation – members of the public are invited to speak**

### **AGENDA**

(45/1-09) **1 Confirmation of appointment of and welcome to assistant clerk** (page 3)

**2 Apologies for absence**

**3 Declarations of Interest – personal and/or prejudicial**

**4 To approve the minutes and confidential minutes of the meeting of 5 January 2009** (pages 3-6)

**5 Clerk's/Chairman's report** (page 6)

Citi2 bus; Highways inc A14 bridge; SLCC / CPALC; Tomkins Mead; Environmental Group – Baits Bite Lock

(14/10-08) **6 Planning - to receive the minutes of the planning meeting held on 19 January 2009** (page 7)  
Appeal – R Davey 63 Cambridge Road against decision of SCDC to refuse conversion of double garage to an annex –**appeal dismissed.**

Minerals and waste Plan consultation (page 8 )

#### Decisions received

(53/12-08) Mr L Saunders 27 and 28 Newfields Chesterton Fen Road - proposed 2 utility /day rooms- **refused.**  
**Contrary to various Green Belt Policies – inappropriate development in the Green Belt.**

(55/12-08) Mr & Mrs Milner 248 The Rowans - two storey side extension - **approved.** **Permanent space on site to be provided for car parking.** SCDC LDF 2007 **Policies DP/2 and 3.**

(57/12-08) Tree works Queen Anne Lodge - **approved.**

(23/12-08) Mr L Smith 8 Cambridge Road – conversion of garage into living accommodation - **approved.**  
East of England Plan 2008: **SS1 (Achieving Sustainable Development)**  
SDCDC LDF 2007: **DP/1 (Sustainable Development), DP/ 2 (Design of New Development), DP/3 (Development Criteria) and TR/2 (car and Cycle Parking Standards)**

#### New applications

S/0007/09 Mr J Peck Cave Industrial Estate 24 Chesterton Fen Road – erection of office building with associated car parking

S/0026/09 Mr & Mrs Karia 136 The Rowans – two storey front extension and first floor extension over garage

Any other decisions received and urgent applications (at chairman's discretion)

**7 Finance – to receive the minutes of the Finance & Staffing meeting held on 19 January 2009** (pages 8-9) **and to accept recommendations that Council:**

- a. defer the proposed capital expenditure at the Cemetery for a year**
- b. re-designate the Tomkins Mead Reserve as a Trees Reserve**
- c. carry forward the under spend in 2008/09 of approximately £4000 and use it to reduce the precept for 2009/10**
- d. grant MCC £31,000 for 2009/10**
- e. approve the budget and**
- f. precept £110,000 for 2009/10.**

(14/1-09)

**8 Parish Plan**

- update
- to agree funding for printing and distribution of Parish Plan

**9 Land update and recommendation that Council actively investigate grants and sources of funding for the village**

- proposal [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item as publicity would prejudice the public interest by reason of the confidential nature of the business

**10 MCC update – AGM report**

**11 County Councillor’s report - no report to date**

**12 District Councillors’ reports – no report to date**

**13 Bills for Payment and Money Received (to be circulated)**

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

- Department for Transport** - consultation regarding Road Safety Compliance (previously circulated by email)  
Link: <http://www.dft.gov.uk/consultations/open/compliance/>
- SCDC** - South Cambs Community Chest - new small grant scheme
- GUIDED BUSWAY** - works on the busway between Orchard Park and King’s Hedges Road are scheduled to start on Monday 26 January and will finish in late summer 2009.
- Update and Press Release.

**15 Dates of Next Meetings**

- Planning - 16 February
- Minibus - tba
- Council - 2 March

**16 Items and Reports for March agenda (to be received by Friday 21 February)**

*Jim Daniels*

Jim Daniels - Clerk

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

**Parish Council office, Community Centre notice board and**

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



**Agenda 1** – David has been considering his hours. Perhaps Monday morning 10-12 Wednesday afternoon 2-4pm and/or evening? 6-8pm Friday morning 10-12 and possibly Saturday 10-12? By working Wednesday evening or Saturday morning David will allow those people who work to make contact.

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**Minutes of the Meeting of Milton Parish Council held on Monday 5 January 2009 at 7.00pm in the Bowls Pavilion**

**Present:** JE Coston (chair) RH Chapman PS Badley AJ Campbell R Day M Ellwood RJ Farrington SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters Councillor M Williamson (part), a member of the public (part) and the clerk

**Public participation** - no members of the public were present.

1/1-09 **1 Alistair Frost CCC Highways** [Mins 11/12-08, 12/12-08 and 16/12-08 refer]

AF answered questions about:

- A10 footbridge – lighting, parapets, gritting and barriers.

There was no money for lighting. This could possibly be included in phase 2 of the Park & Ride scheme. Raising the parapets was not part of the scheme. The CCC would review its “Gritting Policy” in readiness for the winter of 2009-10. He suggested that Council contact Gareth Guest, bridge engineer, with the specific questions; to Mark Kemp to press for changes to the Gritting Policy and Ross Campbell-Bain, manager Park & Ride, for support to grit the bridge. The barriers at the Milton end were to be moved apart to improve disabled access.

- Gates at end of Butt Lane.

These were now secure.

- A10 verge.

This would be landscaped within a few weeks.

- Park & Ride.

Capacity was less than that of Cowley Road Park & Ride. Planning permission had been granted to increase the parking to 1100 on land to the rear. Extra funding would be needed in order to expand.

- CCTV on A14 bridge.

There had been various problems in getting this work done. He could not say when the work would be completed.

Representatives from the Highways Agency, CCC, SCDC, City Council, MPC and Sustrans had met that afternoon. AF had circulated a legal agreement at that meeting. It was hoped that by the next meeting of this group (9 February) that the various bodies would accept their responsibilities as per the Agreement.

- Cycle routes.

Work on barriers had been passed to contractors to do. There was no money to alter the Winship Road junction. As Cambridge is a “Cycle Demonstration City” AF suggested that MPC contact Mike Davies, the relevant officer. AF would also contact M Davies. There was no money left in the Park & Ride budget.

- A10 road surface - the A10 resurfacing was not part of the Park & Ride scheme. There was no money for additional road resurfacing. In addition there were “sub-road” weaknesses that needed to be addressed first.

- Verge by kebab van – concerns about ruts – not within AF’s remit.

- Warning signs for Park & Ride on A10 - AF would ask the “Safety Team” if the signs were adequate.

- Interchange traffic lights – he would ask the traffic signals team to check the phasing.

Thanks to AF for attending both meetings.

2/1-09 **2 Apologies for absence** - G Covell TA Drummond.

3/1-09 **3 Declarations of Interest – personal and/or prejudicial**

JEC – land update - personal – husband and son play cricket for Milton Cricket Club.

HMS – planning - personal – member of SCDC planning committee.

IFM - land update personal – chairman of colts football club; youth personal – son member of youth club.

RLEW – youth personal – grandson member of youth club.

- 4/1-09      **4 Minutes** - the minutes of the meeting of 1st December and the confidential minutes of 10 November and 1st December 2008 were approved and signed as a true record.
- 5/1-09      **13 County Councillor's report** (brought forward)  
Park & Ride - MW intended arranging a meeting with the manager of the Park & Ride, Stagecoach, MPC and Alistair Frost to discuss the Park & Ride.  
CPALC – the “electronic” system used by CPALC seemed to be working well.
- 8/1-09      **5 Clerk's/Chairman's report**  
 (8/12-08)      Assistant clerk – interviews being held on 5 and 7 January.
- 9/1-09      100th birthdays – the chairman had presented flowers and a card on behalf of Council to Olive Parker, 100 on October 28 and May Richardson, 100 on December 3, both residents of Barnabas Court. Card thanking Council received.
- 10/1-09      Receipts – noted that Harveys had returned £270 – youth building sofas (min 35/9-08) and that CCC had granted £3000 towards the Community Care scheme (min 50/9-08).
- 11/1-09      Neighbourhood Watch – Executive Group Annual Conference at Hinchingsbrooke Performing Arts Centre Huntingdon Saturday 31 January 09.45 - 13.00 (lunch). All members of Neighbourhood watch invited. Notes of Histon Neighbourhood Panel held 14 October 2008 received.
- 12/1-09      Traffic Management Area Joint Committee  
**PARKING CONTROLS FOR HEAVY COMMERCIAL VEHICLES** The County Council was asked to take the lead with other authorities in tackling the problem of lorry parking adjacent the A14, whether in conjunction with the A14 improvement or by reopening the Night Owl parking area, which could take 200 vehicles. It was agreed to consider parking controls in Impington and other villages and work with other agencies to provide more appropriate places for parking.
- (11/11-08)      **MINOR HIGHWAY IMPROVEMENTS** Scoring of bids from parish councils had resulted in plans for work at Litlington, Waterbeach, Hinxton and Madingley in 2008/09. Bids for 13 traffic management and safety schemes in Barton, Melbourn, Girton, Orwell, Babraham, Shepreth, Croydon, Waterbeach and Bartlow were being considered for 2009/10.
- 13/1-09      SLCC meeting / CPALC – meeting of SLCC on 12 December:  
**1 CPALC:** Ian Dewar, County Executive Officer of CPALC gave an update.  
 To gain re-accreditation as a Quality Council MPC must “produce a Statement of Intent on training for both staff and members and at re-accreditation provide evidence that this has been acted upon.”  
 Other new tests: “Communication and Community Engagement” and “Promoting Local Democracy and Citizenship”. Council must work actively to support local democracy and citizenship in its local area.
- 2 SLCC:** The Human Resources Adviser SLCC also gave a presentation about the various Policies that Council should have in place.  
**AGREED to form an *ad hoc* committee (PSB, AJC and JEC) to review all Council's Policies and Procedures, including Policies such as “Dignity at Work, Bullying, Lone Working” and “Recruitment and Complaints Procedures”. In addition this committee would formulate a Training Policy.**
- 14/1-09      Parish Plan – Meeting scheduled for 11 December was now re-scheduled for Thursday 15 January 2009  
 (15/12-08)      at 7.30pm. PSB would be asking for funding at the February meeting towards the printing and distribution of the report.
- 15/1-09      **6 Planning - the minutes of the planning meeting held on 15 December 2008 were received and noted.**
- 16/1-09      Helical – retirement village - Noted that Planning Officer was recommending the application for approval at the Planning Committee on 14th January. The Conservation Officer still had some concerns regarding the layout. S 106 not likely to be agreed till after 14th January.  
 (23/10-08)      RTS had noticed that the Officer's report indicated that units planned adjacent to North Lodge were to be re-located to the east of the site.  
 The clerk would send an additional comment to SCDC: “ We note paragraph 5.13 (page 5) which states that “these units to the north of North Lodge have been positioned elsewhere within the site .....”  
 I understand that the Officer's report paragraph 97 states that as a compromise these units could be sited outside the built area to the east. The Indicative Site Layout dated 26.11.08 does not show where these units could go.

We trust that our request for three football pitches will not be compromised by this amendment. RTS would raise this issue at the Planning Meeting. **Action: RTS and the clerk**  
Council had hoped to negotiate the S106 Agreement before the Planning Meeting. This would not now happen.

Decisions received

- 17/1-09  
(21/12-08) Mr & Mrs W Gunn 313 The Rowans – first floor side and single storey rear extensions – **refused. Contrary to Policy DP/3 of the LDF – unacceptable adverse impact on neighbouring amenity – number 311 (by virtue of its siting, scale and height).**
- 18/1-09  
(22/12-08) Mr R Fairhurst 42 Fen Road – conversion of outbuilding to form annexe to main building - **approved.**  
East of England Plan 2008: **Policy SS1**  
South Cambs Local Development Framework Development Control Policies 2007: **DP/1, DP/2 & DP/3.**
- New application:
- 19/1-09 Received since publication of the agenda. S/2092/08 K.E.S. Contracts 12 Burling Walk – extension over garage. The chairman of planning and the clerk would consider whether to use delegated powers.
- 20/1-09 **7 Youth** – the minutes of the youth meeting held on 9 December 08 together with a positive youth club report were received.  
**AGREED to accept recommendation to convert the executive youth committee into a youth working group of the Council.**  
A meeting was scheduled for 7 January to discuss setting up a “Milton Action for Youth”. (See minute 38/12-08). This would be independent of the Parish Council.  
Noted that funding was available from “Awards for All” for Colts football.  
Invoice from CCC for Autumn term received. The clerk would confirm details from Paula Mayes before preparing the cheque. **Action: the clerk**  
Thanks to L Henderson for attending for this item.
- 21/1-09 **8 Community Care** – the minutes of the Community Care meeting held on 11 December 08 were received. Milton Charities had donated a £1000 towards the scheme.
- 22/1-09 **9 Maintenance** - the minutes of the Maintenance meeting held on 15 December 08 were received and noted.  
Signs - RHC had the signs (min 61/12-08 also 25/12-08) – still to be put in place.  
Tomkins Mead (min 63/12-08 also 25/12-08):  
**AGREED to ask Town & Country to quote for reducing one ash tree.**  
RD and RLEW would meet T&C on site.  
Christmas Lights – thanks to RHC, RJF and CFN for putting up and subsequently taking down the lights.
- 23/1-09 **10 Bid by the Environment Group for a micro hydro-electric scheme at Baits Bite Lock**  
HMS reported that the Group were investigating the possibility of a micro hydro-electric scheme. ACRE and the Cam Conservators supported the idea. It would not impact on the conservation area. Grants would be filtered through the Parish Council.
- 24/1-09 **11 Land update and proposal to bid for land for recreation use**  
**AGREED** at 8.57pm **[Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item as publicity would prejudice the public interest by reason of the confidential nature of the business**  
- **to consider appointing a fundraiser** - not considered at this time  
The meeting re-opened at 8.59pm with all 13 members and the clerk present.
- 25/1-09 **12 MCC update** - AGM Wednesday 21 January. E Belcher (maintenance) had retired. His duties had been reassigned to other members of staff. A litter picker for the two recreation grounds had been appointed. The new manager had settled in well.
- 26/1-09 **14 District Councillors’ reports**  
Ditch behind Goding Way – HMS and one resident had met with Mike Bowdell the new Environment Agency officer for our area. The ditch was causing problems for this particular resident. MB had not been able to contact Pat Matthews, SCDC. Another meeting may be convened to encourage residents to help clear the ditch.



**Minutes of the Planning Meeting of Milton Parish Council held on Monday 19 January 2009 at 7.00pm in the Bowls Pavilion**

Present: RJ Farrington (chair) RH Chapman JE Coston R Day B Jefferson HM Smith  
RT Summerfield RLE Waters  
The clerk and assistant clerk

The chairman welcomed David Geasor, assistant clerk, to his first meeting.

31/1-09 **1 Apologies for absence** – none.

32/1-09 **2 Declarations of interest – personal and prejudicial** - HMS personal, a member of SCDC Planning Committee.

33/1-09 **3 Minutes** - the minutes of the planning meeting of 15 December 2008 were approved and signed as a true record.

34/1-09 Appeal – Mr S Lee Plot 6 Sunningdale Chesterton Fen Road – against enforcement notice – to be heard (7/9-08) on 10 February.

35/1-09 S/1601/08/O Helical (Milton) Ltd - Former EDF Depot and Training Centre Ely Road Milton – outline (16/1-09) planning application for the demolition of existing buildings, removal of existing pylons/mast etc from training grounds & construction of 101 retirement units (including restoration of north lodge for use as a retirement dwelling) 1 warden’s unit, visitor accommodation, central facilities building, provision of formal & informal open space, associated landscaping & improvements to the existing access.

**Delegated approval** agreed unanimously by Planning Committee SCDC on 14 January, subject to the application not being called in for determination by the Secretary of State. [Formal notification to be received]. Noted that JEC spoke on behalf of Council at this meeting.

**4 Decisions received**

36/1-09 Turnstone Estates Ltd – 120 bed hotel and restaurant together with associated parking and infrastructure (24/11/08) on land adjacent A14 - **refused**.

**Contrary to:**

**Planning Policy Guidance 2; Green Belts – inappropriate development in a Green Belt which serves as a valuable green break between Milton and Cambridge;**

**SCDC LDF 2007 Policies:**

**DP/7 which limits development outside urban and village frameworks;**

**TR/1, TR/2, TR/3 and TR/4 – (Transport Assessment information insufficient);**

**NE/15 – noise sensitive use to be kept within acceptable levels – (assessment provided inadequate);**

**Policies CSR3 East of England Plan 2008, ST/1 South Cambs Core Strategy 2007 and GB/3 LDF 2007 (all Green Belt).**

37/1-09 Mr & Mrs Jefford Greengates Chesterton Fen Road – replacement dwelling and extension to garden. (51/12-08) **approved. Conditions relating to: hard and soft landscape works; boundary treatment; details of external materials; ground floor level; Classes allowed (Town & Country Planning General Permitted Order 1995); period of demolition and construction; screened storage of refuse; visibility splays; access and footpath.**

East of England Plan 2008: **SS1, SS2, SS7, CSR3**

South Cambs LDF and Development Control Policies: **ST/1, DP/1-3, DP/7, GB/1 and 2, HG/7 and 8, NE/11 (Highway, Flooding, Drainage, Noise and Landscape).**

**5 New applications**

(38/1-09) S/1990/08 Mr P Doyle 120-126 Cambridge Science Park - external alterations to include re-cladding of ball external elevations and re-spraying of all existing windows and doors - **no recommendation**.

(39/1-09) S/2092/08 K.E.S. Contracts 12 Burling Walk – extension over garage - **no recommendation provided**  
(19/1-09) **that it was not contrary to Policy DP/3 of the SCDC LDF 2007 resulting in an unacceptable adverse impact on neighbour amenity.**

40/1-09 S/2119/08 Mr Ian Jones 32 Fen Road – car port - **approve**.

41/1-09 S/2124/08 Cambridge Sport Lakes – extension to Visitor Centre and addition of velux rooflights - **no recommendation**.

RHC and BJ declared personal interests (business conflict); HMS and RTS declared personal interests (both members of Friends of Milton Country Park).

The meeting ended at 7.23pm.

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#### Minerals and Waste consultation

“As you will be aware, Cambridgeshire County Council and Peterborough City Council held a six week public consultation in September and October 2008 on the draft Cambridgeshire and Peterborough Minerals and Waste Plan (Preferred Options 2).

This Plan responds to the challenges of housing growth and climate change by suggesting sites for mineral extraction (to facilitate development) and waste management (to manage increasing amounts of waste including that arising from construction and demolition).

This consultation identified preferred options to help inform the debate, and set out draft land use planning policies to guide development.

In response to the consultation, a number of new suggestions came forward for mineral and waste developments. In all 36 new sites have been proposed.

These proposals currently have no formal status but have been put forward by stakeholders who wish to see their site(s) included in the next stage of the emerging Plan which will be consulted on in February and March 2010, and formally submitted to the Secretary of State in July 2010.

Cambridgeshire County Council and Peterborough City Council have to consider these ' new ' site proposals and decide whether they should be included in the next version of the Plan. Although we are not required to do an additional consultation, we believe it is essential that we consider these sites in light of the views of local communities and their elected representatives.

We are therefore carrying out a public consultation from 26 January to 9 March 2009 and would welcome comments from your parish council and the local community you represent during this period. As soon as the consultation begins, you will be able to respond either online at [www.cambridgeshire.gov.uk/environment/mwplan](http://www.cambridgeshire.gov.uk/environment/mwplan) or in writing to Ann Barnes, Cambridgeshire County Council, Box ET1011, Shire Hall, Cambridge, CB3 0AP.

We will be posting you some more detailed information on the consultation (plus site specific information and maps if you have any sites in or adjacent to your parish), to help you form your views. You will receive this information by the start of the consultation period. If you have any other questions about the consultation or the emerging Plan at this stage, please contact Ann Barnes on 01223 718723.”

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#### **Minutes of the Finance & Staffing Committee meeting held on Monday 19 January 2009 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) AJ Campbell RH Chapman JE Coston SC Humphreys HM Smith  
RLE Waters  
In attendance: R Day  
The clerk and assistant clerk

42/1-09 **1 Apologies for absence** – none.

43/1-09 **2 Declarations of Interest** – none.

44/1-09 **3 Minutes** – the minutes of the meeting of 20 October 2008 were approved and signed as a true record.

#### **4 Matters Arising**

45/1-09 Assistant Clerk – the interview panel (min 25/11-08) had appointed David Geasor as  
(50/10-08) assistant clerk. (See also min 8/1-09). The chairman welcomed him to his first Finance meeting.

46/1-09 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts, except the minibus account, as at 31 December 08. The minibus account would be reconciled as soon as possible.  
**Action: the clerk and RTS**

47/1-09 **6 Review of Debtors and Creditors at 31 December 2008**  
Debtors amounted to £1507. Creditors were reviewed. Two creditors would be written off at year end.

48/1-09 **7 Review of Insurances and Risk Management**  
Insurances - Level of Fidelity Guarantee to be assessed in April. Laptop and projector would be added to the Policy. The clerk would check whether the laptop would be insured off the premises. **Action: the clerk**  
CCTV system – Council would continue to insure contents of youth building including the CCTV system. HMS would train the manager MCC together with PCSO Claire Whiteman to use the system. She

intended setting it up so that the manager MCC could access the images over the internet. **Action: the clerk**

**Risk Management** – this complemented the internal auditor’s duties. Amendments were agreed. The clerk would amend the document and attach with the minutes.

**Action: the clerk**

49/1-09 **8 Community Minibus Report** - no report received.

50/1-09 **9 Review of Budget and Year to Date Actuals**

Areas highlighted: Grazing rent should be reviewed. Play budget was under spent. Allotments were over budget. Community Care over budget. Minibus – two large repair bills incurred.

Electricity costs were high – to be checked. **Action: Assistant clerk**

**Foot note: We have arranged a one year contract at a discount price. Units used have increased from c 2300 to 10500 since the office was opened – majority of increase due to storage heaters.**

In the event of Lloyds TSB charges exceeding interest received consideration should be given to making the Co-op account Council’s main account.

50/1-09 **10 2008/09 Projected Expenditure** – revised forecast expenditure £119,395 which would give an under spend in the region of £4000.

52/1-09 **11 New Projects if any 2009-2012** - none. Any new play equipment, eg concrete table tennis table, replacement skate park and youth shelter, would be financed through grants.

53/1-09 **12 Expenditure Review 2009/10**

Estimated income £18,650, estimated expenditure £132,710, shortfall £114,060.

£10,000 in reserve originally raised for the Country Park campaign in 2007-08 and currently designated as Tomkins Mead fund could be used for all village tree maintenance including trees in Tomkins Mead.

Noted that the clerk had accepted Town & Country quotation of £135 + VAT for pollarding an ash tree in Tomkins Mead. Minute 22/1-09 refers.

MCC grant request £31,000. The youth building expenses were expected to be approximately £5,000 depending on the amount of hire fees received. A new club had started at the youth building. One club had decided not to continue with its hire.

54/1-09 **13 Precept 2009/10**

Noted that the following areas impacted on the level of precept required for 2009/10:

- Loss of interest received £5,000
- Assistant clerk costs £5,000 - £7,000 (depending on hours worked)
- Precept for current year was not increased in 2008

The Committee **AGREED to recommend that Council**

- 1. defer the proposed capital expenditure at the Cemetery for a year**
- 2. re-designate the Tomkins Mead Reserve as a Trees Reserve**
- 3. carry forward the under spend in 2008/09 of approximately £4000 and use it to reduce the precept for 2009/10**
- 4. grant MCC £31,000 for 2009/10**
- 5. precept £110,000 for 2009/10.**

In 2008-09 a Band D house paid £60.03 for the Milton element of the Council Tax. In 2009-10 a Band D house would pay £64.61, an increase of £4.58 per year or 9 pence per week.

55/1-09 **14 Lone Working Policy** – to be discussed by *ad hoc* committee (min 13/1-09 refers).

The meeting ended at 9.25pm.

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