

# MILTON PARISH COUNCIL

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**6 April 2010**

**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 12 April 2010 at 7.30pm**

## **AGENDA**

### **1 Apologies for absence**

### **2 Declarations of Interest – personal and/or prejudicial**

### **3 To approve the minutes of the meeting of 01 March 2010**

**Minutes of the Meeting of Milton Parish Council held on Monday 01 March 2010 at 7.30pm in the Bowls Pavilion**

**Present:** RH Chapman (chair) PS Badley JE Coston GA Covell R Day TA Drummond RJ Farrington  
SC Humphreys B Jefferson IF May HM Smith RT Summerfield RLE Waters  
The clerk and assistant clerk

**1 Apologies for absence** – AJ Campbell M Ellwood Cllr M Williamson (at other meetings – hoped to attend later).

#### **2 Declarations of Interest – personal and/or prejudicial**

RD – quotation (agenda 8) – personal – family member employee of Thompson.

TAD - land update (agenda 7) personal – member of colts football club.

IFM - land update (agenda 7) personal – chairman of Colts football club.

HMS – planning (agenda 6) - personal – member of SCDC planning committee.

**3 Minutes** - the minutes of the meeting of 01 February 2010 were approved and signed as a true record.

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

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

Community Service (PC5/01-10) – meeting with Stephen Kaye, CCC: his group has worked in the Country Park, Wandlebury etc. Will do gardens and decorating for the elderly, footpaths, trim back overgrown hedges, 'sadolin' wooden seats, litter pick, spread bark on play areas. They want meaningful work.

**AGREED to take no further action.**

PCSO Claire Whiteman (PC4/02-10) - thanks for our letter of appreciation for the work for Claire's work in Milton which she and her supervisor were very grateful to receive. Notes from Histon Neighbourhood Panel meeting held on 12 January received.

Bus stop Waggon & Horses (PC5/02-10) - Glenn Edge CCC would raise the issue at his next meeting with Stagecoach.

The clerk asked for a meeting with Mr Norwell of Stagecoach. His response: "I have arranged for a suitable sign to be placed in the shelter, as per your suggestion, which will be in place by the end of this week. It advises passengers that buses will stop when requested to do so. If you experience any further problems, or have details of buses which fail to stop when requested to, please don't hesitate to forward these on to myself for further action."

Colts Football (PC9/02-10) – letter of thanks received from Colts Football for grant. The club was pleased to note the interest shown by JEC and RHC when attending a recent meeting.

Minerals and Waste Local Development Framework - consultation on the proposed Submission version of the plan from 15 February until 29 March 2010. Comments: enclosure of sewage works, clay from landfill site, borrow pits, deliveries of gravel to railhead at Chesterton Sidings and field at Donarbon site. **Action: JEC to liaise with the clerk in compiling response.**

Report of SLCC meeting 5 Feb 10 – the report was received. It included the following topics; *Code of Conduct and Interests; Neighbourhood Panels and Community Engagement Strategy.*

Standing Orders – noted that NALC had produced an up-to-date set of Standing Orders. CPALC say: “As a council it is important that you review and adapt the part 2 as required for your council. This new version of Standing Orders is the basis upon which councils will receive support from both CPALC and NALC including the Legal services department at NALC. It is important for your council to understand the implications of this new publication and you should advise your council that they should be in possession of at least 1 hard copy for reference purposes.”

**AGREED that an ad hoc committee comprising RHC, RTS and the clerk should meet to look at these and other Policies** (Min F&S16/01-10 refers).

#### District Council's meetings

Cabinet - hosting another meeting with Parish Councils to discuss topics such as the village facilities budget, refuse and recycling services, the housing service and section 106 agreements - 23 March at 7.30pm.

Up to two attendees per parish council.

Community clear up workshop to be taken by Keep Britain Tidy, to demonstrate how to organise and run a clear up event and explain the support SCDC and other agencies may be able to provide, including possible grant aid – on Monday 8 March 2010 at South Cambridgeshire Hall, Cambourne, starting at 1:00pm with a buffet lunch and finishing between 4:00pm - 5:00pm.

SCDC's Standards Committee - nominations for a parish council representative to serve a four-year term from 2010 to 2014 needed.

Risk Assessments – RHC and the clerk had checked and signed the risk assessment forms.

## **6 Planning** - the minutes of the planning meeting held on 15 February 2010 were received and noted.

#### Decisions received:

Mr Luke Edwards (Pc6/02-10) – 49 Cambridge Road - alterations and extension to form one 2-bed flat and one 1-bed flat (with retention of hairdressers) - **approved. Access and turning area to be provided; during construction no power operated machinery to be used before 0800 and after 1800 weekdays and 1300 Saturdays. Contribution to sports / play space facility to be approved (Open Space in New Developments SPD adopted January 2009).**

Godden Auto Services Ltd (P5/01-10) – demolition of three storage/tyre fitting garages to be replaced by one larger garage building - **approved. Details of conditions during period of demolition and construction.**

#### New applications:

S/0171/10 Mr C Carter 5 Pearson Close – extensions – **no recommendation.**

S/0189/10 Signal Property Investment LLP 140 Science Park – replacement of existing revolving glazed entrance door with new glazed wind lobby incorporating double sliding doors - **approve.**

## **7 Land Group update** (PC7/02-10)

#### Urban Renaissance Villages (URV) Retirement Village

The Clerk's Office had prepared a letter outlining the URV options which MCC had sent to its affiliated clubs which also encourages club representatives to attend the joint MCC/MPC meeting on 8 March in the Bowls Pavilion. There had been no further word from Iwan Jones of URV on the three outstanding issues from the last parish council meeting (the revised Drainage Report, South Cambs' landscaping/lake proposals and revised pavilion diagrams).

**AGREED at 7.48pm [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.**

The meeting re-opened at 7.58pm.

**8 Quotations for electrical and meter works at meeting room (PC9/11-09)**

**AGREED to accept quotations by:**

**EDF to install electricity meter inside bowls pavilion - £1068 + VAT and Thompson Electrical to tidy mains distribution within bowls pavilion - £1290.26 + VAT and £68.55 + VAT for ceiling mounted power point. In addition an extra power point would be installed to allow for future connection of computer network. Action: the clerk to organise for works to be done in April.**

Noted that MCC had agreed to pay half of the costs excluding the power points.

RD abstained from taking part in the discussion and vote.

**9 Independent internal audit report**

The internal audit report was received and noted.

**10 Meeting Procedures (from the Chairman)**

- a) In an effort to make meetings more efficient and encourage equal participation from all councillors, the chairman proposed that councillors express their wish to speak through the chairman rather than speaking without invitation.
- b) Also, again in an effort to make the meetings more efficient and ensure that councillors were adequately briefed for discussions, he proposed that all general updates and reports (District and County Councillors' reports, MCC and Parish Plan updates) be sent to the Clerk by the Tuesday before the parish council meeting for inclusion in the Agenda Papers and that if written reports were not submitted for inclusion in the Agenda Papers, the item would not be on the meeting Agenda.

It was generally agreed to support the principle in a) so long as it did not suppress discussion and that the chairman be given discretion to allow emergency items to be raised under b).

**11 Youth working group**

The minutes of the meeting held on 23 November 2009 were received and noted. Milton Action for Youth had received a grant of £9,011 from Awards for All. £5935 had been paid so far from youth work from the County since last summer, including First Aid training, Babysitting Course, Youth Work Course for the Girls Club. A girls group met weekly in addition to the junior and senior clubs. There were approximately 20 youngsters at each session. The financial report of Milton Action for Youth would be presented to the Annual Parish Meeting.

**12 Parish Plan update**

PSB thanked the assistant clerk for sending him a list of items that the clerk's office had been involved with in the Action Plan. He would be grateful to receive any other information of contributions to the Action Plan from committees, working groups or individual councillors, by the 12th March if possible. The Environment Group had arranged another visit to Donarbon on Wednesday 31 March.

**13 Milton Community Centre [MCC] update**

HMS and RTS had been asked at SCDC to support a grant of £8,500 to MCC towards the improvements (MCC had asked for £10,000). The result of the WREN application would be known late March / early April.

**14 County Councillor's report**

A resident was concerned about the noise and vibration made by hgv's going over the pedestrian crossing in High Street and suggested possible solutions: Could the raised zebra crossing be flattened? Could the slip road at the northern approach off the A10 be closed, so traffic would have to slow right down to turn into the village? Or could a restriction on HGVs be put in at this junction so lorries have to use the A10/A14 roundabout to access the village?

**Action by the clerk:** He would point out that the zebra crossing was part of the cycle scheme built in 2001 after public consultation. Flattening the zebra crossing would be expensive and the County Council had no money to pay for this. Council had previously explored the slip road option. (This was also raised in the Parish Plan). The County Council would not agree to closing the slip road as this would create a traffic hazard at the sharp left turn junction into Milton from the A10. The impact of the URV development would need to be monitored before considering options for the slip road.

Evidence of lorries using the village was needed so the Council could politely request them not to use this route, in the same way that Council used to request EDF vehicles not to go through the village.

## 15 District Councillors' reports

Rowing Lake S106 agreement – according to Melissa Reynolds she is still asking for the answers to several questions of detail from the CSLT. The drainage report from URS is being rewritten and is not yet ready.  
Sewage on Chesterton Fen – Section 101A request for first time sewerage. Papers containing evidence and letters of support received by the inspector.

Other problems on Chesterton Fen - predictably those writing in support of decent sewage arrangements have raised many other problems with me. HMS is meeting one of the business owners next week to discuss fly tipping, litter, surface water drainage and foul drainage. Rowers are concerned about antisocial behaviour near the Cam. The edges of the road are falling apart, and one local farmer has put chippings in a drain. HMS had been in touch with 5 different departments of the Environment Agency over problems there.

RD queried whether a water quality check at Grassy Corner had taken place.

Council meeting 25<sup>th</sup> Feb - the Council Tax for SCDC goes up by 2.997%. There are deep cuts in the community services; Climate Change, Sport and the Arts go from 8 officers to 4. Many names familiar to us will be retiring early. There are also cuts in the planning department.

## 16 Bills for Payment and Money Received

**CONFIRMED and AGREED payment of cheques 100204 - 100217.**

Noted that Mr Holder and Ms Lockwood had paid £60 (50%) towards the tree work adjacent the post office.

## 17 Correspondence

CCC - the next Guided Busway forum meeting Thursday 11 March from 7pm Meadows Community Centre

CPALC - Bulletin and "Reaching Communities Programme" – grants available for revenue and capital projects

Standards Committee - Newsletter

## 18 Dates of Next Meetings

Joint MCC/MPC - 8 March; Planning - 15 March; Community Care - 18 March 11am;

Maintenance - 29 March; Minibus - 7 April; Council - 12 April.

## 19 Items and Reports for April agenda - to be received by Tuesday 6 April.

The meeting ended at 8.55pm.

# 4 Public Participation – members of the public are invited to speak

## 5 Clerk's/Chairman's report

CPALC - FYI: "The Future Jobs Fund bid has been successful and Job Centre Plus is ready to deploy candidates to councils for interview.

The Fund is a government backed scheme to get 18 to 24 year olds who have been unemployed for more than 6 months back into employment."

CPALC Bulletin received.

Environment Clean-up: From SCDC - "HMS represented Milton at the Community Clear up meeting held at South Cambs on the 08/03/10. We would like to get this started as soon as possible and are looking for dates. The process would be a walk about with Parish Council members, clerk, police and staff from SCDC who deal with enviro crime type matters.

We would visit any area that you have concerns about to see what could be done. ie graffiti, fly posting ,litter, parking abandoned M/Vs, anything within reason. If we cannot deal then we will know someone who can.

Please contact me to discuss."

Neighbourhood Watch meeting: the following points were raised - to discuss with the Parish Council:

o Butt Lane bridge : lack of lighting

♣ It was raised at this meeting that there was a lack of appropriate lighting over the Butt Lane bridge (Park and Ride end). This made the place very uninviting and potentially susceptible to hidden crime and threat to ones safety. It was requested to investigate the possibility of having a light (s) installed to make this a more safe open area rather than the dark place it is (made worse when the trees and in bloom)

- Funding for a number of NHW post signs for Shirley Close (once the coordinators application has been processed (prices of these £12 each). I

I have confirmed that Council will pay for these signs.

Parish Office Hours: The Wednesday evening office hours have been cancelled and replaced with Wednesdays from 10-noon, as there has been very little activity on Wednesday evenings during the past year. The change has been advertised in the Village View.

Annual Parish Meeting – 19 April 8pm.

Planning Policy update from SCDC:

**South Cambridgeshire Local Development Framework (LDF) News**

Local Development Scheme (LDS). The revised scheme is now on our website at: [www.scambs.gov.uk/ldf/lfs](http://www.scambs.gov.uk/ldf/lfs).  
**The Government Office for the East of England has now approved the revised LDS.**

**Gypsy and Traveller Development Plan Document (DPD)**

**Representations received during this consultation are being registered. Any additional sites that have been proposed are being tested using the same criteria that we used to identify the initial option sites. Any new sites meeting the criteria will be included in a consultation in summer 2010. Both consultations will help us to prepare a final draft plan for consultation in 2011.**

**Review of the East of England Plan**

The Plan sets out a development strategy for the whole East of England region up to 2021, including development levels for each district. The East of England Regional Assembly (EERA) is carrying out a review of the Plan to be completed by 2011.

**On 12 March 2010 EERA approved a draft East of England Plan for submission to the Secretary of State, which will, extend the plan period to 2031. A public consultation will follow. The timetable for this consultation is dependant on the date of the General Election**

**Minerals and Waste Local Development Framework**

The six-week consultation on the proposed Submission Minerals and Waste Development Plan (MWDP) and two waste related Supplementary Planning Documents (SPDs) – The Location and Design of Waste Management Facilities SPD and RECAP Waste Management Design Guide SPD ended on 29 March 2010

**It is the intention of these councils to submit the MWDP to the Secretary of State in July 2010 along with all the representations that they have received during the consultation. The amended SPDs will not be adopted until July 2011, which is when it is anticipated that the Core Strategy of the MWDP will be adopted.**

**Local Transport Plan Consultation – LTP3**

The Local Transport Plan (LTP) gives direction for transport improvement planning in the county. It sets out transport problems and opportunities and how the County Council will address them. The current second version of the LTP runs until March 2011, so the County Council is now developing LTP3. It covers the whole of Cambridgeshire with strategies focusing on key transport corridors, urban areas and their hinterlands and rural areas.

**The County Council is currently carrying out a large-scale public and stakeholder consultation, running until 9 April 2010.**

## 6 Planning - to receive the minutes of the planning meeting held on 15 March 2010

### Minutes of the Planning Meeting of Milton Parish Council held on Monday 15 March 2010 at 7.30pm in the Bowls Pavilion

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

- 1 **Apologies for absence** – RJ Farrington – in hospital. RHC sent his best wishes on behalf of Council for a speedy recovery.
- 2 **Declarations of Interest** – HMS personal (member of SCDC Planning Committee).
- 3 **Minutes** - the minutes of the meeting held on 15 February 2010 were approved and signed as a true record. RHC abstained not having been present at the meeting.
- 4 **New applications**

S/1730/09/RM Helical Ltd – Former EDF Depot & Training Centre, Ely Road – Approval for the appearance, landscaping, layout & scale of Outline planning application S/1601/08 for 100 retirement units, including the setting of North Lodge, 1 warden's unit, central facilities building, sports pavilion, football pitches, hard & soft landscaping including the restoration of the parkland setting & lake to emulate the Humphrey Repton landscape – **refuse. Comments:**

**“We welcome the improved design of the house layouts and re-siting of the sports pavilion (as well as alterations to its floor plan), however we are concerned that important lake and landscaping issues have not been adequately addressed in the revised plans and regrettably must OBJECT on these grounds. We also object to the proposed biomass boiler for the sports pavilion.**

The application fails to address many points that the parish and district council had PREVIOUSLY AGREED with the applicant concerning restoration of the Repton landscape, notably:

- The WOODLAND WALK should be brought over the bridge with a short loop extending into the southern wood. The walk should also be taken over the island so as to provide an interesting circular walk with an opportunity to look down the length of the lake.
- There should be THREE BRIDGES: one to replace the existing log bridge; one onto the island; and one coming off the island.
- There is reference to one MONOLITH (a beech), but an agreement had been reached on FOUR MONOLITHS.
- No reference is made in the application to a PICNIC BENCH on the southern side of the lake, which was agreed upon at a site visit with URV representatives. Other agreements reached at that site visit, e.g. including more holly, field maple, alder and Norwegian maple, are also not included in the revised plans.

We are still concerned about issues surrounding the LAGOON and the outfall device for the lake but understand that these and other drainage issues will be dealt with in a subsequent application which we understand the parish council will have the opportunity to comment on in due course.

Additionally, we understand there may be a seepage issue concerning the eastern edge of the lake and suggest planning officers contact tenant farmer Bertram Pearson of Westwick Farm, Westwick, Oakington for further information.

We also remind the developer that ROSA and MAHONIA should not be used near paths/doorways due to health and safety issues.

We are very concerned about the proposal for a BIOMASS BOILER in the sports pavilion. We have not received adequate information concerning the boiler (e.g. whether or not it is programmable). We are concerned that it will be both labour and space intensive. There are concerns about adequate storage facility for the wood pellets and a general perception that the pavilion has not been designed with a biomass boiler in mind. We note that this type of heating is not used elsewhere at the site and feel it is included here merely to fulfil an energy strategy to reduce CO2 emissions. We strongly recommend a return to the original specification for a gas boiler.”

S/0071/10 Cambridge Assessment (P5/02-10) – Unit 332 Science Park – brick and fence enclosure to contain new back-up generator and associated equipment; and the addition of new A/C condenser units stacked on existing – **amendment – for information only.**

S/0246/10/F Mr L Saunders – 27 & 28 Newfields, Chesterton Fen Road – Erection of Utility/Dayroom following Demolition of Side (East) Wing. (Part Retrospective) - **refuse. Concerned about the size of the building within the Green Belt.**

### 5 Planning Decisions

Ricardo Ltd (PC6/02-10) – Cambridge Technical Centre, Unit 400, Cambridge Science Park – Installation of Roller Shutter Door (Retrospective) – **approved**

Mr Ilie Obancea (P5/02-10) – Barley House Cambridge Road (r/o 22 Cambridge Road) – insertion of window in east elevation (retrospective) – **approved. Window to be restricted to opening to a maximum of 10cm and obscure glazed.**

The meeting ended at 8.45pm.

**Decisions received:**

Cambridge Assessment Unit 332 Science Park (P5/02-10) - enclosure and additional plant zones – **approved.**

Mr N Johnson – 1 Knights Way (P5/02-10)) – extension **approved. First floor window in south side to be permanently obscure glazed and fixed unless otherwise agreed in writing by LPA.**

Mr A De Simone (P5/02-10)– land to the South-west of Lea Court Coles Road – single dwelling - **refused. Its proximity, mass and scale unduly overbearing in relation to 26 Coles Road; loss of outlook and light to ground and first floor windows of Lea Court; loss of amenity area and open space; out of character with street scene; lack of pedestrian visibility splays. Policies DP/2 and DP/3 of SCDC Local Development Control Policies 2007 refer.**

**New applications:**

Mr P Downham 160 The Rowans - extensions

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## **7 Milton Community Centre [MCC] update and minutes of the joint meeting between MCC and MPC**

### **Community Centre Report**

We have recently received confirmation that 2 grant applications (WREN, £50,000 + SCDC, £8500) have both been agreed, meaning that our refurbishment programme can now go ahead. We are due to meet with the Builder and Architect on the 14th April, after which we will have a clearer idea of when the work will commence and how long it is likely to take. However, the Community Centre will remain fully operational during the refurbishment.

Bookings - these have slightly increased, although Saturday nights have been quiet. However, we have 2 Saturday night bookings in April + 3 in May.

Vandalism - very little, although the police have been asked to keep an eye on things, as occasionally there is a group of youths who congregate at the Community Centre in the evenings.

### **Minutes of the Joint Meeting between Milton Parish Council and Milton Community Centre and Recreation Grounds Management Committee held on Monday 8th March 2010 at 7.30pm in the Bowls Pavilion**

**Present:** **MPC:** RH Chapman (chair), PS Badley, JE Coston, GA Covell, Roger Day, IF May, HM Smith, RT Summerfield, RLE Waters, Asst Clerk  
**MCC:** M Bamford, A Collen, Rob Day, A Gray, S Griffin, E Karram, A Lindsay, M Mair, J Major, J May, CF Nunn, G Sheen, P Stoehr, J Sweeney, E Tyrell

**1 Apologies for absence – MPC:** AJ Campbell, TA Drummond, M Ellwood, RJ Farrington, SC Humphreys, B Jefferson, Clerk; **MCC:** F Confrey, L Harding, V Hill, A Orton

**2 Minutes** – The Minutes of the meeting of 14 May 2008 were approved and signed as a true record.

#### **Update on Community Centre improvements**

Andy Gray reported that grant applications had been submitted to WREN for £50,000 (to be determined at end of March), South Cambs for £10,000 (£8,500 agreed) and Donarbon for £10,000 (to be determined in July; monies can only be used to make up deficiency). Plan to start work May 2010 (can begin work without Donarbon grant). RTS noted the WREN grant is critical; contract would otherwise have to be revisited. VAT issue: VAT not recoverable if not a new build. Discussion of possibility of splitting contract and/or bill, e.g. bill parish council for £70,000 plus VAT (VAT should be recoverable as PC is exempt); and bill MCC for remainder plus VAT (VAT not recoverable).

#### 4 Urban Renaissance Villages (URV) playing fields options

The timeframe in which the parish council is due to make a decision on whether to opt for the lease (on the playing fields, pavilion and car park) or the recreation sum (£200,000) has been extended somewhat due to planning delays, and is now expected to be July 2010. [Asst Clerk's Note: In a subsequent meeting, Iwan Jones of URV told parish councillors the timeframe would be three months from September 2010.]

RTS discussed alternative sites:

- Landbeach Road: parish council has planning permission in place for change of use to recreation use; expensive to buy at £20,000 per acre; not ideal location as it is across the A10; Cambridge City Football Club has demonstrated interest in this site as well
- Golf Club: freehold not available; understood current manager is taking over the leasehold
- College of West Anglia (CWA): early days of negotiation; large parcel of land (three full size football pitches); parish council has submitted change of use application for 6.75 hectares of land from agricultural to recreation use

General agreement that the size of the playing fields offered by URV (equivalent to two junior size football pitches) not sufficient for current recreational needs of the village. Tree root issues might result in even less usable land.

Milton Colts Football: currently three teams (about 50 children) play outside the village. Colts' success (there are currently 16 teams) has resulted in need for more pitches. Plans for two to three more teams in future as well. Ideally would like three pitches for five Colts teams. Adult football at Sycamores. Important to keep link so youngsters continue to play through young adulthood. Although they have links with Cambridge City Football Club, the Colts would prefer to have the village own the land and focus on providing the best for Milton children and youth.

Milton Cricket Club: currently only one ground at The Sycamores and younger members play outside the village. Need for second cricket square. Ideally, the two squares would be adjacent to facilitate maintenance. However, with CWA option, college students to provide maintenance as part of their coursework. Main goal is to play two home matches simultaneously. Support larger piece of land for use by the whole village.

Discussion that URV playing fields offer a relatively low-cost option for the village (parish is responsible for partial road upkeep), whereas alternative sites could be very expensive. Although alternative sites could open up avenues for other funding, e.g. from the Football Association (FA), the availability of such grants in the future cannot be guaranteed. RHC to invite Jim Hill of the FA to the Annual Parish Meeting in April.

RHC pointed out the difficulty of trying to decide the issue without having clearly laid out options elsewhere, but that is the reality of the situation at hand. Important that the right decision is made on behalf of the village. Hope that more information is available by the time of the Annual Parish Meeting.

Discussion about how the parish council has been actively seeking recreation land for the village for over a decade (since recreation space in the heart of the village was ceded to provide sheltered housing at Barnabas Court). JEC pointed out that the difficulty in acquiring land would only get worse over time.

General agreement that CWA land is the preferred option for the village. JEC viewed it as a longer term project, once the CWA land is acquired, to convert the land for recreation use (e.g. prepare football pitches) in a piecemeal fashion and fundraise on the basis of owning the land. Discussion of possibility of using temporary changing rooms in portacabins.

Another benefit of the parish owning the land is that the village would not be in the hands of a landlord. RLEW pointed out that URV could potentially pull the lease.

#### 5 Update on Youth Building

AG reported that the Youth Building has been running very smoothly. It is used by village girls and boys groups, as well as young carers. It is also used by those outside the village, such as Cottenham School. There have been no incidents of vandalism or graffiti in the past six months. Various repairs have been required, e.g. for the cooker. There is space available for bookings. PSB wondered if the building could be used more and suggested making the facility's availability more known to youth groups. Concerns raised about its isolated location for after-dark rental. Noted that, although preference is given to youth groups, the facility is available for general rental as well.

#### 6 Parish Plan Survey

PSB noted that since the parish council helps support the Milton Community Centre financially, there is an obligation to ensure that it is getting good value for money. In the parish plan questionnaire, 40% of those responding indicated that they never use the Community Centre. PSB suggested more is done to make residents aware of the Centre and what it offers. AG reported that much has been done since the parish plan, principally through the publication of the Milton Village Guide and articles in the Village View magazine, to raise awareness of the Community Centre. RTS noted that one of the reasons South Cambs agreed to provide a grant for Milton Community Centre's refurbishment is that it is probably the busiest community facility in all of South Cambridgeshire. Suggested that more information be provided about the Centre on the parish council website, especially the current timetable of use and when space is available.

The meeting ended at 9pm.

## 8 Land Group update

**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**

Approve Confidential Minutes of 1 March. Receive Confidential Minutes of 12 and 23 March Land Group meetings. (attached in buttercup)

Update on College of West Anglia land:

- Planning application S/0463/10 for change of use of land to east of Ely Road from agriculture to recreation ground now received from SCDC.
- Report of the meeting with allotment holders 8 April.

Update on Urban Renaissance Villages retirement development:

- Approval of Reserve Matters application (P4/03-10) (drainage and landscaping deferred)

Meeting with Jim Hill of Football Association on Wednesday 14 April.

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## 9 Double yellow lines on industrial estate

RHC, RTS, Michael Williamson and the assistant clerk met with County Council officers and interested parties on 18 March. County Council to prepare a Traffic Regulation Order outlining a plan for instalment of double yellow lines by the end of this week, which will be sent to the parish council for comments/approval. We will send it out to you by email once it comes in. The timeline is: 4 weeks of statutory consultation, followed by 4 weeks of public consultation (press/notices). If there are any objections, the matter will be referred to the AJC's 19 July meeting. (N.B. Double yellow lines will not be installed along the entire stretch of the road at the industrial estate since the County Council is obliged to provide parking where there are no outstanding safety issues involved.)

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## 10 A14 Widening

From Fen Ditton PC: "The Secretary of State for Transport and the Secretary of State for Communities and Local Government have decided to hold a Public Local Inquiry to consider objections to the draft order for the A14 widening scheme. At Fen Ditton Parish Council meeting last night, the councillors discussed how it might prepare for this inquiry.

Charles Jones, the Chairman has written to the A14 project team on behalf of the council and Clr. Laurie Woolfenden organised a meeting with villagers who have also written with their objections. Charles feels that the PC may need legal representation. He has suggested that, to reduce cost, we might combine with other PC's. I have been asked to contact Milton PC and others to explore this suggestion. We have not been given a date for the Public Local Enquiry but the Council wants to start preparing as soon as possible. Could you let me know if Milton PC is hoping to be represented at the Public Local Enquiry, if you are taking legal advice and if you would be interested in combining forces with Fen Ditton."

From Highways Agency: Pre-Inquiry meeting scheduled for 24 May 2010 at St Ives.

# 11 Community Care – to receive minutes of committee meeting held on 18 March

## Minutes of the Community Care Committee Meeting of Milton Parish Council held on 18 March 2010 at 11.00am in the Bowls Pavilion

Present: IF May (chair) R Day M Ellwood HM Smith RLE Waters  
T Ebbon – Warden Community Care Scheme  
D Driver - Manager Barnabas Court  
The Clerk to the Council

**1 Apologies for absence** - D Chamberlin GA Covell L Harding.

**2 Declarations of Interest – personal and/or prejudicial** - none.

**3 Minutes** - the minutes of the meeting of 18 March 2010 were approved and signed as a true record.

**3.1 Lifeline alarms** (CC3/11-09) – three pendants had been repaired – under warranty. IFM would discuss with BCW. *Action: IFM*

**3.2 Wheelchair** (CC3/11-09) – Tesco had offered a replacement. HMS would follow up.

*Action: HMS*

**3.3 Vetting and Barring Scheme** (CC3/11-09) – Care Network advised to do nothing at present..

**4 Barnabas Court update** (CC5/11-09) – Charles Clay was unable to attend. The clerk would invite him to the next meeting. *Action: the clerk*

Two flats had recently been let – one to a person with a Milton connection one with no Milton connection.

Open morning was held in January.

RLEW reported that trees next to the fence had been cut back.

**5 Mobile Warden Scheme**

Grant applications (CC3/11-09) – grants of £2000 from CCC and £1000 from SCDC had been received. RLEW attended the CCC awards ceremony on 8 March. The clerk would apply for £2000 from SCDC for 2011/12.

The scheme continued to work successfully.

Recent staff appraisals had raised three issues:

Training, especially first aid

Policy on accepting gifts and

Possible ‘conflict of interests’ regarding other employment.

Action: HMS to seek advice from SCDC. The clerk to seek advice from Care Network and Age Concern. IFM to seek advice from the Social Care Association and look at guidelines in other organisations (ie CHS) in the Care Sector.

**6 AOB** - none.

**7 Date of next meeting** - Thursday 10 June March 2010 at 11am.

The meeting ended at 11.40am.

Since the meeting we have received two grants from the Charities:

£2000 towards the Community Care scheme and

£350 towards the new cemetery seat

and one from the Jean Gallagher Trust towards the Trolley Bus scheme £500

I have written thanking the Trustees on behalf of Council. (Min M5/03-10 below also refers)

## 12 To receive the minutes of the Maintenance Committee meeting held on 29 March, to accept recommendations and confirm decisions taken

Minutes of the Maintenance Meeting of Milton Parish Council held on Monday 29 March 2010 at 7.30pm in the Bowls Pavilion

**Present:** RH Chapman (chairman) JE Coston SC Humphreys B Jefferson RLE Waters  
WD Booth E Spong The clerk

- 1 **Apologies for absence** – D Chamberlin R Day (Apologies from the clerk who totally forgot to send Roger his agenda!) M Desvaux M Ellwood IF May.
- 2 **Public Participation** – no members of the public present.
- 3 **Declarations of Interest – personal and/or prejudicial**  
Personal and/or prejudicial – SCH cemetery - personal (father buried in the cemetery).  
Allotment and cemetery representatives – *Code of Conduct* applies to all members and co-opted members, including co-opted members of committees.  
WDB wished to be a full voting member of the committee and ES a representative with no voting rights.
- 4 **Minutes** – the Minutes of the meeting held on 14 December 2009 were approved and signed as a true record.  
Meeting room electrical works – had been approved by Council (Min PC8/03-10). The clerk was co-ordinating a date for the works with EDF and Thompsons.
- 5 **Cemetery – update**  
Seat – new seat had been approved by Council (PC10/01-10). **AGREED** that the seat should be sited towards the Landbeach Road end of the cemetery towards the ashes.  
Grant from Milton Charities towards seat had been received. The clerk would send Council’s thanks for the generous grant.  
*Action: the clerk*  
Command Pest Control – pest control report Feb 10 – rabbits very active, all burrows treated. One molehill found - had been treated.  
**AGREED to recommend that Council pay this quarterly bill by direct debit.**
- 6 **Allotments – update (M6/12-09)**  
Security – written report from M Desvaux. No thefts had been reported lately.  
Notice board – not yet erected. The clerk would follow this up. *Action: the clerk*  
Trees – Min PC10/10-01 “RD and RLEW had inspected the trees at the allotments and felt that they were not problem (min M6/12-09).” **AGREED** that ES cut back the ivy from these trees.  
Tree at entrance to allotments was a potential danger to road users. In addition trees / bushes along this verge were encroaching on to the road. The clerk to inform K Fauch CCC. *Action: the clerk*  
Poplar trees along A10 were a problem – shade, suckers and saplings. **AGREED** that WDB could remove saplings.  
Inappropriate trees had been planted in some allotments – to be discussed at June meeting.  
It was suggested that allotment holders pay a deposit to be refunded upon giving up their allotment – to be investigated.  
*Action: the clerk*  
Review of rents (omitted in Dec 09. Min 63/12-08 stated that rents would be reviewed in Dec 09)  
**AGREED to review at June meeting.**  
Noted that MD had produced a questionnaire for the allotment holders – to be circulated to Council.  
*Action: the clerk*
- 7 **Play – update**  
Inspections – report dated January 2010 was circulated. The clerk had asked City Services to put right “High Risk” areas.  
**AGREED to ask P Capitain to rake the bark areas twice a year.** *Action: the clerk*  
Dog fouling – complaint received about dog fouling especially at The Rowans play area and a request for a notice. The clerk had arranged for a new notice to be erected.  
It was felt that dog fouling was a problem throughout the village. Noted that owners were allowing their dogs inside the play area at The Sycamores recreation ground.
- 8 **Horse grazing rights – review of rent**  
**AGREED during the recession not to raise this rent.**
- 9 **Request from Mr John Sweeney**  
Request received to provide advertising space on the bus shelters in return for maintenance costs.  
**AGREED to inform Mr Sweeney that Council’s Policy was not to allow any advertising on its premises.**  
*Action: the clerk*
- 10 **Highway Issues**  
Bus stop Waggon & Horses – recent correspondence about the difficulties at this stop reviewed at Council - (Min PC 5/03-10 refers). Glenn Edge CCC agreed to raise the issue with Stagecoach. Mr Norwell of Stagecoach had not responded to the clerk’s request for a meeting.  
  
Verges: Ely Road – letter received about damage to the verge at business premises. The clerk would write a polite letter to the business. *Action: the clerk*

Verge damaged by lorry in Knights Way / High Street repaired by ES and resident.

Trees – the following will be printed in the Village View:

“It has come to the Parish Council’s notice that some trees on verges have been severely cut back. If you have problems with trees overhanging your garden /property from verges please contact the Parish Council office tel: 01223 861447 email: [clerk@miltonvillage.org.uk](mailto:clerk@miltonvillage.org.uk).

The Parish Council tree wardens will then inspect the tree and consider putting the appropriate remedial work into a programme to be carried out during the Autumn/Winter months so that the tree can be properly managed.”

Ownership of verges – **AGREED** to ask Land Registry to establish whether land at Old School Lane and Willow Crescent is registered. Cost £5 per search Land Registry fees.

In response to a request from a resident Council would take on the grass cutting at Willow Crescent.

Bunding on verge by kebab van (PC5/11-09) – the chairman reported that would go ahead soon.

#### **11 Any other business**

Bus shelter Cambridge Road – **AGREED** to ask Thompsons to repair light at bus shelter when they do electrical works at pavilion.

**11 Date of Next Meeting – 28 June 2010**

**12**

The meeting ended at 8.25pm.

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## **13 To receive the minutes of the Minibus meeting held on 7 April**

(to be circulated)

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## **14 Parish Plan update**

**Phil is retiring as chairman of the Parish Plan Steering Group (RHC to report).**

Milton Parish Council PARISH PLAN – Progress report on the Action Plan – April 2010.

[From the clerk: Please note that the colour coded Action Plan has not been circulated but will be on the screen Monday evening. Copies can be requested].

The colour coded Action Plan show the significant progress since it was approved by the Council back in November 2008. Most of the items have been coded green because progress has been made – in some cases the issue has been absorbed into the normal business for the Council and its committees. The brown items have seen some progress and a small number remain red because there has been no progress.

Some of the working groups have been particularly successful. The Environment Group has a strong nucleus of members and meets regularly. There has also been regular ‘litter picking’, an on-going survey about insulation in Milton houses, a trip to the Donarbon site and visiting speakers. Neighbourhood Watch has been re-launched in the village and meets regularly. Communications group and the transport group met regularly in the early part of the year but have ‘faltered’ since the summer break. Both were closely involved in recommendations and activities in their relevant areas.

Particular successes and achievements over the year include –

1. Compilation, publication and distribution of the Milton Guide.
2. Web pages updated in line with the Guide.
3. Welcome Pack prepared for people moving into the village.
4. Increased information about the activities and events at the Community centre.
5. Variety of actions to impact on the village appearance and road layout.
6. Meeting with the Tesco management.
7. Police Liaison group and information about contacting the Police.
8. Creation of Milton Youth Action as a mechanism for fundraising.

Some issues need further work –

1. Continue updating and reorganising web site.
2. Increased awareness between all road users – card, bikes and pedestrians.
3. Further reduction (or elimination) of plastic bags.
4. Creation of a Village Society (or Historical Society).
5. MPC, MCC and the Youth Committee will need to work with Youth Service, interested organisations and groups to ensure continuation of relevant provision in the village and maximise use of the Youth Building.
6. Explore the possibility of attracting a dentist service in the village.
7. Explore the interest in creating a village directory to cover businesses and services in and around the village.

Next steps.

The Action Plan now needs to be refreshed to ensure it is a relevant and useful document – and to ensure attention is given to appropriate issues. This should be carried out by the Steering Group and approved by the full Council. However, the Steering Group needs to be reconstituted since it has not met for sometime.

On a personal note, I have been very closely involved with this Parish Plan since the initial idea and meetings in early 2007. I can no longer offer the time required – which while not extensive, is now clashing with my new work commitments. I am therefore stepping down as Chair of the Steering Group. Phil Badley.

## 15 County Councillor's report

## 16 District Councillors' reports

Injunction against incursion onto Enterprise Nurseries - The South Cambs enforcement officer phoned me on Thursday afternoon (1st April) to let me know that the court had granted an injunction against anyone wanting to move onto the Enterprise Nurseries site.

Sharp-eyed local people will be aware that the derelict site behind the old farm shop there has been cleared of greenhouses and a hard surface has been laid at the back.

There was some evidence that a large group of travellers were thinking of moving onto the site over Easter weekend, and I alerted SCDC to rumours in the village.

A judge requires a significant amount of concrete evidence before they will issue an injunction, and this had apparently been obtained.

Once the injunction has been issued and served it is a criminal offence to move onto the land, and anyone doing so is in contempt of court and can be sent to prison. However the police will not normally go out straight away. There is a procedure for enforcing, that starts with contacting the District Council portfolio holder Nick Wright, if it is over Easter. His number is 07808 267092.

An incident number, 471 of 1st April, has been set up.

Donarbon visit - 17 people visited Donarbon - it was very interesting, and we had a full tour of the site, though unfortunately the sorting equipment was out of action for maintenance at the time.

Reports - have gone to the SCDC scrutiny committee from 2 panels I have worked on - one on finance, which should lead to a better design of council tax booklet (but not till next year), and better scrutiny of the budget. The other was on children and young people's services delivered through partnerships.

## 17 Bills for Payment and Money Received (to be circulated)

## 18 Correspondence

Local Council Review, Clerks and Councils Direct, The Clerk, Community Action (ACRE), Cambs Community Services Newsletter "Connect"

**SCDC** - Draft Gender Equality Scheme. The Council has developed a new Gender Equality Scheme for 2010 – 2013. (Copy on web or in clerk's office by request).

Views, comments or feedback by **18th April 2010**

## 19 Dates of Next Meetings

APM 19 April; F&S and Planning 26 April; COUNCIL (Annual Parish Council Meeting) 10 May.

## 20 Items and Reports for May agenda (to be received by Tuesday 4 May)

*Jim Daniels*

Jim Daniels  
Clerk

The full set of agenda papers are available in the office or on the website

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

