

# MILTON PARISH COUNCIL

Parish Council Office  
Coles Road  
Milton  
Cambridge  
CB24 6BL



Clerk to the Council Jim Daniels  
Tel: 01223 861447  
Fax: 0871 433 9275  
Email: clerk@miltonvillage.org.uk  
Web: www.miltonvillage.org.uk

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**4 May 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 10 May 2010 at 7.30pm**

### **AGENDA**

- 1 Election of chairman and signing of declaration of acceptance of office**
- 2 Apologies for absence**
- 3 Election of vice chairman**
- 4 Declarations of Interest – personal and/or prejudicial**
- 5 To approve the minutes of the meeting of 12 April 2010**

**Minutes of the Meeting of Milton Parish Council held on Monday 12 April 2010 at 7.30pm in the Bowls Pavilion**

Present: RH Chapman (chair) AJ Campbell JE Coston GA Covell R Day TA Drummond RJ Farrington B Jefferson  
IF May HM Smith RT Summerfield  
Cllr M Williamson, the clerk, assistant clerk and four members of the public

- 1 Apologies for absence – PS Badley M Ellwood SC Humphreys RLE Waters
- 2 Declarations of Interest – personal and/or prejudicial  
RHC - land update (agenda 8) personal – working relationship with CWA.  
TAD - land update (agenda 8) personal – member of colts football club.  
IFM - land update (agenda 8) 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 March 2010 were approved and signed as a true record.
- 4 Public Participation – no member of the public wished to speak at this stage.
- 5 Clerk's/Chairman's report  
CPALC - The Future Jobs Fund bid had been successful and Job Centre Plus was 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 (PC5/03-10)– the clerk would inform SCDC of three areas that were especially badly infested with litter:
  - 1 outside Tesco
  - 2 under bridge by Park & Ride site
  - 3 along Ely Road.

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

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). MW was investigating???

Funding for a number of NHW post signs. The clerk had confirmed that Council would pay for these signs and was awaiting an invoice.

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. The clerk would invite PCSO John Mason. Action: the clerk

Planning Policy update from SCDC received.

15 County Councillor's report (brought forward)

MW asked if he could give his report early in the meeting so that he could then attend Landbeach Parish Council meeting afterwards. Thereafter every other month he would attend Landbeach first and Milton afterwards. AGREED.

Mobile Libraries – service was likely to be cut. Details not yet known.

Local Transport Consultation – it appeared that residents had not received the consultation documents.

Signage Butt Lane/A10 junction (PC12/12-09) - MW was 'chasing up' A Frost yet again.

6 Planning - the minutes of the planning meeting held on 15 March 2010 were received and noted

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.

Helical Ltd – Former EDF Depot & Training Centre, Ely Road (P4/03-10) – 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 – approved (drainage and landscaping deferred).

New applications:

S/0369/10 Mr P Downham 162 The Rowans – extensions – refuse (2 abstentions). Overdevelopment of a mid terrace small property. Intrusive and overbearing for neighbours. Inappropriate to the street scene.

In order not to influence the decision HMS did not take part in the debate having already asked the Planning Officers to take this application to committee should they be minded to approve. The Planning Officers had indicated however that they were going to refuse this application.

S/0412/10 Mr & Mrs C McGowan 5 Wilson Way – 2 storey extension to side and single storey to rear; porch to front – no recommendation. Conifer to be removed did not appear to within the curtilage of the property.

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.”

MCC were in dialogue with Donarbon about a possible “top up”. The manager was actively promoting the facilities.

It was AGREED

to ask the builder for a joint contract with MPC and MCC so that the VAT on Council's expenditure of £70,000 could be reclaimed.

Minutes - The minutes of the Joint Meeting between Milton Parish Council and Milton Community Centre and Recreation Grounds Management Committee held on Monday 8th March 2010 were received.

8 Land Group update (PC7/03-10)

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.

AGREED not to close the meeting.

Confidential Minutes of 1 March were approved and signed as a true record. The minutes of the Confidential Minutes of 12 and 23 March Land Group meetings were received and noted.

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 was received. All allotment holders had received a report of the meeting from the clerk.

AGREED in principle to appoint Richard Janes of Savills to negotiate with CWA at a fee of £4,000 on the basis that the deal comes to fruition.

Noted that Richard Janes had already done a lot of work on behalf of Council free of charge. The Land Group expected CWA to meet their own costs

Update on Urban Renaissance Villages retirement development:

- Approval of Reserve Matters application - see planning above.

HMS had updated Melissa Reynolds, Planning Officer about the disappointing news that URV was possibly considering selling the site. If another developer bought the site Council would have more time to re-negotiate a S106 Agreement.

Meeting with Jim Hill of Football Association scheduled for Wednesday 14 April to discuss grants.

9 Double yellow lines on industrial estate (PC5/01-10)

RHC, RTS, Michael Williamson and the assistant clerk met with County Council officers and interested parties on 18 March. The County Council had prepared a Traffic Regulation Order outlining a plan for instalment of double yellow lines. This was APPROVED with a request that be provision be made to refresh the following road markings:

- Give-way at the intersection
- White lines down the middle of the roads
- Solid white lines, especially opposite Keep Clear outside Labute Printing

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.

10 A14 Widening (PC8/01-10)

Fen Ditton PC had asked whether Council would wish to combine with Fen Ditton and/or other councils to share legal costs at the Public Inquiry.

AGREED to inform Fen Ditton that "we shall represent ourselves if necessary at the Inquiry and feel that in our case legal advice is not needed as we support the scheme in principle, subject extensive offsite tree planting to mitigate the scheme's visual impact."

Action: the clerk

Noted that the Pre-Inquiry meeting was scheduled for 24 May 2010 at St Ives.

11 Community Care – the minutes of the committee meeting held on 18 March were received and noted.

Conflict of interest (CC5/03-10) – IFM was seeking advice about good practice regarding staff working with two employers on behalf of the same client.

The clerk had written thanking the Charities for the following donations:

£2000 towards the Community Care scheme

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

£350 towards the new cemetery seat (Min M5/03-10 also refers).

12 Maintenance - the minutes of the Maintenance Committee meeting held on 29 March were received.

It was AGREED to accept recommendations and confirm decisions taken:

- that Council pay Command Pest Control's quarterly bill by direct debit.
- during the recession not to raise the horse grazing rent.
- not to allow any advertising on its premises.
- to ask Thompsons to repair light at bus shelter when they do electrical works at pavilion. (RD abstained from this vote – member of family works for Thompsons).

Verge Ely Road - the clerk reported that the Chiropractic clinic were aware of the possible damage to the verge and intended to prevent further damage (M10/03-10).

Bunding by kebab van (M10/03-10) – RHC had obtained top soil and he was arranging for a digger driver to do the work.

Bus stop Waggon & Horses (M10/03-10) – noted that at least one driver actually stopped recently in the lay-by to check for passengers before proceeding.

13 Minibus - The minutes of the Minibus meeting held on 7 April were received.

Issues highlighted:

Conditions of hire (CM5/04-10) - "with driver" conditions removed. It was committee's policy not to recommend drivers.

Replacement of vehicle (CM6/04-10) - Committee was committed to look to replace the minibus in the medium term.

Noted that the treasurer closely monitored fuel prices and their effect on income.

14 Parish Plan update (PC12/03-10)

The chairman reported that due to pressure of work PSB was retiring as chairman of the Parish Plan Steering Group and asked whether anyone was willing to become chairman.

Progress report on the Action Plan was received. This would be available at the APM. Noted that many of the actions had been completed.

RHC thanked PSB for his hard work in producing the Plan – a document that Council can and does use.

16 District Councillors' reports

Injunction against incursion onto Enterprise Nurseries - the South Cambs enforcement officer had confirmed on 1st April that the court had granted an injunction against anyone wanting to move onto the Enterprise Nurseries site.

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

A judge requires a significant amount of concrete evidence before issuing 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.

Two evictions of up to 60 caravans were due to take place in Essex during June and August.

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. RS had also been on the Finance panel and had acted as Chairman for a lot of the meetings in the absence of the Chairman.

Chesterton Fen (PC15/03-10) – an Environment Agency inspector would ask for a water sample.

Neighbourhood Panel – meeting Tuesday 13 April.

Willows by river – the conservators had cut down a lot of willows (which had a fungus) following a Health & Safety survey.

Richard Summerfield announced his retirement as district councillor. The chairman thanked Richard for his dedication and his commitment to the village over 15 years. He would be a tremendous loss.

RTS thanked the chairman for his comments.

17 Bills for Payment and Money Received

AGREED and CONFIRMED payment of cheques 100225 – 100252

RHC declared an interest (ch 100225) – has business connections with Algar Signcraft – and abstained.

HMS abstained (ch 100243).

MCC grant 2009/10 at approximately £7,500 – to be carried over to 2010/11.

18 Correspondence

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

SCDC - Draft Gender Equality Scheme 2010 – 2013.

19 Dates of Next Meetings

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

The meeting ended at 9.25pm.

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

**7 To confirm the following committees:  
Community Care Community Minibus Finance Land (Working Group)  
Maintenance (incorporating Allotments, Cemetery and Play) Planning  
Youth (Working Group)**

Extract from 2009 Annual Parish Council meeting Minutes:

The following committees and members were confirmed:

Community Care	GAC RD ME IFM HMS RLEW
Community Minibus	RJF RTS <i>C Nunn B Pain G Sheen</i>
Finance and Staffing	AJC JEC SCH HMS RTS RLEW
Land Working Group	RHC JEC IFM HMS RTS.
Maintenance	RHC JEC RD ME IFM BJ SCH RLEW
(inc Allotments, Cemetery and Play)	<i>WD Booth E Spong allotments' consultees*</i> <i>Cemetery All Saints' Church representative</i>
Planning	JEC RD RJF BJ HMS RTS RLEW
Youth Working Group	PSB GAC HMS <i>L Henderson</i>

**\*Mark Desvaux since co-opted**

**8 To confirm the following representatives:  
Archaeological Warden AWA CPALC Child Protection Officer Country  
Park, Tomkins Mead and Sport Lakes Trust Day Centre Footpaths Officer  
IT Liaison Landfill Liaison MCC Milton Charities Northern Fringe  
Parish Plan Police Liaison Press Officer [usually chairman] Tree & Deputy  
Warden Trolley Bus Under 5's Group Village View (by invitation)  
Website (Chairman [as Press Officer], clerk and assistant clerk)**

Extract from 2009 Annual Parish Council meeting Minutes:

The following representatives were elected:

Archaeological Warden	<i>WD Booth</i>
AWA [sewage works]	JEC [as chairman] HMS and RTS would attend meetings as district councillors
Cambridge Sport Lakes Trust	ME HMS
Child Protection Officer	<i>L Henderson</i>
Country Park (& Deputy)	Removed from list
Day Centre	RLEW
Footpaths Officer	RLEW
JAG	ME
Landfill Liaison	RHC JEC HMS RTS
MCC	PSB
Milton Charities	RD IFM <i>P Harrold BC Waterson</i>
Northern Fringe	JEC HMS RTS
Parish Plan	PSB JEC
Police Liaison Panel	PSB JEC
Press Officer	RHC [as chairman] Noted that RHC would not make press statements as all correspondence should go through the clerk's office.
Tomkins Mead	RD RLEW
Tree Warden (& Deputies)	RHC (RD and RLEW)
Trolley Bus	JEC
Under 5's Group	Removed from list
Village View (by invitation)	JEC
Website and IT Liaison	Press Officer, JEC, clerk and assistant clerk. Noted that the Communications Group intended looking at the website and would report back to Council.

[Footnote: CPALC representative not elected]

## 9 Clerk's/Chairman's report

SCDC grass cutting contract – Recreation Close and Walkling Way (M4/12-09) – this will be on next cabinet agenda. We shall be kept informed of the outcome.

A14 Public Inquiry (PC8/01-10) – reminder pre-inquiry meeting date 24 May 2010. Public Inquiry will begin on Tuesday 20 July at the St Ives Business Centre Parsons Green St Ives.

Bus Stop Waggon & Horses (PC5/03-10) – from CCC officers Andrew Hunt and Glen Edge:

“I am writing in response to your recent email correspondence with Glenn Edge.

I have spoken to Philip Norwell at Stagecoach. Mr Norwell has advised that Stagecoach has made their drivers aware of the need to slow down when approaching this stop and check whether any passengers are waiting. This is aided by the approaching junction. Stagecoach has also placed a notice in the shelter making passengers aware that they need to make themselves visible to the driver and hail the bus as it approaches.

These measures should be sufficient to prevent any passengers missing the bus.”

Environmental clean up - Litter hotspots (PC5/04-10) - report of Meeting with Chris Bradley Environment Enforcement Officer and Julian Ayres SCDC – Thursday 15<sup>th</sup> April 2010.

- 1 **Ely Road.** The vegetation on the verge needs to be cut back so that SCDC can get a team into the ditch to clear the litter. I have asked Rob to ask CWA if they would be prepared to cut it back. If they do I can then ask SCDC to clear the litter.  
The alternative is to wait till CCC do their cut in July/August.
- 2 **A10 footbridge.** SCDC will ask youth offending service to litter pick both sides of A10 under the bridge. [If anyone notices bonfires on the old orchard land adjacent A10/Park & Ride please let Chris know or ask me to do so].
- 3 **Tesco.** We spoke with Paul Torres, manager of Tesco. Today he has instructed his contractors (Mitie) to litter pick the front and side of the store every two weeks starting on 29<sup>th</sup> April. The problem is whether to cut back the bushes in order more easily to get the rubbish (will residents complain if bushes are severely cut back?) or to use long arm pickers to get right into the heart of the bushes. Paul has also asked his contractor to cut back the bushes back from The Rowans verge.
- 4 **Recycling bins at Tesco.** Chris Bradley also went back to inspect the bins at Tesco and would take any action if necessary to ensure that this area remains tidy.

NB: I have subsequently added the bund south of Butt Lane to this list (following representation from a resident.

Histon Neighbourhood Panel – notes of meeting held on 13 April and update received (both previously circulated).

Priority for Milton:

Tackle criminal damage at allotments, community centre and country park and address anti-social behaviour repeat victimisation.

Planning Forum – Thursday 20 May at Cambourne – coffee and registration 5.15-5.45 – meeting 5.45pm.

Strategic Flood Risk Assessment (SFRA) – SCDC and Cambridge City Council are working together to produce a new SFRA. Hazel and I have completed a questionnaire.

Training Courses – both one day: introduction to Public Rights of Way Legislation and Responsibilities 19 May and fundraising for local community groups 7 July at Hemingford Grey House Hemingford Grey. Organised by Community Transport Strategy and supported by CCC Public Rights of Way and Access Team.

Parish Liaison Meeting – notes of SCDC and Parish Council meeting held on 23 March received. Topics covered: Elections; Aims, Approaches and Actions for 2010/11; Size of Parish Precepts; Review of Housing Services; Section 106 Agreements; Village Facilities Budget; Refuse and Recycling; litter/fly-tipping and Chairman's delegation.

## 10 Planning

### Appeals:

Mr B Moore Chesterton Fen Road (PC6/11-09) against enforcement notice to be held on 18 May at Cambourne.

N O'Connor Grange Park Chesterton Fen Road against enforcement notice alleging that without permission the erection of a carport structure to house a caravan

### Decisions received

Mr C Carter (PC6/03-10) – 5 Pearson Close – **approved**. The four ground floor windows in the east elevation to be permanently glazed with obscure glass.

Signal Property Investment LLP (PC6/03-10) -140 Science Park – replacement of existing revolving glazed entrance door with new glazed wind lobby incorporating double sliding doors

### New applications

S/0524/10 Miss Pamela Murden 20 & 22 Woodman Way and 6 & 7 Fox's Close – replacement 2.4 metres high fencing.

Any other urgent applications (at chairman's discretion)

## **Committee reports and recommendations:**

## 11 Land Group update

Attached (in light blue) please find Minutes from the 8 & 14 April Land Group meetings.

Application S/0463/10 for change of use of land at Ely Road (PC8/04-10) – this has been withdrawn to allow for highways issues to be addressed.

A meeting has been arranged on site to discuss on Wednesday 5 May.

The application will then be re-submitted.

Meeting with CWA also arranged for Wednesday 5 May.

### **MILTON ALLOTMENT HOLDERS' MEETING - THURSDAY 8th APRIL 2010 at 7.30pm - in MILTON COMMUNITY CENTRE**

#### **CHAIRMAN'S OPENING REMARKS**

The chairman welcomed over 50 allotment holders and Parish Councillors to the meeting. To provide a brief background, Milton Parish Council (MPC) has been looking for recreation space for the village since recreation land was sold for Barnabas Court sheltered housing scheme ten years ago. Now more than ever there is a need for more recreation space as there are nearly 20 football teams in the village, three of which must play their home games outside the village. In addition, one cricket team also plays home games outside the village, as well as general pressure of use on limited recreation area. The meeting was called to discuss a range of land deals the parish council is currently looking into and the possible effects on the current allotment land. The chairman was eager to provide as much information as possible, mindful however that some of the land deals contained sensitive information which he would be unable to disclose as it might hamper ongoing negotiations.

#### **STATUS OF LAND NEGOTIATIONS**

**URBAN RENAISSANCE VILLAGES (URV) RETIREMENT DEVELOPMENT, FORMER EDF SITE, ELY ROAD** - MPC had an option to take roughly four acres of recreation space and a sports pavilion on a 125 year lease on land to the rear of this development or to take £200,000 to use on recreation facilities elsewhere in the village. The chairman updated the meeting on the time scale for deciding on these options, including news that URV may be considering selling the site, which would give the village more time to consider alternative sites. Timescale of decision is governed by Notice of Implementation from developers, which may be put back due to the current situation.

**LANDBEACH ROAD LAND OWNED BY THE COUNTY COUNCIL** – MPC had obtained planning permission for recreation use on land off Landbeach Road. This was not an ideal site on the other side of the busy A10. (A young lad was killed in Huntingdon crossing a road to a recreation ground). Ian May chairman of the Colts Football Club felt that if this option were pursued then the adult football club would probably move to this site.

**PARK & RIDE VENTURE** – Land adjacent the Park & Ride site had been considered for a community stadium with possible spin-off for the village. This was not now considered a preferred option.

**MILTON GOLF COURSE** – MPC had registered an interest in this land. The lease was too inflexible and the freehold was not available.

**PRIVATE LANDOWNERS** – MPC had contacted various landowners without success.

COLLEGE OF WEST ANGLIA (CWA) – CWA contacted Council with a proposal for a land deal. MPC offered a straight land swap of the allotment and horse grazing land for CWA land on the eastern side of Ely Road. CWA Board of Governors has given the go ahead to proceed with negotiations. Any deal is still in very early stages and there is a question as to whether the allotments will need to be included.

#### THE WAY AHEAD

Council was well aware of its statutory obligation to provide allotments. The Allotments Acts 1908-1950 allowed for compensation for 'crop loss' if allotments are moved. The Milton Allotment Holders' Contract stipulates that "the tenancy may be terminated by either party to this agreement serving on the other a written notice to quit expiring on the 6th day of October in any year." In addition, the chairman hoped that a reasonable handover period would allow for work on old and new allotments simultaneously to ease the transition. It was important to keep lines of communication open, especially through allotment representatives who serve on the Parish Council Maintenance Committee.

#### ADDITIONAL COMMENTS FROM THE FLOOR

A survey of the allotment holders showed an interest in forming an Allotment Association – meeting scheduled for 27 April.

Long term provision - demand for allotments will probably increase and extra land may be needed to cater for this demand.

Allotments provide a long term value to the village – environmental, recreation etc.

Following considerations to be made:

Proximity of trees	Protection against rabbits/deer
Orientation of plots	Car parking
Quality of soil	Road safety
Drainage	Organic conversion
Security	

#### CONCLUSION

- The Parish Council has an obligation to look to the long-term best interests of the village as a whole.
- Allotment provision will remain within the parish.
- The chairman thanked all for attending and reiterated that the Parish Council would take all representations into account to make what is the best decision for the village.

The meeting finished at 9.45pm.

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**From Jane Coston:**

**I attended the allotment meeting on 27 April. There was a lady speaker from the allotment Association giving information. 25 people attended the meeting and that included me, Gerda and Ian Jones.**

**Some of the main points were --**

**An allotment Associations can take over the running of the allotments with the permission of the Council. Some councils make it part of the tenancy that the allotment holders became a member of the Association**

**The cost of being a member of the Association would be £5 a year per person and of this £2 would go to the National Association and £3 would be for the local association.**

**Allotment associations can take over the lease of the allotments take in the rents to cover the cost of work done on the site. They can also evict other allotment holders who do not keep their allotments to a certain standard.**

**Members of the allotment Association would also be able to get legal advice on what their rights were. They will also be able to get information on what compensation they should be getting should the site be moved. They will also be able to get other support.**

**Each allotment holder must have public liability as once they've rented allotments they are liable for any accidents that any visitor may have whether they are welcome or unwelcome e.g. if a thief stood on a rake left on the allotment and hurt themselves the allotment holder is liable and the burglar can sue.**

**When asked about insurance the speaker said that insurance could be arranged through their insurance -- Blue Finn insurance. Allotment holders asked the cost of this but there was no information available.**

**The perimeter of the allotments and the main haulage route is covered by the insurance of the Council.**

**Mr Booth complained about the lack of pumps on the site and there was a short discussion about the history of this.**

**There was the question about the 92% positive response on forming an association. Mark explained that this was a 92% response from approximately 30 allotment holders only. (= approx 27 members - 40% of the total – clerk).**

**The speaker also said that the current tenancy agreement probably needs tidying up and the Association would help with this.**

**There was also some discussion about the need to comply with disability access.**

There are examples of allotments elsewhere where the allotments have raised beds, topsoil brought on to the site, tarmac roads, toilets etc. The toilets are compost toilets and can be moved to a new site. The maker of the toilets Natsole?

An allotment association would be able to apply for funds and grants to do projects on the allotments.

Allotments are becoming a place of recreation and families are now working allotments. It was stated by the speaker that a 10 Rod allotment will feed a family of four. Allotment holders would be encouraged to create community orchards and community forestry.

Apparently South Lanarkshire has a whole policy on allotments which is very good and can be found on their website.

The speaker said that she did the courses for the local councils and on allotments and hoped some people would attend one of her courses.

Ernie Spong produced photographs of good practice and bad practice on the allotments. He talked about some of the allotment holders who were new and had no idea how much hard work the allotment would be and so their interest was often short lived.

One lady who has only had an allotment for one year said that when she had raised various issues with council she had not been listened to.

Towards the end of the evening I spoke and said to the speaker that I would be very disappointed if by creating an allotment Association the good relationship between the parish council and the allotment holders were lost. I also pointed out that I had known years when the parish council had spent more on the allotments than they had received in rent.

(This happens every year – clerk). There was also a great deal of discussion when one allotment holder asked what the average rent of an allotment was elsewhere. The speaker said that the average cost of an allotment was £25-£35 a year but could go as high as £150 a year. At this point many of our allotment holders realised that they had a good deal.

The speaker had brought with her all the information of how to set up an Association. She also had a model constitution etc so that the association could be set up on the evening. She asked the meeting several times if they would like her help set up an association.

It was decided at the end of the meeting for a group of people to look at how an association could be formed. This group of people were our three allotment representatives, a gentleman called Tom Hays and the lady who said that she was a new allotment holder and had made some complaints which have not been listened to.

Following the meeting I had a long discussion with some of the allotment holders, Derek Booth and Mark.

Jane Coston

**NB: Expenditure and income 2008-10:**

	<b>2009/10</b>	<b>2008/09</b>
	<b>£</b>	<b>£</b>
<b>Expenditure</b>	<b>2643</b>	<b>4294</b>
<b>Income</b>	<b><u>924</u></b>	<b><u>909</u></b>
<b>Excess expenditure over income</b>	<b><u>1719</u></b>	<b><u>3385</u></b>

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## 12 Finance

**a) to receive the minutes of the finance meeting held on 26 April and to accept recommendation to accept the accounts 2009/10** (attached green)

**Minutes of the Finance & Staffing Committee meeting held on Monday 26 April 2010 at 7.30pm in the Parish Council Office**

**Present:** RT Summerfield (chair) AJ Campbell RH Chapman JE Coston HM Smith RLE Waters  
The clerk

- 1 **Apologies for absence** – SC Humphreys.
- 2 **Declarations of interest** – none.
- 3 **Minutes** – the minutes of the meeting of 18 January 2010 were approved and signed as a true record.
- 4 **Matters Arising** – (F&S11/01-10) four staff appraisals had been completed. Noted that the assistant clerk was working on average 19-20 hours per week. RHC and the clerk to complete final staff appraisal.  
*Action: RHC and the clerk.*
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 31 March 10.
- 6 **Review of Debtors and creditors at 31 March 2010** – reviewed and noted.
- 7 **Minibus Accounts** – income £4693 expenditure £2528 – bank balance £9251. A fund was being built up – the minibus committee were looking at replacing the vehicle in the medium term.
- 8 **Notice of audit**
  - Internal 19 May
  - External 1 June.
- 9 **Review of Budget and Year to Date Actuals**  
INCOME – interest £2815 – above budget. Village Guide income £1480.  
EXPENDITURE – stationery above budget – included costs of laser toners for both old and new colour printer; play well under budget (F&S9/01-10) – Maintenance committee to discuss possible replacement equipment eg concrete table tennis. Article in Village View suggested to find out what people wanted and if a volunteer could be found to investigate grant aid etc.
- 10 **Recommendation that Council approve accounts 2009/10**  
Committee reviewed the Annual Return, Statement of Significant Variations, Balance Sheet, Income & Expenditure Account and Supporting Statement.  
**AGREED to recommend that Council approve the accounts as presented.**
- 11 **To consider employing a cleaner**  
RHC reported that MCC had agreed to ask their cleaners to clean the bowls pavilion once a week throughout the year. The clerk and A Gray would organise. *Action: the clerk and manager Community Centre.*
- 12 **Workstation self assessment**  
A proposed form for a workstation self assessment was discussed. HMS agreed to act as ‘line manager’ for the clerk and the clerk as line manager for the assistant clerk.

The meeting ended at 8.35pm.

**b) To appoint Canalbs Ltd (SJ Wilson) as independent internal auditor for 2010/11**

## 13 Annual Parish Meeting – to receive the minutes of the APM 2010

### Minutes of the Annual Parish Meeting held on Monday 19 April 2010 at 8.00pm in the Community Centre Annexe

**Present:** RH Chapman (chair) 40 members of the public and the following Parish Councillors:  
PS Badley JE Coston R Day TA Drummond RJ Farrington B Jefferson IF May HM Smith  
RT Summerfield RLE Waters  
County Councillor M Williamson, the clerk and assistant clerk

- 1 **Introduction by Chairman** – the chairman extended a warm welcome to the meeting.  
**apologies for absence** - AJ Campbell GA Covell M Ellwood A Gray SC Humphreys.
- 2 **Introduction of Parish Councillors** – the Parish councillors introduced themselves.
- 3 **Minutes** - the minutes of the Annual Parish Meeting held on 20 April 2009 were approved and signed as a true record.
- 4 **Chairman's Annual Report** – the report was circulated with the agenda and is attached to the minutes.  
The chairman emphasised that Milton Parish Council was a very active council and he thanked Council on his and the whole village's behalf. He pointed out that the workload for the clerk and assistant clerk had increased considerably.  
Report headings: precept, recreation land, other issues, PCSO, clerk's office, Parish Plan, youth and community care.  
He concluded by thanking Richard Summerfield for his hard work on behalf of the village as District Councillor for 15 years.  
**Draft accounts 2009/10** - general fund increased from £185,085 to £204,433, much of which was earmarked to pay towards MCC improvements and recreation land acquisition.
- 5 **Retirement village options - recreation land or money**  
RTS gave a summary of the negotiations for recreation land that had been ongoing for some years and the various options that Council had and was still pursuing.  
Council continued to investigate three sites:  
Landbeach Road (24 acres) – expensive; safety concerns crossing the A10. Possible access across A10 bridge and along a new path was suggested. Noted that the A10 bridge is a foot bridge and not designed for cyclists. There was no money available to upgrade the bridge.  
Urban Renaissance Village (4 acres) – limited amount of land; lease and possible share of costs to maintain access road through the retirement village.  
College of West Anglia (CWA) (16 acres) – probably the best option; also expensive; allotments may need to be moved as part of the deal; room for expansion.  
Jim Hill, Cambs Football Association confirmed that Milton was a priority area for investing in grass pitches. Funding would be made available by the Football Foundation which had given c£4 million in recent years to projects in Cambridgeshire. He reported that around £300k is likely to be available depending on the final project submitted.  
Council would keep the village informed and would consult before making a decision. Council's main aim was to secure a green open space for the village. It was important to take the right option for the long term benefit of the village as a whole.
- 6 **Charities' report** (attached to minutes)  
Andy Gray had recently taken over from Barry Jefferson as Clerk for Milton Parochial Charities. His report highlighted the accounts and lifelines for the elderly. The chairman thanked the Charities for their generous support for schemes in the village.
- 6 **Parish Plan report** (attached to minutes)  
The report detailed the progress made by the Parish Plan, the actions completed and the next steps. Significant progress in completing the Action Plan had been made. Details would be shown on the website. Two main groups had emerged: the Environment Group and Neighbourhood Watch. PSB had been overseeing the Plan for over 4 years and because of work commitments he was now standing down as chairman of the Steering Committee.  
  
The chairman thanked PSB for his hard work in producing a document which Council had been able to use – in such areas as considering planning applications. It was reassuring that Council appeared to be doing what the people of Milton wanted.

**7 Neighbourhood Watch report** (attached to minutes)

The Neighbourhood Watch (Nhw) scheme had been successfully re-launched. The report also highlighted the way forward. More street co-ordinators were needed. The Nhw was looking at initiatives to follow up eg business partnerships, protecting the elderly. Nhw was represented at quarterly Police Neighbourhood Panel meetings. Number of crimes in Milton had dropped significantly. Big problem at present was theft and vandalism at the allotments.

**9 Milton Action for Youth report** (attached to minutes)

Awards for All grant of £9,000 + received which was being used to support an extra session of youth work each week, specially for a girls club and some targeted courses to encourage teenage girls to attend. Linda Henderson was chairman and Hazel Smith treasurer. Congratulations on receiving the award.

**10 Milton Community Centre (MCC) report** (attached to minutes)

MCC committee was responsible for the recreation grounds and all buildings on them. MCC had appointed A Gray full time manager in 2008 and he was running the centre and grounds very effectively.

The written report highlighted: Bookings, vandalism, staff and building refurbishment.

Noted that grants from WREN (maximum allowed £50,000), SCDC (£8,500) and the Parish Council (up to £70,000) had been approved towards refurbishing the community centre which was the most well used in the South Cambs district. Works were expected to take place during the summer.

**11 County Councillor's report** (attached to minutes)

The County Councillor's patch consisted of Landbeach, Milton and Waterbeach (inc Chittering).

MW gave a snapshot of some current issues: impact of Marshalls decision on Waterbeach and areas around Cambridge; cycle way Milton to Impington; Park & Ride - road signs at Butt Lane/A10 junction; Parking at Cambridge Road industrial estate; Heavy goods vehicles crossing the raised pedestrian crossing in High Street; mobile libraries.

**12 District Councillors' reports** (attached to minutes)

HMS highlighted from the report: housing – 44 council houses in Milton; Rowing Lake – no further forward than in 2009; introduction of blue bins in October (evidence from other councils shows that the overall rate of recycling had increased with the introduction of one bin).

HMS thanked RTS for his support and commented that he was well respected at SCDC.

RTS thanked HMS for her kind words and commented that it had been a privilege to represent Milton. He also thanked Council for its co-operation, help and companionship.

In response to a question Council reaffirmed its commitment to affordable housing. SCDC Policy ensured that 40% of large developments must now be affordable housing (this was not the case during the expansion of Milton in the 1980's and 1990's). Local landowners were not prepared to sell land for affordable housing.

**13 Question and Answer Session**

Bus service – Stagecoach was a commercial concern and had to run their services at a profit. Any concerns should be addressed to M Williamson who would endeavour to “put pressure” on Stagecoach.

Parish Council – elections were scheduled for May 2011. This would be well advertised to try to encourage more candidates. Young candidates should be encouraged.

The chairman concluded that Milton Parish Council was a very active and professional quality council that worked on behalf the village.

He thanked everyone again for attending.

The meeting ended at 10.05pm.

## **Representative reports:**

### **14 Milton Community Centre (MCC) update**

Refurbishment: The starting date for the building work has not yet been finalized, although I would expect this to be mid to late June. The work is expected to take between 12 and 16 weeks.

Bookings: Very little to report, all our regular groups continue as before.

Youth Building: Presently being used 3 times a week during the day (2 to 3 hours per session) by the Centre School at Cottenham + 3 Youth Club sessions on Tuesday and Wednesday evenings + Young Carers on Saturday mornings.

Vandalism: very little to report, although I understand that the police have agreed to keep a closer eye on things in view of the group of youths who congregate at the Community Centre in the evenings.

Andy Gray  
Community Centre Manager

### **15 County Councillor's report**

### **16 District Councillors' reports**

Welcome to newly elected district councillor

**District Councillor's report to Milton Parish Council 1<sup>st</sup> May 2010 – Cllr Hazel Smith**

#### **Sewage on Chesterton Fen – Section 101A request for first time sewerage**

Following a report about smells near the travellers sites and rowers thinking they saw raw sewage floating in the Cam, I was contacted by the Cambridge News. I gave them the background to the issue and a report may be published in the next few days.

#### **Other problems on Chesterton Fen**

I reported the fly-tipping – this is in the water at Grassy Corner, and the Council is wary of an on-going commitment to clear rubbish on what appears to be private land. They are trying to find out who owns the path at Grassy Corner – it seems that the County Council don't think it's their path. Do any councillors know anything about ownership there?

#### **Council meeting 22nd April**

Much was made of the Council's Corporate Plan for the next year. Unfortunately it was published with 'xxx' where a number of key statistics should have been.

#### **In Your Patch meeting**

This was on Tuesday 27<sup>th</sup> April. One of the topics discussed was '**Community Engagement**'. This seems to be formalising what good councillors do anyway, and trying to make it part of a 'Councillors job description'. They highlight some councillors' ignorance about how to work with other local agencies to push for things that the area needs.

**Parish Plans** were mentioned – the Action Plan should be looked at at each parish council meeting, and a refresh of the plan itself, with more discussions with the village, should be done periodically to keep it alive (they suggested quarterly, but that sounds too often). There is an officer at South Cambs tasked with helping to make the relationship with Parishes and local action initiatives work – Linda Browne.

**Reduction in funding for Youth** – this will be significant and parishes will have to take more of the responsibility for funding youth clubs in their village, and organising them, as we used to do. The next meeting of In Your Patch at Shire Hall will invite youth workers to tell us how it might work.

#### **Potholes**

The County are getting round to them as quickly as they can, but more are constantly appearing. The advice is to report them – officers have no time to look round the streets and identify them, so those that get reported will be fixed (eventually).

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

**18 Correspondence** (can be read at 7.15pm or you may request copies)  
CCC - Cambridgeshire Older People's Newsletter

**19 Dates of Next Meetings** – Planning 24 May; Council 7 June

**20 Items and Reports for June agenda** (to be received by 28 May)

*Jim Daniels*

Jim Daniels  
Clerk

