

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

1st June 2011

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 06 June 2011 at 7.30pm

Please attend at 7.15pm so that you can look at the problems that agenda item 9 is trying to address

AGENDA

- 1 **Presentation of Quality Status certificate by Steve Wilkinson chairman of QS committee**
- 2 **Apologies for absence**
- 3 **To consider co-opting a new councillor**
- 4 **Declarations of Interest – personal and/or prejudicial**
- 5 **To approve the minutes of the meeting of 09 May 2011**(pages 3-6)
- 6 **Public Participation – members of the public are invited to speak**
- 7 **Clerk's report** (page 6)
 - Minibus website
 - South Cambs News
 - Civil Parking Enforcement
 - Minutes
 - Clerk's retirement
- 8 **Planning** (pages 7-8)
 - to receive the minutes of the Planning Committee meeting held on 23 May 2011
 - **Planning report**
 - **Planning Application S/0032/06/F Cambridge Sport Lakes Trust Development of land between Milton and Waterbeach (Rowing Lake) proposed Section 106 Agreement and Draft Planning Conditions** (attached grey)
 - **Invitation to a planning briefing meeting at SCDC** (details attached)
 - Decisions received:
 - New applications:
- 9 **Proposal to erect pedestrian barriers adjacent bowls green and pavilion** (page 8)
- 10 **Youth update:** (pages 9-11)
 - **Minutes of the Milton Action for Youth committee meeting held on 16 May 2011 including Youth Club report**
 - **Additional road signage**
- 11 **To consider Christmas tree and lights using system designed by speeditree.co.uk** (attached green & page 11)
- 12 **Play update and proposal to ask Fenland Leisure Products to carry out play equipment repairs as detailed in attached report** (attached beige & page 12)
- 13 **To receive report on bus usage survey from A Bradnam and HM Smith** (pages 12-14)

- 14 **Proposed visit to Chesterton Fen and Village tour** (page 15)
- 15 **To receive Flood report and possible flood risk to Milton** (attached and page 15)
- 16 **Equality Act 2010 – to consider issues raised by attached legal update** (page 15 – attached yellow – Ian Tyes to report)
 - to appoint an Equality Officer
 - to conduct an Equality Impact Assessment
- 17 **To receive Independent Internal Audit Report** (attached)
- 18 **MCC update** (page 15)
- 19 **County Councillor’s report**
- 20 **District Councillors’ reports** (page16)
- 21 **Land Group update**
Planning permission change of use land to east of Ely Road – S106 Agreement Planning Obligation and additional costs - chairman to report
- 22 **Bills for Payment and Money Received** (to be circulated)
- 23 **Correspondence**
- 24 **Dates of Next Meetings – 11th July (Note date)**
- 25 **Items and Reports for July agenda** (to be received by Tuesday 5th July)

Jim Daniels

Jim Daniels
Clerk

**The full agenda papers are available on the website www.miltonvillage.org.uk
and at the Parish Council office**



FULL AGENDA PAPERS – 06th JUNE 2011

4 MINUTES

Minutes of the Meeting of Milton Parish Council held on Monday 09 May 2011 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) AJ Campbell DJ Chamberlin JE Coston GA Covell TA Drummond
M Ellwood RJ Farrington M Hersom IF May J Mowatt MC Perkins HM Smith I Tyes
Three members of the public and the clerk

1 Welcome to new members, introduction by all members and signing of declaration of acceptance of office

The members each signed the Declaration of Acceptance of Office and gave a brief introduction of themselves.

2 Election of chairman and signing of declaration of acceptance of office

RTS was elected chairman and signed the Declaration of Acceptance of Office.

3 Election of vice chairman

AJC and IFM left the room while a vote took place. IFM was elected vice-chairman. The chairman thanked AJC for his support during his stint as vice-chairman.

4 Presentation to Council of Quality Status certificate by representatives from CPALC

To be presented at the June meeting by Steve Wilkinson, chairman of the QS committee.

5 Apologies for absence - Cllr M Williamson (at Landbeach Annual Parish Meeting)

6 Bank signatories including Community Care Account

The new members signed the bank mandate. HMS agreed to be a signatory on the Community Care (Cambridge Building Society Account).

7 Declarations of Interest – personal and/or prejudicial

HMS – Planning agenda 12 personal - a member of SCDC's planning committee.
TAD – Land Group update agenda 24 personal - member of Colts football club.

8 Public participation - members of the public are invited to speak

No members of the public wished to speak.

9 Vacancies: To consider co-option to fill vacancy and Notice of Casual Vacancy

14 members were elected unopposed on 5 May. Council could therefore co-opt a 15th member. Sue Humphreys had subsequently resigned as her circumstances had changed. As a result the clerk had advertised the Notice of Casual Vacancy. If ten electors requested an election for this vacancy then an election would take place.

It was proposed and seconded that as the circumstances had now changed Council should not co-opt but wait till the June meeting.

NOT CARRIED - 4 votes in favour, 8 against and 1 abstention.

A secret ballot was then conducted. As no absolute majority was achieved on the first ballot a second ballot was conducted and Jim Mowatt was declared elected.

As JM was present he signed the Declaration of Acceptance of Office and took his place.

10 To confirm the following committees:

Community Care; Community Minibus; Finance & Administration; Land (Working Group); Maintenance (incorporating Allotments, Cemetery & Play); Planning; Staffing; Youth (Working Group)

The following committees and members were confirmed (for 4 years):

Community Care	DJC TAD ME IFM HMS
Community Minibus	RJF RTS C Nunn B Pain G Sheen
Finance and Administration	JEC GAC MH HMS RTS IT
Land Working Group	JEC IFM HMS RTS (IT subsequently agreed to be a member –agenda
Maintenance	GAC TAD ME IFM JM
(inc Allotments, Cemetery, Highways and Play)	WD Booth E Spong allotments' representatives Cemetery All Saints' Church representative
Planning	JEC DJC GAC RJF HMS RTS
Staffing	JEC TAD RTS
Youth Working Group	HMS IT L Henderson

11 To confirm the following representatives:

Archaeological Warden; AWA; Cambridge Sport Lakes Trust; Child Protection Officer; CPALC & SCDC Liaison; Day Centre; Footpaths Officer; JAG; Landfill Liaison; MCC; Milton Charities; Parish Plan; Police Liaison Panel; Press Officer; Tomkins Mead; Tree & Deputy Warden; Trolley Bus; Village View (by invitation); Website and IT

The following representatives were confirmed (for 4 years):
Archaeological Warden WD Booth

AWA [sewage works]	JEC [HMS and MH would attend meetings as district councillors]
Cambridge Sport Lakes Trust	JEC HMS
Child Protection Officer	<i>L Henderson</i>
CPALC & SCDC Liaison	The chairman and clerk
Day Centre	To be confirmed (<i>Note RLEW had subsequently agreed to continue and would attend Community Care meetings if necessary</i>)
Footpaths Officer	To come under the Maintenance Committee
JAG	ME
Landfill Liaison	JEC HMS & the chairman
MCC	JM
Milton Charities	IFM <i>R Day P Harrold BC Waterson</i>
Parish Plan	To be reviewed (at July meeting)
Police Liaison Panel	MH
Press Officer	JEC / Chairman
Tomkins Mead / Tree Warden (& Deputies)	<i>R Day R Waters</i> ME and MH
Trolley Bus	JEC
Village View (by invitation)	JEC
Website and IT	JEC and JM clerk and assistant clerk.

12 To consider appointing a Patient Participation Group (PPG) representative at Milton Surgery

The doctors' practice was planning to set up a Patient Participation Group (PPG) at Milton Surgery. PPGs are groups of patients, usually operating within GP surgeries and health centres, who take an active interest in their health care.

JEC and TAD agreed to act as joint representatives on this group.

13 Minutes - the minutes of the meeting of 4 April 2011 were approved and signed as a true record

14 Clerk's/ Chairman's report (to be named in future Clerk's report at the request of the chairman)

Drainage (PC11/02-11) – phone call Pat Matthews SCDC: flooding on CWA land caused by badger scratchings – had been dug out – now all right. No 2 award drain alongside allotments flowed "both" ways. Pat had partly cleared drain and intended finishing in the Autumn as hedges/trees would be disturbed during the bird nesting season. He could not find evidence that the culvert had been piped. CWA would keep the ditch clear. The clerk had suggested that PM contact R Day.

Golf course (PC5/04-11) - meeting 6 May was cancelled. The legal team at the County Council had not yet completely prepared the enforcement notice to remove the rubble that had been dumped contrary to the planning permission.

It was noted that the County Council had a duty to serve the notice and that Council might (*in extremis*) consider serving the notice and charging the County Council.

Tomkins Mead (PC5/04-11) – the clerk's office was investigating with Natural England and the County Council about designating Tomkins Mead a Local Nature Reserve (LNR) [or even a site of scientific interest] (SSI).

AGREED that the Council should pursue this.

[JEC declared a prejudicial interest left the room and did not take part in the vote]. (Her garden backs on to Tomkins Mead).

Noted that the that it was not appropriate for the Country Park to be included with this application as it served a different function from Tomkins Mead.

Litter – a resident witnessed litter being discarded from a car at The Sycamores recreation ground. The clerk passed on the details to the Enforcement Officer.

Noted that the Enforcement Officer was taking action against the resident of Woodman Way who had not removed litter from the front of his residence (this person had been prosecuted before).

15 Planning – the minutes of the Planning Committee meeting held on 18 April 2011 were received and noted

Appeal:

Mr Philip Jackson 21 The Sycamores (PC6/04-11) – against refusal of permission for a side single story conservatory - **dismissed. Proposed conservatory would be harmful to the character and appearance of the area.**

Decisions received:

Dr Tom Matthams 66 Fen Road replacement of single storey detached garage (PC6/04-11) – **approved.**

New application:

S/0570/11 Mr D Taylor 4 Coles Road – construction of dormer window – **no recommendation.**

Other matters

Enterprise Nurseries (PC8/09-10) – HMS would ask the planning office whether the development was in accordance with the planning permission. **Action: HMS**

16 Staffing – the minutes of the Staffing Committee meeting held on 11 April 2011 were received and noted.

It was AGREED to accept the recommendation to accept the Policy in min S3/04-11 with the addition of 'Community Care...':

"Community Care staff to accept only small tokens of appreciation such as flowers or chocolates to be recorded in a gift book. Small monetary gifts from any one client must not exceed more than £10 in a year also to be logged in the gift book. If any conflict of interest is highlighted, this is noted on a risk register."

- 17 Minibus** – the minutes of the minibus committee meeting held on 13 April 2011 were received. New tariffs were noted (CM4/04-11).

Replacement vehicle (CM5/04-11)

AGREED that the treasurer could send in an application to Awards for All.

The question was raised whether provision for disability would be necessary under the Disability Discrimination Act. The chairman reminded Council of its Policy:

"2. Inclusive Approach:

The Council will take an inclusive approach to providing access to our services and facilities for as wide a range of people with disabilities as possible, acknowledging that there may be some circumstances where particular provision may be necessary for people with certain disabilities."

- 18 Finance** – the minutes of the Finance & Administration meeting held on 28 April 2011 were received.

It was AGREED to accept the recommendations:

to confirm responses on Annual Governance Statement (F&A10/04-11)

to approve accounts 2010/11 (F&A10/04-11) (1 abstention)

to appoint S Wilson, Canalbs Ltd as Independent Internal Auditor for 2011/12 (F&A11/04-

11).

- 19 To approve SLA with Cambridgeshire County Council North City Locality Team for Youth Work in Milton** (PC5/04-11)

The SLA was APPROVED with two amendments - to be signed by both parties.

Noted that the County Council definition of youth was generally those aged between 11 and 19.

20 Minutes of the Annual Parish Meeting

The minutes and reports of the Annual Parish Meeting were received. Concerns about the publicity were expressed.

21 MCC update

"Refurbishment: Final invoice still awaited from Grantchester Developments and there are a couple of minor 'snagging' items still to be rectified.

Maintenance and Improvements: New roller blinds have been fitted in the Annexe. The wooden floors in the main hall and lounge will be scrubbed and re-sealed at the end of April.

Bookings: Very little to report, all our regular groups continue as normal, although understandably a number of groups cancelled their sessions during the Easter Holidays. There have been 2 Saturday night events during April, a wedding and a joint 50th/60th birthday party. Terry Tinkler, who has run the bar for the last 10 years, has decided to retire and his role will be filled by Sally and Lawrence from the Lion and Lamb.

Youth Building: The building continues to be used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning.

Vandalism: Nothing to report, which is obviously very pleasing."

Main committee meeting scheduled for Tuesday 10 May.

- 22 County Councillor's report** - no report.

23 District Councillors' reports

Rowing Lake - HMS had asked the legal officer to send the amended S106 Agreement to Council and asked that a meeting be called on 16 / 17 May to discuss as the Agreement may well be signed soon.

The chairman stressed that if any comments were necessary then Council should approve these at its meeting in June before they are sent. Members suggested that as the Rowing Lake application had been ongoing since 1992 Council's comments could wait a month.

Grassy Corner Chesterton Fen (PC15/04-11) – WREN would not help out with clearing out the ditch. The responsibility lay with the land owner. Should not the Environment Agency or SCDC 'pursue' the land owner to do this?

Bus service (PC15/04-11) – HMS and a resident had conducted a survey of the citi2 usage over two evenings just prior to the withdrawal of the bus service. She intended sending a report to Stagecoach, Whippet Coaches, the County Council and Tesco together with a report of the public open meeting.

It was understood that electronic signs for the number 9 service were to be installed.

JEC and MW were investigating the possibility of a community transport scheme. Under the terms of its Licence the community minibus could not be used.

The clerk reported that the light in the Cambridge road bus shelter had gone out and that he did not intend replacing it as there was now no evening bus service!

- 24 Land Group update** (PC16/04-11) **and request to rent paddock for horse grazing**

Land update - The Land Group was waiting for a land survey to be completed by CWA.

Council's planning application was in the process of being approved with a clause ensuring that Council could implement one only of the two permissions granted ie Landbeach Road or Ely Road.
Horse grazing land – **AGREED to let the paddock for a twelve month period at £500 per year with a three months notice. Consideration of renewal to be discussed after 7 months.**
The clerk to contact the applicant. **Action: the clerk**

25 Bills for Payment and Money Received

CONFIRMED and AGREED payment of cheques 100454 – 100476 and minibus cheque 300015

26 Correspondence

CCC - noted that contractors BAM Nuttall had handed over The Busway to Cambridgeshire County Council.

27 Dates of Next Meetings – 6 June 7pm (note time)

28 Items and Reports for June agenda (to be received by Tuesday 31 May)

Lawrence Green – Emergency Plan

Christmas tree lights

The meeting ended at 10.10pm.

7 Clerk's report

Minibus web site - Martin Cooper assistant Cub Leader manages the Scout web site. He would like to have access to the minibus part of the web site as he wants to maintain it for us. Is Council happy with this?

South Cambridgeshire News

Local Development Scheme - the latest [Local Development Scheme Timetable](#) is now available on the South Cambs website. It sets out the timetable for the South Cambridgeshire Development Plan, incorporating a review of the Core Strategy DPD, Site Specific Policies DPD and the Development Control Policies DPD, and the Gypsy and Traveller DPD.

Strategic Housing Land Availability Assessment (SHLAA)- South Cambs needs to prepare a Strategic Housing Land Availability Assessment (SHLAA) as part of the evidence base of the new South Cambridgeshire Development Plan.

Cambridgeshire News

Minerals and Waste Local Development Framework - the examination into the Core Strategy of the Minerals and Waste Development Plan (MWDP) was held at the end of 2010. The examination into the Site Specific Proposals DPD begins on 28 June 2011 in the Barbican Room, Park House, Shire Hall, Cambridge, CB3 0AP. This hearing will consider the representations received about specific sites allocated in the MWDP for minerals and waste. South Cambs has submitted written representations for the inspector to consider as part of this process, which highlight our concerns about some of the sites allocated and the possible impact to the local community.

National News

East of England Plan – Decision by Government to revoke regional spatial strategies – the Government is to carry out an environmental assessment of its decision to revoke regional spatial strategies .

Gypsy and Traveller Consultation - the Government has published a consultation document about Planning for Traveller sites and is inviting comments until 6 July 2011.

Civil Parking Enforcement – Richard Preston CCC is asking for our comments by 17 June about a proposal by Cambridgeshire County Council to introduce civil parking enforcement (CPE) in East and South Cambridgeshire. Currently, in Cambridgeshire CPE only operates in Cambridge City.

The County Council is making applications to the Department of Transport. The effect of these applications is that the county council will become responsible for the enforcement of on-street parking restrictions and off-street parking restrictions (where they exist) in East and South Cambridgeshire. As a result, the police would no longer enforce on-street parking controls although they would retain powers to address vehicular obstruction and dangerous parking on the highway.

Minutes – how am I to address Ian Tyes in the minutes? IT may be confused with IT (information Technology). I suggest Ian T.

Clerk's retirement – I have sent the chairman a letter confirming my intention to ride off into the sunset in May/June 2012.

8 Planning

- to receive the minutes of the Planning Committee meeting held on 23 May 2011

Minutes of the Planning Meeting of Milton Parish Council held on Monday 23 May 2011 at 7.30pm in the Bowls Pavilion

Present: RJ Farrington (chair) DJ Chamberlin JE Coston GA Covell HM Smith
The clerk

1 Election of Chairman – RJF was elected chairman. The chairman welcomed D Chamberlin to his first planning meeting.

2 Apologies for absence - RT Summerfield.

3 Declarations of Interest - HMS personal –a member of SCDC Planning Committee.

4 Minutes – the minutes of the planning meeting held on 18 April 2011 were approved and signed as a true record.

5 Decisions received
None

6 New applications

S/0515/11 Mr W Robinson 12 Old School Lane – front porch and first floor side extension – **refuse**.
**Comments: "The proposed extension would change the character of the street scene by visually creating a terrace.
We query the 3' high return wall along the front of the property.
We would not like to see this property split into two flats because of the parking implications.
The car parking area is unlikely to be wide enough to accommodate a standard sized car."**

S/0664/11 Mr N O'Connor Plots 1, 3 and 5 Sandy Park Chesterton Fen Road – continued use for 19 gypsy caravan pitches (replacement consent S/1332/07) – **no recommendation. Renewal of temporary permission should be for no more than three years.**

S/0665/11 Mr B Jefferson The Phoenix Trust (Milton) Ltd Unit 8 Milton Trading Estate – retention of portable building for use as a classroom, mess and toilets on a permanent basis - **approve**.

S/0918/11 Mrs M Beaver Newfields 29 Fen Road Chesterton – extension to dayroom to facilitate utility room and revised fenestration to that approved under Planning Application S/1426/10 – **no recommendation**.

The meeting ended at 8.05pm.

- Planning report

Enterprise Nurseries Site (PC15/05-11) - from Charles Swain SCDC:

"I can confirm that I have recently inspected the premises (Tuesday 19th April) regarding this matter and have discussed my findings with the planning team leader, Kate Wood. It would appear that the vehicle movements recently reported including gravel are legitimate and that they are part of the planning consents for the site. The owner of the site has confirmed that the vehicle movements are being carried out during office hours to avoid causing a nuisance to immediate neighbours.

The completion of the approved KOI pond along with the landscaping scheme should be completed within the next two to three months ready for business in August/September. The building which is also being refurbished will be used in connection with the approved use of the site.

As to residential use of the building this would require investigation.

A welcome policy: It is SCDC's intention to keep parishes "in the loop" regarding planning queries.

From Charles Swain (phone 19/05/11):

43A Old School Lane – outbuilding in rear garden is permitted development (SCDC received a report to investigate).

31 Froment Way – the brickwork is not ideal but is not in breach of anything. Therefore no action will be taken. It is being used as an office – the resident is working from home and it is low key.

33 Froment Way – garage being used as a separate let and will require planning permission. SCDC has issued a planning contravention notice. The garage was used as an annexe and after the house was sold the new owners have let it.

Business in Conder Close – alleged to be causing a nuisance. This is being investigated / monitored by SCDC.

Golf Course – no response from the golf course re the signage. Consent will be needed for this and the illumination, however I understand that there was a previous residential unit at the premises and therefore the use may be lawful."

- Planning Application S/0032/06/F Cambridge Sport Lakes Trust Development of land between Milton and Waterbeach (Rowing Lake)

proposed Section 106 Agreement and Draft Planning Conditions

(attached grey)

Invitation to a planning briefing meeting at SCDC:

This email is to invite you to attend a meeting on Friday 17 June from 2-4pm on some key planning policy issues affecting South Cambridgeshire, including issues emerging from the Government's Localism Bill.

The Planning Policy Team sends out a monthly update to keep Parish Councils informed about planning policy issues that affect South Cambridgeshire. From this you will be aware that the Council has recently agreed a timetable for the preparation of the South Cambridgeshire Development Plan, which will set out the planning policies to guide development in the district up to 2031. The South Cambridgeshire Development Plan will incorporate a review of the Core Strategy, Development Control Policies and Site Specific Policies Development Plan Documents (DPDs), which currently provide the planning policies for the district.

To inform the preparation of the South Cambridgeshire Development Plan, a number of supporting studies will be undertaken. One of these is the Strategic Housing Land Availability Assessment (SHLAA) which will identify sites that are identified as having potential for housing following a technical assessment of possible sites against an agreed set of criteria.

The Government is also proposing changes to the plan making system through the Localism Bill to increase community involvement and responsibility at a local level, this includes the introduction of Neighbourhood Plans.

Those Parish Councils that attended the Parish Council Liaison Meeting on 29 March or saw the meeting notes, will be aware that Caroline Hunt (Local Development Framework Team Leader) gave a brief presentation introducing these projects and topics, and also set out the intention for the Planning Policy Team to provide a further more detailed briefing session that will give the opportunity to discuss these important issues in more detail.

The Planning Policy Team would therefore like to offer Parish Councils the opportunity to attend a briefing session on the South Cambridgeshire Development Plan, the Strategic Housing Land Availability Assessment (SHLAA) and Neighbourhood Planning.

- **Date: Friday 17 June 2011**
- **Time: 2 - 4 pm**
- **Location: Council Chamber at South Cambridgeshire Hall, Cambourne**
- **Refreshments (tea / coffee) will be served from 1.30 pm**

The session is intended to help Parish Councils develop their understanding of the plan making system (including the role of Neighbourhood Development Plans) and the opportunities for involvement in preparing the new South Cambridgeshire Development Plan and supporting studies and as many parish councils as possible are encouraged to attend. Members of South Cambridgeshire's Cabinet will also be at the briefing to engage in the discussions.

If you would like to attend the session, please submit your details to the Planning Policy Team before the 10 June 2011, either by email to ldf@scambs.gov.uk or by telephone: 01954 713183.

9 Proposal to erect pedestrian barriers adjacent bowls green and pavilion

There have been a few near accidents between cyclists and pedestrians at the entrance to the bowls pavilion. A few elderly residents have complained that the Parish Council has created a "right of way" and should consider the safety of pedestrians.

I suggest that Parish Council ask MCC's permission to erect barriers and then commission Paul Capitain to do the work in conjunction with the MCC Outdoor Recreation Grounds chairman (Bob Waters) but as there is no consensus yet as to what exactly should be erected I would like members to meet at 7.15pm to look at the problem.

As soon as we have a decision I can ask Paul for a quotation. Cost to be met by Council with a contribution from MCC and the bowls club?

10 Youth update:

- Minutes of the Milton Action for Youth committee meeting held on 16 May 2011 including Youth Club report
- Additional road signage

Minutes of Milton Action for Youth (MAY) committee meeting held on 16th May 2011 in Milton Youth Centre at 8.00pm

PRESENT Linda Henderson (chair) Phil Badley David Chamberlin Andrea Cramp (youth leader)
Jason de-vaux Balbirnie (Methodist Churches) Sue Jones Hazel Smith Ian Tyes and Jim Daniels

- 1 Minutes of meeting on 28th February 2011 – were approved and signed as a true record.

Matters arising:

Lights on hard court and basketball court – JD to ask MCC if they could be fixed before September.

Action: JD

Skills - AC put an article in the Village View and had received no response. She was looking for a range of skills eg photography. LH to speak with Photography Club.

Action: LH

Facebook and web site not yet set up - AC to discuss with the technical "wizard" at the County Council. **Action: AC**

PSB to update information on the website. **Action: PSB**

Fund raising - PSB had drafted a letter to be sent to businesses in the village – DC, HMS and Ian T to meet on 25 May at 09.30 to check the contents before sending it out.

Action: PSB, DC, HMS and Ian T

AC had not yet contacted Tesco, Cambridge Building Society and Cambridge News.

Co-op Bank was also suggested as possible source of grant funding.

Village Fayre – HMS to book a stall. **Action: HMS** AC to organise activity but she would need to work out the cost implication for preparing and being present on the day. **Action: AC**

Gazebo to be provided by Jason.

Signs – additional directional signs "Milton Youth Centre" needed in Cambridge Road and The Rowans. JD would find out the cost. **Action: JD**

- 2 Service Level Agreement with Milton Parish Council (MPC) – both copies were signed, one to be kept by the Country Council North City Locality Team and one by MPC.

- 3 Report from youth club

AC circulated her report. (**attached**)

Suggested future activities included a carnival workshop, a 7/8 week course cost £800-£1500.

Food Hygiene course had been postponed but would take place. MPC's £150 had been banked in readiness for payment for this course.

A youth club tuck shop was well stocked – youngsters were not being allowed to shop for "tuck" at Tesco.

Recent craft activity – mug making proved popular.

There was potential to run three clubs.

It was suggested that a social need had been identified by AC and perhaps MAY should consider asking MPC for extra help towards this work.

- 4 Progress on village youth worker

DC was hoping to speak with Ridley Hall Theological College to find out if a suitable candidate was available to work on "placement" in Milton as from September

(probably for three years). If not, money could be provided by All Saints' Church and the Methodist Church to employ a part-time youth worker. DC to discuss with Jason. DC would let AC know the position as soon as possible. **Action: DC**
Jason reported on a new project "Voluntary Evangelism" which could possibly provide extra support for Milton.

5 Any other business and date of next meeting

Youth involvement - It was suggested that either young people be invited to the next meeting or that committee attends a youth club to hear the youngsters' views.

Summer holidays - there was unlikely to be any Summer programme as the County Council could not afford to pay AC's salary. It was clear that additional funding was necessary. Suggestions for applying for grants: Cambridgeshire Community Foundation; Grant Finder through Cambridge Council for Voluntary Services.

Next meeting - Thursday 30 June 2011 at 7.30pm at Milton Youth Centre.

Meeting ended at 9.35pm.

Milton Youth Club Report May 2011
Andrea Cramp - Young People's Worker

Milton Junior Youth Club - meeting Tuesday 6.30 - 7.45pm

Milton Senior Youth Club - meeting Tuesday 8 - 9.15pm

	Junior	Senior	Total
1 st March	13	7	20
8 th March	16	8	24
15 th March	8	2	10
22 nd March	6	10	16
29 th March	22	4	26

5th April there was no youth club since all staff attended a training course on Dealing with Difficult Situations.

Pancake flipping was a big feature this term and enjoyed by all. Various cooking ventures and lots of different crafts have been provided. Activities included trinket box decoration, marbling, jewellery making and mug design - all timed perfectly to use as presents for Mothers Day and Easter.

Bronze Arts Award

Due to the lack of response from my article in the Milton Newsletter and from the Committee, the Arts Award interest is now dwindling. Some members have joined the Histon Junior Youth Club in order to take part in a Carnival and Samba Drumming group we are running. They will perform at the Histon Feast in July.

Question for the Committee: do you want to run a similar project in Milton to tie in with the Olympics Event taking place at Milton Country Park in July? The budget of between £800 and £1500 would need to be provided.

The Food Hygiene Course as been postponed again to allow time for the new combined youth club to establish itself. We will look to run this during the summer term.

New combined youth club:

3rd May 20 young people
10th May 27 young people - 12 of which were new

Juniors attend from 6.30 - 8pm
Seniors attend from 7 - 8.30pm
Overlap of 1 hour in the middle.

So far this formula has worked. The Juniors appreciate being able to turn up, engage with activities and catch up with youth workers before the Seniors arrive. The hour in the middle has been spent playing rounders and football, with a few taking part in crafts and activities inside. Seniors then enjoy being able to chill out at the end of the evening and have the pool/table tennis/air hockey to themselves for that half hour.

Our youth worker managed to engage a large group of year 9, 10 and 11 lads, who were playing football outside, to join the session. They all participated well and enjoyed the opportunity to use our facilities. We hope that we will now see numbers grow.

Issues to raise: the rounders equipment was missing from the cupboard last week which was a nuisance. Who do we share the cupboard with and can we have contact details for them and information as to when they meet etc.

The hand wash sink is an on-going problem – therefore we have to avoid using it.

Working hours: there are occasions at youth club when I have to deal with behavioural problems and scenarios. For instance, a few weeks ago we had a bullying incident where I needed to call parents after the club was closed. I also set up a meeting with the young people at IVC to talk through the situation. As a result of this incident the parents asked school and myself for extra support with their child. Overall in the last month I have spent approximately 6 hours out of youth club on extra admin and meetings. I also spend approx 2 hours a month visiting Tesco and the resource base in preparation for the sessions.

Road signage: from Area Traffic Engineer CCC 18/05/11:

“We as an authority are rightly cautious of erecting unnecessary signage as we are always being told to cut down on roadside clutter and how it detracts from the ruralness of areas.

Our usual list of questions would start with, who is going there? If it is Milton residents is it really necessary to tell them something they should already know or can find out by other means such as village magazine etc? Is there an appropriate site for the signage, will it obscure vision for other road users?

If you can answer these questions positively and you believe a sign is still required and wouldn't cause a problem then we would certainly agree. The Parish Council would though be responsible for the sign.

We would design and install the sign as agreed, but the PC would have to agree to not only the initial installation cost but the replacement costs in the future. At present a single sign up to 0.5 metre in square area on a post is coming in at about £220, over that size or in cases where two signs and/or two posts may be needed the costs would increase. Two signs back to back on two posts, £440, dependent on size of sign. But I must stress if due to circumstances the cost was greater than that estimated the Parish Council would have to agree to pay the additional costs.

I notice the existing signage is on the lamp column which our lighting engineers say can only take that amount of signage before the wind loading could be critical, so either new posts would be required for the new signage and possibly a new location or a redesign with smaller lettering for the new and existing sign would need to be done.

Anyway, I hope I have given you enough information for you to go back to the PC with and then come back to me with a decision.”

11 To consider Christmas tree and lights using system designed by speeditree.co.uk (attached green)

I came across this idea for Christmas tree lights in “The Clerk” magazine and enclose a quotation.

Details can be found on www.speeditree.co.uk.

Volunteers to set up the system and erect the tree would be needed.

12 Play update and proposal to ask Fenland Leisure Products to carry out play equipment repairs as detailed in attached report

(attached beige)

I have received quotations from two companies for fitness equipment and toddlers play equipment (Hawthorn Hedge site). I suggest that a small working party look at these and advise the Maintenance Committee.

We shall need to do fund raising.

I have also asked Fenland Leisure Products to quote for carrying out regular play inspections.

Play Inspection – cost of repairs identified

The Rowans		Humphries Way
135		30
20		15
210		15
365		85
		175
Froment Way		65
85	Already done	30
210		130
55		45
350		65
		190
		845
Bark topping up P.O.A		
	TOTAL	365
		350
		845
		1560

13 To receive report on bus usage survey from A Bradnam and HM Smith

Bus surveys in Milton on the Friday 8th and Saturday 9th April 2011

Anna Bradnam and Hazel Smith

We waited at the bus stops at Tesco from 17:30 on Friday until 23:30 or so when the last bus had gone. We counted people using the buses as they passed and spoke to those waiting at the bus stops. On Friday 143 people were using buses that would not be running after the bus cuts on 17th. The average number of people on a Citi 2 bus entering or leaving Milton that evening was 3.4, and much higher, 9.5 on the 9 or X9 service. Many of those on the 9 service would be travelling to or from further North. There was a noticeable peak in numbers leaving Cambridge about 8pm. Both the 9 and Citi 2 buses were well used at this time. This was also true on the Saturday, though to a lesser extent, making this an obvious time for a mid-evening bus to Milton.

The stories of people's regular bus journeys were interesting. Most of the people we spoke to were on their way home from work. A few had been working at Tesco, but over half of those we spoke to had been shopping there after work. A Tesco employee told us that Tesco had moved him to an earlier shift so that he could still get home to Waterbeach after the bus timetable change. Another employee told us that a number of Tesco employees had made similar requests.

Many of the people had walked over to Tesco from the Science Parks on the other side of the A14, and were shopping at Tesco after work, then getting the bus home to Cambridge. Some had come from work elsewhere in the village (some by bus), or worked close by, at the Crane Industrial Estate, or the Cambridge News area (Winship Road).

One lady told us of her regular journey to work at Boots in Cambridge. She walked a mile from her home in Landbeach to the last stop of the Citi 2 in north Milton, and travelled to and from work on that bus. She also worked a regular Sunday shift, which would now be impossible as there would be no bus at all.

Just one young couple were travelling for pleasure: the lady was unwell and as an outing from their home in Chesterton they had come to Milton Country Park. They usually cycled everywhere but she was now not well enough to cycle.

There was a similar picture on the Saturday, with almost as many people (136) using buses that were to be cut. Anna met a Hungarian man who works at the Hand Car Wash at Tesco from 0800 – 1900, and catches the Citi 2 to town then the Citi 3 out to Fen Ditton where he lives. A young man who has no car uses buses to go everywhere outside the village, and a young woman uses the bus to get to her job at the Milton Thai restaurant.

Anna spoke to a lady who lives in Chesterton and comes out to Tesco twice a week on the Citi 2. She reported that other residents of Chesterton, mostly older people, come out to Tesco for their weekly shop on the Citi 2 and will have to change and wait for the 9 in future.

In addition Hazel has been contacted by several villagers who had used the Citi 2 bus on Sundays to get to churches in Cambridge. They wondered in particular if the Park and Ride bus might divert through Milton just on Sundays on its way North to the P&R car park. People who can cycle or are fit enough to walk to the Milton P&R are already doing so, but many of the older and less fit people live in the old part of the village, furthest from the P&R and for them it is out of the question to walk there. Diverting the P&R buses on a Sunday would not take them more than a minute or two longer.

Hazel also visited the Mencap Home in Edmund Close in Milton to talk to one of the residents there who had spoken at the meeting in Milton. This lady used to live in Cam Causeway, and likes to take the bus, which stops right outside Edmund Close (with a zebra crossing put there to help), to Chesterton to visit her old neighbour. Apart from this lady, all her family live a long way away (Lincolnshire or London), and this stops her being confined to the institution. She also goes into Cambridge with her key worker (in a car), but this is the one journey she does on her own, as it's familiar to her. She would find it very hard to cope with changing buses at Milton Road. Many of the residents of Edmund House Homes use the Citi 2 to go to Chesterton.

On the whole we think it should be possible to extend the Citi 2 bus or the Park & Ride bus into Milton at some times during the day or on Sundays on a commercial basis.

Bus survey at Milton Tesco's

Friday 8th April

Service	Heading	Time	No on bus				
Citi 2	S	17:39	6				
Citi 2	S	17:45	1				
Citi 2	N	17:46	1				
Citi 2	S	17:48	7				
Citi 2	S	17:52	1				
Citi 2	N	17:53	1				
9	N	18:02	24				
Citi 2	S	18:04	0				
Citi 2	N	18:13	9				
Citi 2	N	18:25	4				
Citi 2	N	18:30	0				
Citi 2	N	18:40	5				
Citi 2	S	18:44	11				
X9	S	18:50	16				
9	N	18:58	6				
Citi 2	S	19:00	1				
Green 2	N	19:02	1				
Citi 2	N	19:03	3				
Citi 2	N	19:12	1				
Citi 2	N	19:34	3				
Citi 2	N	19:34	1				
Citi 2	S	19:34	1				
X9	S	19:48	8				
Citi 2	N	19:58	4				
Citi 2	N	20:05	2				
Citi 2	N	20:27	7				

9		N	20:32	13			
	Citi 2	S	20:34	14			
	Citi 2	N	21:03	3			
	Citi 2	S	21:11	2			
	Citi 2	N	21:23	3			
	Citi 2	S	21:31	2			
	Citi 2	N	21:51	4			
	Citi 2	S	22:00	1			
	Citi 2	N	22:28	3			
9		S	22:43	1			
	Citi 2	N	22:53	3			
	Citi 2	N	23:20	11			

Saturday 09/04/2011							
Service	S	N	Time	No on bus	Notes	Timetable info	
2		N	1819	3	(After this the 2 doesn't go to WBC and in future the 9 will stop)		
2	S		1820	13	inc 5 that got on		
2		N	1828	0			
2		N	1840	4			
2	S		1843	9	inc 4 that got on		
2		N	1843	6			
X9	S		1845	5		[1845]	[1945]
2		N	1847	0		[1848]	
2		N	1855	0			
9		N	1858	8		[1902]	[2032]
2	S		1900	5	inc 2 that got on	[1859]	[1929]
2		N	1907	0		[1908]	[1918]
2		N	1918	0		[1918]	[1930]
2		N	1934	6		[1930]	[1950]
2	S		1935	8		[1929]	[1959]
X9	S		1948	12		[1945]	[2240]
2		N	1955	7	minus 3 who got off	[1950]	[2020]
2	S		2000	0		[1959]	[2029]
2		N	2030	5		[2020]	
9		N	2032	11		[2032]	[2332]
2	S		2040	2		[2029]	[2059]
2		N	2055	2		[2050]	[2120]
2	S		2108	0		[2059]	[2129]
2		N	2124	3		[2120]	[2050]
2	S		2129	1		[2129]	[2159]
2		N	2155	5		[2150]	
2	S		2201	1		[2159]	(Last southbound)
2		N	2230	1		[2220]	
9	S		2242	2		[2240]	
2		N	2255	3		[2250]	
2		N	2321	3		[2320]	
9		N	2330	14		[2332]	(Last Northbound)
Total Citi 2		N		48			
		S		39			
9/X9		N		33			
		S		19			
				139			

14 Proposed visit to Chesterton Fen and Village tour

It has been suggested that Council (especially the Planning Committee) might like to visit Chesterton Fen. (Minute PC10/01-11 refers). *Suggested dates please.*

It has also been suggested that we do a complete village tour and boundary walk.

15 To receive Flood report and possible flood risk to Milton (attached)

16 Equality Act 2010 – to consider issues raised by attached legal update (attached yellow – Ian Tyes to report)

- to appoint an Equality Officer**
- to conduct an Equality Impact Assessment**

17 To receive Independent Internal Audit Report (attached)

18 MCC update

Community Centre Report - June 2011

Refurbishment: Final invoice still awaited from Grantchester Developments one minor 'snagging' item still to be rectified, although the entrance doors have now been repaired and are working perfectly.

Maintenance and Improvements: The wooden floors in the main hall and lounge have been scrubbed and resealed, the Annexe down pipes and gutters are in the throes of being renewed and the slabs outside the Community Centre lounge will be replaced at the start of June.

Bookings: During May, we hosted 2 large Saturday Night events, the Senior Football Club Player of the Year and the Colts Football Club Presentation Evening. Both events were very well attended and proved to be a big success for both the clubs. Sally and Lawrence from the Lion and Lamb are our new bar stewards and they settled into the role very smoothly.

On Saturday 14th May the CDNL held their annual Netball Tournament, which again proved to be a massive success. Parking spaces at the Community Centre proved to be very difficult to find - apologies to those of you who live in Coles Road who were inconvenienced by cars parked outside your home.

Thursday evenings also prove to be very busy as the CDNL run a Summer Netball League. This will go on until the end of July.

Youth Building: The building continues to be used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning.

Vandalism: Once again, I am very pleased to say that I have nothing of any note to report.

Andy Gray
Community Centre Manager 25/05/2011

19 County Councillor's report

20 District Councillors' report – June 11 – Hazel Smith

Litter pick in Milton

This is on Sunday 5th June, from 2pm at the Parish Office.

Chesterton Fen sewage connection appeal

The decision is due any day now.

Rubbish on Chesterton Fen

There has been a lot of correspondence from the rowing fraternity about smelly ditches and rubbish at Grassy Corner. South Cambs and the landowner have dredged the ditch out, and with the dry weather it had (finally) dried out over most of the length by the path. There was just some fairly recent dry litter in the ditch including 5 shopping trolleys in that area. (It did occur to me that in many places I've been on a canal boat, those shopping trolleys would have been in the river once a week, but fortunately our own residents are not that antisocial ...) I spent an hour down there on 20/5/11 collecting up the litter and shopping trolleys.

We are organising a litter pick there just before the university bumps, on Sunday 12th June. Michael has offered to let us use his caravan for ablutions if necessary, and we have 6 volunteers so far, I think. Jim has confirmed that Parish Council insurance will cover us.

Bus cuts

I have written to Andy Campbell (Stagecoach), Campbell Ross-Bain (Cambs County Council, P&R) and Glenn Edge (Cambs County Council).

Andy Campbell's reply;

From the survey the highest usage appears to be from the 9/X9, this is the service which was withdrawn by the county council. Therefore I would suggest you contact Glenn Edge at Shire hall. The current numbers using the Citi 2 late night bus puts that in danger, we have no plans to add an additional service at 20,00hrs. I can't see much point in meeting because nothing has changed since our last meeting.

Andy Campbell Managing Director Stagecoach East

Glenn Edge has replied

... Given your comprehensive data, I am forwarding it to Stagecoach and Whippet to see if they would consider providing a commercial service. However, although I can appreciate your suggestion to divert the P&R service to serve the village as this is simply not practical as we would not be able to get the bus back into the P&R site from the Waterbeach end of the village without going up to the A14 roundabout and coming all the way back again. Our buses are not able to get into the site from the Ely side of the A10.

Surface water flooding plan (see attached report on overhead?)

I went to the County Council Enterprise, growth and Community Infrastructure Scrutiny committee where they were discussing the Cambridge and Milton Surface Water Flood Plan. **Milton** is the 6th out of 11 prioritised districts of the area. The first 2 on the list have been studied in detail and action to improve the performance of the areas in times of heavy rainfall has been recommended. This prioritised list will take some time to work through, so any action in Milton will not be for a few years.

Winter gritting/salt spreading

This happened to be on the same agenda of the Scrutiny committee. 3 of the District Councils and a number of Parish Councils are working with the County Council to spread salt when the weather turns snowy. Employees of other councils get a short session of training and are then insured by the County Council while doing this work. Materials are provided by the County Council. They have spread molasses in some places instead of salt, and some parishes have used a backpack containing brine. The operator can walk the village paths squirting brine onto the paths, and some parishes have found this to be effective. The County hired a quad bike and towed a spreader (either brine or salt) to treat cycle paths in the centre of the city of Cambridge last year, 13 times during the cold weather. If other areas want the same treatment then they are encouraging businesses there to sponsor a similar service. One run of the quad bike (including labour, hire and materials) costs £1,000. For comparison, one run of gritting the entire County's precautionary network costs £25,000.

Tesco

I have written to the Tesco manager, Matt Brown, and he has agreed to meet – no date yet.

21 Land Group update

Planning permission change of use land to east of Ely Road – S106 Agreement Planning Obligation and additional costs - chairman to report (details circulated to Land Group)