

# MILTON PARISH COUNCIL

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2<sup>nd</sup> November 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 07 November 2011 at 7.30pm

### AGENDA

- 1 **Apologies for absence and**  
**To approve AJ Cambell's absence till March 2012 (Min PC1/10-11) as he is completing a course at Cambridge Regional College [Local Government Act 1972 S 85 (1)]**
- 2 **Casual vacancy – to fill the vacancy resulting from resignation (Min PC5/10-11)**
- 3 **Declarations of Interest – personal and/or prejudicial**
- 4 **To approve the minutes of the meeting of 03 October 2011 (pages 3-5)**
- 5 **Public Participation – members of the public are invited to speak**
- 6 **Clerk's report (page 6)**  
Winter gritting, Parish Council's HCV meeting, Footway lighting, Horse grazing, Colour printer, Play equipment grant, Diary 2012, Budget 2012/13, Beaches car scheme
- 7 **Planning – to receive the minutes of the Planning Committee meeting held on 17 October 2011 and to consider appointing an additional member on to the committee (pages 7-8)**  
**Decisions received:**
  - S/1524/11 Dr A Miede 31 Willow Crescent – ground and first floor rear extension (P4/10-11) – **approved.**
  - S/1715/11 Executors of Violet Barton deceased – dwelling at 14 Fen Road and land off Coles Road (P3/09-11) – to be determined at SCDC Planning 3 November.
  - S/1682/11 Jagex 22Cambridge Science Park – new generator and fuel tank – **approved.**  
**New applications:**
  - S/1861/11 Mrs Susan Horrod 73 Cambridge Road - replacement garage single storey extension including new porch and alterations  
**Misc:**
  - a) Parish training and information regarding planning
  - b) Tesco (P4/10-11)
  - c) Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals (SSP) Development Plan Document
  - d) Appeal 4 Coles Road
- 8 **Community Care – to receive the minutes of the Community Care meeting held on 6 October (page 9)**
- 9 **Finance – to receive the minutes of the meeting held on 31October and to appoint an additional member on to the Finance & Administration Committee (page 10)**
- 10 **Staffing – to receive the minutes of the Staffing Committee meeting held on 18 October and to accept recommendation:**  
**To make the deputy warden's job redundant and to appoint a relief warden (page 11)**
- 11 **Youth – to receive the minutes of the Milton Action for Youth meeting held on and to consider appointing an additional representative on to this committee (page 12)**

- 12 **Maintenance**
  - a) **To award Buchans Landscapes a three year grass cutting and general maintenance contract (2012-15) and to accept the contract price for 2012-13** (page 13)
  - b) **Tree report – and quotation for works** (attached)
- 13 **MCC update** (page 14)
- 14 **County Councillor’s report**
- 15 **District Councillors’ reports** (page 14)
- 16 **Land Group** (page 15)
  - **update on S106 Agreement with URV**
  - **update on Golf Course**
- 17 **To receive minutes of a meeting to discuss issues relating to Chesterton Fen and Fen Road held at St Andrew’s Hall on Tuesday, 4<sup>th</sup> October 2011** (pages15-16)
- 18 **Bills for Payment and Money Received** (page 17 - to be circulated)
- 19 **Correspondence** (page 17)
- 20 **Dates of Next Meetings** (page 17)
- 21 **Items and Reports for December agenda (to be received by Monday 28 November)**

*Jim Daniels*

Jim Daniels  
Clerk



The full agenda papers are available on the website [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) and  
at the Parish Council office

- 1 **Apologies for absence and To approve AJ Cambell's absence till March 2012** (Min PC1/10-11) **as he is completing a course at Cambridge Regional College. [Local Government Act 1972 S 85 (1)].**
- 2 **Casual vacancy – to fill the vacancy resulting from resignation**
- 3 **Declarations of Interest**
- 4 **To approve the minutes of the meeting of 03 October 2011**

**Minutes of the Meeting of Milton Parish Council held on Monday 03 October 2011 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) JE Coston M Ellwood RJ Farrington M Hersom (from agenda 9 apologies for lateness) IF May J Mowatt MC Perkins HM Smith I Tyes A Winnington Cllr M Williamson (part), the clerk and assistant clerk

- 1 **Apologies for absence –** AJ Campbell DJ Chamberlin TA Drummond.  
The clerk reported that AJC would be unable to attend Monday meetings until March 2012 as he was completing a course at Cambridge Regional College. The Local Government Act 1972 S 85 (1) declares that "if a member fails throughout six consecutive months to attend any meetings..... he ceases automatically to be a member of the Council unless.....his failure is due to a reason approved by Council." (Arnold-Baker Local Council Administration 8<sup>th</sup> edition page 60). Item for November agenda. **Action: the clerk**
- 2 **Declarations of Interest – personal and/or prejudicial**  
HMS – planning agenda 8 personal – a member of SCDC Planning Committee.
- 3 **Minutes** - the minutes of the meeting of 05 September 2011 (inc confidential) were approved and signed as a true record
- 4 **Public Participation** – no members of the public were present.
- 5 **Casual Vacancy – to consider co-option** (PC1/09-11).  
Council was now at liberty to co-opt. The two candidates who stood previously did not wish to stand. The clerk would advertise. To be considered at November meeting. **Action: the clerk**
- 6 **Clerk's report**  
Consultation on review of the decision to remove all subsidised bus funding (13/07-11) – the chairman encouraged all to complete the Cambridgeshire County Council questionnaire on changes and reductions being proposed to bus services which were supported by financial contributions from Council funds. The closing date for responses to the questionnaire - 16:00 on Friday 9 December 2011.  
  
Drains (PC5/09-11) – Keith Fauch would not agree to a wire mesh under the drain covers. The drains were due to be jetted out within the next two months and would be jetted thereafter every two years. He would investigate any reports of flooding.  
  
Bus shelter damage (5/09-11) – the court had ordered the culprit to pay Council £200 compensation. The clerk would write to thank the resident for his prompt action in reporting the incident to the police. **Action: the clerk**  
  
Joint training session for District, Parish Councillors and Parish Clerks (5/09-11) - Monday 12 September 2011. Training materials were available on request.  
  
Localgiving.com (CC4/06-11) – the free trial was due to expire on 31st October. To date no donations had been received. A 12 month subscription would cost £60. **AGREED** not to continue.  
  
Youth – noted that Paula Mayes who had managed the County Council Youth work team in our area so well for many years is leaving on 7<sup>th</sup> October.

**11 County Councillor's report** – attached (brought forward)

Golf course (6/07-11) – the owner of the golf course was in breach of an injunction. A Greenwood CCC was gathering evidence. The CCC legal team would then decide whether to pursue.

**AGREED** to ask Mr Greenwood for another meeting. **Action: assistant clerk**

Speed bumps Chesterton Fen (11/09-11) – these were effective but did not meet the legal requirements. (See DC report below).

Waterbeach Barracks (14/09-11) – the CCC now had no role in strategic planning but would be assertive in ensuring the quality of the A10 if development at the barracks takes place.

Community transport – (see DC report).

Budget – consultation see [www.cambridgeshire.gov.uk/budgetconsultation](http://www.cambridgeshire.gov.uk/budgetconsultation)

Cycle path Landbeach to Milton – the clerk to write to Landbeach PC in support of their proposal – copy to Mike Davies cycling officer CCC **Action: the clerk.** IT felt that none of the cycle paths around Cambridge link up in a logical fashion and that an overall plan of improvement was needed.

**7 Staffing** – the minutes of the Staffing Committee held on 12 September were received

Time scale (S3/08-11) – noted that the clerk intended to retire on 31 May 2012.

New clerk – hours of work (S7/08-11) - the post was to be advertised a minimum of 20 hours per week. If a suitable candidate was found 25 hours or even full-time would be considered.

Council's solicitor had made changes to the following documents:

**Employees Code of Conduct (S/3/09-11)**

**Clerk: job description  
job advert  
person specification  
application form (S/04-11)**

**It was AGREED to adopt these** (after minor amendments).

**8 Planning** – the minutes of the Planning Committee meeting held on 26 September 2011 were received

S/1524/11 Dr A Miede 31 Willow Crescent (P5/09-11) - proposed ground and first floor rear extension - amendment showing rear roof dormer windows and altered roof to single storey rear extension – **no recommendation.**

**9 Maintenance** – the minutes of the Maintenance Committee meeting held on 26 September 2011 were received

Cemetery (M5/09-11) – the committee would review the cemetery policy and regulations.

Grass cutting contract (M9/09-11) - the chairman of Maintenance and the clerk were due to meet S Buchan on 6 October to discuss.

**It was AGREED to accept quotations from Fenland Leisure Products (FLP) for:**

**a) 6 monthly play inspections – 3 sites Froment, Humphries Way and The Rowans 2 sites for MCC: £75 per site x 5 x 2 = £750 per year (MPC £450 MCC £300)**

**b) supplying and spreading bark at Froment and Humphries Way - £1010 + VAT (M7/09-11).**

The clerk had asked FLP to quote for supplying bark for The Rowans play area also. (This was within the Maintenance Chairman's remit to proceed).

**10 MCC update**

AGM: to be held in the Annexe on Wednesday 12th October at 7.00pm. All residents welcome to attend.

Play Equipment: A new Climbing Net at Coles Road had been installed, funded by a grant of £10,000 from the Big Lottery Fund. The clerk would send congratulations to the manager and committee on a successful outcome. **Action: the clerk**

Maintenance and Improvements: The Court Lights at Coles Road had been replaced and these were proving to be far more reliable and a massive improvement for the footballers, netballers and tennis players using the courts.

MCC refurbishment: Final invoice from Grantchester Construction received.

Bookings: These continued very much as before.

Youth Building: The building continued to be used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning, although Young Carers now used the building every fortnight only.

Vandalism: Once again, nothing of any note to report.

**12 District Councillors' reports** – (attached)

Speed bumps Chesterton Fen Road (11/09-11 also CC report above) – the clerk would write to Brian Stinton, CCC supporting his approach to instruct the residents to modify the speed bumps to ensure that they were within legal requirements. **Action: the clerk**

Other issues: Neighbourhood Plan; Grass cutting on Cowley Road; Council house maintenance; Council open day 7th October, 9:30-4:30; County Council and our Reward Grant; What's happening with the Buses?; South Cambs & Further Housing; National Planning Policy; Affordable Rents; Photovoltaic panels on the roof of SCDC building in Cambourne.

**13 Land Group update**

RTS reported that the land deal with the College of West Anglia was now defunct. Our latest offer to CWA (for the parish to acquire a very small extra parcel of land adjacent to the sports pitches) had been on the table for weeks with no response from the college. Our land agents (Savills) had tried numerous times to

get in touch with CWA's agent (Cheffins) to no avail. The Asst Clerk contacted Mark Reavell of CWA by phone to get an answer. Reavell said he had informed Cheffins weeks ago that the college was not prepared to give us additional land and had assumed the deal was off as the college had not heard back from us. We informed him that our agents had been pursuing Cheffins for weeks. Mark apologized and said he would speak to his agents. The Asst Clerk explained that, due to the delay, it would now be very difficult to give notice to the allotment holders this September, so the deal would probably have to be delayed until next year.

Mark Reavell said he was happy with the revised time scale and that the land swap was in the best interests of both the college and the parish and he would do everything he could to make it happen. The next day Reavell sent an email saying the deal was off.

The reason Reavell gave was that his Land Based Managers were not happy and needed additional equine paddocks sooner. RTS wrote to Reavell to state his surprise and disappointment at the college's decision. CWA had never indicated during the entire two year process that the deal was a matter of urgency for the college. In fact, it was delays on CWA's part which placed us in the current situation. Having had no response from this letter, RTS phoned Reavell a week later and was informed that there was no change in the college's position.

General surprise and disappointment noted by councillors as to CWA's decision to break off negotiations, particularly as it had been the college who first approached us to swap the land as they did not want to cross Ely Road with their horses. It was noted that the numerous delays could have been avoided by the college. RTS outlined the parish's costs to date for the deal of approx £1,867.50. JEC pointed out that the £500 paid on account to Savills was fully justified with all the work the firm had done for the parish over the past years. It was **AGREED**

**for the Chairman to write to Savills telling them of the parish's disappointment that the other party had let us down in this deal and that we would like to work together in the future.**  
**Action: Asst Clerk**

The Clerk had already written to the Department of Communities & Local Government as well as CPALC cancelling our need for borrowing approval. The Clerk had also written to the allotment holders by email and placed a notice on the allotment notice board about the deal being off. IFM suggested writing to the Football Association, informing them of the college's decision and thanking them for their support. RTS noted that the outcome of the CWA deal has highlighted the importance of the Urban Renaissance Village (URV) development and associated recreation land for the parish. The Land Group will meet to discuss URV's latest S106 Agreement.

#### **14 Bills for Payment and Money Received**

**CONFIRMED and AUTHORISED** payment of cheques 100540 to 100554  
Cheque 100552 £40,000 transfer of funds to Scottish Widows.

#### **15 Correspondence**

**CCC** - the RECAP Waste Management Design Guide Draft Supplementary Planning Document  
**Magazines:** - Local Council Review, Clerks and Councils Direct, The Clerk  
**Victim Support** - request for contribution  
**SCDC**- Disability Forum – article for Village View  
**Boundary Commission for England** - The 2013 Review of Parliamentary constituencies in England. Consultation ends 5 December 2011 on the proposals for new Parliamentary constituencies in England.  
**Cam Conservators** - refurbishment of Baits Bite Lock Oct/Nov 2011

#### **16 Dates of Next Meetings**

Milton Action for Youth 4 October  
Community Care 6 October 11am  
Planning (7pm) and Finance/Administration (7.30pm) 17 October  
Staffing (7pm) and Land Group (7.30pm) 18 October  
Emergency Plan 20 October  
Council 7 November 7.30pm

#### **17 Items and Reports for November agenda - to be received by Monday 31 October.**

The meeting ended at 9.04pm

## **5 Public participation**

## 6 Clerk's report

Winter gritting - From Michael Oakman Area Manager Maintenance

"I have discussed the frequency of salting the two cycle over bridges at Milton with the operations team. We have agreed to increase the frequency due to the more rural exposed nature of these bridges.

We will monitor the forecast each day. Last year the bridges were salted 15 times. If similar conditions prevail this winter we will increase the number of runs to around 30."

One volunteer has expressed an interest in gritting.

November 11<sup>th</sup> ceremony – war memorial 11am. School has been invited. Programme:

### Remembrance Day

*The Minister introduces the Act of Remembrance with these words:*

Let us remember before God,  
and commend to his sure keeping  
those who have died for their country in war;  
those whom we knew,  
and whose memory we treasure;  
and all who have lived and died in the service of humankind.

*The beginning of the two-minute silence may be signalled*

### **The Silence**

*The completion of the silence may be signalled*

*Ron Driver (Normandy veteran) says:*

**They shall grow not old,  
as we that are left grow old;  
age shall not weary them,  
nor the years condemn.  
At the going down of the sun  
and in the morning,  
we will remember them.**

*All affirm: We will remember them.*

**LAYING OF WREATHS** by Chairman Parish Council and Ron Driver on behalf of the Normandy veterans

*The Minister says the following prayer:*

Ever-living God  
we remember those whom you have gathered  
from the storm of war into the peace of your presence;  
may that same peace calm our fears,  
bring justice to all peoples  
and establish harmony among the nations,  
through Jesus Christ our Lord.  
*All: Amen."*

**Ron Driver concludes with the Kohima epitaph:  
"When You Go Home, Tell Them Of Us And Say,  
For your Tomorrow, We Gave Our Today."**

Parish Council's HCV meeting - 29 November 2011, Swavesey Village College, 7-9pm. Details previously emailed on 6<sup>th</sup> October. **Anyone interested to attend?**

Footway lighting – email from Paul Quigley SCDC previously circulated about maintenance of street lights. We do not maintain/pay for any street lights.

Horse grazing – (email 13/10/11) I'm not sure whether you have any council contacts, but as this grazing land has been left without proper maintenance for many years, the field does actually require fertilising/harrowing & re-seeding at some point in the Spring. Therefore if you can assist me in any way with finding someone to complete this task that would be great. (The horses will have to be temporarily moved in the Spring for this to be undertaken). **Council's thoughts?** I have advised her to contact Buchans.

Colour printer - during this financial year we have spent £277 on toners and a drum for the Panasonic colour printer. We believe that this machine is costing too much to run – we have bought two lots of toner within 6 weeks of each other – and so CBS Office Solutions have sent out an engineer to check it for us free of charge.

Play equipment grant – the Asst Clerk has been asked (by me) to look into the availability of grants for play equipment and requests to know what play equipment is required and where it will be situated in the village. Of note, there is a CCC Small Grants scheme for celebrations and events associated with the 2012 Olympics (email 18/10/11 13.47 – previously circulated) with a maximum offering of £500. David has also spoken with Andy Gray about MCC's recent grant application for replacing the spider's web play equipment.

Diary 2012 – suggested meeting dates for 2012 (attached grey). Note dates for May June and July. **Comments? Do you want to make any changes?**

Budget 2012/13 – Committee chairmen please think of your requirements for 2012/13.

Beaches Car Scheme – The Asst Clerk spoke with Mike Dean, who runs the scheme and Jane Williamson, one of the scheme's coordinators and drivers. Currently, there is one driver in Milton and about one or two occasional users of the scheme per month from Milton. Mike Dean will look into the possibility of extending the scheme fully into Milton. To that end, he is talking to the coordinators as well as to the Community Transport officer from Cambridgeshire County Council, as the scheme is partly funded by CCC. If the scheme were to be extended fully to Milton, it is likely that they will want more drivers as well as a few more coordinators from Milton to help lighten the load. FYI, drivers receive 45 pence per mile (30 pence from the client and 15 pence from CCC).

## 7 PLANNING – Minutes of the meeting held on 17 October

Minutes of the Planning Meeting of Milton Parish Council held on Monday 17 October 2011 at 7.00pm in the Bowls Pavilion

**Present:** RJ Farrington (chair) DJ Chamberlin IF May HM Smith RT Summerfield  
The clerk

**1 Apologies for absence** – JE Coston.

**2 Declarations of Interest**

HMS personal – member of SCDC Planning Committee.  
DJC application C/11/40/072 – personal – trees in the rectory garden.

**3 Minutes** - The minutes of the planning meeting held on 26 September 2011 were approved and signed as a true record.

**4 New application**

S/1524/11 Mr & Mrs Miede 31 Willow Crescent – ground and first floor rear extension (PC8/10-11) – amended roof plan – **for information only.**

S/1870/11 Tesco Stores Ltd Cambridge Road – replacement of the steel trolley bays with timber trolley bays – **no recommendation. Committee expressed concern that the recycling centre appeared to be relocated.**

**In addition the plan showed that the busy footpath was to be blocked off. Would this be subject to another planning application? The clerk would ask for clarification about the “modified entry roads” and “service area for retail unit” as shown along the slip road on the plan.**

Copy of comments to be sent direct to Tesco. **Action: the clerk**

S/1790/11 Mr Ryan Stacey Cambridgeshire Fire & Safety - storage yard Cambridge Road (industrial estate) change of use to fire training facility, including erection of fire training tower and installation of portacabin amenity block – **no recommendation.**

S/1974/11 Mrs E Hooton 4A High Street – erection of a detached one-and-a-half storey dwelling

**no recommendation.**

C/11/40/072 Mr S Layton Ely Diocesan Surveyor – tree works at 24 Church Lane - the trees officers had visited the Rectory and inspected the work proposed to the four trees.

**Committee AGREED their recommendation:**

**no objections other than to comment that the 10 % reduction on the No 4 Lime is not enough and should be reduced down to the next group of main branches e.g. approx. 30 to 40%.**

**5 Appeal**

S/01016/11 Mr & Mrs R Witt - site at 17 Pearson Close against refusal of planning permission for a dwelling (PC6/09-11) – to be determined by written representation.

The meeting ended at 7.35pm.

**Decisions received:**

S/1524/11 Dr A Miede 31 Willow Crescent – ground and first floor rear extension (P4/10-11) – **approved.**

S/1715/11 Executors of Violet Barton deceased – dwelling at 14 Fen Road and land off Coles Road (P3/09-11) – to be determined at SCDC Planning 3 November.

S/1682/11 Jagex 22 Cambridge Science Park – new generator and fuel tank – **approved.**

**New applications:**

S/1790/11 Mr Ryan Stacey Cambridgeshire Fire & Safety - storage yard Cambridge Road (industrial estate) change of use to fire training facility, including erection of fire training tower and installation of portacabin amenity block (P4/10-11). Grenville Chamberlain of Cecil Instruments has sent a letter of objection to this application.

S/1861/11 Mrs Susan Horrod 73 Cambridge Road - replacement garage single storey extension including new porch and alterations

## Misc:

### a) Parish training and information regarding planning

**The clerk attended a meeting at Cambourne on 25 October. Notes will be sent out in due course. Two points of interest:**

S106 – councillors felt that Parish Councils should be involved in negotiations from the beginning (cf our involvement with URV and Cambridge Sport Lakes Trust). According to Stephen Reid (SCDC legal department) a minimum of two dwellings must be built before any S106 payment is made.

Planning comments – the form that we fill in is being revised and improved. At present we comment "Approve, No recommendation or Refuse". The Planning Officers would prefer councils to make "no recommendation" if they have no strong views (this has always been our stance), and to give specific reasons for refusal. Too many councils are vague eg "refuse – because of scale and size".

Planning Officers and Committee are disappointed that councils do not attend Planning Committee meetings to explain their reasons behind a refusal. Applications are usually taken to committee only because of Parish Councils refusal – at a recent meeting 13 applications were heard by Committee because of Parish Councils refusal – and only one council attended.

Recent innovation – notices of applications are emailed to Council as soon as they have been received by SCDC and subsequently paper copies posted.

### b) Tesco (P4/10-11)

Matt Brown store manager has tried to contact me by phone to update us.

From the contractor:

"In response to your letter dated 18<sup>th</sup> October 2011.

The Store Manager has passed this letter to us as the Main Contractor for the project; we in turn have spoken to the architect.

Please find below his response, I will update you as soon as we get further information from the council officer.

The entry road modification is temporary in order to allow safe access and agrees to traffic whilst the main approach road is re-surfaced, this works will be completed today and the road re-opened later this evening.

If you have any queries please do not hastate to call me."

Response from architect

"Mike,

I have tried to get in contact with the planning officer assigned to the application at Milton. He is currently on holiday, returning on Monday 31<sup>st</sup> October.

However, I managed to speak to another planning officer, and I explained that the submitted drawings show the change in location for the recycling centre, and he advised me to send the case officer an email requesting his advice on the situation regarding the Recycling unit and path, as he could see the relocation as part of the application.

If not, a retrospective application will have to be submitted, and the officer I spoke to thought that this would not be an issue.

I will contact the case officer on Monday morning, and inform you his understanding of the original application and his suggestion on how best to move forward, regarding the recycling centre and unit.

Please do not hesitate to contact myself if you require any further information."

### C) Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals (SSP) Development Plan Document

- Cambridgeshire County Council and Peterborough City Council are pleased to confirm they have received the final Inspector's Report. The independent Inspector has found the SSP sound and has confirmed "the Plan provides an appropriate basis for the planning of mineral and waste over the next 15 years".

Briefing note previously circulated.

**d) Appeal Decision** - Mr D Taylor 4 Coles Road against a refusal to grant planning permission of the 'construction of a dormer window in the roof space to allow full height walking headroom when accessing the bedrooms via the walkway.

Note: the roof conversion had been completed previously under Building Regulations.' (Min 8/06-11)

**Appeal dismissed. Reasons**

**The effect on the host property and Coles Road: the dormer would be a substantial addition to the front of the building and a discordant feature which would further unbalance the appearance of the building. Materially harmful to the character and appearance of the host property and this part of Coles Road, where the front roof slopes are generally unaltered.**

**Conflicts with Policies DP/2 and DP/3 of the South Cambridgeshire Local Development Framework Development Control Policies Development Plan Document, 2007, which require high design standards and protect the character of villages, respectively. Contrary also to the Council's District Design Guide Supplementary Planning Document, 2010, which advises that extensions can dramatically change the character of a street and that the immediate context should frame the design approach for extensions.**

## 8 Community Care

### Minutes of the Community Care Committee Meeting of Milton Parish Council held on 6 October 2011 at 11.00am in the Bowls Pavilion

Present: IF May (chair) DJ Chamberlin M Ellwood RT Summerfield  
T Ebbon – Warden Community Care Scheme  
The clerk

- 1 Apologies for absence** - TA Drummond. As TAD was not now able to attend day time meetings she had reluctantly tendered her resignation from this committee.  
HMS  
D Driver – Manager Barnabas Court  
L Harding – deputy warden.

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

- 3 Minutes** – the minutes of the meeting of 09 June 2011 were approved and signed as a true record.

Beaches Car Scheme (CC7/06-11) - the assistant clerk intended putting an article in the next Village View asking for additional volunteer drivers from Milton.

- 4 Mobile Warden Scheme update**

There were 25 clients (22 households) on the scheme and one applicant. Four were from Barnabas Court. As the duties of the manager of Barnabas Court differed from TE's role it was agreed that residents from Barnabas Court should be able to continue to be members of the scheme.

**AGREED at 11.20am [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item owing to the confidential nature of the business.**

The meeting re-opened at 11.40am.

**AGREED to purchase a new mobile phone for TE.**

Noted that emergency mobile phones and a "roaming" pendant linked to the internet were devices now available to support vulnerable people.

- 5 Barnabas Court update**

Exercise group - every Monday for tenants and people from the village: the funding runs out next April, approx £500 per year needed to keep it going. DJC reported that Milton Charities would look at this.

- 6 AOB**

- Correspondence Care Network Newsletter

- 7 Date of next meeting** - Thursday 26 January 2012 at 11am.

The meeting ended at 11.50am.

**9 Finance – to receive the minutes of the meeting held on 31 October and to appoint an additional member on to the Finance & Administration Committee  
(The committee meeting scheduled for 17 October was cancelled as the meeting was inquorate)**

Minutes of the Finance & Administration Committee meeting held on Monday 31 October 2011 at 7.00pm in the Parish Council Office

Present: RT Summerfield (chair) M Hersom I Tyes  
The clerk

- 1 Apologies for absence - JE Coston IF May HM Smith.
- 2 Declarations of interest - none.
- 3 Minutes - the minutes of the meeting of 18 July 2011 were approved and signed as a true record.
- 4 Matters Arising  
Bank interest rates (F&A10/07-11 refers) - **AGREED to open a separate Cambridge Building Society "Easy Access Business Saver" Account for the S106 monies received. Action: the clerk**
- 5 Bank Reconciliation and Bank Statements - the bank statements were reconciled as at 30 September 2011.
- 6 Review of Debtors and creditors - one debtor still awaiting probate. One minibus invoice overdue. The clerk to investigate both. **Action: the clerk**
- 7 Minibus Accounts - 1<sup>st</sup> quarter 'lopsided' because of road tax and insurance. The figures 'improve' throughout the year.
- 8 Review of Budget and year to date actuals - the figures were reviewed as at 30 September 2011.
- 9 Date of next meeting - 23 January 2012 at 7pm

The meeting ended at 7.30pm.

Signed.....

Date.....

**10 Staffing – to receive the minutes of the Staffing Committee meeting held on 18 October (inc confidential) and to accept recommendation:  
To make the deputy warden’s job redundant and to appoint a relief warden**

**Minutes of the Staffing Committee Meeting of Milton Parish Council held on 18 October 2011 at 7.45pm in the Parish Council Office**

Present: IF May (chair) JE Coston RT Summerfield  
HMS IT  
The Clerk

- 1 Apologies for absence** - TA Drummond.
  - 2 Minutes** – the minutes of the meeting held on 12 September 2011 were approved and signed as a true record.
  - 3 Clerk’s successor**  
**Update** – papers all prepared – advert modified.  
**Interview process** – panel of interviewers to be chairman of Council, chairman of Staffing and one other. Questions to be drawn up from the job description  
**Method of assessment** - minute taking and EXCEL exercise. **Action: Clerk and JEC**  
**Presentation using projector** eg “how will Localism agenda affect Parish Councils?”  
These to be discussed in more detail at the next meeting 15 November.
  - 4 Recommendation from Community Care Committee**  
**Proposal at 8pm Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public to this item owing to the confidential nature of the business**
- The meeting opened at 8.04pm**
- 5 Date of next meeting** - November 15 at 7.30pm.

The meeting ended at 8.05pm.

# 11 Youth

**Minutes of Milton Action for Youth (MAY) committee meeting held on 4<sup>th</sup> October 2011 in Milton Youth Centre at 5:20pm**

**PRESENT** Linda Henderson (chair) Andrea Cramp (youth leader) Hazel Smith (minute taker)  
Ian Tyes and Paula Mayes (Locality Manager)

**APOLOGIES** David Chamberlin Jason de-vaux Balbirnie (Methodist Churches) Sue Jones

**1** The main purpose of this meeting was to wish Paula well in her future life and ensure we had a good hand-over to her successor. Noted that Gerda Covell had come off this committee and resigned from the Parish Council. Linda also wished to resign as Chair of the committee. **Action: to request Milton Parish Councillors to appoint at least one more member to join the committee.**  
Ian has agreed to take over as Chairman.

**2** **Paula** will leave work this week. Her successor is Michelle Davies ([michelle.davies@cambridgeshire.gov.uk](mailto:michelle.davies@cambridgeshire.gov.uk)), who may be able to do a couple of days a week fairly soon but is covering maternity leave elsewhere. **Andrea** will be in overall charge of the youth club, planning the activities and providing resources, but Karis will be acting up and leading most sessions, with Andrea attending at least once a month and covering any illness absences. The team also includes Steve Wallace, Debbie Orton and Bronwen, a volunteer. Andrea is now teaching at Manor Community College, and is only at Impington VC to run the Histon Youth Club, but retains good contacts there.

**3** **Issues**  
The club has been well attended for 2 of the 3 weeks so far this term. They have mostly done football sessions and cookery. Andy has replaced some of the baking and cookery equipment which was past its best.  
The club really want the floodlights on the hard court to be re-wired – **Hazel to ask MCC.**

Last week there was obvious drug dealing in the car park from 6pm onwards. **Andrea to contact the police** this evening about this. Ian suggested car registration numbers should be taken down. **Hazel to mention this at the Neighbourhood Panel meeting next week.**

**4** **Age groups**  
The club currently has 30 minutes at the start for only younger members, and 30 minutes at the end for the older members, with the majority of the session for both. This is not ideal but is just manageable with the numbers attending.  
A **babysitting course, or the Arts award** would be very popular as an additional session. The cost is about £100 per participant for a 10-week course. **Ian offered to apply for grants** to cover the cost of this. **Andrea to provide details.**

**Andrea would also attend Parish Council** in November to suggest a second club night. She would bring details of the age and sex profile of those attending. The Youth Centre would be ideal for an after-school drop-in session, or for a Saturday father-and-child session for separated families.  
Ian agreed to attend Youth Club and get to know some of the children to report back to PC.

**5** **Church/village youth worker**  
No-one was present to report on this. The plan for a Ridley Hall student placement at All Saints is now expected to happen from 2012, and David has been in contact with Jason over the summer but no details are available of a placement from the Methodist scheme. If a partnership agreement were in place then the worker would not need to be separately CRB checked – otherwise they could be treated as a volunteer, and CRB checked as such for this club. **Andrea to contact Jason** about possible help.

**6** **Finances**  
Paula stressed that the County would need all the costs of running the youth club to be covered in the SLA from next year, including time for these meetings. Due to new employment law, the youth workers were on fixed-term contracts for 2.5 hours a week until March. They would be employed in this way for up to 2 years, after which their jobs would be readvertised to avoid them acquiring employee rights.

**7** We took the broken cover and side off the radiator in the lounge. **Linda to tell Andy about this.**

**8** Meeting finished at 6:20 with thanks to Paula for her support for the club in Milton.

## 12 Maintenance

### a) To award Buchans Landscapes a three year grass cutting and general maintenance contract (2012-15) and to accept the contract price for 2012-13

ME and the clerk met with Stuart Buchan on Thursday 6 October. Fertilizer and fuel costs had risen sharply but Stuart tries to keep that out of the equation. He appreciates that the work done on the allotments varies and he balances this with doing extra work elsewhere eg at The Sycamores recreation ground. Last year he did some work on the football pitches and absorbed the costs of the materials (c £100).

He tries to give value for money and would appreciate a long term commitment. He would like another three year contract and if he is achieving everything satisfactorily a further three years in 2015. (The present three year contract one ends in 2012). Such a contract would enable him to continue hedge reducing work eg behind 100-106 The Sycamores. He is happy to reduce the shrubs at the rear of 100-106 The Sycamores foc. He is insured to do tree works up to 25ft and would be happy to look at work up to this height and can raise crowns on a rolling programme around the perimeter of Sycamores recreation ground which he will be happy to carry out free of charge through the life of the contract.. He will look at the alleyways between Butt Lane and Froment Way and trim back branches overhanging from private gardens.

We would recommend that we award Buchans Landscapes a three year contract and that we accept the increase of 4.1% to the contract price for 2012-13. (From £23864 - £24843).

### b) Tree report (below) – and quotation for works (attached)

2011 - ANNUAL TREE AND SHRUB MAINTENANCE REVIEW

Carried out by Mark Ellwood; Roger Day and Bob Waters on 10/10/11

#### 1. Coles Road Recreation Ground

##### 1.1 Work by Town & Country

- (a) Remove branches of trees which are covering the car park lights.

##### 1.2 Work by Buchans (Most of this is within contract)

- (a) Cut back fallen tree by Country Park boundary.
- (b) Remove small maple tree at rear of Community Centre and take out two dead branches on larger maple tree..

#### 2. Sycamores Recreation Ground

##### 2.1 Work by Town & Country

- (a) Remove high branches from boundary trees that are overhanging footpath and gardens to Number 29 onwards to Tesco's walkway and where they are covering the street lights. (See complaint from Mr Gillies owner of 29 The Sycamores)

##### 2.2 Work by Buchans within contract.

- (a) When cutting back the boundary trees and bushes to be more severe than previous work especially in the corner by the cricket nets.

#### 3. Village

##### 3.1 Work by Town & Country

- (a) Nil.

##### 3.2 Work by Buchans

- (a) A general comment that all mature trees in the village that have suckers growing from the base, that they should be removed. especially the two trees outside 46 The Sycamores that were previously reduced in Height by Town & Country
- (b) Complaint from resident at 100 The Sycamores about laurel bushes next to his rear garden boundary fence. The laurel bushes are not the problem. The elder and hawthorn bushes between the fence and the laurel bushes are the problem. Previously there had been a metre strip between the laurel and the fence. Recommend that The Clerk; Councillor Ellwood and Buchans meet the resident and discuss appropriate action

#### 4. Tomkins Mead

##### 4.1 Work by Sport Lakes Trust

- (a) Two metal signs that are dangerous, to be removed and replaced by similar signs on the gate fence near the Surgery and on the bridge at the opposite end. This was mentioned last year and nothing has happened!

## 13 MCC update

Community Centre Report - November 2011

Bookings: These continue very much as before, with the addition of the following new groups:

- Guitar lessons, Tuesday's, 4.30pm to 6.30pm
- Pregnancy and birthing classes, Tuesday's, 7.30pm to 9.00pm
- Revive your French, Wednesdays 9.30am to 11.30am

Youth Building: The building continues to be used by the Youth Club on a Tuesday evening and Young Carers on a Saturday morning, although Young Carers now only use the building every fortnight.

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

Andy Gray Community Centre Manager 24/10/2011

## 14 County Councillor's report

## 15 District Councillors' reports

**Councillors Report - November 2011 - Hazel Smith**

### **Litter pick, last Sunday**

This went off well though only 5 of us turned up. The new O-rings made it a lot easier. We collected 12 bags of rubbish plus some old skirting boards, mostly concentrating on the bund path North and South of Butt Lane, and clearing the rubbish thrown from the A10 footbridge. There were not enough of us to tackle the slip road up to the top roundabout by Tesco's.

### **Old Chesterton Residents Association**

We had a meeting at which the Emergency Planning Officer for the City Council came to talk about their plans, and we can now interface what we put in the plan for Chesterton Fen with their plan. In the City they do not plan to use schools as emergency centres, but concentrate on their community centres such as Brown's Field which is the closest one to Chesterton Fen.

The campaign for a sewage connection to Chesterton Fen was also discussed. County Cllr Ian Manning from the city is talking to Julian Huppert about this, and I have made an appointment to talk to Jim Paice on 4<sup>th</sup> Nov. We understand that Defra is reviewing the guidance given to the Environment Agency and water companies on First Time Sewerage connections, and we want to try to influence the policy change to remove the effective discrimination against Travellers.

### **Neighbourhood panel**

I was the only representative of Milton at the meeting. Crime figures are generally down compared to last year. There was a report of drug dealing in The Sycamores rec car park, and the police promised to patrol that area. I also mentioned the lingering presence of the gas company's portaloo on the roadway at Coles Road, and shortly after the meeting they were moved onto the verge, so we got a result there.

Theft of cable is a big problem for the police at the moment. If you see anything suspicious call Crimestoppers at 0800 555 111 straight away. This mostly occurs in the early hours of the morning.

### **Housing finance**

As part of the Housing provisions in the Localism Act, South Cambs has to borrow £205m or more to finance its housing debt. At the Conservative party conference we learnt that the PWLB will be offering terms which are better than councils could obtain elsewhere, so that is the route the Council will take. There is a question of how long to take out loans for, and we're having an intelligent discussion about borrowing for longer in order to finance some house-building and replacement of estates that are getting expensive to maintain. The financing of new social housing is to change completely, with Affordable Rents replacing Social Rents. Whereas council housing can be reduced by up to 50% of a market rent, the new Affordable Rent will be about 80% of market rental value. The difference is supposed to allow councils and housing associations to raise money to invest in more housing, and the government investment through the Housing Corporation will be very much reduced. At the same time, Housing Benefit levels are quite low compared to the so-called Affordable Rents, which will leave tenants having to make up the difference in some cases. Cambridge Housing Society has announced that it will not be putting up its rents to the Affordable Rent level, but will subsidise its activities in other ways.

### **Planning committee**

This now starts at 10am on the first Wednesday of the month, with site visits the day before in the morning.

## 16 Land Group

### -- update on S106 Agreement with URV

The Land Group met on 18 October, put forward suggestions for changes to the S106 and asked Iwan Jones to another meeting to discuss. Topics discussed: landscaping; permissive footpaths; Recreation Sum; costs; trigger points; sports usage; North Lodge; management committee; road maintenance. Meeting with Iwan Jones scheduled for Monday 7<sup>th</sup> November at 11am.

### -- update on Golf Course

Confidential Notes from meeting at Shire Hall (attached in green)

## 17 To receive minutes of a meeting to discuss issues relating to Chesterton Fen and Fen Road held at St Andrew's Hall on Tuesday, 4<sup>th</sup> October 2011

### 1. Present and Apologies:

The meeting was attended by Clive Brown (OCRA), Paul Parry (City Council), Philippa Noon (Camcon), Ian Litterick (Chesterton Fen resident and business owner), Hazel Smith (SCDC), Ian Manning (County Council), Clare Blair (OCRA and former City Councillor), Lisa Buchholz (OCRA and FOSC), Peter Pope (OCRA and Fen Road resident), Michael Bond (OCRA and Chesterton Community Association)

Apologies were received from Roman Znajak and Chris Dommett.

### 2. Emergency Flood Planning

Paul Parry, who is the Corporate Health, Safety and Emergency Planning Manager for Cambridge City Council, did a short presentation on the emergency planning procedures. He provided some maps by way of illustration and a short briefing sheet. At the top level, planning is done by the Cambridge and Peterborough Local Resilience Forum (CPLRF). This covers a range of contingencies including the risk of flooding. All the Councils and a number of other agencies (e.g. Environment Agency, Police, Fire, and Utilities) are involved at high level. Below that, there is a Community Risk Group, consisting of managers from the various agencies, who consider what the risks are, and score them, and make recommendations to CPLRF. There are various other specialist groups also, such as the Severe Weather Group.

Cambridge City Council (through Paul Parry) and SCDC (through Lawrence Green) have a team which works closely together. There is someone on call 24 hours a day, and they have an Memorandum of Understanding which determines the boundaries in within which they each respond.

With regard to flooding incidents, the mapping systems are very good. Paul explained with the aid of the map he had brought, how the various risk areas are designated - surface water risk, effluvial flood risk, flood plains etc. Behind the mapping, there is the LRF Flood Plan. Each district has a flood sandbag policy. There are flood warning systems in place and provision to respond to those.

Other connected issues: there is a Sustainable Drainage Officer who is responsible for brooks, streams and surface drainage systems. The Planning Department has to do a flood risk assessment as part of the planning process, e.g. if you build houses, where does the run-off go? Paul said that when there was a flood, the policy was not to protect individual houses, but if it was possible to protect a street, they would try to do so.

If there is a need to evacuate in East Chesterton, the designated emergency centre is Brown's Field Youth and Community Centre in Green End Road where it is considered that sleeping accommodation for 150-200 people could be provided. Other centres are needed. There is a problem over using schools, because areas such as gym halls usually do not belong to the Council, and there is a cost to using them. There was some discussion as to other possible sites.

Paul said that if anyone knew of evidence of flooding and flood risk in the local area, they were asked to let his team know.

### 3. Sewerage

The application to Anglian Water to provide mains sewerage for Chesterton Fen had been unsuccessful, and on appeal, the Environment Agency had upheld Anglian Water's refusal. Hazel Smith said she had referred the papers to the SCDC solicitor and had been advised that the prospect of an application for judicial review succeeding was remote. No-one was prepared to take it forward. She was exploring other avenues. She had been in touch with Geoff Brighty of the Environment Agency (and also a Cam Conservator). He has referred her to Kevin Rutterford, the EA environment manager who will take it up with Anglian Water. The EA locally are not happy with the decision.

A further development is that since the 1<sup>st</sup> October, water companies are supposed to take charge of all drainage that serves more than one property. We do not yet know exactly what that will entail, but it should mean that Anglian Water takes over the sewer for Sunningdale Park. It does not apply to private sewers going to septic tanks.

The problem at Grassy Corner was again raised. What was originally one big site are now three separate caravan sites. The furthest one has the sewage treatment plant for all three. If they do not feed the meter, which sometimes happens, then it does not work. There is also a problem with maintenance, as the tendency is to wait until something goes wrong and not to do preventative maintenance.

Ian Manning said that he had also been in touch with Julian Huppert about the problem, and he has said he will write to DEFRA. It was agreed that it would be a good idea to get Jim Paice to write as well. *(Can Hazel Smith do this as a representative of Milton Parish Council?)*

It was agreed that what is needed is for a change in regulations so that a caravan with permanent services is classed as a building. It may be a good time to seek that change.

There was discussion about the route of the sewer from Sunningdale Park. It goes down Fen Road past Ian Litterick's property. It was suggested that since Anglian Water now have responsibility for it, he should ask them to connect his property to it.

**4. Chesterton Station**

It seems that this could now be moving forward. The cost is put at £25 million, and the County is considering funding it, or funding it through a PPF. Clare Blair made the point that it would be wrong to develop the station without a coherent plan for the rest of the area, i.e. the North East Fringe. The Area Action Plan is not nearly ready. The County and the City need to get together to sort it out.

The County Council has evidently developed plans for the station. Ian Manning will ask an oral question to try to ascertain what these are *(I understand Ian is pursuing it with the Council officer concerned)*.

**5. Development (authorised and unauthorised)**

Hazel Smith reported that a development had begun beyond Sandy Park at the old Coal Yard, and ownership of parcels of land had been transferred to several people. SCDC had obtained an injunction, and they had all moved off now. The SCDC enforcement officers go down there regularly.

There are various small bits of development going on. Reputedly, there is also a plan to build 35 houses on the Cave Estate. SCDC have yet to do their SHLAA and are at present calling for proposed sites so that they can be evaluated. This could be one that is proposed, but it is in an area subject to flooding.

**6. Traffic**

The question of traffic in Fen Road comes up regularly at the North Area Committee but regularly gets "parked". The County have, however, got a pot of S 106 money for transport which is unspent, and the result is that every developer is fighting transport contributions under S 106. In the past, the Council have accepted money and not carried out the intended schemes. We need to find out how much there is in the North Area Corridor Transport Plan which relates to East Chesterton, and ask them to spend it on Fen Road.

Michael Bond agreed to pursue this in conjunction with Ian Manning, and he will ask the Council what they have done with S106 money from new developments.

There is no unanimity on people living in Fen Road as to what is needed. It does seem that the best solution would be chicanes, with a means to stop vehicles mounting the pavement to avoid the traffic calming. There is also the need to improve the railway crossing and make it safer.

Hazel Smith said that further down Fen Road (beyond the Cave Estate) there had been an accident when a van had collided with a boy on his quad bike. The traveller community there had installed their own steep speed humps which slow down traffic drastically, and are the full width of the carriageway. The humps do not meet the County spec, and were unauthorised, and the first reaction was that the County were going to come out and remove them, but Brian Stinton was persuaded to come down to the area and talk to the people there, with the result that it is agreed that the humps can stay, but need to be modified to make them shallower, and to be opened at the side to allow drainage.

There was some suggestion that similar local self-help should be used in Fen Road/Water Street west of the railway line.

**7. River/Halingway**

Pip Noon said that there had been problems with quad bikes on the halingway, but the police had been responsive to that. There had also been problems with illegal fishing, in particular with the people concerned taking away their catches. She asked that any suspicions of illegal fishing be reported.

There is a plan for tree planting along the halingway with 18 spaces to be filled. Chesterton Community Association had agreed to make a grant application for the funding of this. *[Ian Manning has put Philippa Noon in touch with possible funding from Transition Cambridge]*.

**8. Penny Ferry**

There is no planning application at present. The Riverside Conservation Area plan, which was due to go to the Environment Scrutiny Committee today, had included the Penny Ferry in the proposed extension area. The plan has now been withdrawn from the Scrutiny Committee agenda because of lack of proper consultation and will be brought forward at the next meeting.

Clive Brown  
6<sup>th</sup> October 2011.

## **18 Bills for Payment**

Bank mandate – the bank has recently rejected two cheques 100544 (£6546) to Anglia & Midland (MCC bill) and 10552 transfer of £40,000 to Council's Scottish Widows account because the signatures did not match those on the bank mandate. The Co-operative Bank has debited our account by £30.00.

## **19 Correspondence**

**CPALC** - AGM on Saturday, 3<sup>rd</sup> December 2011.

**CPALC** - Localism Bill (email 18/10/11 10.09 – previously circulated)

**City Council** - Consultation on Draft Cambridge Skyline Guidance

**SCDC** - planning to trial a recycling litter bin in Milton. SCDC intends to place a blue litter recycling bin next to the existing litter bin near the One-Stop store. The new litter recycling bin will be clearly labelled with the items that are accepted allowing people to recycle a wide range of materials.

(Previously circulated by email)

## **20 Dates of Next Meetings** – Planning 21 November; Council 5 December

## **21 Items and Reports for December agenda**

(to be received by Monday 28 November)