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Our ref:

Community Services Department

Your Ref:

Contact: Simon McIntosh

14 April 2006

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Dear

### Management of Milton Country Park

South Cambs District Council is considering options for the future of management of Milton Country Park, and in particular the possibility of contracting it out, in order to reduce the council's expenditure on the park. We are seeking to explore the viability of this option.

We are writing to find out if you would be interested to consider undertaking the management, or would be interested in considering a partnership arrangement. We enclose a set of information to enable you to assess what it would entail.

The timescale for this stage of the process is:

- Documents sent out on 13 April
- Opportunity for guided tour of the park and talk with staff at 2pm on 25 April
- Return date confirming interest 12 May

Following receipt of expressions of interest, a report will be prepared for the Council's cabinet meeting in June to decide what course of action should be followed. If the Council confirms that it wishes to contract out management, it is anticipated that a formal tender process may be undertaken.

2/- Cont'd

2/-

The questions on which we would like your response are:

1. Are you interested in the opportunity to take on the management of the park, or enter into a partnership?
2. Are there conditions, such as the length of contract, or charges which you would want the freedom to introduce, which would need to be met for you to bid for this work? If so, what are they?
3. Do you have any comments on this process, which would help the Council decide on the appropriate course of action?

We look forward to hearing from you by 12 May.

Yours sincerely,

Simon McIntosh  
Head of Community Services

# INFORMATION PACK ON MILTON COUNTRY PARK

## CONTENTS

### Introduction

### Management/Operational Information

- Milton Country Park general leaflet
- Habitat Assessment and Management Plan
- ILAM Consultant's Report
- Current opening times
- Example of newsletter
- Events at the park April/Oct 2006 leaflet
- Fishing leaflet (2005/06 season)
- Anti-social behaviour notice
- Friends of Milton Country Park leaflet

### Financial Information

- Overview of income and expenditure
- Budget breakdown for last 10 years

### Staffing Information

- Staff job description
- Transfer of Public Employees (TUPE) information
- Example of current staff rota
- Daily check sheet

### Legal Information

- Ownership information and plan
- Park Byelaws