

SWAVESEY BYEWAYS ADVISORY COMMITTEE

TUESDAY 31ST JANUARY 2012 AT 7.30 PM

SWAVESEY MEMORIAL HALL

A G E N D A

1. Apologies
2. Election of Chairman
3. Minutes
4. Report from Executive Director Corporate Services
5. Report of the Corporate Manager, Health & Environmental Services
6. Any other business

SOUTH CAMBRIDGESHIRE DISTRICT

REPORT OF THE EXECUTIVE DIRECTOR (CORPORATE SERVICES)

To: The Chairman and Members of the
Swavesey Byeways Advisory Committee

31st January 2012

1. The following background notes are provided as a reminder of the present position and as assistance in determining the amount to provide for maintenance.
 - 1.1 The Swavesey Bye-ways Act 1984 provides for an annual charge to be made to chargepayers expressed as a rate per hectare. The charge for 2011-2012 was set at 90 pence. A similar charge for 2012-2013 is estimated to produce an amount of £1,238.
 - 1.2 The cost of collecting the charge in 2012-2013 is estimated at £228. The cost can be minimised only if all charge payers pay promptly and without the need for costly reminders.
 - 1.3 There was a credit of £612 in the chargepayers' account at 31st March 2011. An estimated balance of £27 was taken into account when setting this year's charge – this leaves an estimated balance of £585 in the charge payers' account as at 31st March 2012 to be used to set against the 2012-13 charge.
 - 1.4 There will be an estimated balance of £6,579 in the contingency account at the end of 2011-2012 that is available for any emergency/special works, and it is suggested that £1,018 be added to the contingency account in 2012-2013.
 - 1.5 It is recommended to provide an amount of £2,400 for maintenance in 2012-2013.
 - 1.6 The budget for 2012-13 would then be:

	£	£
Expenditure		
Maintenance	2,400	
Collection costs	228	
Contingency	<u>1,018</u>	
		<u>3,646</u>
Income		
Charge payers		
90 pence per hectare	(1,238)	
Balance in Chargepayers' account	<u>(585)</u>	
		(1,823) 50%
South Cambridgeshire District Council		(1,240) 34%
Swavesey Parish Council		<u>(583) 16%</u>
		<u>(3,646)</u>

- 1.7 The balance on the contingency account had increased in recent years as the maintenance budget had not always needed to be fully utilised and the deferred costs of the Local Act have now been paid.

A. Colyer
Executive Director – Corporate Services

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT OF THE CORPORATE MANAGER, HEALTH & ENVIRONMENTAL SERVICES

TO: Chairman & Members of the Swavesey Byeways
Advisory Committee

31st January 2012

1. Expenditure for 2011/2012 and Five Year Expenditure Summary

- 1.1. Attached as Appendix 1 is a breakdown of the current year's expenditure together with the last five years' average annual expenditure per Byeway.

For Information

2. Review of Maintenance and Anticipated Expenditure for 2012/2013

- 2.1. Councillor Ellington and the Council's Drainage Manager carried out an inspection of all the Byeways on 10th January 2012 in order to assess their current state and the likely level of maintenance required in the coming year. As a result of the extended dry Autumn & Winter periods, very little deterioration has taken place along the most frequently used sections. However, Cow Fen, Hale Road, Uttons Drove, Tipplers Drove and Middle Fen in particular are likely to require maintenance in the coming year.

- 2.2. It is recommended that the Committee advise the District Council to maintain the present level of maintenance and, in view of the report of the Executive Director Corporate Services, to levy a charge of 90 pence per hectare for the period 2012/2013.

For Discussion and Recommendation

3. Voluntary Maintenance Arrangements

- 3.1. At the meeting of the Advisory Committee in February 2011, it was decided to continue with the voluntary maintenance arrangements for the Byeways whereby the Chargepayers provide labour and plant to spread materials.

- 3.2. Under the current arrangements the District Council manages the maintenance programme and budget, ordering materials, collecting the rate etc, whilst Chargepayers voluntarily provide labour and plant to spread materials. This arrangement has worked reasonably well in the past and it is recommended that the same practices are applied for the coming year.

For Discussion and Recommendation

MIKE HILL
CORPORATE MANAGER HEALTH & ENVIRONMENTAL SERVICES

SWAVESEY BYEWAYS

Appendix 1

EXPENDITURE 2011/2012			
Date	Byeway	Materials/Loads	Cost £
2011	Cow Fen	3 Loads Planings	390
2011	Uttons Drove/Tipplers	3 Loads Planings + Contractor	1720
2011	Mow Fen/Hale Road	3 Loads Planings	390
2011	River Fen/Middle Fen	2 Loads Planings	260
		Total	2760

Byeway	2007/08	2008/09	2009/10	2010/11	2011/12	5 Year Average
Cow Fen	-	480	-	750	390	324
Hale/Mow	540	465	457	1160	390	602
Scotland/Boxworth	-	-	-	-		-
Uttons/Tipplers	830	590	942	1420	1720	1100
Middle Fen/River Fen	277	233	-	125	260	179
Brick Kiln						
Lairstall						
Turnbridge						

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

SWAVESEY BYE-WAYS ADVISORY COMMITTEE

MINUTES OF THE MEETING HELD IN THE MEMORIAL HALL, SWAVESEY ON

TUESDAY 31 JANUARY 2012 AT 7.30 PM

Present:

Councillor Mrs Ellington

South Cambridgeshire District Council

Mr J Dodson

Charge-payers' Representative

Mr G Wedd

Charge-payers' Representative

Mr J Johnson

Charge-payers' Representative

Mr K Wilderspin

Charge-payers' Representative

Ms Lisa Boyes

Parish Council Representative

Mr J Shepperson

Parish Representative

In Attendance Mr P C Matthews – South Cambridgeshire District Council's Drainage Manager

Apologies: C'llr Topping, Mr D Morgan, Mr A Day, Ms S Rogers, Mr T Parish

1. Introduction and Election of Chairman

1.1. In the absence of C'llr Topping it was agreed the Council's Drainage Manager should act as chairman for the meeting.

2. Minutes of the previous meeting

2.1. The minutes of the previous meeting of 1 February 2011 had already been circulated. It was unanimously accepted that the contents should be confirmed as an accurate record of the meeting.

3. Report of the Executive Director – Corporate Services

3.1. The meeting received a report on expenditure for the year 2011/12 (to 31 January 2012).

3.2. The Executive Director had shown, in his report, that there would be a balance of £6579 in the contingency account at the end of 2011/12 and suggested that £1018 is added to the contingency account in 2012-2013.

3.3. If £2,400 was allowed for maintenance in 2011/12, then a rate of 90p per hectare could be levied. The Drainage Manager again indicated that the contingency figure is at a reasonable level and it would, therefore, be possible to spend all of the £2,400 in the budget on "materials" throughout the coming year.

3.4. A continuation of the current levels of maintenance would, therefore, give a breakdown of income and expenditure as indicated in the report.

4. **Report of the Corporate Manager, Health and Environmental Services**

- 4.1. This report indicated the current year's expenditure and the last five years' average annual expenditure per byeway (see appendix 1).
- 4.2. The contents of the report were discussed and there was agreement among members that Charge-payers' costs should be limited to 90p per hectare for the forthcoming year. It was proposed by Mr Wilderspin and seconded by Mr Wedd that the above rate should be levied for the coming year and this was unanimously agreed by the meeting.
- 4.3. It was reported that Councillor Ellington and the Drainage Manager carried out an inspection of all byeways on 10 January 2012 in order to assess their current condition and the likely level of maintenance for the forthcoming year. It was anticipated that the following bye-ways would require allocations of materials:

❖ Cow Fen	–
❖ Hale Road	–
❖ Mow Fen	–
❖ Uttons/Tipplers Drove	–
❖ Middle Fen/River Fen	–

- 4.4. It was proposed by Mr Dodson and seconded by Mr Johnson that the above byeways should be allocated materials and this was unanimously agreed by the meeting.
- 4.5. Detailed discussions took place on the condition of Scotland Drove. No works have taken place in the past five years and the Drainage Manager agreed to contact the two landowners who use the drove for access in order to obtain their views on the voluntary maintenance of Scotland drove.

5. **Voluntary Maintenance**

- 5.1. Members were reminded that the voluntary arrangements whereby the Charge-payers provide labour and plant to spread materials enables the maximum amount to be spent on materials. All were in agreement that this approach has worked very well in the past and that the current voluntary arrangements should continue.
- 5.2. The Charge-payers' Representatives will undertake periodic monitoring of the Bye-ways and ordering and spreading of materials as follows:

Bye-way	Charge-payer responsible
Cow Fen	Mr Wilderspin
Hale/Mow Fen	Mr Johnson
Scotland Drove	Under review
Uttons/Tipplers Drove	Mr Wedd and Mr Dodson
Middle/River Fen	Mr Morgan (in conjunction with Messrs Cook and Johnson)

- 5.3. The Drainage Manager outlined works that were undertaken along the upper section of Tipplers drove during summer 2011/12. These works proved very successful and were part-funded from contingencies as outlined in Appendix 1.
- 5.4. The condition of the lower sections of both Middle Fen and River drove was discussed and the Drainage Manager agreed to ask the RSPB to encourage their tenants to undertake some voluntary spreading of materials at these locations.

5.5. The meeting agreed that Brick Kiln, Lairstall and Turnbridge Bye-ways should continue to be maintained only on an “as required” basis.

5.6. It was proposed by Ms Boyes and seconded by Mr Johnson that the voluntary arrangements on the spreading of materials should continue while the District Council would order and allocate these materials.

6. **Any Other Business**

6.1 Discussions took place on possible unpaid rates and the Drainage Manager agreed to check the current position. Additionally, the ownership of the bridge crossing along Cow Fen was discussed and Mr Wilderspin informed the meeting he had written to the Environment Agency outlining the bridge was not his responsibility.

6.2 The meeting closed at 21.00