



MILTON PARISH COUNCIL

Parish Council Office, Coles Road,

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TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to the meeting of Milton Parish Council to be held in the

Bowls Pavilion on Monday 2 March 2026 at 7:30pm

Members of the Public and the Press are cordially invited to attend.

Clerk's signature: *Sarah Coaker*
Date of issue: 24 February 2026

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 2 February 2026 (Pages 4-6)**
3. **Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda;
To receive written requests for dispensations for disclosable pecuniary interests (if any);
To grant any requests for dispensation as appropriate.
4. **Public Participation – members of the public are invited to speak**
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
5. **Clerk's/Chairman's Report and see Works Schedule (Pages 7-8)**
South Cambs District Council Green Space – Shared Prosperity Fund – Improving the area on Edmund Green – SCDC to conduct an inspection of the path in the next few weeks. MPC have asked to be present at the inspection to show what difficulties wheelchairs, mobility scooters and pushchairs users are having to access the benches and planted area.
Phone Box Coles Road – Phone box due to be repainted April/May 2026 and with new window panels.
Update of the 6 replacement streetlights: 4 of the 6 replacements streetlights are now completed. The lamps outside 61 Coles Road and 5/7 Willow Crescent still need a UKPN electrical connection.
20mph Scheme through Milton – The preferred locations for the start of the 20mph zones are being considered by the Highways Engineers and the outcome to be fed back to MPC in the coming weeks.
Allotment Grant – The works to install an extra water pump on the allotment site should begin end of February early March 2026. This will be funded by the £3,000 grant awarded and MPC donation of £420.00 towards the overall cost.
6. **Planning**
The Planning meeting of Monday 16 February 2026 was not required as no planning applications received.
Decisions:
25/0470/FUL – Unit 3-4 Cambridge Road Industrial Estate, Milton CB24 6AZ – Erection of single storey ancillary building and widening of existing dropped kerb. **APPLICATION PERMITTED**

New:
26/00440/FUL – 22 Cambridge Science Park, Milton Road – Installation of a new plant and erection of fencing.
Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/00440/FUL>

26/00249/HFUL – 43 Willow Crescent, Milton CB24 6BY – Single storey front and side extension including sedum roof and conversion of existing garage to habitable space, following demolition of

existing conservatory. Two storey rear extension. Erection of detached garden workshop and detached studio in garden, following demolition of existing outbuildings. Installation of PV solar panels to roof. Relocation of front driveway. Alterations to fenestration.

Link: <https://applications.greatercambridgeplanning.org/online-applications/PLAN/26/00249/HFUL>

7. Staffing (Pages 9-15)

To **CONSIDER** accepting the updated Policies: Internet and Email Acceptable Use Policy, Health and Safety Policy, Lone Working Policy (no amendments required). Recruitment Policy – changes to Item 6.

8. Parish Council Dispensations (updated request form)

To **CONSIDER** asking for dispensations for all MPC Councillors to vote on MCC finances.

9. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment. **(Appendix 1)**

To **RECEIVE** net position report. **(Appendix 2)**

10. Local Highways Improvement Initiative (LHI) 2026/27

To **RATIFY** the decision to spend up to £10,000 (matched contribution) for the LHI fund applied for double yellow lines at The Rowans and The Rowans junctions, High Street/Butt Lane, Fen Road/Coles Road, High Street/Willow Crescent.

11. To **CONSIDER** obtaining a rebuild costs revaluation of the MPC owned buildings for insurance purposes.

12. Phone Box Coles Road (Tabled)

To **DISCUSS** and **CONSIDER** results from the questionnaire on the future usage of the phone box.

13. Privacy Notice (Pages 16-18)

To **CONSIDER** the amended version of the Privacy Notice.

14. Milton Cemetery (Appendix 3)

To **CONSIDER** quote of £500 + VAT to lightly rotavate and sow wildflower seeds in the Summer meadow.

15. Proposals for Local Government Reorganisation in Cambridgeshire and Peterborough

To **CONSIDER** whether MPC wish to complete the statutory consultation on behalf of the village, regarding the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received, following the Secretary of State's invitation to Councils in Cambridgeshire and Peterborough to submit proposals for unitary local government for Cambridge and Peterborough. Consultation link:

<https://consult.communities.gov.uk/local-government-reorganisation/cambridgeshire-and-peterborough/>

Running from 5 February to 26 March 2026

16. Milton Community Centre

To **CONSIDER** request from MCC, on behalf of the Milton Football and Cricket Clubs, asking if an extra storage container could be placed, next to the current one, in The Sycamores Recreation ground carpark. This will be at the cost of the clubs.

17. Internal Reports

To **CONSIDER** the proposal that all internal reports to the Council should have the author's name and if AI was used.

18. To RECEIVE County Councillor's Report (Pages 19-22)

19. To RECEIVE District Councillors Report – Verbal report to be given

20. To RECEIVE Community Centre Report (Page 23)

21. Correspondence

(Emailed to Councillors)

Ministry of Housing, Communities and Local Government

To CONSIDER response to an 8-week consultation on the Government's proposals to establish a Development Corporation for Greater Cambridge has already started, and end on 1 April 2026. Consultation link:

<https://www.gov.uk/government/consultations/establishing-a-development-corporation-in-greater-cambridge/establishing-a-development-corporation-in-greater-cambridge>

SCDC January 2026 Parish e-bulletin.

Cambridge to Rede proposed pipe line – public consultation

22. Dates of next meetings

Monday 16 March 2026 – Planning 7pm – Maintenance 7:30pm

Tuesday 7 April 2026 – Parish Council

Monday 20 April 2026 – Planning 7pm – Finance & Administration 7:30pm

Monday 27 April 2026 – Approve Year End Accounts – Annual Parish Meeting 7:30pm

**Minutes of the Meeting of Milton Parish Council held on
Monday 2 February 2026 at 7:30pm in the Bowls Pavilion**

Present: P Ellwood (PE) (Chairman) HM Smith (HMS), J Windle (JW), R Farrington (RF), J Coston (JEC), D Wildman (DW) A Bradnam (arrived 8:06pm)

In Attendance: S Corder (Clerk)

1. Apologies for Absence

D Owen (personal)

2. To APPROVE the minutes of the meeting held on:

Monday 1 December 2025: PE Proposed to accept the Minutes as a true record with the amendments now made – JW Seconded **AGREED (DW abstained).**

Monday 5 January 2026: PE Proposed to accept the Minutes as a true record – HMS Seconded **ALL AGREED.**

Monday 19 January 2026: DW Proposed to accept the Minutes as a true record – JW Seconded **ALL AGREED.**

3. Declarations of interest and dispensations

To receive declarations of interest from councillors on items on the agenda; None.

To receive written requests for dispensations for disclosable pecuniary interests (if any); None.

To grant any requests for dispensation as appropriate: None.

4. Public Participation – members of the public are invited to speak

No public in attendance.

5. Clerk's/Chairman's Report and see Works Schedule

South Cambs District Council Green Space – Shared Prosperity Fund – Improving the area on Edmund Green – Planting and benches have been installed. Waiting for further works on the pathway to make it accessible for all. Follow up emails have been sent but no date given. **Update: SDCD to carry out an inspection of the path in the next few weeks. MPC have asked to be present at the inspection to show the issues that wheelchairs, mobility scooters and pushchairs users are having trying to access the benches and planted area.**

Phone Box Coles Road – Phone box due to be repainted April/May 2026 and with new window panels. Usage of the phone box to be decided. See agenda item 15.

Update on the 6 replacement streetlights: All street poles are now in place with replacement streetlamps installed. The lamps outside 61 Coles Road and 5/7 Willow Crescent still need a UKPN electrical connection.

20mph Scheme through Milton – Meeting held with County Highways on implementation of the scheme. The preferred locations for the start of the 20mph zones were discussed. These will now be considered by the Highways engineers and outcome fed back to MPC in the coming weeks. The proposed locations for the 20mph speed signs are Cambridge Road Northbound between Tesco roundabout and The Rowans Southern junction, Ely Road Southbound close to the Milton Chiropractor, with an additional sign turning towards the CoWA. Noted that we also asked for 20mph for North Lodge Park.

Works Schedule:

A10 Trees – Email received on 2/2/26 from County Highways to say that due to current budget restraints in green infrastructure works, any tree removal work needed will be put on hold while competitive quotes are found for better value. **Clerk to send a letter of disappointment in this matter as this was raised back in December 2020. MPC will not take any responsibility should a tree fall either onto the A10 or the allotments.**

Milton Brook Clearance – MPC were successful in their application for a £10,000 Watercourse grant towards assistance in the clearance of the ditch around Fen Road and Old School Lane once the County Council has jettied their culverts. MPC Chairman to sign the agreement of acceptance of the grant.

Replacement of The Sycamores Recreation road sign – Clerk to chase up Highways for an installation date.

Parking Issues within Milton – PE, DW and JW met with Michael Martin from Cambridgeshire County Council Highways to show the parking issues that are happening around Milton. The Rowans, Coles Road/Fen Road, Willow Crescent, Butt Lane, and The Sycamores Recreation Ground junction being some of the worst areas for parking issues. Suggestions on what parking restrictions could be put in place were discussed and the possibility of double yellow lines in these areas. MPC is waiting for an update from CCC following this meeting.

6. Planning

The minutes of the Planning meeting held on Monday 19 January 2026 were received.

Decisions:

25/04435/FUL – 42-44 High Street, Milton CB24 6DF – Loft conversion including 2no rooflights to front elevation and 3no rooflights to rear elevation. **Application permitted.**

New:

26/00223/FUL – Unit 1 Crane Industrial Estate, Milton - Change of use of the existing premises from Class B8 (storage and distribution) to a non-public facing food preparation use (sui generis), comprising commercial kitchen facilities for the preparation of food for external/office catering. Installation of extraction equipment to the rear of the building, including associated electrical upgrades. **HAS NO RECOMMENDATIONS.**

7. Finance and Administration

The minutes of the Finance and Administration Committee meeting held on Monday 12 January 2026 were received.

To Consider Referral – Staff Salaries:

To increase the Clerk's pay by one scale point, in recognition of her 10 years' service to this Council. This is to be backdated to the anniversary in January.

JEC Proposed to go into Confidential Session – HMS Seconded ALL AGREED.

Motion to exclude public and press

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Item 7. namely: To consider referral: Staff salaries.

The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

(Meeting closed at 8pm – Clerk left the meeting – meeting opened 8:15pm, Clerk returned)

(AB arrived 8:06pm)

The Council AGREED to increase the Clerk's pay by one scale point and backdate to January.

8. Community Care Monitoring Group

The notes from the Community Care Monitoring Group were received.

9. Community Care Policies

To **CONSIDER** suggested wording for Disclosure and Barring (Item 2.2 now amended).

The amended wording for 2.2 suggested by the Community Care Monitoring Group was Proposed by HMS – Seconded by RF and **ALL AGREED.**

10. Bills for Payment and Money Received

To **CONFIRM** and **AGREE** bills for payment - **DW Proposed to pay vouchers 345 to 377 and tabled 378 to 380 – RF Seconded ALL AGREED.**

The net position report was not received.

11. Grant Application Request

To **CONSIDER** a grant payment of up to £2,000 for All Saint's Church towards the rebuilding of the Churchyard wall which is damaged and structurally unsafe.

DW Proposed to pay £2,000 – AB Seconded ALL AGREED (Clerk to vire £2,000 from the Capital Projects budget to the Grants and Donations cost centre).

12. Deed of Covenant – Milton Doctors Surgery

To **REVIEW** and **SIGN** the Deed of Covenant in relation to changes in the lease between MPC and the Doctors Surgery. **ALL AGREED to sign the document. The Deed of Covenant was in relation to removal of a retiring doctor from the lease and to be signed by 2 Councillors (Chairman and Vice-Chairman).**

13. Internal Auditor

To **CONFIRM** and sign the agreement for CAPALC as our Internal Auditor for the 2025/26 Year End at £40 + VAT per hour.

DW Proposed to sign the agreement with CAPALC – PE Seconded ALL AGREED. Agreement signed by the MPC Chairman.

14. Faulkner Close Play Area Revamp

To **CONSIDER** quotes received for revamp of the Faulkner Close play area – remove tarmac surface, install new topsoil and seed or turf area, replace wooden fence edging: A. £13,410 + VAT. B. £9,198.37 + VAT. C. £7,800 without VAT. **This item to be withdrawn and returned to the Maintenance Committee for the specification and planting to be agreed.**

15. Phone Box Coles Road

To **CONSIDER** future usage of the phone box once it has been repainted. **Suggested ideas put forward are a library, greenhouse, jigsaw exchange or a light display. A questionnaire will be put out to the Village for residents to pick their favourite suggestion.**

16. Milton Elan City MVAS Report

The data reports produced were received and reviewed. Observations: There has been reduction in speed over the time the MVAS has been in place. MPC would like to thank Mike Price (Volunteer) for producing these reports

17. To RECEIVE County Councillor's Reports

The County Councillor's Report for February 2026 was received.

A hard copy of the full report can be read in the Parish Council office or on-line at the MPC website.

www.miltonparishcouncil.gov.uk

Milton: River Cam towpath – (Temporary prohibition of use) - Order 2026-10252 – (4 months!)

Closure of Milton Footpath 1, Milton and Fen Ditton Footpath 6, Fen Ditton (the towpath) as lies between 200m on either side of the A14 flyover.

Purpose: to facilitate bridge maintenance and associated works on A14.

Alternative: The alternative route for pedestrians will be as signed.

When: From 4 February 2026 and continue until these works have finished or on the 3 August 2026. **It is anticipated that these works will be carried out between 4 February and 5 June 2026.**

18. To RECEIVE District Councillors Report

The District Councillors Report for February 2026 was received.

A hard copy of the full report can be read in the Parish Council office or on-line at the MPC website.

www.miltonparishcouncil.gov.uk

19. Correspondence

None received.

20. Dates of next meetings

Monday 16 February 2026 – Planning 7pm (moved from 7:30pm)

Monday 2 March 2026 – Parish Council 7:30pm

Monday 16 March 2026 – Planning 7pm – Maintenance 7:30pm (not 7:45pm as on agenda)

Meeting closed at 9:02pm

Signed: Dated:

Milton Parish Council

Work/Project Schedule List (as of 24 February 2026)

Works Required	Committee	Progress
Removal of Trees by Allotments/A10 and planting of replacement trees (Dec 2020)	Carried out by County Highways	<p>Email received on 2/2/26 from County Highways to say that due to current budget restraints in green infrastructure works, any tree removal work needed will be put on hold while competitive quotes are found for better value. Clerk to send a letter of disappointment in this matter as this was raised back in December 2020. MPC will not take any responsibility should a tree fall either onto the A10 or the allotments.</p> <p>Email response received 10/2/26 – The full tree survey to assess the trees alongside the allotments is scheduled to take place in the next few weeks. This will determine the extent of any maintenance required. I will be in touch once I have received the survey results and will then look to arrange and order and necessary works.</p>
Milton Brook clearance (Jan 2024)	County Highways	<p>Ditch clearance works by volunteers – 27/28 Sept 2025 (as per B Heffernan request)</p> <p>Email sent 15/10/25 asking for B Heffernan to come and check the ditch after works had been carried out.</p> <p>Update: Email received 31/10/25 - My apologies for the delay responding. I will visit the site shortly and report back to you.</p> <p>Emailed received: 11/12/25 (shared with Councillors) – B Heffernan to ask Highways if they are now willing to arrange the necessary works.</p> <p>Follow up email sent 3/2/26 – awaiting a response.</p>
IN PROGRESS		
Power to Edmund Green	Maintenance	On hold until plans agreed

<p>Willow Crescent transfer of deeds</p> <p>Old School Lane adoption of land</p>	<p>MPC</p>	<p>Transfer of deeds completed on 12 August 2024 – Solicitors attending to the land registry (could take 18 months)</p> <p>Ashtons Solicitors putting together an application with information for adoption of land from the Crown HMS, DW and JEC looking into questions raised by Ashtons on previous landowner</p> <p>File on hold with Ashtons</p>
<p>Local Council Award Scheme</p> <p>Biodiversity Plan</p>	<p>PE/DW</p> <p>PE/DW (Maintenance)</p>	<p>To put a village action plan together</p> <p>Completed – being reviewed</p>
<p>Replacement of The Sycamores Rec road sign</p>		<p>Local Highways Officer arranging new sign (old sign has been located)</p> <p>Highways now have the sign – new lettering to be put on.</p> <p>Follow up email sent 3/2/26</p> <p>Response: Apologies its not been forgotten, but no further updates at the moment.</p>
<p>Network Rails to install new sign at Fen Road</p>	<p>MPC</p>	<p>Update from: Community Support Partnership: The current size signs are the agreed size. Bigger signs will not help and could cause more distress. Community meeting to hopefully be arranged.</p>
<p>Phone Box – Coles Road</p>	<p>MPC</p>	<p>To be repainted April/May 2026 and windows replaced.</p>

MILTON PARISH COUNCIL

INTERNET AND EMAIL ACCEPTABLE USE POLICY

1. Introduction

The following outlines the Council's Acceptable Use Policy regarding e-mail and the Internet. The Policy has been developed to ensure that all employees are clear about expectations regarding Internet and e-mail in order to protect them and the Council from misuse of facilities and potential breach of the law. The Policy also ensures that the Council's IT facilities are used most effectively. Please ensure that you understand the policy and that you abide by it. Any misuse may result in disciplinary action.

Email and the Internet are provided by the Council to assist employees in carrying out their work. This applies equally to councillors covering for employees. Use of these services should support Council policies and objectives and reflect the Council's high standards of service.

If you are aware of any abuses of this policy they should be reported to your line manager or the Chairman. If you are uncertain about any aspects of this policy and how it applies to you, please discuss with your line manager.

Top Tips:

- **Keep emails separate from social and work ones**
- **Use blind copies**
- **Delete trails**
- **Remove personal information or encrypt**
- **Only forward what you need to**
- **Work through the Council office**

2. Email

Personal Email Use

- 2.1 Personal use of email is permitted, with permission of your line manager or Chairman. However, emails should be short and not excessively frequent (i.e. no more than an average of 3-4 per day). Any personal use of email should not interfere with work demands. No personal emails or information should be stored on the Council's computers.
- 2.2 Do not forward chain letters, jokes or other multiple mailings that are not business related. If the sender is known to you, it is your responsibility to tell them that you do not want to receive these.

Email Guidance

- 2.3 Email messages cannot be guaranteed to be private and secure: do not send confidential, sensitive or personal data via email unless approved by Council. Remember that any message you send could potentially be forwarded to others by the recipient.
- 2.4 No message should be sent, either internally or externally, which contains illegal, offensive, obscene, racist or abusive material (for example, pornography) or libellous, defamatory or discriminatory material, or material which may bring the Council into disrepute. You are responsible for emails you send. Emails could be used as evidence in a tribunal or other court proceedings.
- 2.5 Respect the rights of others when sending emails. Email should not be used to harass or discriminate against others. If you receive such an email bring it to the attention of your line manager or the Chairman.
- 2.6 Use the same level of professional language, spelling and grammar for emails that you would use for letters and other business correspondence.

- 2.7 Please ensure that email messages sent to individuals or service addresses are properly dealt with if someone is on leave, off sick or otherwise out of the office for an extended period or has left the organisation.
- 2.8 Be aware that agreements made by email may have the same status as letters or formal contracts. Seek Council guidance before making any agreement by email.
- 2.9 If you receive emails from unknown sources and they contain attachments, they should not be opened as they may contain viruses.
- 2.10 It is important to keep virus software up-to-date and doing this is the responsibility of the user(s). Any downloaded or copied files must be virus checked first.
- 2.11 You may subscribe to newsgroups and mailing lists for essential business purposes only, after obtaining permission from your line manager or Chairman.
- 2.12 Ensure that you delete messages that are no longer needed.
- 2.13 Ensure that the computers are password protected and that you do not disclose your password to others. Ensure that your screen saver is also password protected.
- 2.14 The broadband password should be kept confidential within the PC Office (Clerk and Deputy Clerk) and changed regularly
- 2.15 Do not access email messages that are private and/or confidential where you are not the recipient.
- 2.16 Do not send large files (over 20mb) via email without checking with the recipient first. Use secure on-line storage for larger files and Clerk to send out link
- 2.17 Do not use email to transmit material that may infringe copyright or licensing laws.

Email

monitoring

- 2.18 The Council reserves the right to view all emails stored on Parish Council equipment.
- 2.19 The Council also reserves the right to investigate all emails in connection with disciplinary or audit investigations, including where we suspect that the email system is being misused. Full co-operation will be given if law enforcement or regulatory agencies request information about email or Internet use by an employee if the council is satisfied that the request is for an appropriate purpose and proportionate, and that disclosure is legal. Information will not normally be disclosed other than in connection with a criminal investigation or pursuant to a court order.

3. Internet Use

Personal Internet Use

- 3.1 The Internet may be used for personal purposes but only outside working hours linked to a working visit to the office. Reasonable use of the internet would be up to an average of one hour per day.
- 3.2 Sites should not be accessed if they are likely to contain illegal or offensive material, for example, pornography, or material that may be considered obscene or abusive.
- 3.3 Systematic attempts to log onto sites containing illegal or offensive material or to blocked sites may amount to gross misconduct and result in disciplinary action, up to and including dismissal.
- 3.4 The Council Internet service must not be used to access "chat rooms" and/or social networking sites. Employees to be aware that entries entered on such media which have a detrimental impact on the Council or colleagues may lead to formal disciplinary action. You are prohibited from naming the Council you are employed by on such sites or discussing internal council matters on such sites. Accessing such sites is prohibited during working hours.

- 3.5 The Council's email and internet facilities must not be used to operate a personal business (income generating or not).

Internet Guidance

- 3.6 Do not download any material that you suspect may contain a virus. All files should be downloaded using a PC with virus checking software installed. No unnecessary software should be downloaded (including screen savers).
- 3.7 Do not use material from the Internet without checking whether it is restricted by copyright or licensing laws.
- 3.8 Goods should not be purchased via the Internet unless you are authorised by the Chairman or Chairman of Finance & Staffing
- 3.9 Material which uses a significant amount of bandwidth e.g. MP3 or video files should not be downloaded. The Council's monthly allowance should not be exceeded. If there is a need to exceed the allowance, then this should be approved by the Chairman or Chairman of Finance.

Internet Monitoring

- 3.10 Do not access sites that are deemed undesirable; for example pornographic, racist or extreme violence sites. It is the personal duty of employees not to access illegal or offensive sites.
- 3.11 **Monitoring of individual Internet access.** Individual use of the Internet will be investigated where specific concerns have been raised. Examples of triggers for such investigation would be councillors / management concerns, whistleblowing issues, co-operation with law enforcement agencies, as part of a disciplinary investigation, or where there has been evidence of systematic misuse. Monitoring may include the examination of records of sites accessed. The Council reserves the right to block access to sites.
- 3.12 Do not allow non-authorised users to access the Parish computers.
- 3.13 Any attempts to alter Internet records or to disguise user identity could be treated as misconduct.

AGREED by Staffing 16 May 2019

Reviewed July 2022

Reviewed November 2024

Reviewed December 2025

MILTON PARISH COUNCIL

HEALTH and SAFETY POLICY

Health and Safety at Work Act 1974 (as amended)

The General Duty of Employers

1. The duty is set out in clear language in Section 2 of the Health and Safety at Work Act 1974 which states:
 - Milton Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees
 - The Council intends to take all reasonable steps within its power to meet this responsibility, paying attention to:
 - a) the provision and maintenance of Plant, equipment and systems of work designed and maintained to operate and function safely
 - b) Arrangements for safe handling, storage and supervisory functions to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - c) Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
 - d) A safe place of work with safe access and egress
 - e) A healthy working environment and systems of work with expert advice as necessary
 - f) Protective clothing and equipment where necessary
 - g) Arrangements for the periodic survey of and report on workplaces, workstations and methods of working and the implementation of any corrective action necessary
2. As line manager accountable to the Parish Council, the Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to
3. Health and safety will be kept under review by the Council
4. Employees are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee
5. Employees should:
 - a) Seek advice on safety and health matters from the Clerk
 - b) Comply with the instructions and procedures for safe working issued from time to time
 - c) Make proper use of protective clothing and safety equipment provided
 - d) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice
 - e) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents

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1. Any matter which appears to contravene the above policy should be reported at once to the Clerk, who will report as appropriate to the Council
2. A copy of this statement will be issued to all Council employees and Councillors.
3. This statement supersedes all previous statements

Reviewed 16 May 2019

Reviewed March 2022

Reviewed October 2024

Reviewed November 2025

MILTON PARISH COUNCIL

Health and Safety at Work Act 1974 (as amended) The Management of Health and Safety at Work Regulations 1999

LONE WORKER POLICY

1. Milton Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees.
2. Employees are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
3. When in a lone working situation in the parish office, employees should:
 - Be able to exit via the bowls pavilion door in an emergency
 - Keep the parish office door locked if appropriate
 - Keep CCTV and audio recording on
 - Be aware of the emergency password
 - Ensure that another person knows your anticipated movements during the working day
4. When lone working elsewhere, employees should:
 - Carry a mobile phone at all times
 - Wear protective clothing as appropriate
 - Use suitable equipment for activity, as provided by Council
 - Carry a personal alarm

Document History			
Status	Date	Minute	Version
Draft to Staffing	Nov 25	7	5
Draft to Council	March 2026	7	5
Council Approved			5
Next Review	Nov 2026 or changes in legislation		

Version 1 – 13 May 2013
Version 2 – 3 June 2019
Version 3 – March 2022
Version 4 – Oct 2024
Version 5 – Dec 2025

MILTON PARISH COUNCIL

RECRUITMENT POLICY

1. All employment matters are dealt with by the Staffing Committee (SC).
SC will identify the need / vacancy, submit a recommendation to Council and draw up a job description and advert.
2. In all staff recruitment matters reference should also be made to the Equal Opportunities Policy.
3. The aim of the recruitment policy is to ensure that Council selects the most suitable person for any job on the basis of their relevant merits and abilities and that no employee or job applicant is unfairly treated.
4. All vacancies will be advertised on the:
 - Noticeboards.
 - Website.
 - PC Facebook page (copying to Milton Community Facebook page), and Milton Email Chat.
 - SLCC Website
 - In the job centre (online) if appropriate.

The advert will give details of the:

- Vacancy.
- Salary.
- Hours to be worked.
- Contact's name, address, telephone number and email address for candidates to request details and application form.
- The closing date for applications to be submitted.

The advertising process will normally be conducted by the Clerk.

5. In the event of a new vacancy for a post arising within eight weeks of the post being filled it will not be necessary to re-advertise the vacancy if a previous applicant is considered suitable and is still available.
6. An interview panel will usually comprise:
 - For the appointment of Clerk and Deputy Clerk: The Chairman and Vice-Chairman of Council and the Chairman of SC.
 - For the Warden of the Community Care scheme: the Chairman of SC, a **member of the Community Care Monitoring Group** and one other.
 - For other appointments: the Chairman of SC and the Clerk.

The Clerk will attend if it is considered appropriate. Having read all the applications, the interview panel will shortlist candidates for interview, strictly adhering to Council's Equal Opportunity Policy.

The interview panel will offer the post subject to receipt of satisfactory references by the Staffing Committee. Permanent posts will be subject to a 3-month probationary period which may be extended.

REVIEWED by SC 16 May 2019

Reviewed April 2022

Reviewed October 2024

Reviewed November 2025

Milton Parish Council

Privacy Notice

This Privacy Notice is provided to you by Milton Parish Council which is the data controller for your data.

Your personal data – what is it?

Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

Making sure your data is safe.

GDPR is designed to create common privacy requirements across the EU. It is a development of existing data protection legislation and is based on seven key principles that can be summarised as:

- Personal information that we hold will be processed lawfully, fairly and in a transparent manner.
- Personal data will only be used for specific and legitimate purposes.
- The information that we hold shall be limited to what is necessary.
- Information shall be accurate.
- Information shall be held no longer than is necessary.
- Information shall be kept safe and secure.
- We are accountable and can demonstrate compliance with GDPR.

Other data controllers the council works with:

We may need to share your personal data with others tiers of local government and partners so that they can carry out their responsibilities to the council.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers.

How we use sensitive personal data:

We may process personal data including, as appropriate:

- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data.

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you.

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you.

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased.

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to data portability.

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

5) The right to object to processing of your personal data or to restrict it to certain purposes only.

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this notice.

We keep this Privacy Notice under regular review and we will place any updates on this web page This Notice was last updated in February 2026.

Contact Details.

Please contact Milton Parish Council Clerk (The Data Controller) on: Tel no – 01223 861447 or email: clerk@miltonparishcouncil.gov.uk, if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints.

County Councillor Report for Parishes – March 2026 – Cllr Anna Bradnam

County Council Budget

On 10 February the County Council agreed to record spending on roads, thousands of extra school places and support for vulnerable residents as part of an ambitious budget for 2026/27.

The council will deliver improvements residents can see and feel, from award winning climate leadership to well-resourced local libraries and upgraded recycling facilities.

A majority of Councillors also approved the new vision for “a healthy, fair and sustainable Cambridgeshire,” setting the direction for a bolder, brighter county in challenging times. This vision is driven by three key ambitions that will guide the council’s future business planning and the delivery of improvements for communities, for residents of all ages, to parents and carers, road users, and those facing cost-of-living pressures.

By approving the 2026–29 Business Plan and Budget, Councillors have approved a legal, balanced budget that also drives investment for vital services that communities say matter most to them.

The nearly £1.3 billion Business and Budget Plan includes a number of investments aligned with the council’s three new ambitions:

- **Supporting a green and sustainable county**

To improve day to day journeys for drivers, cyclists and bus users, it has allocated an additional £20m for highway maintenance (£40 million over 2 years), on top of Government funding, to provide safer and more reliable roads across Cambridgeshire and to tackle the road repair backlog. Maintaining Cambridgeshire’s roads costs £58.3 million a year in capital maintenance. The government funds £31.7million of that. The Council have funded this £26 million shortfall and more. This means that highways funding in 2026/27 will be double what it was in 2023.

The County Council has fined firms and developers more than £483,000 for slow repairs and is introducing a lane rental system, fining companies for overstays and unnecessary disruption to traffic.

The council will also continue to provide leadership and deliver its Climate Change and Environment Strategy.

- **Enabling full and healthy lives for all**

To support older people, adults with disabilities and families, who rely on care every day, the council is allocating £14.7m of additional funding for adult social care providers. This will help them to manage rising costs and ensure care workers are paid the Real Living Wage, improving stability and quality for those who depend on care workers for their support.

- **Ensuring fairness and opportunity**

To help families under pressure from the cost-of-living crisis, the council is prioritising £1m to continue holiday meal vouchers for the children most in need, through to the end of summer 2026. As the Government withdraws the Household Support Fund, the council will also use its new £5m Crisis and Resilience Fund to provide a wider range of anti-poverty measures, offering practical support to households facing financial challenges.

In addition, aligned to the vision and ambitions, the draft budget sets out major investment across key services, including £11m to upgrade the Milton and March Household Waste Recycling Centres.

Residents will also see major investment in the services families rely on day to day, more school places, stronger support for vulnerable children, and well-resourced local libraries.

The plan will create 3,500 new primary school places and invest £72 million over five years to increase secondary school places, including at Alconbury Weald and North-West Cambridge. It also includes £780,000 a year to run a children’s residential home in South Cambridgeshire, as well as continued funding for the Families First programme, an early-intervention project that helps keep more families together and is supported by the £6.7 million Children’s, Families and Youth Grant. In addition, more than £1.2 million will be invested in libraries and archives over the next two years.

The Council budget, the first since Liberal Democrats took over the administration in May 2025, begins to build a healthy, fair and sustainable Cambridgeshire. It takes a responsible and prudent approach so we can invest in the vital services residents rely on most, even though this has been a very difficult budget to balance.

Cllr Lucy Nethsingha, the Leader of the Council said,

“Rising costs in children’s and adults’ social care and in special educational needs are putting enormous pressure on our finances, and these statutory services for our most vulnerable residents now account for

by far the largest part of our budget. While these national pressures continue and government remains silent on how councils should be funded more fairly, we are still managing to invest in key priorities.

“We know thousands of people depend on our roads and paths every day and residents tell us repeatedly that highways are their top concern. That is why we are continuing record levels of investment in maintenance, alongside additional support for overstretched social care, continued funding for free school meal vouchers, and work to drive forward our Net Zero commitments.

“We will continue to challenge Government to recognise they are short-changing the communities of Cambridgeshire and to provide the right level of funding for services that our residents deserve.”

The plans discussed included an increase of council tax by 4.99%, the maximum permitted by Government for county councils, as is the case in nearly all councils across England, and the level assumed by Government in setting its grant allocations. A total 2% of this increase is specifically for adult social care funding. The increase, if approved, would generate around £21million in additional funding and help the council continue providing the essential services people rely on.

This would mean that for a Band D property, the County Council's share of Council Tax would increase by £84.78 a year, or £1.63 a week.

Today's Plan and Budget Plan are available to view [on our website](#), and the Full Council meeting was [streamed live on YouTube](#).

Help with the Cost of Living

<https://www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living/emergency-help-and-money-advice>

If you are worried about the cost of energy bills, food and transport, the County Council has many ways it can offer help and advice. You may want help accessing grants and debt advice, support [getting all the money you're entitled to](#), or simply want to know more about the government's recent support measures. All of the links below are available on the County Council website from the route shown at the top of this article.

Money advice

- [Citizen's Advice](#)

Citizen's Advice provide a wide variety of help and advice including debt and money. They can give you the information you need to make the right choices, including help to deal with your debt problems, how to avoid losing your home and how to get your finances back into shape.

- [Making Money Count](#)

Making Money Count offers everyday help with money, finding work and renting. Reliable and easy to follow information brought to you by organisations across Cambridgeshire and Peterborough. Includes tips and advice on money, bills and debt, check entitlements, shopping deals, budgeting, keeping track of money, energy saving tips.

- [Money Help in Cambridgeshire](#)
- [Cambridgeshire Money Advice Centre](#)

Cambridge Money Advice Centre aim to provide a practical Christian response to the growing problem of debt in Cambridgeshire. They offer sessions at different sites

- [National Pensions Advisors](#)

National Pension Advisors advise on what pension you will have to live on when you leave employment or retire for any reason

In crisis

- [Buttle UK](#)

Buttle UK is a charity dedicated to helping children and young people in crisis in the UK: those living in financial hardships and dealing with multiple challenging social issues.

- [Making Money Count - Help in a crisis](#)

A crisis can occur for lots of different reasons, Check out the information on various help available to you in your area.

- [Cambridgeshire Local Assistance Scheme](#)

Cambridgeshire Local Assistance Scheme provides advice and support to families about making their money go further or help to move on from a difficult situation.

Debts

- [Step Change](#)
- [Christians against Poverty](#)
- [Stop Loan Sharks](#)
- [Money Helper](#)
- [Breathing space \(GOV.UK website\)](#)
- [Rights \(Bailiff\) \(GOV.UK website\)](#)
- [PayPlan debt support](#)
- [Mental health and money advice](#)
- [National Debtline](#)

Income max

- [British Gas Energy Trust checklist \(opens as a .pdf\)](#)

Grants

- [Glasspool Charity Trust](#)
- [Buttle UK - Chances for Children](#)

Stay well

- [Stay well \(Cambridgeshire Community Foundation website\)](#)

Budget planner

- [Money Helper Budget Planner](#)

Savings

- [Help to Save Savings Account \(GOV.UK website\)](#)

Cost of living

[Cost of living payments \(GOV.UK website\)](#)

Looking to access benefits? Explore how to claim benefits, find assistance from relevant authorities, and access further advice to support your financial journey.

Pension Credit

Pension Credit helps people over the state-pension age with low incomes with their living costs. It also allows you to claim other benefits. The Government has said that a large number of people who are eligible for Pension Credit do not claim it.

Pension Credit

Universal credit

- [Universal Credit \(GOV.UK website\)](#)
- [Help Someone Apply \(GOV.UK website\)](#)

Discretionary Housing Payments

- [How to Claim \(GOV.UK website\)](#)

Employment and Support Allowance

- [Employment and Support Allowance information \(GOV.UK website\)](#)

Benefit calculators

- [EntitledTo benefits calculator](#)
- [Benefit Calculator \(Turn2Us website\)](#)

Income Max

- [Income Max checklist \(British Gas Energy Trust\)\(opens as a .pdf\)](#)

Support for Mortgage Interest (SMI)

- [Support for Mortgage Interest \(SMI\): Overview \(GOV.UK website\)](#)

Long term illness

- [Personal Independence Payment \(Benefits and Work website\)](#)

The County Council offers help and advice on key aspects on these webpages:

<https://www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living/emergency-help-and-money-advice>

(same root)/[help-with-family-life](#)

(same root)/[help-with-food-meals-and-shopping](#)

(same root)/[housing-support](#)

(same root)/[support-to-improve-your-health](#)

(same root)/[cambridgeshire-holiday-voucher-scheme](#)

(same root)/[holiday-activities-and-food-programme](#)

(same root)/[support-with-the-cost-of-living/future-planning-and-support](#)

Upcoming Highways work

High Street, Landbeach -- (Temporary Prohibition Of Through Traffic) - Order 2026-10309

Action: to stop any vehicle from proceeding along High Street, Landbeach between Nos 104 and 112.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Waterbeach Road; A10 and vice versa.

Purpose: to facilitate ducting installation and associated works which are being carried out on or near this highway and it will come into operation on 2 March 2026 and continue until these works have finished or on the 1 September 2027 whichever is the earlier.

It is anticipated that these works will be carried out between 2 March 2026 and 4 March 2026.

Milton

River Cam towpath – (Temporary prohibition of use) - Order 2026-10252 – (4 months!)

Closure of Milton Footpath 1, Milton and Fen Ditton Footpath 6, Fen Ditton (the towpath) as lies between 200m on either side of the A14 flyover.

Purpose: to facilitate bridge maintenance and associated works on A14.

Alternative: The alternative route for pedestrians will be as signed. I have confirmed – a diversion is being constructed to the west of the towpath, which will allow continued use of the route down the river for pedestrians and cyclists.

When: Initial works in February. Main works in June 2026.

It is anticipated that these works will be carried out between 4 February and 5 June 2026.

Milton Interchange A14/A10

Proposed dates for work to repair the failed waterproofing on the lane 1 carriageway on the southbound overbridge:

Proposed work dates: **18/03/2026 – 20/03/2025** (2 shifts) (subject to confirmation)

Times: **20:00 – 06:00** (overnight)

Milton Detached - Fen Road Chesterton

I visited Fen Road, Chesterton with the Highways Maintenance Officer and we noted and photographed the location of over 37 serious potholes as well as vegetation to be cut back against the City Council-owned field north of Darrens Farm.

The Officer will be taking steps to get this carriageway repair work progressed.

I will be contacting Cambridge City Council to get the vegetation cut back.

Entrance to The Sycamore Recreation Ground - Job 448835

I know the Community Centre Manager has been requesting updates for this for some time.

Works for a new gully have been ordered under Reactive Highways Maintenance: 28522.

Apparently everything is primed to go, but the contractor is struggling to provide a date at the moment with the number of urgent works that are occurring on the network. The Highway Maintenance Officer is following up for a date.

Milton – Fen Road level crossing

I've received advice that the level crossing will be closed overnight but not the date.

For now, I'm guessing this will be the same date as Order 2026-20004 below (overnight between 23:30 19 April and 05:30 20 April 2026) but I will check.

Waterbeach – Cross Drove – TTRO Order 2026-20004

To stop any vehicle from proceeding along Cross Drove level crossing, Waterbeach.

Access will be maintained to properties affected by this order.

The proposed Order is necessary to facilitate essential maintenance works which are being carried out on or near this highway.

It is anticipated works will be carried out **overnight between 23:30 on 19 April and 05:30 on 20 April 2026.**

Waterbeach – Bannold Road

I have been following up with residents, to get sunken driveways across the highway verge repaired.

Managers' Report, Milton Community Centre, 18th February 2026

Maintenance/Improvements:

General ongoing repairs and maintenance have been completed across the 3 sites including.

- . The ceiling tiles have been repaired/replaced in the entrance lobby, small hall and upstairs rooms at the Community Centre.
- . Gulley covers have been put in at the Community Centre.
- . The adult toilets in the Annexe have been painted.
- . The lower-level guttering at the Community Centre and the Annexe has been cleared.
- . The rear door at the Youth Building has been repaired.
- . 3 additional CCTV cameras have been installed at Coles Road.

Coles Road:

The Annexe and the Main Hall remain popular for children's parties and the Main Building is now in use 7 days a-week for regular bookings and was used both on Christmas Eve and New Years Eve. The Hard Courts are in use 7 days a week and Milton Tennis Club continue to use the 3 tennis courts.

We have on average 55 regular weekly groups using the Centre.

Youth Building and Sycamores Pavilion:

Eddies Artworks continue to use the building Monday to Friday and Youth Group on a Thursday evening. Milton Football Club and Milton Cricket Club continue to use the Pavilion.

North Lodge

Milton Colts and Milton Cricket still use the pavilion at weekends. We have also had bookings for craft workshops and Inland Waterways meetings at the pavilion.

The National Teachers Association have stopped using the facility as the children they were teaching are now in mainstream schooling.

Vandalism and Crime:

We continue to see fly tipping at Coles Road and the Sycamores from both residential and commercial sources.

Dog owners not clearing up dog mess and not having the dog on a lead continues to be a regular issue at all 3 sites,

We continue to see high levels of parking at the Coles Road site for non-site users of the site and this has also started at the Sycamores.

Staffing

We are currently advertising for a new Centre Manager to replace me.

Andy West, Community Centre Manager 18/02/2026