



# MILTON PARISH COUNCIL

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## TO ALL MEMBERS OF THE PARISH COUNCIL MAINTENANCE COMMITTEE

You are summoned to attend a meeting of Milton Parish Council Maintenance Committee to be held in the Bowls Pavilion on Monday 15 June 2026 at 7.30pm.

Members of the Public and the Press are cordially invited to attend but numbers may be restricted to meet health and safety requirements.

Clerk's signature: *Sarah Coker*

Date of issue: 9 June 2026

### AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on Monday 22 September 2025 (Pages 2-4)**  
**To APPROVE the minutes of the meeting held on Monday 16 March 2026 (Pages 5-6)**
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. **Allotments (Page 7)**  
See Maintenance report.
6. **Paddock Wood (Page 7)**  
See Maintenance report.  
  
To **CONSIDER** quote to install a manual pump in Paddock Wood: 5 to 8m borehole to be drilled £2,150 plus hand pump install £1,370 + VAT.
7. **Cemetery (Page 7)**  
See Maintenance report.
8. **Maintenance Work Schedule (Page 7)**  
To REVIEW works schedule.
9. **War Memorial Area – Tree Replacement**  
To CONSIDER suitable tree/shrub placement.
10. **Edmund Green**  
To put a maintenance plan in place for Edmund Green.
11. **Dates of next meetings**  
Monday 21 September 2026 – 7:30pm.

Clerk Office

**Minutes of the Maintenance Meeting of Milton Parish Council held on  
Monday 22 September 2025 at 7:30pm held in the Bowls Pavilion**

**Present:** P Ellwood (PE)(Chairman), HM Smith (HMS), A Bradnam (AB)

**In Attendance:** S Corder (Clerk), P Adams (Village Maintenance Person)

**1 Apologies for absence**

D Wildman (personal), J Coston (personal)

**2 To APPROVE the Minutes of the meeting held on Monday 16 June 2025**

Deferred until December Maintenance meeting.

**3 Declarations of interest and dispensation:**

To receive declarations of interest from councillors for items on 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**

No public in attendance.

**5 Allotments**

Currently have 5 vacant plots.

There are some plots that require attention by the tenants. Rent letters are being sent in this month, to which some plots maybe returned. Once all rents in, plot holders will be written to about clearing up their plots.

**6 Paddock Wood**

The previous planted saplings are not doing too well. The most recent planted ones (6) are coming along well and some along the A10 boundary fence. Date to be arranged to plant the trees and 3 fruit bushes – the dead saplings/post/protectors can be removed. Looks like some have been cut down by accident with the mower.

**Action: AB to contact Woodland Trust or Wildlife Trust for advice on best planting locations of new saplings and the 7 trees donated to the PC.**

**7 Maintenance Work Schedule**

Received and reviewed works required.

**8 Cemetery**

As reported on Works Schedule.

Need to consider replanting the wildflower areas – nothing growing but tall grass and weeds.

**Action: Clerk to order Wildflower seeds and Yellow Rattle for planting.**

**Clerk looking into a suitable pump to extract water from the ditch to fill the water tank now located at the Cemetery.**

To **CONSIDER** Cemetery path works – quote from C J Murfitt

Option 1.

Excavate and reduce levels, remove existing timber edgings, and clear away. Lay new square top edgings on concrete base, geo textile terram and 150mm hardcore base. Level and compact hardcore. Supply and lay 75mm of 20mm clean gravel, across the full length of the path. Make good any grass with topsoil and seed.

All for the sum of £19,382.00 Plus V.A.T.

Option 2.

As above option 1 but using gravel trays and 10mm gravel infill.

All for the sum of £27,271.00 Plus V.A.T.

Option 3.

To excavate area to reduce levels. Supply and lay 150 x 50mm flat top edging kerbs, to be set in concrete, to form new pathway.

To supply and lay Terram Geotextile Membrane. To supply and lay Type 1 hardcore to a depth of approximately 150mm when compacted by machine.

To supply and lay 20mm Base Course Macadam to a depth of approximately 50mm when compacted. To supply and lay 6mm Stone Mastic Asphalt Wearing Course to a depth of approximately 30mm, when compacted by machine. ALL open edges to be sealed with Pitch. All spoils and risings to be removed from site.

Make good grass with topsoil and seed on completion.

All for the sum of £31,684.00 Plus V.A.T.

Option 4.

Excavate and reduce levels, remove existing timber edgings, and clear away. Lay new square top edgings on concrete base, geo textile terram and 150mm hardcore base. Level and compact hardcore. Supply and lay 75mm of Hoggin self-binding gravel, across the full length of the path. Make good any grass with topsoil and seed.

All for the sum of £18,950.00 Plus V.A.T.

**PE Proposed to accept Option 4 £18,950.00 + VAT – AB Seconded ALL AGREED  
(This is an approved spend in the Capital Budget)**

## 9 Play Areas

As reported on the Maintenance report - From June minutes: Play inspections reports were sent to Eibe (The Rowans), Wicksteed (Fitness equipment) and Fenland Leisure (Humphries Way).

**Eibe:** no works required on the playhouse as the gaps in the wood is down to weather and will shrink back when weather changes.

**Wicksteed:** Sent out the parts required – PA fitted them.

**Fenland Leisure:** conducted required repairs.

**Action: Clerk to order play bark to be ordered once cleared of weeds.**

To **CONSIDER** improvements for Humphries Way play area and budget.

To be discussed on the Village Maintenance tour

To **CONSIDER** improvements to Faulker Close play area.

To be discussed on the village tour

## 10 Village Maintenance and Tree Tour

To arrange a date to walk the village and report on any maintenance or tree issues.

**Date arranged: Wednesday 1 October 2025 at 9:30am**

## 11 Review of Maintenance Risk Assessments

Risk assessments: Litter picking for volunteers, Village Maintenance Person, Allotments, bus shelters, Cemetery, Use of contractors, Fire, Litter picking (employees), Office, Open spaces & parks, Play areas, Tree maintenance, Erecting Christmas decorations.

**No changes required. Ditch clearance risk assessment to be added.**

**12 Maintenance Budget 2026/27**

To **CONSIDER** budget items and budget request for the next financial year

General Ground Maintenance	£26,000
Trees	£5,000
Cemetery	£5,500
Allotments	£2,000
Paddock Wood	£1,000
Bus Shelters	£500
Seats & Bins	£500
Cleaning sundries	£100
Play areas	£4,000
Play areas (to reserve for contingent liability)	£10,000
Tomkins Mead (includes £1,500 to CSLT)	£3,500
Equipment Maintenance (to include AED's x 3)	£250
General Maintenance	£750
<b>Total</b>	<b>£59,100</b>

**To go to Finance Committee for Budget approval**

**13 Biodiversity Policy and Action Plan**

To discuss next steps. **Action: PE to review the plan before it is shared with the village and suggest questions that could be put forward to the residents.**

**14 Dates of Next Meeting**

Monday 15 December 2025 7:30pm

**Litter Pick Saturday 25 October 2025 – 2pm (Meet at PC office)**

**Meeting closed at 9:23pm    Signed: ..... Date: .....**

**Minutes of the Maintenance Meeting of Milton Parish Council held on  
Monday 16 March 2026 at 7:30pm (started 7:37pm) held in the Bowls Pavilion**

**Present:** P Ellwood (PE)(Chairman), H Smith (HMS), J Coston (JEC), D Wildman (DW)

**In Attendance:** S Corder (Clerk), P Adams (Village Maintenance Person),  
J Windle (JW – Non-voting Councillor)

**1 Apologies for absence**

A Bradnam (personal)

**2 To APPROVE the Minutes of the meeting held on Monday 22 September 2025**

Deferred to April MPC meeting.

**To APPROVE the Minutes of the meeting held on Monday 15 December 2025**

PE Proposed to accept the Minutes as a true record – DW Seconded **AGREED.**

**3 Declarations of interest and dispensation:**

To receive declarations of interest from councillors for items on 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**

No public in attendance.

**5 Allotments**

Maintenance report shared in agenda papers – Currently have 2 vacant allotment plots.

The damage to the gate bolt has been repaired.

Still awaiting an installation date for the new hand pump.

**Clerk to investigate a sturdier replacement gate lock due to the previous ones being broken.**

To **CONSIDER** purchase of a new allotment gate due to damage. Quote received £585 + VAT for new gate and post, £300 labour, and disposal of gate. **Defer. Clerk to ask for a more robust gate with pictures of suggestions and more information to be given.**

**6 Paddock Wood**

Maintenance report shared in agenda papers – The 7 trees have now been planted.

Date to be arranged to plant the Woodland Trust tree saplings after further input from the tree warden.

**7 Cemetery**

Maintenance report shared in agenda papers – New cemetery path to be laid week beginning 24 March 2026. Spring Meadow has been relocated into the new part of the Cemetery between the Ashes plots and the Traditional section. Spring bulbs have been planted in this area. The Summer Meadow is due to be lightly rotavated and have wildflower and yellow rattle seeds planted to reinvigorate the area.

**8 Play Areas**

The play inspections reports were received and reviewed. **Clerk to source quotes for repairs required to Humphries Way and Froment Way play areas.**

To CONSIDER quote from Wicksteed to replace the play bark with wet pour on Humphries Way Play Park £10,435.59 + VAT. **Defer until above quotes are received.**

**9 Maintenance Work Schedule**

Received and reviewed works required – **PA to paint the compost bin at the Cemetery. Clerk sourcing quotes for the pump needed for the water tank at the Cemetery. Clerk to source a quote to repair the broken bench seats in the Cambridge Road bus stop.**

**10 Faulkner Close Revamp of Play Area (Appendix 3)**

To CONSIDER specification required for turning this area into a lawn/flower area.  
**It was AGREED by Council to renew the area like for like. To reinstate the tarmac area and new fencing. New quotes to be obtained. JEC to ask the Primary School what floor games they would like to see in this area.**

**11 Biodiversity Policy**

To conduct a final REVIEW of the Biodiversity Policy.  
**Defer this item for Clerk to check for version updates.**

**12 Dates of Next Meeting**

Monday 15 June 2026 – 7:30pm

**Meeting closed at 9pm    Signed: .....    Date: .....**

### Maintenance Report

Area	Updates
<b>Allotments</b>	All plots are currently taken. Allotment maintenance checks have been undertaken and plots that require work, the tenants have been written to. Clerk to check that works have been carried out.
<b>Paddock Wood</b>	Tree saplings are doing well. Further planting to take place in the Autumn. Fruit bushes have also been planted.
<b>Cemetery</b>	Summer Meadow due to be lightly rotovated and wildflower and yellow rattle seeds to be planted.

### Maintenance Works Schedule as of 9 June 2025

Area	Works Required	Progress
Cemetery	Compost box	<b>PA to paint</b>
	Water supply	<b>Water tank and tap is now located at the Cemetery. Needs to be moved to flat location. Clerk sourcing quotes for new pump. To arrange a date to move water tank to suitable location.</b>
Brick bus stop Cambridge Road	Replacement bench needed due to damage. Currently tapped off.	<b>To source a quote to replace the wooden bench. Awaiting quote from Warrilow &amp; Sons.</b>