

COLLINGHAM *Parish Council*

Station Adoption Policy

Adopted November 2025

Review due: annually

1. Purpose

Collingham Parish Council (“the Council”) has formally adopted Collingham Railway Station under the East Midlands Railway (EMR) Station Adoption scheme. The purpose of this policy is to provide a clear framework for the management, funding, and oversight of station adoption activities, ensuring that they are safe, accountable, and beneficial to the community.

2. Objectives

- To enhance the appearance and community value of Collingham Railway Station.
- To support the aims of EMR’s Station Adoption scheme.
- To integrate station adoption activities with the Council’s Collingham in Bloom project and other community projects.
- To encourage volunteering, civic pride, and positive perceptions of the village.

3. Scope

This policy covers all adoption activities undertaken at Collingham Railway Station under the agreement with EMR, including:

- Planting, landscaping, and decorative displays.
- Litter picking and tidying.
- Installation of approved community art, heritage boards, or information panels.
- Reporting faults, vandalism, or safety issues to EMR.

Station adopters are not to conduct:

- Repairs to structural elements of buildings or station fixtures

- Work to lighting, electrical fixtures, gas or water,
- Any sort of work on the tracks or level crossing
- Work within 1.25m of the white line on platforms

4. Roles and Responsibilities

- Parish Council: Holds overall responsibility for adoption activities, policy compliance, and liaison with EMR.
- Station Adoption Lead: A councillor or officer appointed annually to coordinate adoption work and report to the Council – (2025-26: Parish Clerk)
- Individual Adopters/Volunteers: Must be registered with EMR, comply with EMR's safety requirements, and hold from 2025 onwards a valid Disclosure and Barring Service (DBS) check as stipulated by EMR.
- East Midlands Railway: Provides safety briefings, insurance cover, high-visibility vests, ID cards, and guidance.

Councillors and staff are encouraged to become Station Adopters but this is not compulsory.

5. DBS and Safeguarding

All individual adopters must hold an up-to-date DBS check before carrying out adoption duties, in line with EMR's requirement from 2025 onwards. EMR will arrange this. The Council will maintain a record of checks and ensure compliance.

6. Finance and Resources

- Routine planting and decorative works will be funded from the Collingham in Bloom budget.
- Larger projects (such as interpretation boards, seating, or structural decorative works) will be resourced through external funding, including EMR grants and Community Rail Network opportunities.
- All expenditure must be authorised in line with the Council's Financial Regulations.

7. Health and Safety

- All adoption activities and volunteers must follow the EMR Station Adopters Safety Briefing (Appendix A to this policy)
- All volunteers must have received and signed the EMR Station Adopters Safety Briefing along with having on-site training provided by EMR prior to carrying out any activities.

- To carry out activities, volunteers must wear EMR-issued ID and EMR issued (pink) high-visibility vests while on site.
- Activities must not be undertaken alone where avoidable; if lone working is necessary, the Council's Lone Working Policy applies.
- Risk assessments will be prepared for significant activities (e.g. planting days, installation works).

8. Monitoring and Reporting

- The Station Adoption Lead will report quarterly to the Parish Council.
- A joint review meeting will be held annually with EMR's Community Rail team.
- Feedback from residents and passengers will be invited through Council communications.

9. Policy Review

This policy will be reviewed annually, or sooner if EMR's adoption requirements change. Updates will be agreed by resolution of the Council.