

Ref. No.	PL/NO/12
Category	
People	
Place	Yes
Corporate	
In Constitution	

# Working Together

## Policy Details

What is this policy for?	The policy gives the options available to town and Parish councils if they wish to carry out work that was traditionally done by the highways authority.
Who does this policy affect?	Town and Parish councils.
Keywords	Agency, agreement, highways, town, parish
Author	Mike Westwood, Community Highways Manager.
Dorset Council policy adopted from	Dorset County Council.  This policy applies across the Dorset Council area.
Does this policy relate to any laws?	Highways act 1980
Is this policy linked to any other Dorset Council policies?	N/A
Equality Impact Assessment (EqIA)	An EQIA will be completed when the policy is reviewed/harmonised for Dorset Council.
Other Impact Assessments	None.

## Status and Approvals

Status	Live	Version	1
Last review date	June 2017	Next review date	June 2019
Approved by (Director)	Dorset County Council Service Director Highways	Date approved	2017
Member/ Partnership Board Approval	Dorset County Council Cabinet	Date approved	May 2017

# Working Together - Highways

Local Communities, Local Priorities, Local Choices



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**Dorset County Council**



**Dorset Association of Parish & Town Councils**

(Affiliated to the National Association of Local Councils)

## Local Communities, Local Priorities, Local Choices

Dorset County Council (DCC) has a duty to maintain highways maintainable at the public expense and a power to maintain other highways. Dorset Highways is the Service responsible for carrying out DCC's duties and powers to maintain surfaced highways, footpaths and associated features. DCC's duty to maintain unsurfaced highways is carried out by the Countryside Service.

The level of maintenance necessary to comply with DCC's duty can be lower than that expected by local communities. Over the past decade Dorset Highways has seen a significant reduction in the budgets for delivering routine highway maintenance and, as a result, non-essential and minor maintenance items can no longer be carried out; it is necessary to focus resources on the priority issues that affect public safety and the integrity of the highway, i.e. Core Functions.

Many communities have contacted Dorset Highways expressing a wish to become involved in commissioning or carrying out some of the minor maintenance activities which DCC is unable to finance. **This leaflet is designed to offer Parish and Town Councils a list of options to carry out additional highway maintenance works in their respective areas, should they wish to do so.**

The following items are considered to be **core functions** and will be provided by Dorset Highways -

- Inspect and maintain surfaced highways and associated features in accordance with the Dorset Highway Maintenance Plan.
- Install new and maintain surface water drainage pipes.
- Empty surface water gullies in accordance with the Dorset Highway Maintenance Plan.
- Investigate and rectify flooding as and when required.
- Maintain highway verges in accordance with the Dorset Highway Maintenance Plan.
- Development of safety schemes where accident hotspots are identified.
- Resurfacing as required.
- Maintain highway bridges and retaining walls.
- Maintain salt stocks and clear snow in accordance with the published Winter Maintenance Plan.
- Replacement of essential signs.

Local communities may want the following **non-essential functions** to be carried out -

- Increased frequency of:
  - Urban grass cutting;
  - Rural verge cutting;
  - Gulley emptying;
  - Weed killing;
  - Sign cleaning;
  - General cleaning (road sweeping);
  - Tree pruning;
  - Siding out (removal of detritus from the back of footways),

than would be achieved through the Council's normal maintenance schedule.

- Earlier refreshing of road markings and replacement of roads signs than would be achieved through the Council's normal maintenance schedule.
- Additional winter service functions (more salt bins, more salt, salting of additional routes, etc.)
- Fingerpost arm replacement or re-painting.
- Village gateway signage.
- Other non-essential sign replacement.
- Grip clearing more frequently than biennial.
- Cutting back overgrowth around surface water gullies.
- Clearance of fallen leaves from gullies.
- Proactive clearing of surface water systems.
- Painting or treating fencing.

It is hoped that by working together with Parish and Town Councils, Dorset Highways can enable non-essential and minor maintenance items to be undertaken in areas where local communities consider them to be desirable.

There are **four** options that Parish, Town and Borough Councils may consider implementing to enable non-essential and minor maintenance items to be carried out in their area, these options are outlined on the following page. These are:

- Option 1            Use of Volunteers.
- Option 2            Town / Parish Councils commission suitable contractor.
- Option 3            Dorset Highways are commissioned by Town / Parish Council.
- Option 4            Agency Agreement between Town / Parish Council and Dorset County Council.

Should you have any concerns or queries regarding which option is most suited, your local Community Highway Team will be happy to advise.

### OPTION ONE

#### Use of Volunteers



Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.



Parish / Town or Borough organise volunteer teams.



Direct liaison with Community Highway Officer to co-ordinate the works.



Dorset Highways provide suitably qualified Supervisor / Chargehand and appropriate personal protection equipment and hand tools free of charge.

Refer to "Community Volunteer Guidance" on SharePoint page

### OPTION TWO

#### Parish / Town or Borough Council use a Suitably Qualified Contractor or In-House Workforce



Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.



Parish / Town or Borough source suitable contractor.



Direct liaison with Community Highway Officer to co-ordinate the works.



Contractor carries out the work directly for Parish / Town or Borough Council.

Refer to "Consent Form" on SharePoint page

### OPTION THREE

#### Dorset Highways carry out works paid for by the Parish / Town or Borough Council



Parish / Town or Borough compile programme of works to be carried out and discuss with the Community Highway Officer.



Agree with Dorset Highways resources required and cost (an idea of likely costs in 2016 for particular tasks are set out below).



Direct liaison with Community Highway Officer to co-ordinate the works.



Dorset Highways carries out the works funded by the Parish / Town or Borough Council.

Refer to "Community Contribution Guidance" on SharePoint page

### OPTION FOUR

#### Parish / Town Council enter into an Agency Agreement with Dorset County Council



Contact Community Highway Officer to agree that works will be included within the Agency Agreement.



Agency Agreement signed by both parties.



Parish Council carries out works with the chosen supplier / provider.



Annual Agency Review carried out.

Refer to "Agency Agreement Template" on SharePoint page

## Please note: Collaboration between Parish and Town Councils working in Partnerships

There are a number of Parish and Town Councils who are showing interest in sharing arrangements / establishing partnerships within all of the above 4 options, this would be welcomed and the County Council and DAPTC would be happy to lend any assistance required.

Sample of Typical Costs (subject to change due to inflation or increased material costs):

● Gully Emptier with Two Operatives	£ 450.00 per day	● White Lining Team	£ 550.00 per day
● Flail Mower and Driver	£ 375.00 per day	● General Maintenance Team (Two Operatives)	£ 400.00 per day
● Mechanical Side Verging Team	£1200.00 per day	● Drainage Survey and Jetting Team	£ 450.00 per day

Sample of some typical outputs per 8 hour day:

- Gully Emptier with Two Operatives –80-150 gullies per day.
- White Lining Team - up to twenty complete junction markings.
- Flail Mower and Driver – up to 5 miles of single width verge cutting.
- Mechanical Side Verging Team – 2-4 miles in length of verge cutting.

Smaller quantities should be priced for separately as they will likely be cheaper than the day rate.

There are many schemes already operating for Parish and Town Councils and Community Groups to work with DCC in relation to their local highways. The options set out above are intended to build on the success of schemes such as:

- **Flood Warden Scheme**

A community champion who monitors drainage problems and flooding hotspots and works in conjunction with the Community Highway team to resolve any issues

- **First Line of Highway Enforcement**

We supply you with a template letter to provide to home/landowners when a ditch requires clearing or hedge needs cutting, this will remove the need for formal action from DCC and this less formal approach to enforcement has been seen as a more acceptable and less adversarial option.

- **Snow and Ice Clearance**

Dorset Highways will support communities who wish to formulate a snow plan for their Parish, with the provision of a snow plough blade, a supply of rock salt to assist in the removal of snow and the prevention of ice and help in preparing a Parish Snow Plan.

The choice is yours, we are available to discuss any of the above initiatives you may wish to be involved in. Your **Community Highway Officer** is the key contact for discussing any proposals you may have.

**We hope you will get involved..... you may be surprised at what can be achieved by working together!**



## **Contacting Dorset Highways**

**Telephone:** 01305 221020

**Email:** [dorsethighways@dorsetcc.gov.uk](mailto:dorsethighways@dorsetcc.gov.uk)

**Visit the “Member, Parish and Town Councils SharePoint Page” for access to:**

- All key Dorset Highways documentation and updates
- Details Of Community Highway Officers For Your Area
- Monthly E Newsletters

**Report a road problem and make enquiries online:**

[dorsetforyou.com/dorsethighways/contact](http://dorsetforyou.com/dorsethighways/contact)

**Live traffic and travel information:**

[dorsetforyou.com/traveldorset](http://dorsetforyou.com/traveldorset)

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