

Community Self-Help Scheme

Empowering town and parish councils to deliver minor works in their communities.

- What is Community Self-Help?
- Why are we offering it?
- What sort of work does it cover?
- How would a town or parish go about delivering these works?
- How do I get involved?

What is Community Self-Help?

The newly developed scheme, launched by Wiltshire Highways and Streetscene in July 2019, aims to empower and support town and parish councils across Wiltshire to carry out small local maintenance tasks in their communities.

The Scheme will run to the conclusion of the Service Delegation and Asset Transfer Programme. After which time new arrangements will come into force.

Why are we offering it?

The Wiltshire scheme has been developed in partnership with town and parish councils across the county in response to their demand to be allowed to do more to improve the look and feel of their local communities by undertaking minor projects over and above what Wiltshire Highways and Streetscene is able to deliver.

Our aim is to be clear about what Wiltshire Highways and Streetscene can and cannot provide as a service and to enable communities to make informed decisions about whether they would like to take up options for self-help.

What sort of work does it cover?

The range of works that town and parish councils will be able to undertake through Wiltshire's Community Self-Help Scheme include:

- Litter collection and litter bin emptying
- Pavement sweeping
- Grass cutting
- Sign cleaning
- Wildflower Meadow implementation
- Fingerpost cleaning/painting/repair
- Tree pruning/branch removal
- Shrub/ Hedge cutting/pruning
- Siding out of footways, or paths (removing encroaching grass and weeds)
- Weed killing/weed removal
- Developing verge reserves

Using your own trained employee(s)

This option enables town and parish councils to use existing or new employees to undertake work themselves on the council land. Town and parish councils will be responsible for employing any individuals and ensuring that work is undertaken in line with the requirements of working in the highway. Employees will need the relevant training and/or qualifications for the work which they plan to undertake.

Using volunteers to undertake work

This option enables town and parish councils to use community volunteers to undertake work on the Council's land. Town and parish councils will be responsible for ensuring that there is someone suitably trained to oversee the work of the volunteers and ensure that work is undertaken in line with the requirements of working in the highway and land.

Buying additional services from Wiltshire Highways

This option enables town and parish councils to buy in additional services from Wiltshire Highways idverde contractor direct.

This allows the town and parish councils easy access to a competent contractor to undertake work. However, there is no recommendation from Wiltshire Council to use this contractor and the other options detailed above ensure there is ample opportunity of other provision.

How do I get involved?

Now that you know about the options available to you, all you need to do is follow this step-by-step guide:

1. As a town or parish council, consider the work you would like to carry out in your community, including the type of work, location and preferred dates (please note: depending on the type of activity you are hoping to carry out and the location this may have an impact on the length of time it takes to plan the activity).
2. Email the relevant Highway Team with the name of your town/parish, a description of the activity you would like to carry out and where, and which of the four options you wish to use by completing the form in **Appendix A** - we will then assess your request.
3. We will aim to acknowledge your email request within 5 working days of receipt, this may be with a proposed way forward, or to request more information.
4. We will then work with you to ensure sign off and plan the activity appropriately including whether training or equipment is required and/or if road space needs to be booked etc.

WILTSHIRE COUCIL

**COMMUNITY SELF-HELP
SCHEME**

PARISH/TOWN COUNCIL

CONTRACTOR CONSENT FORM

PARISH/TOWN COUNCIL HIGHWAY CONTRACTOR CONSENT FORM

Parish/Town Council:	
Tel No:	
Name of Council's representative:	
Email:	
Address:	

Nature of Works to be undertaken by the Parish/Town Council's Contractor:

30 mph roads		40mph+ roads	
Litter collection and litter bin emptying		Litter collection and litter bin emptying	
Pavement sweeping		Pavement sweeping	
Grass cutting		Grass cutting	
Shrub maintenance		Shrub maintenance	
Wildflower Meadow Establishment and maintenance		Wildflower Meadow Establishment and maintenance	
Road traffic sign cleaning		Road traffic sign cleaning	
Fingerpost cleaning/painting/repair		Fingerpost cleaning/painting/repair	
Cleaning/painting of fences		Cleaning/painting of fences	
Tree pruning/branch removal		Tree pruning/branch removal	
Hedge cutting/pruning		Hedge cutting/pruning	
Siding out footways		Siding out footways	
Weed killing/removal		Weed killing/removal	
Replacement of street name plates		Replacement of street name plates	
Specific other work as detailed below:			
Location of the Works:			

Date of Works commencement:	
Date of Works completion:	

Contractor details:

Company/contractor:	
Contractor name:	
Address:	
Tel No.:	
Email:	

I hereby confirm that the above information accurately reflects our company and the type of Works that we will be carrying out on behalf of

.....

Signed:

.....

Date:

.....

Print Name

Contractor statement:

I confirm that I/we do hold Public Liability Insurance cover for at least £5 million in respect of all claims which might arise from working on the highway. I also confirm that I am/we are suitably trained to work on the highway and that the terms and conditions of this consent have been read and understood and I/we agree to be bound by them, in our capacity as the 'Parish/Town Council's Contractor'.

Signed:Date:.....

Print Name

NOTE: Please send the completed form to the address below (giving at least two weeks' notice).

Where the nature of the works warrants it, Wiltshire Council may require further details such as plans and specifications before granting this consent and, once received, any such plans and specifications will be attached to this consent and considered to be part of the defined Works.

Highways contact details:

Bradford on Avon, Chippenham, Corsham, Melksham,
Trowbridge, Warminster and Westbury community areas:

centralhighways@wiltshire.gov.uk

Calne, Devizes, Marlborough, Malmesbury, Pewsey, Royal
Wootton Bassett & Cricklade community areas:

NorthernHighways@wiltshire.gov.uk

Amesbury, Salisbury, Southern, South West community areas:

southernhighways@wiltshire.gov.uk

WILTSHIRE COUCIL HEREBY GRANTS permission to the Contractor to carry out the aforementioned defined work in the highway subject to the terms and conditions and the special conditions below:

Special conditions:

.....

.....

Signed on behalf of Wiltshire C:

.....

Print Name:

Job title:

Date:

TERMS AND CONDITIONS

1. This consent takes effect when dated, as above, and continues until terminated by the Council or the Works are completed (whichever is the earlier).
2. Termination of this consent shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the consent which existed at or before the date of termination.
3. This consent only applies to the extent of the Works insofar as such works are undertaken within the highway.
4. The Contractor shall ensure that the Council's Street Works Team is notified advance of undertaking the Works, particularly if a temporary road closure is required (for which there is a minimum 3 months' notice period).
5. All signing and guarding measures must comply with the *Safety at Street Works and Road Works: a Code of Practice - October 2013* in conjunction with both the *Traffic Signs Regulations and General Directions 2016* and Chapter 8 of the *Traffic Signs Manual 2009*.
6. In carrying out the Works, the Contractor shall comply with all applicable law, guidance and good practice guidelines.
7. The Contractor's operatives and supervisors working on the highway should be trained to a suitable level to carry out the Works and to erect the signing and guarding measures required.
8. The Contractor shall ensure that the public are excluded from the working area and a surrounding safety zone whilst the Works are being carried out by means of barriers and signs and /or by obtaining a temporary road closure notice or order.
9. The Contractor shall make good any damage to the highway caused as a result of the Works and, if the Contractor fails to make good to the standard and / or timescales required by the Council, the Council reserves the right to make good the damage, the cost of which shall be recoverable against the Contractor.

10. The Contractor will cease the Works immediately upon any dispute arising over the boundary of the highway or encroachment onto private property and any such dispute is to be immediately notified to the Council. The Works shall not recommence until the Council states it is satisfied such dispute is resolved.
11. Any dispute regarding damage to private property shall be fully resolved by the local council and the local council's Contractor at no cost to the Council and the Contractor shall make good any damage caused to private property arising from the Works.
12. The Contractor shall not cause a nuisance or a danger to users of the highway or to property of land owners adjacent to the area affected by the Works.
13. Anybody working on the council's land must be covered by at least £5 million of public liability insurance. The insurance must cover the activity described in carrying out the Works, specifically on the highway.
14. The Contractor shall indemnify the Council and the council against any injury or loss caused by the Works or other activity undertaken by the Contractor. The Council accepts no liability for any damage, loss or claim resulting from the Works.
15. The Contractor (and the council where appropriate) will upon demand by the Council supply all information reasonably required in connection with carrying out the Works.
16. The Contractor shall adopt safe systems of working in the highway, ensuring that site-specific risk assessments are carried out prior to the Works starting so that full account is taken of the working environment and the impact that such work will have on local residents and road users.
17. Residents and businesses affected by the Works shall be consulted beforehand by either the council and/or the Contractor.
18. Owners of any private vegetation should be consulted by either the council and/or the Contractor before it is cut back to the edge of the highway or from around signs.