

COMMUNITY SELF-HELP SCHEME



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**FOR COMMUNITY VOLUNTEERS
WORKING IN THE HIGHWAY**

Section 101 Local Government Act 1972

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1. INTRODUCTION

- 1.1 This agreement is to enable town / parish councils to undertake agreed works on or affecting the public highway subject to the terms set out below.
- 1.2 Suffolk County Council, as the highway authority, has a duty to uphold and protect the rights of the public to use and enjoy all highways for which it is responsible.
- 1.3 Suffolk County Council, as the highway authority, remains bound by statute (Highways Act 1980) to maintain the highway network in a safe condition. The County Council sets out in its policies the level of service it will provide to discharge its duty to maintain.

2. TERMS of the AGREEMENT

2.1 Suffolk County Council commits to:

- Train 'Community Volunteers' in signing, lighting and guarding to ensure work locations suitably meet Chapter 8 of the Traffic Signs Manual.
- Provide a selection of properly maintained tools, equipment and signs.
- Provide public liability insurance (but no other forms of insurance) for any works done by the community volunteers provided that:
 - the work is done in accordance with Suffolk County Council's Highway Maintenance Operational Plan ("HMOP") and/or the Highways Infrastructure Asset Management Plan and
 - any necessary traffic management (including signs) is deployed by a Chapter 8 qualified person.

2.2 The town / parish council shall nominate one or more Community Volunteers as 'Community Volunteer Supervisors' who will lead the Community Volunteers, be the point of contact with Suffolk County Council, and shall:

- Plan and prioritise the intended work of themselves and the Community Volunteers
- Liaise with Suffolk Highways' Engagement Officer to avoid any clashes with work planned by Suffolk County Council, to arrange the loan of equipment (if needed) and to seek advice and assistance as appropriate
- Produce and retain a written risk assessment for each piece of work

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- Arrange for the collection, safe storage and return of any equipment borrowed from Suffolk County Council
- Ensure any defects meeting the intervention criteria stated in the HMOP are referred to Suffolk County Council through the online highways reporting tool (<https://highwaysreporting.suffolk.gov.uk/>) for assessment, when they are identified.
- Ensure that a suitably qualified person places and removes any traffic management barriers and signs in accordance with Chapter 8 of the Traffic Signs Manual

2.3 The Community Volunteer Supervisors may also act to:

- help people access information published by Suffolk County Council,
- help people use online reporting tools developed by Suffolk County Council,
- liaise on behalf of the community with neighbours to request them to discharge their responsibilities, for example for trimming back vegetation

3. Scope of Works

Under the terms of this agreement, the following range of work may be undertaken:

- 3.1 Weed clearance – removal of excess weed growth from footpaths and footways.
- 3.2 Sign cleaning – cleaning of highway signs
- 3.3 Painting street furniture – appropriate for previously painted street furniture such as heritage lighting columns, guard posts, pedestrian guardrails and bridge parapets
- 3.4 Siding out – removal of grass, soil and weeds encroaching upon footpaths and footways
- 3.5 Cleaning around gullies – removal of soil and debris from around gully frames and gratings.
- 3.6 Small drainage works – the removal of vegetation and debris from water channels (excluding ditches) and grips.
- 3.7 Grass cutting – cutting of grass verges and banks.

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- 3.8 Finger post repairs – maintenance, replacement and repair of finger posts.
- 3.9 Hedge/tree cutting – cutting back of hedges on roadside banks and verges and small branches and offshoots of trees that obstruct the highway or obscure road signs.
- 3.10 Wildlife verge management – active management of verges to support native wildlife
- 3.11 Collect highway information – record the location of drainage features or other highway features.
- 3.12 Other works – as agreed with Suffolk Highways' Engagement Officer or other nominated authorised Suffolk Highways representative.

4. Conditions

The following conditions apply:

- 4.1 No works will be undertaken to the road surface level.
- 4.2 No works shall be undertaken by standing on the road surface unless the road is closed to all traffic or traffic management is in place in accordance with Chapter 8 of the Traffic Signs Manual
- 4.3 The traffic management must be provided by Highways Rangers (i.e. suitably qualified employees of town councils), Suffolk Highways or by a suitably qualified traffic management organisation, whose details are submitted to the County Council in advance of any works starting,
- 4.4 Annex A sets out the work that the local council wishes to undertake and whether the traffic management will be provided by Highways Rangers, Suffolk Highways or another suitably qualified traffic management organisation.
- 4.5 Annex A can be jointly amended by the local council and Suffolk County Council to reflect the scope of works that the local council may wish to undertake
- 4.6 No machinery or equipment, such as brush cutters, strimmers, chain saws sprayers etc., shall be used on the public highway without proof of competency of the machinery/equipment user along with current certification
- 4.7 All machinery and tools used in carrying out the works must be regularly and properly maintained, inspected and serviced to a safe standard of operation.

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- 4.8 All works carried out in the highway must be carried out using suitable personal protective equipment (“PPE”) for the level of risk identified in the risk assessment.
- 4.9 The local council must maintain a full record of Community Volunteers and Community Volunteer Supervisors carrying out works and activities undertaken including risk assessments and provide any such records if requested by Suffolk County Council.
- 4.10 The local council will provide Suffolk County Council with an annual summary of all work it has undertaken under the terms of this agreement to provide an annual record of achievements and help promote the Community Self Help scheme.
- 4.11 The local council must ensure it complies with the General Data Protection Regulation 2018 and all other applicable data protection legislation. The Community Volunteers and Community Volunteer Supervisors must consent to their personal data being retained for the purposes of this agreement by Suffolk County Council before undertaking any work.
- 4.12 Any accident, incident, dispute or claim of which the local council becomes aware must be reported immediately to Suffolk County Council.

5. Insurance

- 5.1 Provided the local council carries out works in accordance with this agreement then any accidental damage to **third party property** or **injury to a third party** will be covered by Suffolk County Council’s public liability insurance.
- 5.2 In the event that the local council carries out works that are outside this agreement then the local council will be liable for any third-party injury or damage to property. In such circumstances, the local council will indemnify Suffolk County Council against any claims made against it, or any payments made by Suffolk County Council in consequence.
- 5.3 Suffolk County Council will **not** be liable for any damage to property belonging to or injury to any Highways Rangers or Highways Volunteers working on behalf of the local council, whether in a volunteering capacity or otherwise in carrying out works within the scope of this agreement.
- 5.4 The local council agrees to take out and maintain suitable public liability insurance cover to a minimum value of £5 million with an insurer reasonably acceptable to Suffolk County Council on terms that are sufficient to indemnify Suffolk County Council in accordance with paragraph 5.2 above and will allow Suffolk County Council to inspect the insurance certificate.

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6. Agreement and Signatures

This agreement between Suffolk County Council andCouncil only relates to those activities undertaken in accordance with the Community Self Help Scheme and by its community volunteers.

6.1 Signed and dated on behalf of Suffolk County Council by:

Name (print) _____

Signature _____

Position/Role _____

Date _____

6.2 Signed and dated on behalf ofCouncil by:

Name (print) _____

Signature _____

Position/Role _____

Date _____

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ANNEX A

Summary of works to be undertaken by the town / parish council on roads where the designated speed limit is **30mph or less** (please tick where appropriate):

| TYPE OF WORKS | WORK TO BE DONE | TRAFFIC MANAGEMENT PROVIDER | | |
|------------------------------|-----------------|--------------------------------|------------------|-------------------------------------|
| | | COMMUNITY VOLUNTEER SUPERVISOR | SUFFOLK HIGHWAYS | ** OTHER ORGANISATION (Please name) |
| Weed clearance | | | | |
| Sign cleaning | | | | |
| Painting street furniture | | | | |
| Cleaning round gullies | | | | |
| Siding out | | | | |
| Small drainage works | | | | |
| Grass cutting | | | | |
| Fingerpost repairs | | | | |
| Hedge cutting | | | | |
| Tree pruning/branch removal | | | | |
| Wildlife verge management | | | | |
| Other works (please detail): | | | | |
| | | | | |
| | | | | |

Summary of works to be undertaken by the town / parish council on roads where the designated speed limit is **40mph or more** (please tick where appropriate):

| TYPE OF WORKS | WORK TO BE DONE | TRAFFIC MANAGEMENT PROVIDER | |
|------------------------------|-----------------|-----------------------------|-------------------------------------|
| | | SUFFOLK HIGHWAYS | ** OTHER ORGANISATION (Please name) |
| Weed clearance | | | |
| Sign cleaning | | | |
| Painting street furniture | | | |
| Cleaning round gullies | | | |
| Siding out | | | |
| Small drainage works | | | |
| Grass cutting | | | |
| Fingerpost repairs | | | |
| Hedge cutting | | | |
| Tree pruning/branch removal | | | |
| Wildlife verge management | | | |
| Other works (please detail): | | | |
| | | | |
| | | | |

** 'Other organisation' can also mean the organisation providing the Highways Rangers.