

Exmoor Area Panel

Thursday, 13th January, 2022,
7.00 pm

Moorland Hall, Cutcombe



**Somerset West
and Taunton**

Members:

Agenda

- | | |
|---|-----------------|
| 1. Election of the Chairperson (Nominations to be invited at the meeting). | |
| 2. Election of the Vice-Chairperson (Nominations to be invited at the meeting). | |
| 3. Apologies for Absence | |
| 4. Minutes of the Meeting of the 4 November 2021 and Matters Arising | (Pages 5 - 10) |
| 5. Exmoor LCN Pilot - Update from Alyn Jones | (Pages 11 - 16) |
| 6. Avon & Somerset Police, Crime Commissioner - Mark Shelford | |
| 7. Avon and Somerset Police Report | (Pages 17 - 18) |
| 8. Somerset County Council Highways Report | |
| 9. Devon and Somerset Fire and Rescue Services Issues | |
| 10. Exmoor National Park Authority Items | |
| 11. Parish Lengthsman Scheme and Update | (Pages 19 - 24) |
| 12. Items brought forward by parishes | |
| 13. Dates and Venues for meetings going forward | |
- Thursday 10 March 2022 at 7pm (Moorland Hall, Cutcombe)
Thursday 9 June 2022 at 7pm (Moorland Hall, Cutcombe)

Minutes of the Exmoor Area Panel Meeting

Held on Thursday 4th November 2021, at Exford Memorial Hall, 7pm

Present:

Sue Newton & Sarah Buchanan (Brompton Regis), Roger Foxwell (Cutcombe), Margaret Rawle (Dulverton), Mike Ellicott (Exford), Ian Fraser (Porlock), Peter Pilkington (Timberscombe), Fran ABrook & David Williams (Upton), Colin Wilkins & John Bray (Winsford), Andrew Bray (Wootton Courtenay)

Also Present:

SCC Cllr Frances Nicholson, SWT Cllr Andy Milne, SWT Cllr Steven Pugsley (Chair)

Officers:

Alyn Jones, Director of Economic and Community Infrastructure Operations (SCC)

Sam Murrell (SWT)

(The meeting commenced at 7.14pm)

1 Apologies

Apologies were received from Tony Howard (Withypool & Hawkridge), Patricia Bainbridge & Keith Turner (Brompton Ralph), Jeremy Hickman (Exford), Ruth MacArthur (ENP), John Anson & Vivian White (Cutcombe), Mark Shelford (ASP PCC), David Peake (SCC), Linda Brooks (ASP PCSO), Donna Nelmes (DSFRS), Jane Lillis (Village Agent), Cllr David Mansell (SWT)

2 Minutes of the previous meeting of the Area Panel

(Minutes of the meeting of the Exmoor Area Panel meeting held on 21st September 2021 were circulated with the agenda)

RESOLVED that the minutes of the Exmoor Area Panel meeting held on 21st September 2021 were confirmed as a correct record.

3 Matters Arising

ENPA

- Disappointment was expressed at the lack of attendance at the Exmoor Consultative Forum meetings and the fact that these have been postponed recently due to “lack of business”. ENP should be seen to be consulting with the parishes irrespective of whether they bring forward Agenda Items.
- TB in deer – The NFU is convening a meeting by invitation only to discuss this topic and the implications for the farming community. Due to COVID and venue restrictions this is being targeted at specific groups for the moment. It is hoped that a wider remit will be extended as circumstances allow. *(Lydia Dahlin at the NFU has confirmed that she will keep Sam Murrell updated on any future meetings and other information which may be of use to the panel).*

4 **Somerset Structural Change Order (Unitary Council)**

The Chair provided an update on the Structural Change Order for Somerset and what this would mean for parishes.

The Structural Change Order is essential for Local Government Reorganisation in Somerset and will establish the basic operating and governance principles for the transition from five existing councils (four district councils and the county council) to the new unitary council.

This will be finalised and laid before Parliament around the turn of the year and come into force by the end of March.

The Department of Levelling Up, Communities and Housing will give the five councils two weeks to respond to the proposals contained in the letter.

They key proposals outlined in the letter are:

- The new Council will be called Somerset Council.
- The first election to the new unitary council will be in either May 2022 or May 2023. If the first election is in May 2022 the elections will use County Council division boundaries but with 110 members elected rather than 55. This is the fall-back position which is still under review.
- It is proposed that Somerset County Council will be the “continuing authority” for the new Council.

The Chair stated that it was unclear at present what this would mean for the new Council’s representation on partner organisations such as Exmoor National Park.

There will obviously budgetary implications for the parishes if they have to hold contested elections. This needs to be factored into their precept setting process. It is likely that to minimise costs these would coincide with the SCC elections.

5 **Exmoor Local Community Network (LCN)**

Alyn Jones from SCC provided an update on the Exmoor Area Panel Pilot LCN. The pilot was one of 4 being trialled in Somerset, but the only pilot to be dealing with SCC highways matters.

The first step had already been undertaken. This was to visit the parishes on Exmoor and take feedback on the planning of works, response to defects and current service standards. The main areas of work discussed were hedge/tree cutting, drainage and gully clearance. The use of local contractors and resources to enable quicker completion of the work was also highlighted.

The next step is for the feedback to be circulated to the parishes for verification. The various comments had also been shared with SCC’s main contractor for comment.

A scoping document for a Parish Steward Scheme is being put together. This would be for a trained operative of SCC to work directly with the parishes and

contractor, to target problem areas and tackle the quick wins (such as reported defects). The Parish Steward would also liaise with landowners about their responsibilities and feedback more complex issues to the Highways team.

The following points were made from the floor during the discussion: -

- What is a Local Community Network (LCN)? How does it work?
 - *It is a recognised group or community who come together to influence and commission local services. They may not actually undertake the work themselves but inform and make decisions about how it can be done. There is currently a LCN pilot in Frome which has been set up to influence the work of the Children and Families pilot, and the Exmoor Area Panel will be influencing the Highways Pilot. These pilot schemes are trials and if successful will influence the way LCN are established in the new Unitary Council across a variety of themes.*
- How will the SCC Highway programme of works be affected once the Councils merge? What will happen to any outstanding issues?
 - *As SCC will be a continuing authority there will be no change to the daily routines and service agreements. It is hoped that the Parish Steward will be able to address quick fixes and feedback via the LCN more complex issues.*
- How will the current issues that have already been highlighted be addressed? Some of the workflows in certain areas are not managed adequately and need topping up. A conversation needs to be had about how this can be achieved. (For example a hedge that needs cutting back more than the current once a year. It needs doing at least twice to ensure visibility is adequate on the Highway. This is a persistent problem).
 - *Has it been reported? If it's reported and is considered a danger it will be dealt with through the usual defect reporting process. This is the type of enquiry that the Parish Steward would address as part of their work-stream. If it's a service level issue then that would be looked into and conversations would be had around revising the contract and funding the additional work.*
- Some of the parishes expressed satisfaction with the online defect reporting system. Opinion varied but it was considered a good way of registering defects, getting an acknowledgement, and progressing the work.
- Hedge-cutting. This could be the responsibility of the landowner, but the SCC standard may need reviewing. Local contractors could be employed to undertake this type of maintenance work.
- The Parish Steward may be able to influence the cyclical maintenance, but their main area of responsibility would be the simple reactionary work that can be easily fixed.
- Concern was expressed about where the lines of responsibility fell. Who would be liable if there was a point of failure? The contractor will only undertake work relating to Highway Maintenance so what happens in those "grey areas" where the boundaries may not be clear?
 - *The Parish Steward may not be able to address those issues directly but they would be able to feed those concerns back to the Highways Team and work on a resolution. Communication is vitally important to*

ensure that the parishes, contractor and SCC Team are working collaboratively.

- The Parish Steward will be a paid employee post, funded by SCC for the duration of the LCN pilot. They would take direction on their work from the parishes within current service level agreements. Main areas of responsibility would be tackling the response work.
- How can Utility Companies be brought back to rectify work that doesn't meet the service standard, and then results in defects?
 - *One way would be to call the contractor/operator to account. Invite them to meet the Area Panel and or LCN to discuss the complaints and understand first-hand what the issues are.*

Alyn Jones said that he would return to the Area Panel in January. Once the Scoping Document has been agreed, the plan is to mobilise, test and govern the pilot. Alyn stressed that the scheme needs to be easy to manage and not overly bureaucratic.

6 Avon and Somerset Police Report

The PCC has tendered his apologies for this meeting but hopes to be in attendance for the January meeting.

ASP did not attend the meeting but submitted an October newsletter providing updates of the work currently being undertaken on Exmoor.

7 Somerset County Council Highways Report

David Peake tendered apologies but a Highways Maintenance Update was circulated prior to the meeting.

Some comments were made directly to Alyn Jones in the meeting regarding the repairs being undertaken:-

- At Exford – the traffic lights and road closure;
- Surface water on the hill at Exford which freezes and is dangerous;
- The cost of the repairs at Upton where the road has subsided and the “temporary” traffic lights have been in-situ. The problem appears to be getting worse and the culvert under the road is adding to the issues. When is this going to be fixed? It is getting more costly as time goes on.

Alyn also mentioned the winter gritters were undertaking their first run of the winter season on Exmoor that evening.

8 Exmoor National Park Authority Issues

- A zoom workshop is due to be held 2nd December. It is to determine whether a revision of the ENP Local Plan is required. It is a legal requirement to consult with parishes every 5 years and determine whether a review is necessary.
- Glover report – no new updates but in a statement released in June 2021 stated the Government will be working closely with partners over coming months including local authorities and National Parks. It will address the review's recommendations in full and consult on draft proposals later in the year.

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- The lack of attendees at the Affordable Housing Forums was deemed disappointing.
- Farming in Protected Landscapes Fund – the deadline for applications has been deferred but all projects must end by March 2024.
- Members expressed interest in the tree planting event on Exmoor over the weekend of the 6/7 November. A request for more information was made. *(A press release from ENP was circulated to all panel members on Friday 5 November detailing the arrangements for the weekend.*

9 **Items brought forward from parishes**

No items received.

10 **Parish Lengthsman Scheme and Update**

Letters have gone out from Dulverton Town Council asking parishes to make a submission if they want to be included in the scheme for the next financial year.

Deadline for returns is December 2021.

11 **AOB**

Fingerpost Update

The Chair will contact Shelly Blaylock at ENP for an update on maintenance of the fingerpost project. *(Caremoor for Historic Signposts Fund)*

12 **Dates and Venues for future meetings**

Thursday 13 January 2022 (Moorland Hall, Cutcombe at 7pm)

Thursday 10 March 2022 (Moorland Hall, Cutcombe at 7pm)

Thursday 9 June 2022 (Moorland Hall, Cutcombe at 7pm)

Meeting ended at 8:46pm

Chairman at the meeting on
Thursday, 4 November 2021

Local Community Network Parish Pilot – Highways (Exmoor)

Introduction

The [One Somerset Business Case](#) sets an ambition to set up between 15 and 20 Local Community Networks (LCNs) during the implementation of the new authority.

There is a target for 2-4 LCN pilots to be live by the end of 2021. One of these pilots will be carried out in the Exmoor area with a focus on Highway service delivery and will trial proposals including a Highway Steward and a Community Highways Group. If successful, it is hoped this model could then be replicated across the County.

Feedback themes and proposals for pilot

Members of the Somerset Local Government Reorganisation (LGR) Programme Team spent three days visiting parishes in the Exmoor County electoral division in order to better understand the opportunities for improvement expressed by residents in this area.

Summarised below are the main themes identified through analysis of parish feedback as well as proposals for how this pilot can test new ways of working. This will serve to develop the LCN's objectives and work programme from a defined evidential base and known local priorities.

Communication

A common theme of feedback received was communication between parishes and highway services, with many believing that simply engaging earlier and more often with communities would make a huge difference.

Proposals for pilot study and testing: -

- Create a meeting between local parishes, highway engineers, streetworks (public utility) coordinators and other community representatives to create a regular dialogue. Governance structure to be discussed and agreed.
- Develop relationships between communities and highways service that will enable information and pertinent knowledge to travel in both directions.
- Create a central point of contact (or 'broker'). This could be a new / specific role.
- Create of an LCN communication strategy (integrated role between Highway Authority and the LCN)

Outcomes: -

- To strengthen relationships with LCNs, to facilitate community engagement, leadership, and understanding of local and corporate service objectives and to facilitate the acceptance by the highway service of pertinent local knowledge and experience.
- To positively influence public perception and improve highway service delivery.
- To develop an informed and responsive relationship between scheme promoters and communities.

Timescale: -

- Q1 2022/23

Programme of planned and reactive works

Parishes expressed a desire to have more visibility, involvement in the process of planning works, and being consulted earlier on any planned programmes of work. Particularly in instances where works require road closures and diversions to be set up.

Proposals for pilot study and testing: -

- LCN to review the annual programme of Highway Authority and all known Public Utility planned works for area. Suggest quarterly meeting to review.
- Allows local knowledge to be applied to works and for LCN to influence some of the works according to its own priorities and method of working including diversions and road closures.

Outcomes: -

- Local input, influence and agreement of works programmes, including timing of works and diversions and road closures.
- Local accountability for decisions.
- To understand and apply available budgets.
- To monitor and improve the quality of works by contractors.

Timescale: -

- Q4 2021/22 - Panel meeting to discuss 2022/23 programme
- Q2 (Summer) - Programme review meeting
- Q3 (Autumn) - Programme review meeting
- Q4 (Winter) - Programme review meeting

Discretionary local highway works

Many Parishes expressed an interest in being able to commission (or carry out) minor maintenance works in their areas using local supply chains or service providers.

Some parishes in Exmoor are already making use of a local parish lengthsman scheme. It should be noted these existing arrangements will be quite separate to the Highway Steward proposal but, critically, the pilot will seek to complement the existing arrangements rather than replacing them.

Proposal for pilot study and testing: -

- Implementation of Highway Steward Scheme funded by Unitary so that minor highway works can be promoted locally. The Steward scheme would supplement existing arrangements that parishes have rather than duplicate work or replace them. (Timescale – Q1/Q2 2022/23)
- The ability for the LCN or possibly individual parishes to procure and deliver works locally using their own supply chain. (Timescale – Q1/Q2 2022-23)

Discretionary budget

Parishes want to be able to have more control in setting their own priorities for highway works.

Proposal for pilot study and testing: -

- LCN to have a discretionary budget available to spend as they see fit on additional highway services i.e. road safety education; additional gully cleansing; drain jetting, grass cutting; ploughing, new speed indicator device etc.

Outcomes: -

- LCN have control over a proportion of capital and revenue expenditure for agreed local priorities.
- More rapid early resolution of small problems before they become larger and more expensive
- Responsive service provision and risk management (particularly in the case of gully cleansing and drain jetting which will avoid large areas of winter ice on untreated roads)

Budget to be agreed.

Timescale: -

- Q1 2022/23

Asset Information

Parishes wanted to have better knowledge of who owns assets in their areas.

Proposal for pilot study and testing: -

- Provide IT solutions to share the highway asset data that are currently the responsibility of the Highway Authority

- Provide solutions to enable highway asset data to be updated on the basis of local knowledge, for example of exactly where drain runs actually are.

Outcome:-

- Provide contemporary map-based information showing highway assets

Timescale: -

- Q2 2022/23
-

Highway Steward Scheme – draft specification

The proposed Highway Steward scheme is intended to provide a trained operative to deliver small scale discretionary highway works to town and parishes in the Exmoor Division.

The proposed Highway Steward Pilot specification is:

- The Highway Steward is a skilled highway operative, in a branded vehicle, who visits parishes and towns to a defined works programme (as requested by parishes) but is also empowered to undertake ad hoc works when identified and agreed.
- The Highway Steward only undertakes work on or adjacent to the publicly maintainable highway that benefits the safety of the travelling public.
- The Highway Steward scheme delivers minor works within the capability of a single operative.
- The parish or town council has a nominated highway representative who decides the local priorities for the Highway Steward.
- The identifying and issuing of works is undertaken by the parish or town council representative, in collaboration with the teams based at the Area Highway Offices to avoid the risk of works duplication. Whilst it may be possible to explore direct engagement by the parish with the Highway Steward this presents a possible risk around work force health and safety legislation and contemporary record keeping so will be kept under review and not implemented in the initial stages of the pilot.
- The Highway Steward will feedback to the parish or town council as requested. The Highway Steward Scheme is only for discretionary parish works. Any statutory or safety-related work (potholes, damaged regulatory signs, etc.) should be reported in the usual way for the Highway Authority inspect and assess the appropriate response. However, it makes good sense to empower the Highway Steward to deal with ad hoc works but with Area Office agreement to ensure appropriate records are kept and workforce health ad safety is upheld.

The scope of the Highway Steward works could include (but not restricted to);

- Verge maintenance – grass cutting, mechanical hedge cutting, flower beds, general amenity areas, etc.

- General service improvements – Additional grass cutting / strimming, sweeping, litter collection, weed removal, weed control, encroachment of vegetation over footways, removal of fly posting, street name plates cleaning and repair, fence repairs.
- Drainage maintenance - cleaning existing grips and outfalls, localised ditching, hand cleaning gullies/channels, rodding of pipes.
- Signs (including reflector posts) - cleaning / painting and minor repairs.
- And finally, acting as ‘eyes and ears’ for the community having regard to vulnerable people and anti-social behaviour.

Highway Steward Skills and Capabilities

- Safe working in the highway
- Repair of a wide range of minor defects
- Underground apparatus detection
- Use of light plant and tools including hand compactors, strimmer/brush cutter, chain saw
- A wide variety of other duties of value to the community

Next steps

- The team will return to the Exmoor Area Panel on the 13th January 2022 to deliver an update on these proposals.
- We will aim to bring an updated specification for the Highway Steward for discussion and further refinement.
- We will set out our intentions to share a programme of highway works in March 2022.
- We will demo a tool to allow Parish Councils to access Highway Asset Information.
- And we will share some best practice from other authorities’ Area Highway Panels.



NEIGHBOURHOOD POLICING NEWSLETTER

Avon and Somerset Police

Meet your local Neighbourhood Policing Team for Exmoor

Please follow us on Facebook

Minehead and West Somerset Neighbourhood Policing



Sgt Huw Jenkins 3639



PC Ben Dilworth smith 4971



PCSO Supervisor Katherine Williams 8460



PCSO Linda Brooks 8861



PCSO Bryan Stevens 7317



PCSO Jo Dawson 7279



PCSO Michelle Haimes 8913

Crime Statistics

Crimes recorded in the past 28 days in Exmoor.

- Violence against a person – 4
- Arson and criminal damage – 8
- Public Order - 3
- Theft - 3
- Vehicle offences - 1
- Burglary - 1
- Fraud - 1

Please note these figures are classified as this upon call but can alter or be found not to be a crime., these figures are a guide of what has been reported to us.

News from Exmoor

General enquiries and non-urgent matters -Phone 101
Use the yellow hatch phone outside of the Police Station
www.avonandsomerset.police.uk

In an emergency or if a crime is in progress please call 999

The Exmoor Team would like to give a huge welcome Michelle to the team, Michelle has lots of PCSO Experience , she will be based at Dulverton Police Station and join us all in covering the Exmoor area. We look forward to working with her and introducing her to the Exmoor community.
Welcome Michelle



Farm and Horse Watch

For those that are not aware we offer a Free Horse and Farm watch scheme for Farms and small holdings. The scheme involves you being registered then we can send out alerts to you should any crimes happen in the local area, such as be aware of suspicious van in the area. This is a really good way of keeping in touch especially in the more remote areas. Contact Linda.brooks@avonandsomerset.police.uk



Linda.brooks@avonandsomerset.police.uk

Bryan.stevens@avonandsomerset.police.uk

Jo.dawson@avonandsomerset.police.uk

Michelle.Haimes@avonandsomerset.police.uk

Priority Patrol Areas

Beauty spot areas

Dunster Beach and village

Porlock village and surrounding beats

Dulverton/Exford

Upcoming neighbourhood surgeries

Tuesday 11th January
Timberscombe The Old Dairy
10:30-12pm PcsO Linda Brooks

Wednesday 26th January Porlock St
Dubricius school Oak wing
10:30-11:30am PcsO Linda Brooks

Friday 28th January Porlock Library
10:30-11:30am PcsO Linda Brooks

Tuesday 8th February Timbercombe
The Old Dairy 10:30-12pm
PcsO Linda Brooks

Dates are advertised on our Facebook page and on the website.

On some occasions we may have to cancel at short notice. But you can contact us for non urgent queries via our emails.

Parish Lengthsman Scheme 2022/23

Partnership Agreement

Introduction

It is intended that the Parish Lengthsman Scheme agreement will be for a period of 1 year commencing on 1st April 2022.

Objectives

The employment of a local handyman to undertake work on behalf of the scheme partners. Whilst the costs of employment would be prohibitive for any of the individual partners, by coming together, benefits can be achieved for all.

The Parish Lengthsman Scheme is expected to provide an enhanced and more responsive level of service resulting in improvement to the environment within the local communities and an increase in the satisfaction of the parishioners.

Scope of the Work

The table below provides examples of work areas covered by the Parish Lengthsman Scheme. New work can be undertaken as appropriate and with full agreement of the Parish Lengthsman Scheme Partners.

PARISH COUNCILS

Community:

Public open spaces
 Public rights of way
 Play areas
 Playing fields
 Associated fences, styles etc.
 Seats (painting & cleaning)
 Bus shelter cleaning and minor repairs
 Acting as eyes and ears for the community having regard to vulnerable parishioners and anti-social behaviour such as noise, car crime etc.
 Reporting (This could be reporting to seek clarification or to report something outside the scope of the lengthsman's duties).

W.S.D.C.

Environmental:

Sweeping
 Amenity grass cutting
 Litter clearance
 Removal of Fly Tipping ***
 Removal of fly-posting
 Play area maintenance *ROSPA
 Reporting land drainage problems
 Public rights of way
 Graffiti/unauthorised sign removal
 Street names plates – cleaning & repair.
 Removing dog faeces
 Litter bins
 (emptying, installation**)
 Reporting

SOMERSET CC

Drainage:

Grips (cleaning existing)
 Outfalls
 Easements
 Localised ditching
 Cleaning gullies/channels
 Rodding of pipes
Signs (including reflector posts):
 Cleaning
 Painting
 Minor repairs
Highway Minor Works:
 Removal of soil/detritus
 Pulling/cutting of obnoxious weeds
 Cutting of vegetation overhanging the road or pavement (liaising with the homeowner as appropriate.
 Removing growth from parapets or fences and minor repairs.
 Reporting safety defects e.g. pothole etc.

• **Special Provisions**

*ROSPA accreditation required through W.S. District Council

**Installation with the agreement of W.S. District Council

***Numbers to be reported monthly to W.S. District Council

Work to be allocated according to the needs and requirements of each individual parish.

How the Scheme Operates

- The commencement date for the scheme will be 1st April 2022
- The scheme will run over a 1-year period.
- All partners should commit to the Parish Lengthsman Scheme for the full year. Should circumstances arise where it is impossible for an individual partner to continue at least three months' notice should be given to the lead council.
- The partners of the Parish Lengthsman Scheme are listed below.

- 1) Dulverton Town Council
- 2) Exton Parish Council
- 3) Selworthy Parish Council
- 4) Wootton Courtenay Parish Council

Individual Parish allocation of days will be distributed with the requirements of the parishes in mind, throughout the year, however Parishes are able to negotiate and come to a mutually agreeable arrangement with the Parish Lengthsman with regards alternative working days.

Work will be allocated on a daily basis only.

The lead Council will be Dulverton Town Council whose duties will include:

1. Provide administration for the scheme.
2. Calculate, invoice and collect contributions from the partners
3. Co-ordinating the scheme on behalf of the partners.
4. Hire of a self-employed (or from a local firm) Parish Lengthsman.
5. To consider any additional terms & conditions
6. Carry out an appraisal of the scheme at the end of each quarter and a formal review at the end of the year.
7. Produce Annual Schedule according to the needs of Parishes involved.
8. Manage the Parish Lengthsmans monthly remuneration and insure that relevant licences are current.
9. Organize Chapter 8 Training when necessary.
10. Produce audited end of year accounts.

Duties of the other Parish Councils:

1. Support of the lead Council in all its duties.
2. Provide prioritized lists of tasks to the Parish Lengthsman prior to work being undertaken.
3. Authorize, by a designated person, complete work sheets submitted by the Parish Lengthsman and to confirm satisfaction with the standard of work carried out by random sample.
4. Reporting/giving feedback to the lead authority
5. Involvement in the review and monitoring of the scheme.

Funding Arrangements

The funding will be provided in accordance with the following arrangements:

Parish Contributions	£4,812.50
Admin Fees	£175.00
P/L Expenses	£350.00
Surplus from previous year	£469.46
Funds Available	£5,806.96

All funding will be received by the lead authority prior to the commencement of the scheme.

The Parish Lengthsman

The Parish Lengthsman will be hired on a self-employed basis by the Parish Lengthsman Scheme up to 385 (hours per annum with each Parish Council paying on a pro-rata basis as shown in the section 'Likely Costs to Parish Councils'. The working day will start when the Parish Lengthsman reaches the first job on the worksheet.

The proposed re-numeration is £12.50 per hour. Re-numeration to be reviewed and agreed by all partners of the agreement annually.

Materials required to carry out the minor works associated with the County and District Council will be provided by the County Council and District Council, e.g. paint for road sign finger arms and cleaning materials for removal of graffiti. Other materials for minor works associated with Parish Council functions will be purchased by the relevant Parish.

The Parish Lengthsman will complete a weekly or monthly worksheet showing hours taken on each scheduled activity. The cost of materials used, with receipts, should be submitted to the dedicated Parish Member.

The Parish Lengthsman will not be required to undertake emergency call-outs or carry out excavation within the limits of the Public Highway.

Health and Safety, Training and Public Liability

The self-employed Parish Lengthsman, will take appropriate responsibility for health and safety and training issues, however, the Councils involved will provide specific health and safety awareness and other training relating to their area of interest including necessary accreditation for the Parish Lengthsman. Specific Health and Safety requirements e.g. Chapter 8, First Aid, ROSPA, strimming, will be arranged and paid for by the County and District Councils.

It is the responsibility of the partners to ensure their responsibilities are discharged through the training and raising of awareness they provide. The Parish Lengthsman will be expected to be available free of charge for initial training.

The self-employed Parish Lengthsman will be required to maintain £5 million of public liability insurance and be registered with the Environment Agency as a Waste Carrier. It is the responsibility of the lead Council to check that certificates are current and valid.

Likely Costs to Parish Councils

Assuming the Parish Lengthsman is hired for up to 416.50 hours per annum covering 5 Parish Councils. This equates to one day @ 7 hours, 59.5 days.

With a proposed re-numeration at £12.50 per hour, an administration fee and an allowance for miscellaneous expenses the resources are split as follows:

Labour Costs	Administration Fee	P/L Expenses	Total
£4,812.50	£175	£350	£5,731.25

A Parish Council contribution of £87.50 would equate to 1 day @ 7 hours.
(£12.50 per hour).

Administration and P/L expenses will be distributed amongst participating parishes on a pro rata basis.

Communications

Each of the partners will provide contacts to the lead authority for the following activities:

- Operational contact - link to the work/reports of the Parish Lengthsman
- Financial - responsible to ensure payments reach the lead authority

A nominated contact may cover more than one or all of the activities.

Monitoring the Achievements of the Scheme

The lead Council will maintain the dated records of work completed.

Each partner should maintain dated records of public contacts regarding the scheme or activities that fall within the scope of the scheme.

The Parish Councils should undertake a satisfaction survey with the parishioners at the end of each year.

This information will be brought together for the annual appraisal and the final year formal review.

Partnering Ethos

The partners will work together within the following framework.

- To seek a common understanding of each other's objectives
- To deal with matters in an open and constructive manner
- To be committed to supporting each other through the scheme

Signing of the Partnership Agreement

The partners to this agreement and the signatures of their representatives are given below.

<u>Council</u>	<u>Signature</u>	<u>Date</u>	<u>Name and Position</u> <u>(Please Print)</u>
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Remittance Slip & Parish Representative – Contact Details

<u>Parish/Town Council</u>	<u>Remittance Due & Enclosed</u>	<u>Parish Representative</u>	<u>Address</u>	<u>Telephone/ Mobile</u>	<u>Email Address</u>

