



Copythorne Parish Council

Lengthsman Scheme Procedure

Adopted by

Resolution of the Parish Council

on

September 11th 2018

Introduction

The Parish Lengthsman Scheme was introduced by Hampshire County Council who currently provide funding for the scheme. It enables parishes to take action regarding minor issues that would otherwise be low priority for the County Council. ¹

The current Lengthsman arrangements are organised on a cluster basis with the associate parish councils nominating a lead parish for administration and contract management. The contract is subject to standard tendering procedure and is let for a three year period.

The local cluster comprises the following parishes:

Bramshaw

Copythorne

Netley Marsh

Romsey Extra

Wellow (Lead parish)

Each parish has a nominated councillor as the principal contact. This councillor shall attend cluster group meetings as required.

Duties and scope of works of Lengthsman

This Parish Lengthsman may undertake the following duties:

1. Drainage

Clearing existing drainage grips; Maintaining ditches; Cleaning channels; Clearing outfalls; Rodding pipes (off highway); Inspection of vulnerable watercourses.

2. Signage

Cleaning (non-illuminated) signs; Minor repairs; Other Minor Works; Remove soil/detritus and leaves ; Cutting back vegetation overhanging the road or footway; Clearing footways of

References

1. Economy Transport & Environment Select Committee report 6990 -30/10/2015

weeds/moss and leaves; Removing vegetation from parapets or fences; Grass strimming; Reporting defects; Sweeping ;Litter picking ; Removing fly posters; Unauthorised sign and graffiti removal; Cleaning street name plates; Cleaning bus shelters; Minor repairs to street furniture; 'Village upkeep' to include: painting/staining of bus shelters, parish owned notice boards, benches, fences, pavilions

The Parish Lengthsman may not undertake the following excluded works:

Cleaning, repair or any work on: Street Lighting; illuminated signs and bollards (i.e. any street furniture with an electrical connection); the live road; patching and structural repairs (no excavation due to possibility of underground apparatus), and emergency call-outs to highway incidents

Lengthsman Procedure

1. Identification of potential works for the Lengthsman will be carried out alongside the Inspections of Rights of Way which is conducted by Councillors, as allocated in the schedule, on an annual basis.
2. The potential works will be considered by the Parish Council and priorities identified.
3. A proposed schedule of work setting up the scope of work will be drawn up by the Parish Clerk. The proposed schedule will be sent to the Lengthsman with a request for an estimate of man hours to be completed. This will be presented to the Parish Council for ratification taking account of the budget available
4. The approved schedule of work will be sent to the Lengthsman and a copy shall be sent to the Lead Parish. It is recommended that the final date for requesting work is the end of January of each financial year. This allows time for the work to be completed and payments to be processed in-year.
5. The Lengthsman will send all invoices to the Lead Parish for work undertaken on behalf of the Associate Parish.
6. The Associate Parish will be provided with photographic evidence of completed works by the Lengthsman. The Lead Parish will seek confirmation from the Associate Parish that work was completed satisfactorily before making payment. If there are any concerns about the completed works a councillor will re-inspect.
7. Net costs will be deducted from balances in hand. All VAT will be paid and recovered through the Lead Parish Council accounts.
8. If work requested and requiring payment exceeds the Associate Parishes balance in hand, then a supplementary invoice will be issued by the Lead Parish for a 'top up'.
9. A reconciliation statement will be issued to the Associate Parish at six monthly intervals, for the period ended 30th September and the end of the financial year.

References

1. Economy Transport & Environment Select Committee report 6990 -30/10/2015