

Shropshire Council
Environmental Maintenance Team
107 Longden Road
Shrewsbury
Shropshire
SY3 9EL

Date: 28th February 2017

Dear Clerk,

Shropshire Council Highway and Environmental Grants Programme 2017/2018

Shropshire Council has now opened its minor highway and environmental grants programme for 2017/2018. There is a slightly revised approach to the delivery of the programme this year. Following discussions at the Town and Parish Council Forum meetings and requests received from local council clerks, the grant programme is now open to **all** town and parish councils.

The budget for this year's grants programme remains at £110,000 and it is envisaged that the programme will be heavily oversubscribed. It is envisaged that local councils will apply for grants ranging from a few hundred pounds through to the maximum grant of £3,000 and that all the applications will support local Highway and Environmental services and the efficiency of delivery for communities across Shropshire.

The attached specification of Highway and Environment Services confirms which services are eligible for funding and can be included in an application.

A panel of officers and members will consider the applications and within the financial resources available allocate grants to those applications that are able to demonstrate clear outcomes and community or financial benefit. **The deadline for the submission of applications is Friday 24th March 2017.**

In order to ensure the money is spent as agreed through the application process, we may seek further feedback or information from successful applicants. As a condition of the grant we will require all successful applications to provide evidence of how the grant has been spent both in terms of the work done and the amount paid. For example we may ask for the area of grass cut and number of cuts, or the number of gully grids cleaned and how many times. We may also ask for copies of invoices as evidence of money paid.

An application form is enclosed along with important guidelines, which should be carefully read and used to inform your application. If you have any issues or concerns in respect of Health & Safety and insurance requirements then please do not hesitate to contact your local Highways Manager, who will provide any advice you may require.

The Environmental Maintenance Grants programme is currently under review and the outcome of this review will be consulted on and communicated later this year. There is no guarantee that the grants programme will continue in the 2018 / 2019 financial year. If it does continue it is likely that there will be significant changes to the programme's criteria and levels of available funding. Local councils may want to consider this when considering budget setting for 2018/19.

I enclose a copy of the grant application and supporting information.

Applications should be returned to Fiona Leighton, Central Highways Division, 107 Longden Road, Shrewsbury SY3 9EL or via email to fiona.leighton@shropshire.gov.uk by Friday 24th March 2017.

Yours sincerely,

Tim Sneddon
Operations Manager
Environmental Maintenance

Enclosed –
EMG application form
EMG specification schedule
Guidelines

PARISH COUNCIL INVOLVEMENT IN HIGHWAY MAINTENANCE

USE OF VOLUNTEERS

The following guidelines are suggested for the Local Councils who are considering using volunteers.

- ◆ They must be over 15 years old.
- ◆ Young persons should only be asked to carry out light duties.
- ◆ Heavy lifting and strenuous manual tasks must be avoided.
- ◆ The emphasis should be to undertake light manual tasks that minimise the risk of injury to the people carrying them out.
- ◆ They should not normally be engaged on tasks requiring them to use powered tools. If the use of powered tools is considered essential then suitable training must be given.

GUIDELINES FOR PEOPLE WORKING ON THE PUBLIC HIGHWAY

- 1) Never assume there are no dangers when working on the public highway

Some examples of potential dangers are:

- Holes and ditches which can be obscured by vegetation.
 - Broken glass bottles etc.
 - Drivers not paying due care and attention.
 - Sharp metals edges, particularly on damaged road signs.
- 2) A person working on the public highway must take reasonable care for the health and safety of himself.
 - 3) Each person must take reasonable care for health and safety of other persons who may be affected by his or her acts or omissions at work on the public highway.
 - 4) A person should ensure as far as is reasonably practicable, safety and absence of risks to health, in connection with the use, handling, storage and transportation of articles and substances.
 - 5) If a person has any doubts about their safety they must not undertake the work until further advice or training has been given from a suitably qualified person.
 - 6) A person working on the road or edge of road which forms part of a public highway must wear a high reflectivity jacket and erect suitable warning signs before commencing work. Such signs should be placed 75 metres each side of the work area and be clearly visible to drivers.
 - 7) A person working on the verge which forms part of a public highway must wear a high visibility jacket. Suitable warning signs may need to be erected if the person is working close to the edge of the road. Such signs should be placed 75 metres each side of the work area and be clearly visible to drivers.

**Shropshire Council
Environmental Maintenance Grant Programme for
Town and Parish Councils**

APPLICATION FORM 2017/18

1. Name of council and contact details of the council clerk:
2. Please provide a description and a schedule of the works to be undertaken
3. Please provide details on the frequency of the works:

4. Please provide a schedule of indicative costs for the works:

5. Total grant value applied for:
(Maximum grant value £3,000)

I confirm that the highway and environmental maintenance works covered in the application are all contained within the local council area:-

..... Signature
Clerk to the council

.....Signature
Chairman of the council

.....
Date

NB: No works will be allowed on trunk roads as these roads are the responsibility of the Highways Agency.

**SPECIFICATION OF SERVICES IN SCOPE OF THE
ENVIRONMENTAL MAINTENANCE GRANT PROGRAMME**

HIGHWAY MAINTENANCE

Tasks	Nature of Work
1) General Maintenance	<ul style="list-style-type: none">◆ Tidy up and trim small grassed areas which are not included in the grass mowing programme◆ Control weeds at the rear of footways around lamp posts and signs or in channels. Removal of Ragwort from highway verges.◆ Cut down grass and weeds at the base of visibility fences on bends and at junctions.◆ Carry out periodic painting of visibility fences, hand railings and possibly milestones etc.◆ Other
2) Drainage	<ul style="list-style-type: none">◆ Carry out minor sweeping and clearance of debris discharged onto the highway after rainstorms.◆ Clear leaves and debris from the tops of gully grids, drainage grips and gateway crossings.◆ Clear vegetation at the entrances and exits of culverts under the highway.◆ Other
3) Traffic Signs	<ul style="list-style-type: none">◆ Straighten up and clean traffic signs, reflector posts and bollards.◆ Remove any tree and hedge growth obstructing warning signs and directions signs.◆ Other

ENVIRONMENTAL MAINTENANCE

Tasks	Nature of Work
4) Environmental Maintenance	<ul style="list-style-type: none">◆ Litter picking◆ Graffiti removal◆ Mowing/strimming and maintenance of amenity open spaces etc.◆ Street sweeping◆ Cleaning/maintenance of public toilets◆ Maintenance of street furniture◆ Maintenance of play areas◆ Maintenance of closed church yards◆ Other

SIGNED as a DEED

BY.....
(Authorised signatory on behalf of Shropshire Council)

and by.....
(Authorised signatory on behalf of.....
Local Council)