

FIRST SCHEDULE

Developed Activity	Service & Description	Minimum Standard	Health and Safety	Conditions and Restrictions	Current Standards and Frequencies
Urban Grass Cutting	Urban Grass Cutting - Cutting of urban grass verges, as defined on the Parish Overview Map provided.	Information on traffic signs is legible to oncoming road users. Cuttings must be left to mulch on the road side, disposed of commercially or composted in the community. They must not be taken to the local household recycling site.	Personal Protective equipment (PPE) is worn/used. Correct type of grass cutting equipment used for different environments (steep verges, etc). A risk assessment must be carried out. Legislation relating to safe working on/near carriageways must be observed. When using specialist equipment staff must be properly trained.	Staff undertaking work should be competent, familiar with the Red Book and the Code of Practice, and also adhere to Health & Safety requirements in terms of risk assessments and PPE.	Grass should be cut as frequently as necessary so as not to restrict visibility. Arisings should be kept away from road and pavement areas. Activity is frequency based, generally performed 6 times per year between March and October.
Hedging	Hedge cutting - Cutting hedges/trees/shrubs which are a danger to road users/ pedestrians. Frontagers/ landowners must be identified/ found in the first instance and issued hedge cutting notices (see Serving Hedge Cutting Notices below). If they still cannot be found or they have not cut the hedge (and it is still causing obstruction and/or danger to public highway), cut the hedge/tree/shrub.	Information on traffic signs is legible to oncoming road users. Visual displays are clear.	Personal Protective equipment (PPE) is worn/used when working on/near carriageways. Legislation relating to safe working on/near carriageways must be observed. When using specialist equipment staff must be properly trained.	Staff undertaking work should be competent, familiar with the Red Book and the Code of Practice, and also adhere to Health and Safety requirements in terms of risk assessments and PPE.	No specific standards although hedges are usually be trimmed to A-shape, which promotes healthy growth. Activity is reactive, performed as required throughout the year, but with a general proviso to avoid the nesting season (April – August).
	Serving of hedge cutting notices - Send requests (Templates 1 and 2) to frontagers/landowners to deal with hedges, trees or shrubs that are causing an obstruction and/or danger to the public highway. If no co-operation, refer to BCC Legal to issue Enforcement Notice and on expiry, cut hedge/tree/shrub.	Information on traffic signs is legible to oncoming road users. Visual displays are clear. Footways and Row are accessible to pedestrians; and bridleways to pedestrians and horses.	N/A	Administered in accordance with the procedures attached (in Appendix B) but not including instigating legal proceedings.	Follow process as detailed in Hedge cutting Process Flow document. Activity is reactive, performed as required throughout the year, but with a general proviso to avoid the nesting season (April – August).

Devolvea Activity	Service & Description	Minimum Standard	Health and Safety	Conditions and Restrictions	Current Standards & Frequencies
Weed Killings	<p>Weed control of noxious and injurious types on footways</p> <p>- Control the spread of weeds which can damage habits and agricultural land. These are:</p> <ul style="list-style-type: none"> • Common ragwort • Creeping thistle • Field thistle • Spear thistle <p>• Curled and broad-leaved dock.</p>	<p>To maintain green cover and protect habitats. Do not apply herbicide within two metres of the centre of a hedgerow, watercourse or field ditch, or within one metre of the top of the bank of a watercourse or field ditch.</p>	<p>Specific training in safe use of chemicals. The employer is responsible for providing all PPE stated on the herbicide's label. Legislation relating to safe working on/ near carriageways must be observed. When using specialist equipment staff must be properly trained.</p>	<p>Staff undertaking work should be LANTRA (or equivalent) accredited, trained and also adhere to Health and Safety requirements in terms of risk assessments and PPE.</p>	<p>There is no absolute requirement to eradicate weeds, but to control and reduce spread where possible. Injurious weeds in locations of public access should be eradicated.</p> <p>Activity is reactive, dependent upon identification of weed growth and method of control, carried out during the growing season (generally March to October).</p>
Maintenance	<p>Maintenance of BCC street furniture including minor repair or repainting</p> <p>- Maintaining street furniture (defined as above street-level, objects on and at rear of footways), such as sign-posts, signs, seating, cycle racks, decorative bollards and village gateway features.</p> <p>Minor repairs to traffic sign</p> <p>- Such as tightening of brackets where a sign has slipped. Signs that are badly damaged (e.g. bent, buckled) must be reported to TFB for repair.</p>	<p>Inspect street furniture and undertake minor repairs (e.g. replace loose clips, tightening nuts/bolts, remove graffiti and cleaning) or repainting, using approved items. Report major damage or vandalism to local LAT.</p> <p>Information on Hazard and Speed limit signs must be clearly visible and legible to oncoming road users.</p>	<p>Personal Protective equipment (PPE) is worn/used when working on/ near carriageways. Legislation relating to safe working on/ near carriageways must be observed. When using specialist equipment staff must be properly trained.</p>	<p>EXCLUDES any items with electrical feed (i.e. lit), e.g. street lights, lighting columns, lit signs and lit bollards.</p> <p>Limited to BCC street furniture erected within the public highway (defined as above street-level, objects on and at rear of footways).</p>	<p>Unless activity is non-technical, seek advice from local LAT on standard required, specification/colour of paint and approved materials list.</p> <p>Activity is reactive, carried out on a prioritised basis throughout the year.</p> <p>Use sign clips and materials supplied through local depot where possible. Consult local LAT if in doubt.</p> <p>Activity is reactive, carried out on a prioritised basis throughout the year.</p> <p>Use sign clips and materials supplied through local depot where possible. Consult local LAT if in doubt.</p> <p>Activity is reactive, carried out on a prioritised basis throughout the year.</p>
	<p>Cleaning of traffic signs</p> <p>- Information on Hazard and Speed limit signs must be legible to oncoming motorists.</p>	<p>Signs must be clearly visible. It is advised that they are cleaned with cold soapy water and a brush.</p>			

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Maintenance	<p>Removal of fly posters and other illegal signs</p> <p>- Fly posters and signs which are illegally erected must be removed to ensure the general tidiness and maintenance of the network. This becomes essential if they obscure signs.</p>	<p>Limited to those erected within the public highway or attached to street furniture. Procedure outlined in Appendix C.</p>		<p>Limited to those erected in the public highway or attached to street furniture in accordance with procedure attached at Appendix C.</p>	<p>No specific standards exist. Activity is reactive, carried out on a prioritised basis throughout the year.</p>
	<p>Checking for obstructions to footways</p> <p>- Check that footways are clear of obstructions, such as scaffolding and debris, and arrange for removal. A vehicle blocking a vehicular access or footway should be reported to the local police, as they have sole enforcement powers.</p>	<p>Footways are accessible for pedestrians.</p>	<p>Personal Protective equipment (PPE) is worn/used when working on/near carriageways. Legislation relating to safe working on/near carriageways must be observed. When using specialist equipment staff must be properly trained.</p>	<p>N/A</p>	<p>No specific standard exists. Footpaths should where practicable remain clear for pedestrian usage over their entire width (usually 1.2m width minimum). Safety must be maintained at all times. Activity is reactive, carried out on a prioritised basis throughout the year.</p>
	<p>Approval of charity event advertising signage</p> <p>- Charity event advertising signage may be put up, however, this must be approved by the Parish and is deemed illegal if put up without approval.</p>	<p>Limited to the locations listed and administered in accordance with procedure outlined in Appendix A.</p>	<p>N/A</p>	<p>Limited to locations listed and administered in accordance with procedure attached at Appendix A.</p>	<p>No particular standards exist. However, signing must be legible, easily read by motorist, safely positioned so as not to cause distraction or hindrance and securely fastened in place. No sign of greater than 0.3m x 0.3m should be fastened to any form of existing sign pole. Activity is reactive, carried out on a prioritised basis throughout the year.</p>

Sliding Out	<p>Sliding out of overgrown footways</p> <ul style="list-style-type: none"> - Preventing the encroachment of verge soil and growth onto the footway. This is essential if overgrown footways are obscuring visual splays. 	Access for all pedestrian users is maintained along the footpath.	Personal Protective equipment (PPE) is worn/used when working on/near carriageways. Legislation relating to safe working on/near carriageways must be observed. When using specialist equipment staff must be properly trained.	Staff undertaking work should be competent and also adhere to Health & Safety requirements in terms of risk assessments and PPE.	No specific standards. Maintain clear sight to mandatory traffic signs. Activity is reactive, performed as required throughout the year.
Rights of Way	<p>Trimming vegetation obstructing footways (or liaising with landowner to carry out where appropriate)</p> <ul style="list-style-type: none"> - Where vegetation is obstructing footway this should be removed to ensure pedestrians can navigate the route. 	Footways must be removed of all obstructions. Footways are accessible to pedestrians. Encroaching grass must be cut out of footways. Where landowners are involved they must be made aware of their obligations and prompted to clear footways.	Personal Protective equipment (PPE) is worn/used when working on/near carriageways. Legislation relating to safe working on/near carriageways must be observed. When using specialist equipment staff must be properly trained.	Staff undertaking work should be competent and also adhere to Health & Safety requirements in terms of risk assessments and PPE.	No specific standard. RoW should be maintained so as to ensure clear access and remove safety concerns. Activity is reactive and is performed as required throughout the year. Hedge trimming should avoid the nesting season (between April and August).
Rights of Way	<p>Rights of Way clearance</p> <ul style="list-style-type: none"> - As per the provided Annual Clearance Portfolio Map. Includes paths listed on BCCs annual clearance schedule (bridleways, footpaths, byways and restricted byways). Clearance means surface mowing on the public rights of way network up to the parish boundary where landowners have not carried this out. The landowner is responsible for ensuring hedges and trees are safe and if they fall across the public right of way they are removed. They also have responsibility for cutting hedge growth across a right of way. 	<p>Rights of way are accessible for pedestrians.</p> <p>Legal minimum width is 1.5meters for a public footpath and 3meters for a public bridleway.</p> <p>Right to demand that an obstruction is removed and to recover costs of removal. Clearance does not include hedge cutting, clearing of side growths or cutting down trees.</p>	<p>Personal Protective equipment (PPE) is worn/used. Correct type of equipment used for different environments (steep verges etc). A risk assessment must be carried out. Legislation relating to safe working on/near carriageways must be observed.</p>	<p>Staff undertaking work should be competent, familiar with the Red Book and the Code of Practice, and also adhere to Health & Safety requirements in terms of risk assessments and PPE.</p> <p>Clearance of natural vegetation applies. Where clearance of arable crops is required, this is the sole duty and responsibility of the landowner to remove.</p>	<p>No specific standard. RoW should be maintained so as to ensure clear access and remove safety concerns. Activity is reactive and is performed as required throughout the year. Hedge trimming should avoid the nesting season (between April and August).</p>