



Lengthsman Scheme – Herefordshire

DATED: _____

WIGMORE GROUP PARISH COUNCIL

And

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

LENGTHSMAN AGREEMENT



Lengthsman Scheme – Herefordshire

THIS AGREEMENT is made on the **date**:.....

[To be dated once both parties have signed]

BETWEEN

1. THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL of the one part and
2. WIGMORE GROUP PARISH COUNCIL of the other part.

1. INTERPRETATION

In this Agreement the following expressions shall have the following meanings: -

- | | |
|----------------------------|---|
| 1.1 “The Council” | shall mean the County of Herefordshire District Council of Plough Lane, Hereford HR4 0LE. |
| “The Parish” | shall mean the Parish Council. |
| “The Managing Agent” | shall mean M Group Ltd. |
| Commencement Date | 1 st April 2026 |
| Expiry Date | 31 st March 2027 |
| “Public Realm” | shall comprise the highways, public rights of way and public open spaces specified in Annex 1 part 1 in so far as they relate to each part of the Public Realm Maintenance specified in Annex 1, Part 2A. |
| “Public Realm Maintenance” | shall comprise the particular minor Core Public Realm Maintenance work specified in Annex 1, Part 2A . |
| “Financial Year” | shall mean from 1 April in any year to 31 March in the next year. |
| “Funding” | £2034 per annum in relation to Public Realm Maintenance and Nominated Task Activities as outlined in the Annual Maintenance Plan |
| “Match Funding” | £1017 per annum of match funding that the parties have agreed for additional works under this agreement. Where none is shown then no match funding has been agreed. |

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“Nominated Task”	shall mean a task agreed in writing between the Council and the Parish and included in the Annual Management Plan to be carried out or arranged to be carried out at a cost agreed.
“Contractor”	shall mean person or persons contracted by the Parish Council, otherwise termed as Lengthsman or persons carrying out agreed tasks.

2. PURPOSE OF AGREEMENT

- 2.1 The Council as the local Highway Authority and as the authority responsible for other land, parks public open spaces and public rights of way is desirous of minor Public Realm Maintenance work being carried out by the Parish to meet the requirements of both the Council and the Parish.
- 2.2 The Managing Agent is employed by the Council to deliver the Public Realm Contract on behalf of the Council.
- 2.3 This Agreement is entered to provide the terms under which that Public Realm Maintenance work shall be carried out through the powers of the Council and the Parish to do so under Section 101 of the Local Government Act 1972 and all other enabling powers.
- 2.4 The Council, Parish and Contractor shall work as partners and in the spirit of mutual trust and cooperation to achieve the Council's objectives and the agreed objectives of the Parish regarding the Public Realm.
- 2.5 The parties agree and acknowledge that:
 - (a) nothing in this Agreement shall change or otherwise affect the Council's legal rights and obligations as the local Highway Authority or cause the Parish to assume the Council's legal obligations to maintain the highways falling within the boundaries of the Parish.
 - (b) the Parish, at its discretion, has decided to support the Council in undertaking certain highways maintenance work which both parties consider to be low risk and amenable to local resolution, but the Parish may choose to decline any Nominated Tasks or other Public Realm Maintenance at any time.
 - (c) any Nominated Tasks or other Public Realm Maintenance undertaken by the Parish, or its Contractor(s) shall be completed to a standard of workmanship equivalent to, and in any event no higher than, that which would be applied by the Council if it was undertaking the work itself.
- 2.6 The Parish shall work to produce an annual maintenance plan for the Public Realm (Annual Maintenance Plan). The Annual Maintenance Plan shall contain a statement of the Parish's objectives for the Public Realm, it shall detail the activities that the Parish intend to undertake to deliver these objectives through Public Realm Maintenance works; details of any Nominated Tasks; details of activities that the Parish and the Contractor intend to undertake to deliver Public Realm Maintenance; it shall specify at least one measure of performance against the plan; and the plan shall be in accordance with the requirements of this contract. The plan shall clearly state the funding to be used to fulfil the tasks of the plan.

3. DURATION OF THIS AGREEMENT

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- 3.1 This Agreement shall commence on the Commencement Date and shall continue until Expiry Date or until either party gives notice under the Agreement to terminate it.
 - 3.2 Both the Council and the Parish shall have the right to terminate this Agreement on giving three months' written notice to the other party.
 - 3.3 Either party may terminate this Agreement immediately in the event that the other party "the defaulting party") commits a material breach of any term of this Agreement which, if capable of remedy, has been notified to the defaulting party and has not been remedied by the defaulting party within 10 working days of such notification.
4. PUBLIC REALM MAINTENANCE
- 4.1 The Parish shall carry out the Public Realm Maintenance and any Nominated Task with all reasonable skill care and attention and in accordance with good industry practice. The Nominated Tasks shall be carried out to the requirements of the Council and in compliance with the materials and standards approved by the Council.
 - (a) the Public Realm Maintenance on the Public Realm to at least the standard and the minimum level of frequency specified in Annex 1 Part 2A, and/or
 - (b) any Nominated Task.
 - 4.2 The Parish shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the Public Realm Maintenance or any Nominated Task. All works will be carried out in accordance with the Safety at Street Works and Road Works: Code of Practice 2013.
 - 4.3 The Parish in carrying out the Public Realm Maintenance or any Nominated Task shall not impede the passage of vehicles and shall safeguard the passage of pedestrians and shall use signs and cones when necessary for the guidance and protection of the public and to comply with the standards of the Council including any Code of Practice issued by the Council to the Parish.
 - 4.4 Work that will impede the flow of traffic will require traffic management and will require a permit. The Parish shall allow a minimum of two weeks' notice to the Council of any works that may impede traffic flow and require a permit.
 - 4.5 Where a permit is required, the Parish shall notify the Council. Where the works conflict with other works being carried out on the Public Realm or other highways the Council may require the Parish to reschedule or revise the extent of their works. The Parish will comply with any request made by the Council.
 - 4.6 If the Council or its Managing Agent considers that any Public Realm Maintenance undertaken by the Parish or any of its Contractors is inadequate, unsafe or generally does not meet the standards set out in this Agreement then (without prejudice to the Council's other rights and remedies under this Agreement) the Council may require the Parish at its own expense to reschedule and re-perform the Public Realm Maintenance correctly within such reasonable time as may be specified by the Council.

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- 4.7 The Parish shall ensure that any Contractor appointed under this Agreement has the requisite qualifications, skills, and experience necessary for the proper performance of the Public Realm Maintenance. The Council reserves the right (acting reasonably) to require that a Contractor is immediately removed from Public Realm Maintenance work in circumstances where the Council has reasonable grounds to believe that the Contractor is unsuitable, whether on the basis of the Contractor's qualifications, skills, or experience or on the basis of Public Realm Maintenance work already undertaken by the Contractor.

5. INDEMNITY AND INSURANCE

- 5.1 The Parish will be liable to the Council for, and must indemnify and keep the Council indemnified against:

- (a) any loss, damages, costs, expenses, liabilities, claims, actions and/or proceedings (including the cost of legal and/or professional services) whatsoever in respect of:
- (b) any loss of or damage to property (whether real or personal); and
- (c) any injury to any person, including injury resulting in death; and
- (d) any direct losses of the Council,

that result from or arise out of the Parish's or any appointed Contractor's negligence or breach of contract in connection with the performance of this Agreement, except insofar as that loss, damage or injury has been caused by any act or omission by or on the part of, or in accordance with the instructions of, the Council, its employees, or agents.

- 5.2 The Parish shall maintain an insurance policy with a reputable insurance company to provide public liability cover against any claim arising out of the indemnity to a minimum level cover of £5,000,000 and shall ensure that any Contractor maintains similar insurance.

- 5.3 The Council will be liable to the Parish for:

- (e) Any direct loss, damages, costs, expenses, liabilities, claims, actions and/or proceedings (including the cost of legal and/or professional services) whatsoever in respect of:
- (f) any loss of or damage to property (whether real or personal); and
- (g) any injury to any person, including injury resulting in death; and
- (h) any direct losses of the Parish,

that result from or arise out of the Council's negligence or breach of contract in connection with the performance of this Agreement, except insofar as that loss, damage or injury has been caused by any act or omission by or on the part of, or in accordance with the instructions of, the Parish, its Contractors, employees, or agents.

Limitation of liability

- 5.4 Subject to clauses 5.1 and 5.3, neither party shall be liable to the other party (as far as permitted by law) for indirect special or consequential loss or damage in connection with the Agreement which shall include,

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without limitation, any loss of or damage to profit, revenue, contracts, anticipated savings, goodwill, or business opportunities whether direct or indirect.

- 5.5 Each party shall at all times take all reasonable steps to minimise and mitigate any loss or damage for which the relevant party is entitled to bring a claim against the other party pursuant to this agreement. Subject to clause 5.3, the Council's total aggregate liability in respect of all other claims, losses or damages, whether arising from tort (including negligence), breach of contract or otherwise under or in connection with this agreement (other than a failure to pay any of the Funding or Match Funding that are properly due and payable and for which the Council shall remain fully liable), shall in no event exceed the Funding or Matching Funding paid or payable under or pursuant to this Agreement.
- 5.6 Subject to clause 5.1, the Parish's total liability in respect of all other claims, losses or damages, whether arising from tort (including negligence), breach of contract or otherwise under or in connection with this Agreement shall in no event exceed the sum of £5 million in relation to any one claim or series of connected claims.
- 5.7 Notwithstanding any other provision of this Agreement neither party limits or excludes its liability for:
- fraud or fraudulent misrepresentation;
 - death or personal injury caused by its negligence;
 - breach of any obligation as to title implied by statute; or
 - any other act or omission, liability for which may not be limited under any applicable Law.
6. COUNCIL TRAINING, SUPERVISION AND GUIDANCE
- 6.1 The Council shall be entitled to provide guidance on the Public Realm Maintenance work and Nominated Tasks and the manner in which it shall be carried out as necessary.
- 6.2 The Council may on occasions inspect the Public Realm Maintenance and give supervisory advice, if necessary. The Council shall act as the 'supervisor, manager or other competent person' in regard to the Safety at Street Works and Road Works Code of Practice 2013.
- 6.3 The Council and the Managing Agent may provide further training identified by the Council.
- 6.4 The Parish and the Contractor shall comply with all guidance, advice, training, and instruction provided in accordance with Clauses 6.1, 6.2 and 6.3.
- 7.0 PAYMENT
- 7.1 Subject to meeting the requirements of the Annual Maintenance Plan in relation to this contract, The Council will provide the Funding and Match Funding to the Parish.
- 7.2 Unless agreed otherwise in writing between the parties, the Council shall pay the Funding and/or Match Funding, to the Parish quarterly in arrears in accordance with clause 7.3 and 7.4.
- 7.3 The Parish shall submit invoices quarterly for Public Realm Maintenance works and Nominated Tasks completed in the previous quarter. The annual sum invoiced shall not exceed the total of the Funding and/or the Match Funding.

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- 7.4 All expenditure must be supported with documentary evidence listed below. The Parish must make available all evidence to the Council on request and comply with any reasonable audit requirement that the Council may have. The Council shall not withhold any payment or part payment without giving the Parish one-month prior notice.

Evidence requirements:

- Copy of all schedules of works completed for the quarter against the Annual Maintenance Plan and Nominated Tasks.
- Copy of the Contractors Invoices to support payment applied for
- Invoice to the Council for the Funding and/or Match Funding claimed based on the work identified

8.0 COMPLAINTS

- 8.1 The Parish shall record and report to the Council any complaints made in respect of Public Realm Maintenance or Nominated Tasks. The Parish shall deal with these complaints in cooperation with the Council.
- 8.2 The Council is entitled to refer any complaints it receives to the Parish.
- 8.3 The Council shall have the option to investigate any complaints that it considers necessary to investigate.
- 8.4 The Parish shall provide a written summary to the Council of all complaints received and the action taken in response to such complaints within 10 working days of receipt of complaint.
- 8.5 The Parish shall notify the Council immediately of any complaints received which may potentially involve the Council in any claim.

9.0 VARIATION

- 9.1 The Council and the Parish reserve the right at any time by written agreement to vary the terms of this Agreement.

10. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

- 10.1 This Agreement does not confer rights to any third party pursuant to the Contracts (Rights of Third Parties) Act 1999.

11 WAIVER

- 11.1 No forbearance or delay by either party in enforcing its respective rights will prejudice or restrict the rights of that party, and no waiver of any such rights or of any breach of any contractual terms will be deemed to be a waiver of any other right or of any later breach. In particular, but without limitation to the generality of the foregoing, any prior acceptance or approval communicated by the Council to the Parish in respect of the Services or any omission on the part of the Council to communicate such prior acceptance or approval shall not relieve the Parish of its obligations to deliver the Services in accordance with the provisions of this Agreement.

12 DISPUTE RESOLUTION

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- 12.1 If any dispute arises in connection with these terms and conditions or delivery of the Services, the Council's Representative and the Parish's Representative shall, within 5 Working Days of a written request from one party to the other, meet in a good faith effort to resolve the dispute.
- 12.2 If the dispute is not resolved at that meeting, the parties will attempt to settle it by referring the matter to the relevant senior officer at the Council and the Business Manager (or equivalent) of the Parish who will meet in a good faith effort to resolve the matter within 20 Working Days of referral.
- 12.3 If the dispute is not resolved by the parties referred to in clause 12.2, the parties will attempt to settle it by referring the matter to the parties respective Service Directors (or equivalent) who will meet in a good faith effort to resolve the matter within 20 Working Days of referral.
- 12.4 If the matter is not resolved through negotiation either Party may refer the matter to mediation.

13 DATA PROTECTION

- 13.1 The Parties are independent Controllers of any Personal Data processed under this agreement. Any Personal Data processed under the agreement will be carried out in accordance with current Data Protection Legislation and in particular the principles set out in Article 5 UK GDPR or Chapter 2 of Part 3 Data Protection Act 2018 (DPA 2018).
- 13.2 Each Party shall ensure that it has legitimate grounds under the Data Protection Legislation for the Processing of Personal Data under this Agreement.
- 13.3 The Parties agree that in respect of the Personal Data processed under this Agreement, they will provide clear and sufficient information to the Data Subjects, in accordance with Article 13 and/or 14 UK GDPR or Clause 44 DPA 2018.
- 13.4 The Parties agree to comply with their obligations to respond to Data Subject access requests and to give effect to other rights of Data Subjects in accordance with Data Protection Legislation.
- 13.5 Each Party shall promptly notify the other of any dispute, claim or query brought by Information Commissioner or Data Subject concerning the Processing of Personal Data provided under this Agreement.
- 13.6 Each Party agrees to co-operate and provide reasonable assistance and information to the other Party in dealing with any dispute, claim or query brought by Information Commissioner or Data Subject in connection with this Agreement, with a view to settling them amicably and in a timely fashion.
- 13.7 The Parties agree to have in place throughout the term of this Agreement appropriate technical and organisational security measures to:
 - 13.7.1 prevent:
 - (a) unauthorised or unlawful Processing of the Personal Data provided under this Agreement; and
 - (b) the accidental loss or destruction of, or damage to, the Personal Data provided under this Agreement; and
 - 13.7.2 ensure a level of security appropriate to:

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(a) the harm that might result from such unauthorised or unlawful Processing or accidental loss, destruction, or damage; and

(b) the nature of the Personal Data to be protected

13.8 It is the responsibility of each Party to ensure that its staff members are appropriately trained to handle and process the Personal Data in accordance with the agreed technical and organisational security measures together with any other applicable national data protection laws and guidance and have entered into confidentiality agreements relating to the processing of Personal Data.

13.9 The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Council may on not less than 30 Working Days' notice to the Parish amend this Agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office or variation to the Data Protection Legislation.

14 AUDIT

14.1 The Parish shall keep and maintain until 6 years after this Agreement has been completed, or as long a period as may be agreed between the parties, full and accurate records of this Agreement including the works provided under it and all Funding and Match Funding paid by the Council. The Parish shall on request afford the Council such access to those records as may be required by the Council in connection with the Agreement.

15 SEVERABILITY

15.1 If any of the provisions of this Agreement is judged to be illegal or unenforceable, the continuation in full force and effect of the remainder of them will not be prejudiced.

16 PARTNERSHIP OR AGENCY

16.1 Nothing in this Agreement shall be construed as constituting a partnership between the parties or as constituting either party as the agent of the other for any purpose whatsoever except as specified by the terms of this Agreement.

17 FORCE MAJEURE

17.1 Subject to the remaining provisions of this clause 17, neither party to this Agreement shall be liable to the other for any delay or non-performance of its obligations under this Agreement to the extent that such non-performance is due to a Force Majeure Event.

17.2 In the event that either party is delayed or prevented from performing its obligations under this Agreement by a Force Majeure Event, such party shall:

(a) give notice in writing of such delay or prevention to the other party as soon as reasonably possible, stating the commencement date and extent of such delay or prevention, the cause thereof and its estimated duration;

(b) use all reasonable endeavours to mitigate the effects of such delay or prevention on the performance of its obligations under this Agreement; and

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(c) resume performance of its obligations as soon as reasonably possible after the removal of the cause of the delay or prevention.

- 17.3 A party cannot claim relief if the Force Majeure Event is attributable to that party's wilful act, neglect, or failure to take reasonable precautions against the relevant Force Majeure Event.
- 17.4 The Parish cannot claim relief if the Force Majeure Event is one where a reasonable Parish should have foreseen and provided for the cause in question.
- 17.5 As soon as practicable following the affected party's notification, the parties shall consult with each other in good faith and use all reasonable endeavours to agree appropriate terms to mitigate the effects of the Force Majeure Event and to facilitate the continued performance of this agreement. Where the Parish is the affected party, it shall take and/or procure the taking of all steps to overcome or minimise the consequences of the Force Majeure Event in accordance with Best Industry Practice.
- 17.6 The affected party shall notify the other party as soon as practicable after the Force Majeure Event ceases or no longer causes the affected party to be unable to comply with its obligations under this Agreement. Following such notification, this Agreement shall continue to be performed on the terms existing immediately before the occurrence of the Force Majeure Event unless agreed otherwise by the parties.
- 17.7 The Council may, during the continuance of any Force Majeure Event, terminate this Agreement by written notice to the Parish if a Force Majeure Event occurs that affects all or a substantial part of the Services and which continues for more than 20 Working Days.

18 PREVENTION OF BRIBERY

- 18.1 The Council may terminate this Agreement by written notice with immediate effect, and recover from the Parish all losses resulting from such termination, if the Parish, or any of its employees, agents, or sub-contractors (in all cases whether or not acting with the Parish's knowledge):
- a) directly or indirectly offers, promises or gives any person working for or engaged by the Council a financial or other advantage to;
 - b) induces that person to perform improperly a relevant function or activity;
 - c) rewards that person for improper performance of a relevant function or activity;
 - d) directly or indirectly requests, agrees to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Agreement;
 - e) commits any offence:
 - i. under Section 117(2) of the Local Government Act 1972;
 - ii. under the Bribery Act 2010;
 - iii. under legislation creating offences concerning fraudulent acts; or
 - iv. at common law concerning fraudulent acts relating to this Agreement or any other contract with the Council; or
 - f) defrauds, attempts to defraud, or conspires to defraud the Council.
- 18.2 Any termination under clause 18.1 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.

19 MODERN SLAVERY

- 19.1 To the extent that the Modern Slavery Act 2015 may apply to the Parish, the Parish:
- (a) represents and warrants that it is compliant with its obligations under the Modern Slavery Act

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2015 and that neither the Parish nor any of its officers, employees, agents. Subcontractors or other persons associated with it:

- (i) have been convicted of any offence involving slavery and human trafficking anywhere in the world;
 - (ii) have been or are the subject of any investigation, inquiry or enforcement proceedings by any governmental, administrative or regulatory body anywhere in the world regarding any offence or alleged offence of or in connection with slavery and human trafficking.
- (b) shall implement and maintain throughout the term of any contract with the Council due diligence procedures for its own suppliers, sub-contractors and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.
- (c) shall report to the Council any breach or alleged breach of the Parish's anti-slavery and human trafficking policies and procedures or those of its suppliers, sub-contractors and other participants in its supply chain and shall provide reasonable assistance to the Council to allow the Council to carry out any audit of the Parish's anti-slavery and human trafficking policies and procedures or those of any suppliers, sub-contractors and other participants in its supply chains.

20 ENTIRE AGREEMENT

- 20.1 This Agreement, the schedules and the documents annexed to it or otherwise referred to in it contain the whole agreement between the parties relating to the subject matter hereof and supersede all prior agreements, arrangements and understandings between the parties relating to that subject matter.



Lengthsman Scheme – Herefordshire

SIGNED

by

its duly appointed Chairman

and

its duly appointed Clerk on

behalf of WIGMORE GROUP PARISH COUNCIL

Signed on behalf of the COUNTY
OF HEREFORDSHIRE DISTRICT
COUNCIL

A handwritten signature in black ink, consisting of a stylized 'L' followed by a horizontal line.

Authorised Signatory

Leigh Whitehouse

Group Manager – Streetscene, Public Rights of Way and Traffic Management

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ANNEX 1

PART 1

The places covered by this Agreement are:

For Core Public Realm Maintenance	Within the boundary of the Parish
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PART 2A

Updated February 2026

The below sets out the Core Public Realm Maintenance activities eligible under Herefordshire Council's Lengthsman Scheme. City, Town and Parish Councils should refer to this document before commissioning works to their Lengthsman.

Prior to work commencing, please consider liaising with your Locality Steward – they will be able to give you and your Lengthsman support, advice, guidance and information to prevent duplication.

Please ensure any landowner permissions are sought before works are commissioned.

Task Type	Activity in Scope	Competency Required	Safety Considerations <i>Failure to meet these, refer to "Red Book" Traffic management requirement.</i>
Drainage	- Clear leaves and other debris from gully grating or side inlet drain. - Clear drainage grips and entrances and exits of highway culverts, rodding of pipes. - Localised ditching works; assisting in land drainage affecting the highway (working with landowners).	- Streetworks Authorisations - Utility Service approval – identified from plans - Landowner approval prior to commencing work.	- Performed by trained person(s). 30mph roads or less – Min 0.5m sideways safety clearance. 30mph roads or higher – min 1.2m sideways safety clearance. - Consider whether Traffic Management / CAT scan is required. - Requirement for Risk Assessment.

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Non-Mains Powered Traffic Signs	• Cleaning and removing vegetation. • Street name plate installation (labour only), cleaning and repair.	• Streetworks Authorisations • Utility Service approval – identified from plans • Hand Tools • Power Tools • COSHH for Paint • CAT scan trained	• Performed by trained person(s). • Storage and application of paint • 30mph roads or less – Min 0.5m sideways safety clearance. • 30mph roads or higher – Min 1.2m sideways safety clearance. • Consider whether Traffic Management / CAT scan is required. • Requirement for Risk Assessment.
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PARISH LENGTHSMAN SCHEMES

Highway Minor Works	• Removal of soil and detritus build up from public places. • Clearing and siding out of footways. • Sweeping footways and public realm spaces. • Cutting back vegetation overhanging the road or footway. • Removing vegetation from structures and fences. • Verge cutting and strimming. • Painting and fence repairs. • Removal of fly posting. • Graffiti removal. • Repair of street furniture including litter bins and benches. • Installation of benches.	• Streetworks Authorisations • Utility Service approval – identified from plans • Landowner approval prior to commencing work. • Hand Tools • Power Tools • CAT and Genny Cable Locator device.	• Performed by trained person(s). • Storage and application of paint • Disposal of material • 30mph roads or less – Min 0.5m sideways safety clearance. • 30mph roads or higher – Min 1.2m sideways safety clearance. • COSHH understanding. • Hand Arm Vibration (HAVS) monitoring may be required. • Due regard for Bird Nesting Season must be adhered to. • Consider whether Traffic Management / CAT scan is required. • Requirement for Risk Assessment.
Environmental	• Litter picking (locations with footways) sharps shall be dealt with by HC. • Bin emptying. • Removal of fly tipping. • Removal of fly posting. • Removal of graffiti. • Weed removal by competent person. • Removal of bird and dog excrement. • Chewing gum removal. • Jet washing of highway surfaces and street furniture, such as benches, signage and monuments.	• Streetworks Authorisations • Hand tools • Suitable PPE • Litter picking tools & collection bags • Weed Removal - consider requirement for NPTC PA1 and PA6 qualification, if applicable.	• Performed by trained person(s). • Staff should have correct vaccinations, should an incident arise. • Disposal of material/collection. • Waste Carriers Licence required. • 30mph roads or less – Min 0.5m sideways safety clearance. • 30mph roads or higher – Min 1.2m sideways safety clearance. • Requirement for Risk Assessment.

PARISH LENGTHSMAN SCHEMES

Pothole Filling <i>(please contact Herefordshire Council before commissioning these works).</i>	Edge of carriageway repairs	- Cold lay Material - Concrete - Small Tools - Power Tools - Compaction rates - SROH intervention levels	30mph roads or less – Min 0.5m sideways safety clearance. 30mph roads or higher – Min 1.2m sideways safety clearance. - Requirement for Risk Assessment.
Public Rights of Way	- Ensuring cutting back of vegetation (excluding crops) is carried out on ALL paths where necessary at least twice per year, not to be done during Bird Nesting Season unless with exceptional circumstances. - Maintenance and installation of gates, stile crossing steps and other PROW furniture. - Basic bridge repairs, in consultation with PROW Inspector. - Signposting and Waymarking. - Purchase/hire/maintenance of tools - Repaint traditional finger and mile posts.	- Locations to be GPS Plotted prior to installation to confirm legal line - Hand Tools - Power Tools Installation requirements	- PROW Legal Line conformation – HC - Landowner Permission prior to commencing - Utility Service approval – identified from plans Streetworks Authorisations: 30mph roads or less – Min 0.5m sideways safety clearance. 30mph roads or higher – Min 1.2m sideways safety clearance.

PARISH LENGTHSMAN SCHEMES

	The City, Town or Parish Council must have at least one volunteer Parish Footpath Officer (PFO) in post, who will inspect ALL paths in the parish at least twice a year. The name and contact details (email and number) of PFOs should be provided to prow@herefordshire.gov.uk		
Play Areas	• Painting play equipment, benches or tables. • Siding out overgrowth • Cutting back overgrowth • Levelling uneven ground or filling holes • Basic repairs (must be RoSPA trained to do this). • Cleansing of surfaces, railings, play equipment and signage. • Rebarking of any barked surfaces. • Surface repairs, to the same standard as previously installed.	• Hand Tools • Power Tools • COSHH for Paint and application • Play Area RoSPA Training.	• Access to play area • Wet Paint • Power Tools • Signage to be erected to close play area and • Waterproof signage notifying of wet paint.
Nominated / Other Tasks	Task as agreed through a Group Manager at Herefordshire Council with a clear benefit to the public realm, this Nominated Task should be used if the City, Town or Parish Council has a project they would like to undertake that is not listed in this scope of works.	To be confirmed by agreement with a Herefordshire Council Group Manager or Head of Service or Director.	• Task dependent, advice to be taken when approval for the Nominated Task is sought from Herefordshire Council.

ANNEX 2 - Annual Maintenance Plan (Agreed with Council and held by the Council)

Please return the Parish Council's Annual Maintenance Plan together with this contract

Detailing

- Activity
- Timescale
- Nominated Tasks
- Performance measures
- Funding allocated to each task and

PARISH LENGTHSMAN SCHEMES

- The Parish's objectives for the Public Realm