

Community Highways Volunteering

Information Pack

2016/17



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Welcome to the Community Highways Volunteering Scheme

The County Council's Community Highways Volunteering Scheme allows communities to step in and work on the highways in your area, helping the County Council to maintain Cambridgeshire's highways to a high standard.

The scheme gives volunteers in the community the opportunity to enhance their environment whilst at the same time reducing pressure on county council budgets.

With this scheme the County Council are creating the conditions whereby Parishes, Towns and Community Groups can undertake certain routine maintenance activities. The scheme essentially gives Parishes in Cambridgeshire the opportunity to carry out works that would otherwise be a low priority for the County Council.

This information pack contains all the information Parishes need to become part of the Community Highways Volunteering Scheme. In order to complete their registration, the form at the end of this pack needs to be signed and returned to the County Council.

If you are unsure about any element of this scheme, have any questions or would like more information, please contact local.highways@cambridgeshire.gov.uk or speak to your Local Highway Officer.

How the scheme works

Who can register to become a volunteer?

We ask for each Parish Council to speak to their County Councillor who will then register the Parish with Cambridgeshire County Council, this ensures easy communication between the parties.

Anyone in the community can become a volunteer to help improve their area's highway. The more, the better!

Your Local Highway Officer will have more information on the scheme if needed. To register their interest, each Parish will need to fill in the registration form at the end of this pack. This then needs to be sent to Cambridgeshire County Council.

What can the community help with?

Each Parish is responsible for deciding what work they'd like to be done in their community. However, all work as part of this scheme must be carried out within the limits of the village or town. At no time should volunteers work near high speed roads; they should only work within 20, 30 and 40mph limits. An initial consultation with the Local Highway Officer will be required with each Parish representative prior to any work commencing to ensure all Health & Safety information is fully understood.

This scheme only applies to footways, footpaths and bridleways. Volunteers on this scheme are not insured or trained to work on the roads and should never place themselves in conflict with live traffic. Volunteers should not put themselves at any further risk from motor vehicles than they would as an untrained pedestrian.

The four areas where the Council would like your help are:

- **Siding out**
- **Vegetation cutting back**
- **Sign cleaning**
- **Litter picking**

Further details on each area are below.

Recording the work of each Parish

It is very important that all volunteers keep a record of when and where they have worked. These records evidence what work has been carried out, where and when for each Parish. The County Council will only require these records if a problem arises.

An example form for recording work is provided with this pack, but volunteers can record the information in whichever way is best for them.

Reporting highway faults to us that are not covered in this scheme

If volunteers spot any additional highway faults which are not covered within this scheme, they can be reported to the County Council by using our simple and easy online reporting tool which can be found here:

<https://highwaysreporting.cambridgeshire.gov.uk/>

Siding out

Siding out is the term used to remove grass that has grown over the footpath from the adjacent verge.

Siding out of overgrown footways is essential to ensure access for all pedestrian users is maintained along the footpath.

Footways should be removed of all obstructions and encroaching grass should be cut out of footways. Where landowners are involved they must be made aware of their obligations and prompted to clear footways, your Local Highway Officer can help with this.

Below are some before and after pictures...

Example 1:



Before



After

Example 2:



Before



After

Vegetation cutting back

Where vegetation is overhanging or obstructing footways this can be cut back or removed to ensure pedestrians can navigate the route.

Also cutting back of all highway vegetation to ensure visibility of road signs or a potential hazard should be considered.

However, this does not include vegetation that is privately owned, so we ask all volunteers to liaise with the Local Highway Officer first if unsure.

Below are some examples of where vegetation needs to be cut back...

