

COMMUNITY FUNDED INITIATIVE

EXPLANATORY NOTE

The Community funded initiative is aimed at providing minor highway and transport improvements that are of a high value to a community but are not led by a road casualty reduction need.

It is important that your project is considered in line with published County Council policy and criteria, as well as local transport priorities. This information is available through the web site links below:

<http://www3.hants.gov.uk/trafficmanagement.htm>

<http://www3.hants.gov.uk/transport-planning.htm>

Projects that do not meet policy, criteria and priorities will not be supported.

Community support is vital to the successful delivery of your project and it is advisable to establish a level support before proceeding further.

Changes to traffic regulation fall outside the scope of this initiative due to their wider implications on the surrounding areas and the complex nature of making Traffic Regulation Orders. Additionally major engineering solutions will not be achievable through this initiative which is aimed at lower cost improvement and enhancements.

THE PROCESS

Project - Parish/Town Councils and community groups should agree the project and establish the level of support. In the case of community groups this support MUST include that of the Parish/Town Council and local County Council Member. Advice is available from the County Council at any stage of the process through the e-mail address: traffic.management@hants.gov.uk.

Application - Complete the application form including full details of your project. This should explain the location and description of your project as well as the aims and objectives and reason for promoting your project. Also additional information on background, funding, level of support, communications, and the way in which your project fits policy and criteria is requested.

Acknowledgement and Advice - The County Council will acknowledge your application and provide some initial advice. Applications will only progress further where the County Council are content that there is a deliverable scheme, and will not proceed where there are significant concerns surrounding the project. An application fee will be charged only where a viable project can be taken forward to the scoping stage.

Scoping - The County Council will arrange a scoping meeting with the aim of discussing all aspects of the proposed project with you, and identify any potential constraints. The application fee will be charged at this stage.

Design – The detailed design will commence following the scoping meeting and the County Council will provide advice on likely timescale. The County Council will produce initial design drawings for agreement and a formal agreement between both parties will be required at this stage.

Consultation – The Parish/Town Council or community group MUST undertake community consultation on the project before proceeding to the implementation stage. This must be proportionate to the proposal and responses should be fully documented for County Council

review. In the case of a community group this consultation must include the Parish/Town Council and local County Council Member. Once consultations are complete the County Council must be informed on the outcomes and review any recommended changes in the design. The responsibility or reporting the outcomes of the consultation rests with the Parish/Town Council or community group.

Final Design – The outcomes of the consultation will inform the final design which will be taken forward to implementation on the agreement of the Parish/Town Council and community group.

Delivery – The agreed final design will be ordered for completion by the County Council's highway contractor. The works will be treated as routine highway works and whilst the County Council will endeavour to meet any time constraints the minimum timescale for this type of work from order to completion is 8-12 weeks, but subject to other highway priorities on the network.

FREQUENTLY ASKED QUESTIONS

What is the financial commitment on the Parish/Town Council or community group?

It is expected that the full costs of the work will be funded by the Parish/Town Council or community group, as well as a contribution towards the cost of the design and implementation resource and routine maintenance. The Parish/Town Council or community group are also responsible for the works costs associated with repair and replacement.

How does routine maintenance differ from repair and replacement, and what does the maintenance contribution cover?

The routine maintenance contribution covers the cost of routine activities such as cleaning and increased grass cutting costs. Some limited maintenance may be carried out by the Parish/Town Council where they participate in the Parish Lengthsmen scheme. This will be taken into account in the maintenance contribution which will be reduced for projects where a Parish Lengthsman service is available. Where a Parish Council withdraws from the Parish Lengthsmen scheme or the scheme is closed then a maintenance sum may become payable, and this will be determined on a case by case basis. The maintenance contribution will be applied to new measures only (excluding road markings), and not to the renewal of existing measures or street furniture, or where rationalised.

Can the Parish/Town Councils or community groups design and construct the measures themselves?

The highway authority only permits authorised contractors to work on the public highway and approves all work that is carried out on the highway network. In general Parish/Town Councils and community groups do not have the necessary authority to carry out work themselves.

How will conformity to design standards and risk assessment be assured?

The design and implementation process will take account of current design standards, policy regulation and guidance, as well as the health and safety requirements of risk assessment and road safety audit.

Will the County Council financially contribute towards any work that the Parish wishes to progress?

Regrettably the County Council is unable to make a contribution towards the cost of the project, unless the community funding aims to enhance a current programmed and deliverable County Council project. The design and implementation fees will cover much of the costs of the additional resources that are required to deliver a community funded programme.

What is the approximate timescale for delivery of a project?

Our resources are in high demand and the level of resource available to complete a community funded programme will be affected by the level of higher priority projects being delivered through our programmes. You will be advised on timescales upon application and throughout the process. The design and implementation process, depending on the complexity of the project can take some months to complete.

What are my responsibilities under the Construction (Design and Management) (CDM) Regulations 2015?

Through the agreement between the County Council and Parish/Town Council or community group the County Council agrees to adopt the duties of both Client and Principal Designer. Through these duties the following is a summary of the role that the County Council agrees to adopt:

- Appoint other duty holders, including Designer and Principal Contractor.
- Allocate time and resources.
- Ensure that information is prepared and provided to other duty holders.
- Plan, manage, monitor and coordinate the works.
- Advise the Parish/Town Council or community group.
- Commission the design and construction.
- Work with the designers to eliminate, reduce and control foreseeable Health and Safety risks.
- Ensure that everyone involved communicates and cooperates as necessary.
- Liaise with the Principal Contractor, keeping them informed of any risks that need to be controlled.
- Determine the expected standard of health and safety, and ensure it is maintained.