

ROW Maintenance Policy  
Appendices

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# Appendix 1 - Specifications

## Signs

New CBC signs have no brackets and are held by two stainless steel grub screws. However we also refurbish older designs and reinstall. Removed signs are either stored for reuse or shot blasted, repainted and then stored. Cast sign arms were developed in conjunction with Wilstead Patterns and Castings of Arlesey.

There are specific castings for the inter-county promoted routes, The Icknield Way Trail and Greensand Ridge Walk. However the Icknield Way walkers route is indicated with flat plate aluminium (not cast) signs many of which have faded and which do not have text to indicate the status of the path and so are usually supplemented by another sign. Once the route has been reviewed it would be an option to replace the two signs with a single cast sign which would be consistent with the other signs in the Authority.

### Adding distances to signs

Paragraph 14.5 of the Traffic Signs Manual Chapter 7 Design of Traffic Signs, "Metric distances are not permitted by the regulations and must not be used." Distances less than 3 miles may use fractions of a mile to the nearest 1/4 mile. Distances less than 1/2 a mile may be in yards. When a sign has more than one distance and at least one of the distances is in yards, then any distance in miles may have the abbreviation "m" for miles.

For most signs where there is only one distance or where all the distances are in miles, the "m" is omitted.

## Waymarking

### Waymark Posts

- Sawn redwood timber, tannalised to BS EN 335-1 class 4
- 2.1m x 100mm x 100mm four-way weathered and 450mm yellow painted top
- Top painted with undercoat and 2 coats of non-drip gloss yellow paint.
- To be installed 600mm into the ground.

### Waymark Discs

Size: 85mm diameter  
Material: 3mm thick 80% recycled rigid pvc.  
Production: direct screen printed in two colours  
Colours: background, flood coated in bs 08 e 51. all text and arrow head black  
Fixing holes: 3 holes 3mm diameter equidistant on the perimeter

## Furniture – (gates, stiles and bollards)

All stiles on the Rights of Way Network are to be to the *BS5709:2006*.

The supplier of galvanised gates was chosen by a procurement process carried out by CBC but included adjoining authorities Hertfordshire, Buckinghamshire, Cambridgeshire, Bedford Borough and Milton Keynes in 2011.

Table of galvanised steel gate specifications as procurement process October 2011

| Item                          | <p style="text-align: center;"><b>Specification</b></p> <p style="text-align: center;">All Gates to be all steel and galvanised to ENIS 1461<br/>All nuts/bolts galvanised to ENIS 1461 or be Stainless Steel<br/>Gates [except the Pedestrian Kissing Gate] to comply with BS5709:2006<br/>Heights stated are approximate and taken from Ground Level.<br/>Installation to the manufacturers instructions</p>   |
|-------------------------------|--|
| Hand Gate                     | <ul style="list-style-type: none"> <li>• Gate within integral frame.</li> <li>• Height 1m. Opening of gate to 1m width.</li> <li>• Weld mesh panels across openings to height of approx. 750mm</li> <li>• Gate to be self-closing by an offset hinge.</li> <li>• The gate to latch to the frame when closed.</li> </ul>  |
| Pedestrian Kissing Gate       | <ul style="list-style-type: none"> <li>• Gate within integral frame.</li> <li>• Height 1m. Opening of gate to 1m width.</li> <li>• Weld mesh panels across openings to height of approx. 750mm</li> <li>• Gate to be self-closing by an offset hinge.</li> <li>• The gate to latch to the frame when closed.</li> <li>• Galvanised steel enclosure with weld mesh panels. Radius approx. 550mm</li> </ul>  |
| Large Pedestrian Kissing Gate | <ul style="list-style-type: none"> <li>• Gate within integral frame.</li> <li>• Height 1m. Opening of gate to 1.2m width.</li> <li>• Weld mesh panels across openings to height of approx. 750mm</li> <li>• Gate to be self-closing by an offset hinge.</li> <li>• The gate to latch to the frame when closed.</li> <li>• Galvanised steel enclosure with weld mesh panels. Radius approx. 800mm</li> </ul>  |
| Radar Kissing Gate            | <ul style="list-style-type: none"> <li>• Gate within integral frame. Height 1m. Opening of gate to 1.2m width.</li> <li>• Gate to open in 1 direction (into the hoop enclosure) when locked or to open away from the enclosure when unlocked. Lock to be of the National Key Scheme (Radar) type. Gate to be Self-closing by offset hinges from either direction.</li> <li>• Galvanised steel enclosure with weld mesh panels. Radius approx. 800mm</li> </ul> |
| Two Way Bridlegate            | <ul style="list-style-type: none"> <li>• With an opening 1.5m wide. Height of gate approx. 1.2m.</li> <li>• Galvanised steel gate with weld mesh panels.</li> <li>• Self-closing by offset hinges from either direction and with a tall handled latch mechanism</li> </ul>   |

Timber gates if and when used must be to *BS5709:2006*.

## Structures

### Bridge or Culvert

The decision about whether to install a free standing bridge or a culvert is dependent on the location and consent from the Internal Drainage Board or the Environment Agency. At smaller sizes, the difficulty of specifying bridleway bridges means that structures on bridleways are more likely than those on footpaths to be culverts.

## Culverts

For vehicular culverts of 0.9m and below in length the specification would be for Twin wall Ridgidrain pipe installed with  $\frac{1}{4}$  of the diameter below bed level and with at least 0.9m of cover from the crown of the pipe to the finished surface. The headwalls will usually be pinned concrete sandbags. For non-vehicular culverts the cover might be reduced down to minimum of 450mm for bridleways and 300mm for footpaths.

## Bridges

Technical Approval shall be obtained for all new vehicular bridges and other bridges over 10m in length as specified in the

*Design Manual for Roads and Bridges, Volume 1 Highways structures: Approval procedures and general design.*

<http://www.dft.gov.uk/ha/standards/dmrb/vol1/section1/bd205.pdf>

For non vehicular bridges, between 5 and 10m in length, the usual procedure will be to specify;

- Supply & Install bridge with a galvanised steel beam and treated softwood timber deck with non-slip surface and two timber parapets to *Eurocode 3 , Part 2-1 , BS EN 1993-2 (replaces BS 5400)* including designing and building suitable concrete bank seats.
- The steel beams of bridges should rest on suitable rubber bridge bearings. 1.2m is to be available width for footpaths and 1.5 – 2.0m for bridle and cycle bridges according to the level of usage.

For footbridges below 5m in length, designs will usually be a development of the Sawn Timber Footbridge from *Footbridges in the Countryside Design and Construction 2<sup>nd</sup> Ed. (1989) Countryside Commission for Scotland.*

For bridle bridges below 5m, the options are to use the supply and install specification as above for non-vehicular bridges between 5-10m or to use the design for Sawn Timber Bridge from *Path Bridges planning, design, construction and maintenance (2006) Produced by the Paths for All Partnership with support from Scottish Natural Heritage and Forestry Civil Engineering.*

Non-slip options include routed deckboards, encapsulated plywood panels with non-slip surface, routed deckboards with resin inserts and application of other proprietary coatings with containing aggregate or rubber.

## Surfacing

### Typical blinded road arisings specification

When improving an unsurfaced path it is likely that the existing natural surface should be excavated. The most common option is to remove half the total depth and put to each side, to be pulled back at the end, levelled and seeded. Alternatively if there is not enough width, the total depth may be excavated and removed from site.

Optional Treated softwood edging - Install 150mm treated softwood edging with pegs 50 x 50 x 450mm

- Install Terram 1000 or equivalent
- Sub base of 100mm of crushed concrete/brick that is free from timber, glass, metal or any sharp material and organic matter. (Sub-base can be up to 200mm depending on softness of underlying ground and the topography).
- Lay and roll 100mm depth of 32mm screened road risings with fall to side. The base layer may be as thin as 75mm and as deep as 150mm depending on the level and type of use).
- Blind with granite or limestone (6mm to dust), to 10mm nominal depth [Optional]

### Typical Specification of Dense Asphalt Concrete (formally Dense Bitumen Macadam)

For Vehicular Highways (Byways and other shared use Rights of Way)

- Install Terram 1000 or equivalent
- Install a sub base of MOT type 1 or screened road arisings (depth 100-200mm) dependent of ground conditions.
- Lay a Base Course 60mm depth AC20 Dense Bin 100/50 (dense macadam binder course 0/20 size, 60mm thick).
- Lay a 40mm AC 10 close surf 100/150.

For Footpaths

- Install Terram 1000 or equivalent
- Install a sub base of MOT type 1 or Screened road arisings (Depth ~100mm) dependent of ground conditions.
- Lay a Base Course 40mm depth AC20 Dense Bin 100/50 (Dense macadam binder course 0/20 size, 60mm thick).
- Lay a 25mm AC 10 close surf 100/150.

### Routine Maintenance of Dense Asphalt Concrete

Routine surface defects shall be repaired by cutting back to solid construction, square and backfill with hot bituminous material. A cold lay material may be used as a temporary measure, if permanent patch repair or resurfacing work is then planned.

### **Typical no-dig permeable surfacing**

Lay Treetex T300 geotextile

Install 75mm deep Cellweb tree protection system pinned with fixing pins as manufacturers instructions.

Install 105mm depth of no fines angular fill 4-20mm within the open cells. That is overfilling by 30mm

# Appendix 2 - Working Practices

## Waymarking

1. All new locations and designs to be approved by area Rights of Way Officer.
2. No discs to be attached to trees
3. No duplicate discs to be added to existing locations – a single disc or existing disc plus plaque should carry all the information necessary: status, direction, route identifier etc.
4. Waymarks visible from direction of approach and point along the path
5. Posts should be visible, away from farm machinery and protected from livestock
6. In sensitive areas such as SSSI's and Ancient Monuments, consent will be required from the appropriate authority.

## Procurement

The CBC procurement procedures are to be followed. To ensure compliance the requisition sheets are completed and signed by the budget manager before the works are procured.

More complicated works may require that a Method Statement and Risk assessments are provided.

## Procurement sequence

1. Issue is to be completed on CAMS as soon as identified.
2. Jobsheet to be completed including writing specification of works.
3. Worksheet to be produced including risk assessment form for each job
4. The appropriate Procurement procedure should be according to the expected total value of the works.  
Up to £2000, two quotes such be obtained wherever possible.  
From £2000 to £20,000, a minimum of 3 written quotes.  
From £20,000 to £60,000, the PT38 Invitation to provide quotation lite form on the In-Tend corporate process.  
Above £60,000 with Intend (see the Procurement Section).
5. The lowest quote which is for the work as specified is always to be chosen except when using the PT38 form or Intend and explicitly stating the quality criteria on which the quote/tender is to be judged. Requisition form to be completed. All quotes are to be retained, and copies attached to the requisition form.
6. Budget Manager to sign requisition
7. Order to be written by procurer which includes worksheet number and send to contractor. Order number is to be added to Requisition form which is filed with a copy of the order and all of the quotes, both successful and unsuccessful
8. The contractor can only start work when he has order.
9. Contractor is to report back to Contracts Officer and to send in invoice as soon as work is completed
10. Row Officer or the Contracts Officer may inspect the works before confirming that works have been completed.
11. ROW Officer to update CAMS in issue, job and worksheet.
12. Contracts Officer is to confirm that invoice can be paid or dispute invoice in writing within 28 days.

## ***Inspections of Structures***

Structures are classified as being surveyed by either an engineer or member of Rights of Way team according to their size and the users of the highway. For this purpose, it is all the legal users of the structure including private use.

Table of classification and body to undertake surveys

| <b>Category</b> | <b>Use</b>                  | <b>Type</b>                      | <b>Span</b> | <b>Surveyed by ROW Team or Bedfordshire Highways</b> |
|-----------------|-----------------------------|----------------------------------|-------------|--|
| A1              | Pedestrian and/or Bridleway | Pipe                             | any         | ROW Officer  |
| A2              | Pedestrian and/or Bridleway | Brick/Stone Arch                 | <1.5m       | ROW Officer  |
| A3              | Pedestrian and/or Bridleway | Structural Beam Timber (inc Kit) | <5m         | ROW Officer  |
| A4              | Pedestrian and/or Bridleway | Sleeper                          | <5m         | ROW Officer  |
| A5              | Pedestrian and/or Bridleway | Crash Barrier                    | <5m         | ROW Officer  |
| A6              | Pedestrian and/or Bridleway | Structural Beam Steel            | <5m         | ROW Officer  |
| A7              | Pedestrian and/or Bridleway | Structural Beam Concrete         | <5m         | ROW Officer  |
| A8              | Pedestrian and/or Bridleway | Concrete Slab (inc Box)          | <5m         | ROW Officer  |
| A9              | Vehicular                   | Pipe                             | <0.9m       | ROW Officer  |
| A10             | Vehicular                   | Brick/Stone Arch                 | <0.9m       | ROW Officer  |
| A11             | Vehicular                   | Concrete Slab (inc Box)          | <0.9m       | ROW Officer  |
| B1              | Pedestrian and/or Bridleway | Brick/Stone Arch                 | 1.5m +      | Engineer   |
| B2              | Pedestrian and/or Bridleway | Structural Beam Timber (inc Kit) | 5m +        | Engineer   |
| B3              | Pedestrian and/or Bridleway | Structural Beam Steel            | 5m +        | Engineer   |
| B4              | Pedestrian and/or Bridleway | Structural Beam Concrete         | 5m +        | Engineer   |
| B5              | Pedestrian and/or Bridleway | Concrete Slab (inc Box)          | 5m +        | Engineer   |
| B6              | Vehicular                   | Pipe                             | 0.9m +      | Engineer   |
| B7              | Vehicular                   | Brick/Stone Arch                 | 0.9m +      | Engineer   |
| B8              | Vehicular                   | Structural Beam Steel            | 0.9m +      | Engineer   |
| B9              | Vehicular                   | Structural Beam Concrete         | 0.9m +      | Engineer   |
| B10             | Vehicular                   | Concrete Slab (inc Box)          | 0.9m +      | Engineer   |
| D1              | Retaining wall              | any                              | <2m height  | ROW Officer  |
| D2              | Retaining wall              | any                              | 2m +        | Engineer   |
| D3              | Cattle Grid                 | Any                              |             | Engineer   |

When structures are surveyed by an engineer, the engineer will provide the form to be used. For the bridges to be surveyed by a member of the ROW Officer, the Structures Inspection form (next page) will be used.



## Structures Inspection Form

|  |                                      |  |       |
|--|--------------------------------------|--|-------|
| Number of:   |                                      | Condition:   |       |
| Damp Proof Membrane (DPM): Y / N   |                                      | Culvert pipe material: Plastic [twin wall Y / N] / Clay            |       |
| Deck<br>Wooden / Routed / Safety panel / Concrete / Aggregate / Other        |                                      | Culvert Surface:<br>Aggregate / Earth / Grass / Concrete / Asphalt |       |
| Foundation Condition:<br>Absent / Sleeper bearer / Concrete / Gabion / Brick |                                      | Culvert width (m): Length (m):                                     |       |
| Work Required  |                                      | Culvert pipe internal dia (m):                                     |       |
|  |                                      | Action/Work Ordered?   |       |
| To Be Completed In The Office  |                                      | Signed when respective involvement complete:                       |       |
| CAMs Updated: Yes / No   | Contracts Officer Notified: Yes / No | Officer:   | Date: |
| Date:  | Date:                                | Contracts Officer:   | Date: |

| Category | Use                         | Type                             |
|----------|-----------------------------|----------------------------------|
| A1       | Pedestrian and/or Bridleway | Pipe                             |
| A2       | Pedestrian and/or Bridleway | Brick/Stone Arch                 |
| A3       | Pedestrian and/or Bridleway | Structural Beam Timber (inc Kit) |
| A4       | Pedestrian and/or Bridleway | Sleeper                          |
| A5       | Pedestrian and/or Bridleway | Crash Barrier                    |
| A6       | Pedestrian and/or Bridleway | Structural Beam Steel            |
| A7       | Pedestrian and/or Bridleway | Structural Beam Concrete         |
| A8       | Pedestrian and/or Bridleway | Concrete Slab (inc Box)          |
| A9       | Vehicle                     | Pipe                             |
| A10      | Vehicle                     | Brick/Stone Arch                 |
| A11      | Vehicle                     | Concrete Slab (inc Box)          |
| B1       | Pedestrian and/or Bridleway | Brick/Stone Arch                 |
| B2       | Pedestrian and/or Bridleway | Structural Beam Timber (inc Kit) |
| B3       | Pedestrian and/or Bridleway | Structural Beam Steel            |
| B4       | Pedestrian and/or Bridleway | Structural Beam Concrete         |
| B5       | Pedestrian and/or Bridleway | Concrete Slab (inc Box)          |
| B6       | Vehicle                     | Pipe                             |
| B7       | Vehicle                     | Brick/Stone Arch                 |
| B8       | Vehicle                     | Structural Beam Steel            |
| B9       | Vehicle                     | Structural Beam Concrete         |
| B10      | Vehicle                     | Concrete Slab (inc Box)          |
| D1       | Retaining wall              | any                              |
| D2       | Retaining wall              | any                              |

|   |   |  |
|---|---|--|
| <b>Total Width</b>                        | Generally the width of the deck, including the parapet width.     | <b>Contacts if needed:</b><br><b>Chris Nicol Senior Rights of Way Officer - 0300 300 6230 or 07802 518984</b><br><b>David Leverington Rights of Way Team Leader - 0300 300 07802 560642</b><br><b>Duty Officer No. 0300 300 8085</b><br><b>Flytipping: 0300 300 8631/8632</b><br><b>Highways Helpline: 0300 300 8049</b> |
| <b>Maximum Deck/Surface to Bed height</b> | Measurement from the top of the deck to the water course bed.     |  |
| <b>Approach</b>                           | This is the lead up to the structure; including the surroundings. |  |
| <b>Parapet</b>                            | The handrails or safety guard                                     |  |
| <b>Beams</b>                              | The things the deck sit's on.                                     |  |
| <b>Foundation</b>                         | This is the thing the beams sit on top of.                        |  |
| <b>DPM</b>                                | This is a plastic membrane used to stop the beams rotting.        |  |

## **Avoidance of Underground Plant Procedure**

This applies to works managed by the ROW elements of CBC Highways whether by Contractors, Volunteers or CBC Officers.

|                        |   |
|------------------------|---|
| <b>Objective</b>       | To keep all excavations on Public ROW safe from underground services. To maintain compliance to legislation and HSE Guidance.   |
| <b>Input</b>           | Works order procedure, HSE Guidance (HSG 47)  |
| <b>Output</b>          | <ul style="list-style-type: none"> <li>• Excavations are controlled and risks are managed</li> <li>• Utility service plans to be provided by contractor</li> <li>• Locations are to be scanned for services and marked</li> </ul> |
| <b>Procedure Owner</b> | Contracts Officer/Designer  |

### Steps in procedure

|   |  |
|---|--|
| <b>1. Decision</b>  | <b>Has an up to date underground service information been provided to cover the work area?</b>   |
| <p>If Yes go to Step 3<br/> If No go to Step 2.</p>   |  |
| <b>2. Activity</b>  | <b>Request advice from Highways Assets</b>   |
| <p>Suspend work and seek further information and clarity from the originator to ensure that Service information provided.</p>   |  |
| <b>3. Decision</b>  | <b>Looking at the Utility Service information provided, is Utility guidance needed?</b>  |
| <p>If Yes go to step 4<br/> if No go to step 5<br/> -----<br/> At this stage it may also be necessary to contact the Service provider to take additional guidance e.g. BT– Dia B4U Dig, Electricity (High Voltage), Gas (High Pressure) and Water. If utilities are within 3m of the area to be excavated, then the Utility provider is to be contacted. For Gas and electricity this is by email <a href="mailto:plantprotection@nationalgrid.com">plantprotection@nationalgrid.com</a></p>  |  |
| <b>4. Hold Point</b>  | <b>Is a redesign required ?</b>  |
| <b>5. Procurement process</b>   | <b>The specification of any works involving excavation must include Service search results. If these reveal that a Service is close to the works then the response of the utility company must also be included.</b>   |
| <b>6. Activities</b>  | <ul style="list-style-type: none"> <li>• Designer to Use 'Cable Avoidance Tools' to locate underground services (being trained Operator) and mark then on the ground.</li> <li>• Depending on results of scanning, contact utility provider for guidance and risk assessment.</li> <li>• Photograph site showing marks.</li> </ul> |
| <p>Service providers such as British Telecom, Electrical or Gas companies should be contacted in the following circumstances.</p> <ul style="list-style-type: none"> <li>• Additional guidance or site assistance is suggested in the search results.</li> <li>• Service shown on plan is not located.</li> <li>• Service within 3m of the dig area</li> <li>• Service identified as shallower than on the plan</li> <li>• Service embedded in the surround</li> <li>• Any damage to a service is discovered</li> <li>• For gas pipes, piling or vertical boring within 15m</li> <li>• Excavation with 10m of any above ground gas installation.</li> </ul> |  |

## **Working with Volunteers**

Work may be undertaken by volunteers on tasks organised by CBC. In these cases, CBC Officers should ensure that a Risk Assessment is undertaken and that the volunteers are appropriately briefed as to the task to be done and the equipment provided.

### **Welfare**

A First Aid Kit of the appropriate capacity for the number of people on the task must be on site.

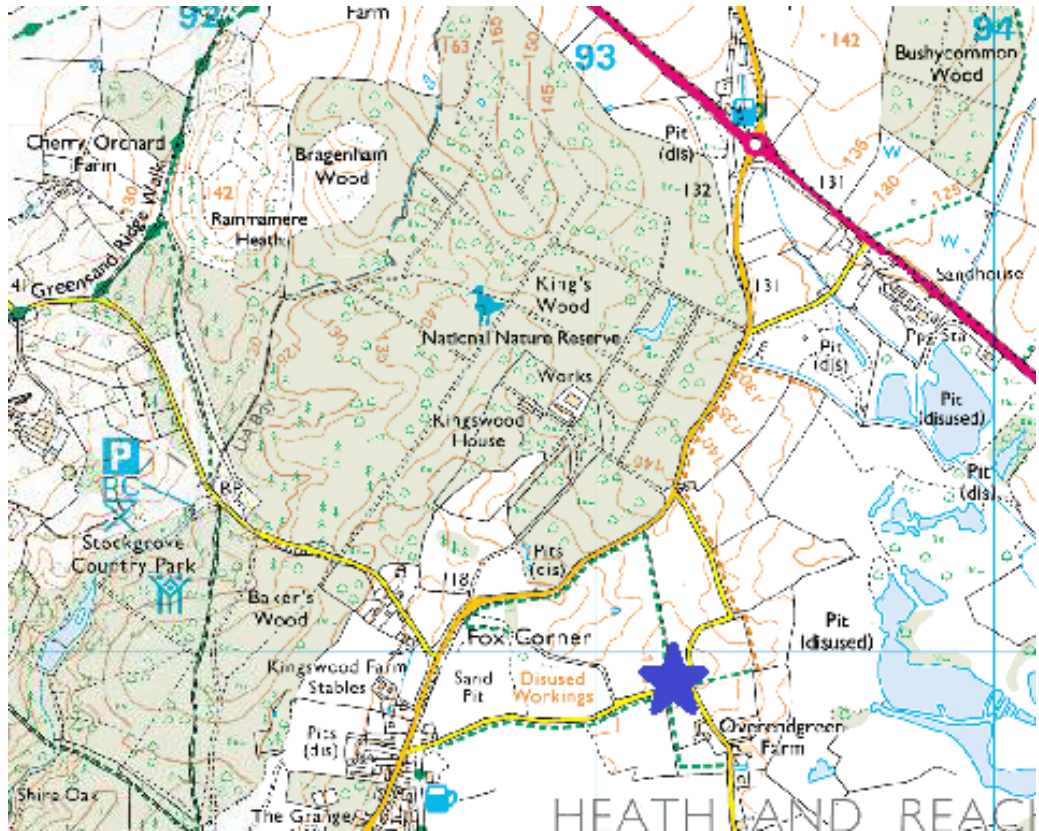
Strimmers/brushcutters should only be used by appropriately LANTRA trained people.

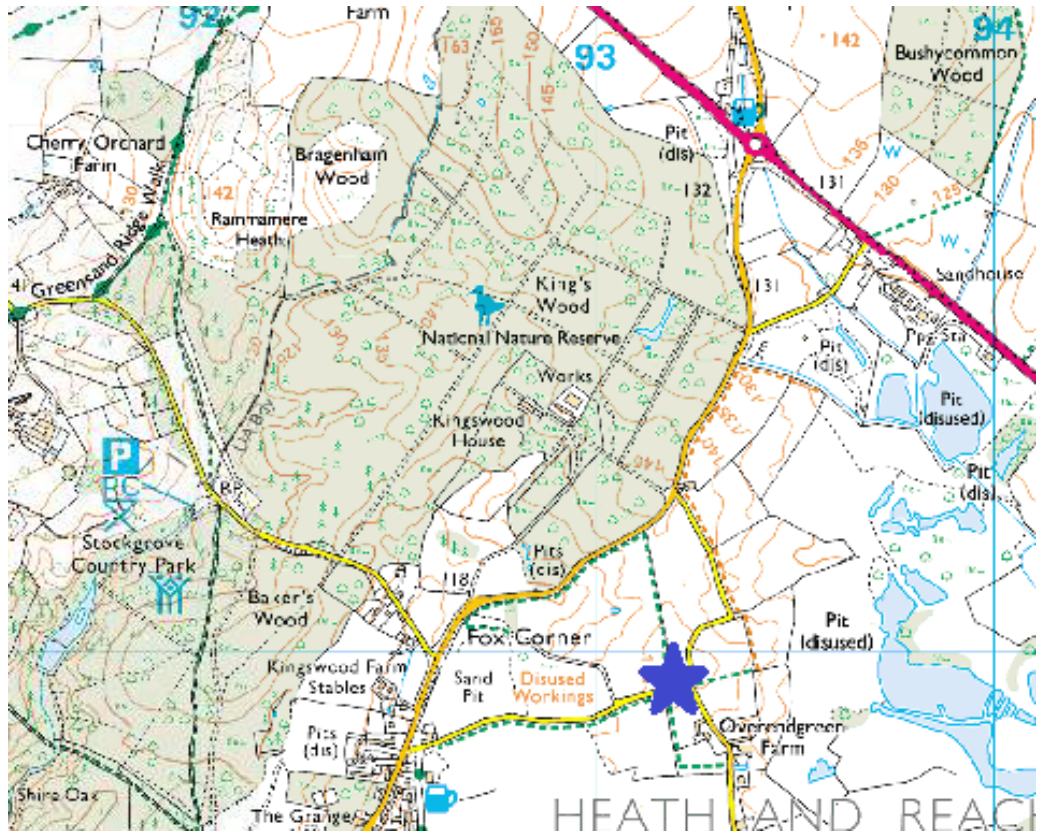
Further Guidance can be found on the Leisure Section.

<http://www.centralbedfordshire.gov.uk/leisure/countryside/volunteers/risk.aspx>

An example of a suitable Risk Assessment is shown on the next page.

# Risk assessment

|  |  |  |  |
|--|--|--|--|
| <b>RISK ASSESSMENT FOR:</b><br>Volunteers working on Public Rights of Way  |  | What are you risk assessing? Put in brief outline of the task/activity.<br>Volunteer task with an undetermined number of volunteers, cutting back a hedgerow to widen the usable width of Public Footpath. |  |
| <b>Establishment:</b><br>Public Rights of Way Team, Highways   | <b>Assessment by:</b><br>Richard Thompson  | <b>Date:</b>   |  |
| <b>Risk assessment number/ref:</b><br>HR/10/RA-17/11/2016  | <b>Manager Approval:</b><br>David Leverington  | <b>Date:</b><br>15.11.16   |  |
| <b>Location of Nearest Accident and Emergency Dept.</b><br>Milton Keynes Hospital H8 Standing Way, Eaglestone, Milton Keynes MK6 5LD |  |  |  |
| <b>Grid Reference (if remote site):</b><br>SP9318 2891   |  |  |  |
| <b>Emergency Service Access:</b><br>From the A5 along Woburn Road to Overend Green Lane  |  |  |  |



Use this form to record the significant findings of your risk assessment and detail any action required to reduce risk further, where existing actions (control measures) are insufficient.

| What are the hazards?     | Who might be harmed and how?   | What are you already doing?  | What further action is necessary?   | Action by who? | Action by when?                        | Done |
|---------------------------|--|--|---|----------------|--|------|
| Slips, trips and falls    | Volunteers may be injured if they trip over objects or slip on wet grass.<br><br>Cuts and abrasions, other physical and major injuries.                                    | <ul style="list-style-type: none"> <li>Spills / trip hazards immediately identified and then dealt with first</li> <li>Appropriate footwear worn by all attendants.</li> <li>Make everyone aware of the existing ground conditions prior to arrival.</li> </ul>                                | <ul style="list-style-type: none"> <li>Ensure all trip hazards are removed before leaving site</li> </ul>   | R Thompson     | 16 <sup>th</sup> November (day before) |      |
| Weather                   | Cold wet weather – chill risk; torn/pulled muscles. Cold affecting dexterity and grip<br>When using hand tools.  | <ul style="list-style-type: none"> <li>Appropriate clothing worn by all attendants, including gloves</li> <li>Make volunteers aware of the weather forecast</li> </ul>   | <ul style="list-style-type: none"> <li>Provision of warm drinks &amp; spare gloves</li> <li>Continuous monitoring of weather conditions</li> </ul>  | R Thompson     | 16 <sup>th</sup> November (day before) |      |
| Use of hand / power tools | Volunteers may be injured if they mishandle the equipment.<br><br>Cuts and minor injuries.   | <ul style="list-style-type: none"> <li>Ensure everyone knows how to use each tool correctly and which tool to use for the task and continuously monitor. Tools &amp; Safety talk.</li> <li>Only those trained to use power tools (hedge cutters &amp; strimmers) are able to do so.</li> </ul> | <ul style="list-style-type: none"> <li>Check training qualifications for power tools.</li> </ul>  | R Thompson     | 17 <sup>th</sup> November              |      |
| Bending and lifting       | Volunteers may be injured through carrying too much and incorrect lifting technique.   | <ul style="list-style-type: none"> <li>Remind volunteers how to bend safely and to stretch regularly. Also not to move heavy loads.</li> </ul>   | <ul style="list-style-type: none"> <li>Provide a wheel barrow to help move hedge cuttings</li> </ul>  | R Thompson     | 17 <sup>th</sup> November              |      |
| Diseases                  | Volunteers may come into contact with dog mess.  | <ul style="list-style-type: none"> <li>Warn volunteers to be careful while working and to ensure they use gloves when working.</li> </ul>  |   |                | 17 <sup>th</sup> November              |      |
| Other people              | Volunteers working in close proximity to each other and members of the Public walking through the task area.<br><br>Cuts and abrasions, other physical and major injuries. | <ul style="list-style-type: none"> <li>Ensure volunteers are aware of the dangers of close working and the potential of members of the public using the footpath during the task.</li> <li>Stop work while members of the public pass.</li> </ul>  | <ul style="list-style-type: none"> <li>Ensure 'Men at Work' warning signs at the entrance to the Footpath are in place before work commences.</li> <li>Provide Hi Vis waist coats for volunteers</li> </ul> | R Thompson     | 17 <sup>th</sup> November              |      |

# Appendix 3 - Outline of legislative framework for Maintenance

Highway maintenance is currently mainly covered by the following legislation:

Countryside Act 1968 s 27; our Duty to maintain signs  
<http://www.legislation.gov.uk/ukpga/1968/41/section/27>

Highways Act 1980 [subsequently amended by the Rights of Way 1990 and Countryside and Rights of Way Act 2000]  
<http://www.legislation.gov.uk/ukpga/1980/66>

- section 41; our duty to maintain highways maintainable at public expense
- section 51; removal of common law obligation to maintain a highway by reason of enclosure - consent to enclosure received from highway authority
- section 130; our duty to assert and protect rights of the public

*“(1) It is the duty of the highway authority to assert and protect the rights of the public to the use and enjoyment of any highway for which they are the highway authority, including any roadside waste which forms part of it.”*

- section 131A; response to unlawful disturbance[s] of the surface
- section 134; dealing with the ploughing of footpaths or bridleways
- section 135; authorisation of other works that disturb the surface
- section 137A; dealing with interference by crops
- section 143; power to remove structures
- section 145; powers as to gates and their width
- section 146; our duty to maintain [stiles and] gates
- section 147; power to authorise erection of [stiles and] gates
- section 149; removal of deposits from considered a nuisance
- section 153 prohibiting doors, gates or bars opening onto the highway.
- Schedule 12a; powers in relation to interference with highways

## **Appendix 4 - Application to 3<sup>rd</sup> Parties to alter the Surface of a Public Right of Way Work Form**



Application to 3<sup>rd</sup> Parties to Alter the Surface of a Public Right of Way Work Form

**Parish:**.....  
**Path No:**.....  
**Path Status:**.....  
**Name of Applicant:**.....  
**Address:**.....  
**Tel. No:**.....  
**Email address:**.....

Please state your interest in this section of path:

- Owner
- Occupier
- Path forms part of private right or access
- Other, please state:.....

If you are not the owner of the land, please give the name and address of the legal owner or owners:

Each owner should indicate on a separate plan the section of path owned

**Name of First Owner:**.....  
**Address:**.....  
.....  
.....

**Declaration:** I consent to the works on my land as specified on this form and attached specification.

**Owner's Signature:** .....  
**Date:**.....

**Name of Second Owner:**.....  
**Address:**.....  
.....(

**Declaration:** I consent to the works on my land as specified on this form and attached specification.

**Owner's Signature:** ..... **Date:**.....

**Outline of Work Proposed** Please give a brief description of changes required and your purpose in making the change:.....  
.....  
.....

*e.g.: I wish to harden the surface of the bridleway with crushed limestone, blinded-off with sand, in order to provide mud-free access to the rear of my property.*

**Detailed Specification of Works**

Please attach drawings detailing materials to be used, methods of working, depth of surfacing work, underlying material, finish of surface, provision for water to drain through/ across works. Also attach details of the successful contractor [if decided].

**Proposed timing of project**

Start date:.....  
Finish date:.....

Please note that the public have a right to use the path at all times. Work should be undertaken in a manner to allow the public to pass by safely. Where this is not possible, a temporary closure order must be applied for, giving at least 4

weeks notice. This will be charged for. The costs are available on our website. These costs cover administration fee as well as advertising in a local paper. Permission given by the Highways Authority for work on the right of way does not imply planning permission. You are advised to contact our Planning Department [03003008000] to ensure that planning permission for the works is not required.

**Applicant's Declaration**

I hereby apply for permission to carry out the works detailed in this application. I confirm that the works will be carried out in accordance with current Health and Safety Regulations, the Environmental Protection Act 1990, Waste Regulations and the Detailed Specification of Works given in this application.

Applicant's Signature.....Date:.....

**Checklist**

1. This Form
2. Plan showing the extent of the works
3. Specification of Works
4. Landownership maps if the applicant is not the owner.
5. Timing of Project

Signed by applicant

**Completed applications should be sent to:**

Highways, Priory House, First Floor - East, Monks Walk, Chicksands, SG17 5TQ