

Parish Steward Scheme

As discussed and agreed at the Parish and Town Council Evening Meetings in May 2017, please find the details of the Parish Steward Scheme from now until April 2018, when the next review will commence. Also a number of agreed proposals, suggested by the town and parish councils, for dealing with discretionary works outside of the Parish steward Scheme.

Please find a presentation of the scheme which I trust you will find useful.

I hope you are all aware that on the 3rd October 2016 Wiltshire Council relaunched its Parish Steward Scheme. This followed the suspension of the service between 2013 and 2016 where a trial of a community team was undertaken. The reintroduction of the Parish Steward Scheme followed requests from town and parishes for its return.

The Parish Steward scheme delivers a special highway trained operative(s) to deliver small scale discretionary local highway priority works to town and parishes. In essence if one man and a van can undertake the work without mechanical assistance, it is within scope. If mechanical assistance is required it is out of scope.

The Local Highways discretionary service is delivered by the Parish Steward Scheme. Statutory and Safety works are undertaken through the MyWiltshire System.

The agreed Parish Steward Scheme details for 2017/ 18 following consultation are:

1. The Parish Steward is a skilled highway operative, in a branded vehicle, who visits parishes and towns to a schedule. This includes the Salisbury City Area.
2. The Parish Steward only undertakes work on the highway.
3. The Parish Steward scheme delivers the work without mechanical assistance.
4. The parish or town council has a nominated highway representative who decides the local proprieties for the Parish Steward.
5. The identifying and issuing of works is undertaken by the parish or town council representative. Preferably through the Priority Sheets issued. However this is not essential and contact can be made direct with the Parish Steward by the parish/ town representative.
6. The works identified by the highway representative are given priority for when the parish steward visits. Hence requests for other identified works by the Parish Steward are only undertaken if resources allow.
7. All the Local Highway discretionary services are delivered by the Parish Steward Scheme.
8. The Parish Steward will feedback to the parish or town council as requested. If the parish or town council wish the Parish Steward to phone before or after their visit (or at both times) they will need to state this on the Priority Sheet to commence the arrangements.
9. The Parish Steward Scheme is only for discretionary works. Any statutory work (pot holes, damaged statutory signs, etc.) should be entered on to the MyWiltshire System for Wiltshire Council to inspect and assess the appropriate response. As leaving statutory or safety work to the next Parish Steward visit will slow the response and could put the safety of highway users at risk.
10. The schedule of the Parish Steward visits is based upon the geographical size of the parish or town.
11. The next review will be undertaken at the April/ May 2018 Parish and Town Council Evening Meetings.

At the Town and Parish Council evening meetings there was considerable discussion on the scope of the Parish Steward works. Following which there were a number of proposals made by town and parish councils to manage the additional works outside of the Parish Steward Scheme, with no safety and statutory requirements. The ones below were approved by Wiltshire Council. These were:

a. Verge maintenance – grass cutting, flower beds, general areas etc.

The local council could consider this being undertaken through a licence with Wiltshire Council

b. General service improvements – Additional grass cutting, sweeping, litter collection, weed removal, weed control, encroachment of footways etc.

The local council could consider this being undertaken through an approved WC contractor (idverde etc.).

c. Maintenance of non-statutory level assets: kerbs, slab, white lining, sign, street name, gulley emptying etc.

The local council could consider funding the works through WC.