

6 January 2010

Alexandra Santos
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Dear Parish Councillors

Village Maintenance

East Sussex Highways will again be running the Village Maintenance Teams in 2010-11.

We are making some changes to the way we plan the Village Maintenance Teams. This is because some of the requested tasks require traffic management, which may require a larger gang.

Please find enclosed:

- Village Maintenance request form.
- Guidance notes including a List of things that we can and can't do.

We are asking that all request forms are submitted by **Friday 12 March 2010** to allow us time to programme the works effectively. Please feel free to make copies of the request form if required.

Also, please be aware that the Village Maintenance budget for 2010-11 has yet to be finalised. This may impact on the quantity of work that we are able to complete within the year.

Once we have received all the request forms we will contact you to let you know what tasks we can undertake and provide an estimated time of attendance in your Parish.

We look forward to receiving your completed forms in the attached SAE or alternatively by email to Alex Santos on alexandra.santos@eastsussex.gov.uk.

If you have any queries please do not hesitate to get in touch.

Yours faithfully

Phil Jacobs
Cyclic Maintenance Officer



recycled paper



INVESTOR IN PEOPLE

MAY GURNEY

Village Maintenance Teams- Guidance for Parishes

- The work gangs are made up of two people. Please make sure that the works are suitable for a two-man gang.
- If there are some works that require extra material or specialist plant etc; the additional cost will be charged to the Parish Council. We will consult with the Parish in advance.
- Works must be in the highways only; we can not work on any private roads or recreational grounds.
- Please let us know of any specific target dates for completing work, e.g. Town in Bloom or a Royal visit.

Type of work	What we can do	What we can't do
Footways	<ul style="list-style-type: none"> • Up to 50 metre lengths • Sweeping • Siding (clearing vegetation) • Minor repairs 	<ul style="list-style-type: none"> • Resurfacing
Signs	<ul style="list-style-type: none"> • Cleaning • Small repairs • Re-alignment 	<ul style="list-style-type: none"> • Erect new signs • Change sign faces
Guide Posts	<ul style="list-style-type: none"> • Small repairs • Cleaning • Painting 	<ul style="list-style-type: none"> • Change wording
Strimming	<ul style="list-style-type: none"> • Around posts • Around signs • Around bus shelters • Bottom of fences 	
Culvert Fencing	<ul style="list-style-type: none"> • Repairs • Cleaning • Painting 	<ul style="list-style-type: none"> • Erect new fencing
Gully's (Drain cover	<ul style="list-style-type: none"> • Clear blocked gully's • Clear gully grating 	<ul style="list-style-type: none"> • Install new gully's
Granite setts (Small kerbs)	<ul style="list-style-type: none"> • Replace • Repair broken / loose 	<ul style="list-style-type: none"> • Insert new setts • Replace concrete kerbs
Removal of redundant street furniture	<ul style="list-style-type: none"> • Remove un-used posts, benches, bollards etc (subject to agreement) 	<ul style="list-style-type: none"> • Remove illuminated signs or lamp columns
Verges	<ul style="list-style-type: none"> • Top soil • Repair • Clear brambles and scrub • Seeding 	<ul style="list-style-type: none"> • Planting
Hedges	<ul style="list-style-type: none"> • Hand trimming 	<ul style="list-style-type: none"> • Work in bird-nesting season
Edge of carriageway potholes	<ul style="list-style-type: none"> • Make minor repairs using bagged material 	<ul style="list-style-type: none"> • Repair large potholes or patch carriageway
Bollards	<ul style="list-style-type: none"> • Repair • Paint • Re-align 	<ul style="list-style-type: none"> • Install new bollards • Remove

