

Stockbridge Lengthsman Scheme

The Lengthsman supplying to the Stockbridge Lengthsman scheme for 2021/2022 is Shane Ling Garden Maintenance. Shane will be supplying the lengthsman work at a cost of £20 an hour.

My job as co-ordinator is to check that the lengthsman has appropriate insurance and risk assessments and that the work that has been requested complies with the scheme. I have regular chats and meetings with the lengthsman and feedback compliments and complaints. I report to HCC on what work is being done.

Around the 22nd of each month parishes are emailed out a reminder asking for their work sheet for the following month usually two days before the end of the month. Some parishes will already know what needs to be done and others will find the reminder helpful. It is a good idea to have a schedule of jobs that the lengthsman needs to complete either monthly or seasonally. For example some parishes concentrate on using the Lengthsman to clear out the grips and drainage, therefore a bulk of their budget gets used up in the Autumn. However, how the Lengthsman budget is spent is up to each parish.

It should be noted that ideally Parishes should spend all the available budget in the given year.

If a worksheet arrives late it cannot be guaranteed that the work will be completed in the upcoming month. It is a decision for the lengthsman to say if he will be able to complete the work.

A worksheet pro forma is attached. Please save it as your pro forma and each month fill in a copy. It is formatted so that lines expand to take as much text as you type in them and it adds up the hours. Please do not make amendments to it.

Please try and define the work type as accurately as possible. This information is used in the reporting to HCC. It should be noted that HCC highways provides 25% of the funding for the lengthsman so it is important to show that this money is being used appropriately.

Please give as much clear direction when filling in the location column. If you use "What 3 Words" the lengthsman uses it this too so you can accurately pinpoint the location using this method. You can also attach a map.

The hours allowed should indicate the maximum number of hours you will pay for him to complete the given task. The lengthsman will charge fewer hours if it takes less time. For some large projects, for example cutting back a right of way, it is difficult to assess how many hours are needed and because the lengthsman would have to stop the work to get hold of the clerk or councillor in order to agree extra hours, it is acceptable to put down a spread of hours (eg: 4 to 6). This will tell the lengthsman how much you think it will take him to do but up to how many hours you will agree to, without him having to contact you. Hours can be subdivided into quarters (0.25 on the spreadsheet) and halves (0.5) only.

Comments might cover any materials needed, whether you will supply them or want him to quote to supply them. Any material costs need to be agreed up front between the Parish and the lengthsman.

It is not possible for specialist work to be done under this scheme.

If any extra work is agreed to complete a project or because a problem has arisen the co-ordinator needs to be informed as should any change from the submitted spreadsheet.

The individual work sheets are drawn up into a single work sheet which is forwarded to the lengthsman. The co-ordinator keeps track of each Parish budget and ensures that work is not undertaken for which there are no funds. Under 1.2 of the contract it is possible for the lengthsman to undertake extra hours but it is preferable that such an arrangement is entered into direct with the lengthsman.

Each month:

1. At the end of the day on which the lengthsman carries out the work, he will aim to contact the parish contact either by text or phone to notify them that the work has been completed and to ask them to inspect the work and to agree that it has been done satisfactorily, or not.
2. If the work will need to be checked within 24 to 48 hours so that any problems can be addressed with the lengthsman immediately. Should there be any issues then either the Parish contact or the co-ordinator can take it up with the lengthsman on an informal basis.
3. If there are any issues with the lengthsman's work that is not resolved informally then the co-ordinator will take up the matter and work to achieve a resolution between the two parties.
4. The Co-ordinator will circulate the Lengthsman's completed spreadsheet by the beginning of the following month. The Parishes will be asked to agree that the work has been completed to a satisfactory level before the lengthsman is paid. The Parishes are asked to confirm their agreement or notify the co-ordinator of any problems as soon as possible.