



Norfolk County Council
at your service

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From the Cabinet Member for Planning and Transportation

Please ask for: Graham Plant
Contact number: 01603 222501

Your ref:
My ref: HI/12/GEN/GP/PE/DJR

06 December 2012

Dear «Dear»

Delivering Local Highway Improvements In Partnership with Town and Parish Councils

The County Council wishes to continue working closely with Town and Parish Councils so that the limited funds available can be used to meet local needs.

This year, £100,000 of the 2012/13 highway improvement budget was made available to work in partnership with Parish and Town Councils, to share the cost of delivering small improvements in their areas. We invited these Councils to submit bids in September 2011 and received an excellent response to the extent that we provided some extra funding to allow all 32 viable bids to be delivered. Most have now been successfully completed or in hand, with the remainder to follow in 2012/13.

I am pleased that we are successfully working in partnership with Parish/Town Councils to deliver improvements that are a priority for local communities. Given the success of this initiative, I am delighted to advise you that it will be repeated for 2013/14, with a further £100,000 County Council fund again being available.

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This letter provides more information on the proposals and invites you to submit bids. It also explains how we can support you in developing your ideas.

As before, I am conscious that it will take time for your Council to develop proposals, so I am giving you until the 30 March 2013 to submit bids. You are likely to need some advice in developing your ideas, in particular around their practicality and estimated costs. The Highway Engineers based at your local Area Office will be available to provide advice.

After we have received and assessed your bids, you will be informed of the outcome around May 2013.

What sort of schemes would be acceptable?

- We would welcome bids for small improvements such as footways, trods (a simplified form of low cost footway), improved crossing facilities, and any improvements to Public Rights of Way (PROW). Most of the schemes being delivered in 2012/13 have been “trods” or simple road crossings.
- Schemes can be within, or off the highway provided they are linked to the highway. If they are off the highway the future responsibility for the maintenance will fall to the Parish or Town Council.
- Schemes should be self-contained and not require other schemes or works to make them effective.
- Schemes that support the Local Transport Plan objectives will have a higher priority for funding. (A copy of this document can be found on our website, www.norfolk.gov.uk. Look for the [3rd Local Transport Plan 2011 - 2026](#) link on the ‘transport planning’ pages).

What schemes will not be considered?

- Bids for minor traffic management changes such as speed limits or waiting restrictions will not qualify.

What level of matched funding is expected?

- The County Council will support up to half the cost of successful bids. The remaining funding must come from other sources.

What information should you include in your bid?

- Details of the scheme, its cost and your contribution.
- Who, and how many people will benefit
- How it supports the objectives of the Local Transport Plan
- Local support, particularly local member, frontagers and land owners.
- For off highway schemes, proposals for future maintenance.

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When assessing your bid we will consider the points above, but also look at:

- The potential for casualty reduction
- Any ongoing maintenance costs for the County Council

Your bids should be emailed to the Capital Programme Manager, Paul Donnachie (email: paul.donnachie@norfolk.gov.uk) or posted for his attention to the above address. If you need further information on the bid process please contact Paul, by email or by phoning 01603 223097. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. Plant', written in a cursive style.

Graham Plant
Cabinet Member for Planning and Transportation