

Via email to: Somerset Council Members, City, Town and Parish Councils and LCNs

Please ask for:

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Email:

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Dear Colleagues

Enhanced Highways Maintenance Scheme for highway works funded by City, Town and Parish Councils.

I wrote to you all in Summer 2025 to update you on the type of work that City, Town and Parish Councils can fund and order through our enhanced highways maintenance pilot scheme, and to launch volunteer training and licensing processes.

Following conclusion of the pilot phase we are pleased to confirm that we will be continuing to provide the opportunity for local councils to fund enhanced maintenance works, but we are putting in place some new tools and processes which give you more information about the maintenance activity already planned for your area, and enable you to liaise directly with the Council regarding potential enhanced works, rather than needing to go through Kier.

You may also have heard that Somerset Council aims to invest an additional £5m in routine highway maintenance activities over the next three years and is now allocating the first £2m of this funding; so this letter also outlines how we intend to use that funding.

Annual Works Map

We have developed a new mapping system to improve visibility and planning of highway works. This system shows:

- The annual programme of highway works across the county and within individual parishes.
- Structural maintenance schemes, including drainage, resurfacing, and surface dressing.
- Verge maintenance cutting programmes.

- Gully emptying rounds, including dates of last and next planned emptying.

<https://www.somerset.gov.uk/roads-travel-and-parking/somerset-highways-annual-works-map/>

Requesting Quotes and Ordering Work funded by City, Town and Parish Councils

The new process for requesting quotes and ordering work if you wish to purchase an enhanced level of service is as follows:

1. Initial Request

Parish Councils should raise any initial requests at their Local Community Network (LCN) meetings with the Local Highways Officer.

2. Outline Approval

If appropriate, the Local Highways Officer will provide outline approval for the request, and will also let you know if the request is not something that would be best delivered through this scheme.

3. Formal Submission

Once you have approval from the highways service, The Parish Council must then complete a request form:-



EHM%20application
%20form%20080426

and submit it via email to the relevant Highways inbox:

- East Somerset: highways-east@somerset.gov.uk
- West Somerset: highways-west@somerset.gov.uk

4. Quotation Process

If it is intended to use Somerset Councils Term Maintenance Contractor – Kier; Somerset Council officers will seek a quotation for the requested work.

5. Decision to Proceed

Once the quotation is received, we will write back to the Parish Council. The Parish can then decide whether to proceed. If they choose to go ahead, payment should be made to Somerset Council by BACS – details included on the application form.

6. Delivery Coordination

Somerset Council will liaise with Kier and the Parish Council to coordinate timings and any specific requirements for the work.

If you chose to use your own contractor you will need to complete stages 1-3 and then submit a Section 171 licence application - [Application for City, Town and Parish Councils to undertake highway works on or near the road - Somerset Council](#) and we will waive the current cost of £270 for this application.

I hope this new process and mapping system will help and simplify the Enhanced Highway Maintenance Scheme.

Additional Highway Maintenance funded by Somerset Council

This one-off funding will enable us to do a more intensive gully emptying programme during 26/27 in areas vulnerable to a 1 in 100-year flood events adding up to about 65,000 extra gullies in the coming year; will enable us to repair road signs and refresh road markings on the A&B road network, and will also fund additional open spaces operatives to undertake more vegetation clearance, particularly on walking and cycling routes. We will work with you through the LCN meetings to ensure that our additional work does not duplicate any enhanced maintenance activity that you may wish to fund in your area.

We look forward to continuing our work with you through the Local Community Network meetings.

Yours sincerely



Mike O'Dowd-Jones
Service Director – Infrastructure and Transport