

**Reference: BD/S101 agreement**

**Communities  
County Hall  
New Road  
Oxford  
OX1 1ND**

Islip Parish Council

**Bill Cotton  
Corporate Director  
Communities**

29 September 2023

Dear Emma

RE S101 Grass cutting agreement between Oxfordshire County Council and Islip Parish Council dated 5 February 2008 ("the Agreement")

As you may be aware, on 21 February 2023, the Oxfordshire County Council ("the County Council") adopted the attached Highway Verge and Vegetation Management policy. As a result, the Schedule 1 to the above agreement has been reviewed and amended in line with that policy and the County Council wishes to replace the existing Schedule 1 with the attached replacement Schedule 1.

This can be done in accordance with clause 13 of the above Agreement, which allows the Agreement to be varied by written agreement between the parties. It also states that such variation should then be attached to the Agreement.

Accordingly, I am sending you two copies of this letter signed for and on behalf of the Council with a copy of the replacement Schedule 1 attached to each copy. Please sign both copies to confirm the Parish Council's agreement to replacement of the schedule and then return one copy to the Council. You should keep the other signed copy and attach it to the Agreement, following which the Parish Council should then start to apply the delegated functions in accordance with the revised Schedule 1. Next year's agreement will contain this revised Schedule 1.

If you have any questions or concerns, please contact Belinda Davies .

**Please sign overleaf....**

By signing this letter the County Council and Islip Parish Council agree that Schedule 1 to the Agreement is removed and replaced by the Schedule 1 attached to this letter.

Yours sincerely

Signed .....PP.....  
For and on behalf of Oxfordshire County Council on 29 September 2023

Signed .....  
For and on behalf of Islip Parish Council on .....[date]

Yours faithfully

Belinda  
Admin Support

Direct line:

## SCHEDULE 1 – PART 1 – Grass Cutting (Urban)

Delegated Function	Conditions	Other Requirements	Notes
<p>Cutting of grass verges within the urban area (inside 30mph speed limit), with reference to attached OCC Verge and Vegetation Policy dated Feb 2023</p>	<p>1. Minimum Standards for undertaking delegated function.</p> <p>1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980</p> <p>1.2 To undertake a nature led and risk-based approach to verge maintenance with the following minimum levels of service</p> <p>1.3 Cutting regimes should seek to enhance biodiversity</p> <p>1.4 1 cut per year on visibility splays dependant on growth</p> <p>1.5 1 cut per year for fully adopted highway urban verge areas</p> <p>1.6 1 cut per year, at the end of the growing season or such time to maintain their habitat value, on Road Verge Nature Reserves</p> <p>1.7 Full width cut-backs on a cyclical basis of ½ of the adopted verges in Areas of Outstanding Natural Beauty every year at the end of the growing season.</p>	<p>1. Health and Safety standards include:</p> <p>1.1 A site risk assessment to be carried out.</p> <p>1.2 Personal protective equipment to be worn/ used and correct for the speed of the road being worked on.</p> <p>1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised</p> <p>1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc).</p> <p>1.5 Training must be given to operatives utilising any form</p>	<p>Funding available see Schedule 2.</p>

	<p>1.8 Wildlife refuges 1m wide at the rear of verges 3m or more, to be cleared in rotation every 5 years</p> <p>2. All work should be notified in advance to <a href="mailto:StreetWorks.TrafficManagement@Oxfordshire.gov.uk">StreetWorks.TrafficManagement@Oxfordshire.gov.uk</a> and postponed if required so as to ensure that there is no conflict with other highway works or street works</p>	<p>of cutting or mowing equipment or specialist equipment</p> <p>2. Cuttings may be left to mulch on the highway verge ,but preferably, collected and disposed of commercially or composted in the community. Cuttings should not be taken to local household recycling sites</p>	
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## SCHEDULE 1 – PART 2 – Grass Cutting (Rural)

Delegated Function	Conditions	Other Requirements	Notes
<p>Cutting of grass verges as identified within the rural area (outside 30mph speed limit) with reference to attached OCC Verge and Vegetation Policy dated Feb 2023</p>	<p>1. Minimum Standards for undertaking delegated function</p> <p>1.1 Sufficient to ensure compliance with duty to maintain the highway specified in Section 41 of the Highways Act 1980</p> <p>1.2 One cut per year, utilising a 1m wide swathe cut along the roadside edge in rural verge areas outside of urban 30mph speed limits</p> <p>1.3 One cut per year, utilising a 1m wide strip to the rear of the footway /cycleway/shared use facility and a full width cut between the footway/cycleway/shared use facility and the carriageway</p> <p>2. All work should be notified in advance to <a href="mailto:StreetWorks.TrafficManagement@Oxfordshire.gov.uk">StreetWorks.TrafficManagement@Oxfordshire.gov.uk</a> and postponed if required so as to ensure that there is no conflict with other highway works or street works</p>	<p>1. Health and Safety standards include:</p> <p>1.1 A site risk assessment to be carried out.</p> <p>1.2 Personal protective equipment (PPE) to be worn/used and correct for the speed of the road being worked on</p> <p>1.3 Personal protective equipment to be supplied and used which is suitable for the tools/machines being utilised</p> <p>1.4 Correct type of grass cutting equipment to be used for different environments (steep verges etc.)</p> <p>1.5 When using specialist equipment staff must be appropriately trained.</p>	<p>Funding available see Schedule 2</p>

	<p>3. Care must be taken to ensure that potentially valuable wildlife habitats are not disturbed. Key sites are designated as road verge nature reserves and can be identified at <a href="http://www.tverc.org">www.tverc.org</a>.</p>	<p>2. Cuttings may be left to mulch on the highway verge, disposed of commercially or composted in the community. Cuttings should not be taken to local household recycling sites</p>	<p>Additional roadside nature reserves may be requested.</p>
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**Society of Local Council Clerks (SLCC) Advice**

RE: Changes to S101 agreement - schedule 1 External Inbox x



**Advice**

Thu, 28 Mar, 13:33 (6 days ago)

to me ▾

Dear Emma,

Thank you for your query to the Advice Line.

The OCC grant is calculated on their specified cuts per year which, I believe is one cut, as this is what they would do if the PC decided not to take on the agreement.

Many Parish Councils decide that for the benefit of the village they will take on the agreement and subsidise the grass cutting, budgeting for it accordingly, generally adding it to the Precept requirement.

However, Islip doesn't have to do it. It should be something which is considered by the Council and voted on accordingly.

I hope that this is of help.

Best wishes,

*Jane*

**Clerks email to OCC**

Dear Belinda,

Thank you for your email.

I have tried to call you on the number on your email but there is no option for the highways team, so I wasn't able to get through.

I am hoping to add this to our April agenda but need to check I have understood the information correctly.

Historically IPC receives £883.79 per annum for cutting the verges, but our actual cost to maintain them will be £4,400.00 for 2024-25, and they are cut 9 times over the year. I understand we can opt not to do the verges and it will default back to OCC, but 1 cut would not be enough.

Would it be possible to increase the annual payment please to help us cover our costs? I can provide invoices if needed.

Kind regards,

Emma

07806813774