



Mrs Milly Southworth
Torpoint Town Council
admin@torpointtowncouncil.gov.uk

Your ref:	
My ref:	LMP 2024
Date:	26 th January 2024

Dear Mrs Milly Southworth,

Local Maintenance Partnership 2024 - 25.

Thank you for your continued support with this excellent initiative. I have pleasure in providing you with information for the Local Maintenance Partnership programme for 2024 - 25.

This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £147.99 per km, per cut for specific Gold paths, £7.39 per cut for specific isolated gates or stiles and a flat rate of £59.19 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths.

Each of the rates above have increased by 4.9% from the previous year, and therefore I am pleased to offer you £707.39 for the cutting of Public Rights of Way (PRoW) in your parish or town council area.

Please note, this figure may have been adjusted to take into account any annual cutting changes.

These alterations have also been made to the schedules, the large scale cutting map and the Gold, Silver and Bronze map. It may be that paths have been added or removed from the required cutting when compared to previous years.

Due to the number of changes made over the course of this year, we would ask that you check both the maps and the schedules carefully. Should you find any discrepancies, or require any further information, then please contact the Environment Service via email: imp@cornwall.gov.uk

In addition to this letter, you should find the following documents attached to this email:

- **Parish Schedule** – schedule of cutting lengths and eligible costs.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Digitised Public Rights of Way Maps** - illustrating the Gold, Silver and Bronze path cutting regimes for the Parish. Please make these available to your contractor to use with their schedule so that they can locate areas that require cutting.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.
- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

If you would like to accept this offer, sign your acceptance form and return it to me within one month of the date of this letter to imp@cornwall.gov.uk

Due to restricted office access, we would ask that you do not send the form back in the post, but via email. If you do not have access to a scanner, then we would accept a photo of the signed form, or an email stating your acceptance.

On receipt of your acceptance we will send you a Purchase Order in April 2024.

You will need this as a reference to be able to invoice us for the funds once the final cutting is complete. Your invoice must be supported by copies of your contractor invoices and their completed cutting schedule.

In order to aid our finance team, we would request that all of the invoices are submitted no later than 30th November 2024.

We look forward to continuing to work in partnership with you. The Chair of Cornwall Local Access Forum (CLAF), Victoria Burton-Davey, is pleased to support this initiative. The Forum is an organisation which is independent of Cornwall Council and advises the Council on improving access to the countryside. Further information about the Forum is available on the Council's website.

<http://www.cornwall.gov.uk/environment-and-planning/countryside/cornwall-countryside-access-forum/>

If you have any questions about the scheme in general, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Mitchell', with a long, sweeping flourish at the end.

Jon Mitchell
Public Space & Forestry Team Leader
Cornwall Council

Imp@cornwall.gov.uk

Acceptance Form on following page



Offer of Grant: Local Maintenance Partnership (LMP) / SWCP Cutting 2024

(Torpoint Town Council) Acceptance

We accept Cornwall Council's offer dated 26th January and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting SWCP Cutting (tick as appropriate)

Signed on behalf of (Torpoint Town Council)

Name in Capitals:.....

Position:

Signature:

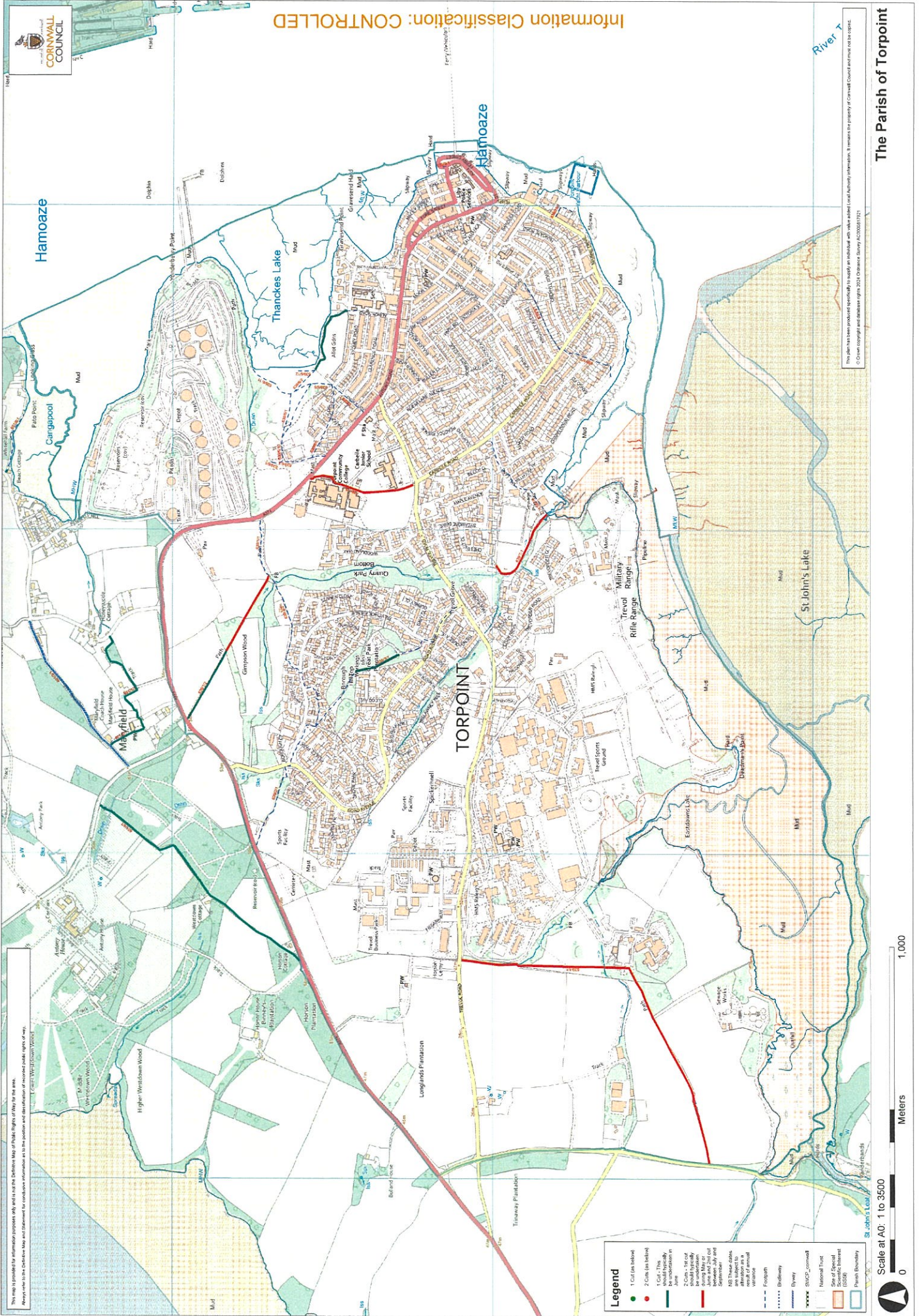
Date:

Please return this form via email to imp@cornwall.gov.uk

- Please **do not** send the form back in the post.

Either:

- Print and complete the form, scan it, and then send via email
- Print and complete the form and take a digital photo of the signed form and send via email
- Or we will accept an email stating that you wish to undertake the cutting, indicating if this is LMP, SWCP or both.



This map is provided for information purposes only and is not a definitive map of public rights of way. It is not intended to be used as a legal document. Any user who wishes to rely on this map should consult the definitive map of public rights of way. Any user who wishes to rely on this map should consult the definitive map of public rights of way.

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Scale at A0: 1 to 3500

Meters

1,000



Hamoaze

Cargapool

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Higher Westdown Wood

Longlands Panmason

Trevel Military Range Rifle Range

Thancoes Lake

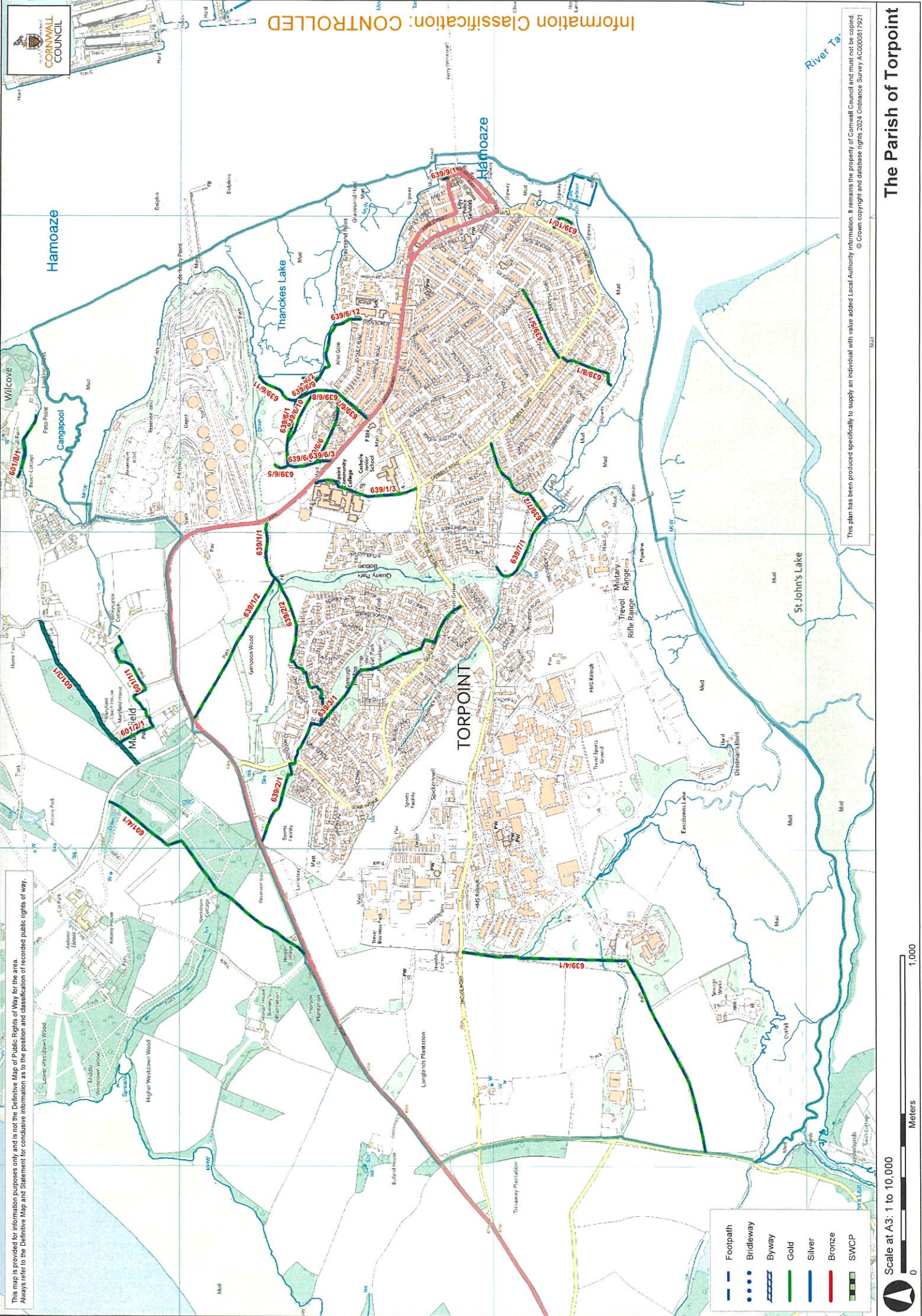
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TORPOINT

St John's Lake

River Tavy

St John's Lake



This map is provided for information purposes only and is not the Definitive Map of Public Rights of Way for the area. Always refer to the Definitive Map and Statement for conclusive information as to the position and classification of recorded public rights of way.

- Footpath
- Bridleway
- Byway
- Gold
- Silver
- Bronze
- SWCP

Scale at A3: 1 to 10,000



Information Classification: CONTROLLED

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The Parish of Torpoint

2024/2025: Torpoint Parish Paths Cutting Schedule: Gold Paths Requiring 1 Cut per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Grant Payments	Notes
639	Footpath	1	2	no	241.48	£35.74	
639	Footpath	3	1	no	148.91	£22.04	
639	Footpath	6	12	no	242.78	£35.93	
Total					633	£93.70	

2024/2025: Torpoint Parish Paths Cutting Schedule: Gold Paths Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Grant Payments	Notes
639	Footpath	1	2	no	267.77	£79.26	
639	Footpath	1	3	no	346.27	£102.49	
639	Footpath	4	1	no	1181.23	£349.63	
639	Footpath	7	1	no	278.07	£82.31	
Total					2073	£613.69	

2024/2025: Torpoint Parish Paths Cutting Schedule: Isolated Gates or Stiles Requiring 1 Cut per Year

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Grant Payment	Notes
Total				0		£0.00	

2024/2025: Torpoint Parish Paths Cutting Schedule: Isolated Gates or Stiles Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Grant Payment	Notes
			Total	0		£0.00	

Please complete the cutting date for each path and note any issues relevant to the cutting

2024/2025: Torpoint

Contractor Cutting Schedule: Gold Paths Requiring 1 Cut per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of Cut	Notes
639	Footpath	1	2	no	241.48		
639	Footpath	3	1	no	148.91		
639	Footpath	6	12	no	242.78		
Total					633		

Please complete the cutting dates for each path and note any issues relevant to the cutting

2024/2025: Torpoint Contractor Cutting Schedule: Gold Paths Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	SSSI	Length (m)	Date of 1st Cut	Date of 2nd Cut	Notes
639	Footpath	1	2	no	267.77			
639	Footpath	1	3	no	346.27			
639	Footpath	4	1	no	1181.23			
639	Footpath	7	1	no	278.07			
Total					2073			



Please complete the cutting date for each path and note any issues relevant to the cutting

2024/2025: Torpoint
Contractor Cutting Schedule: Isolated Gates or Stiles Requiring 1 Cut per Year

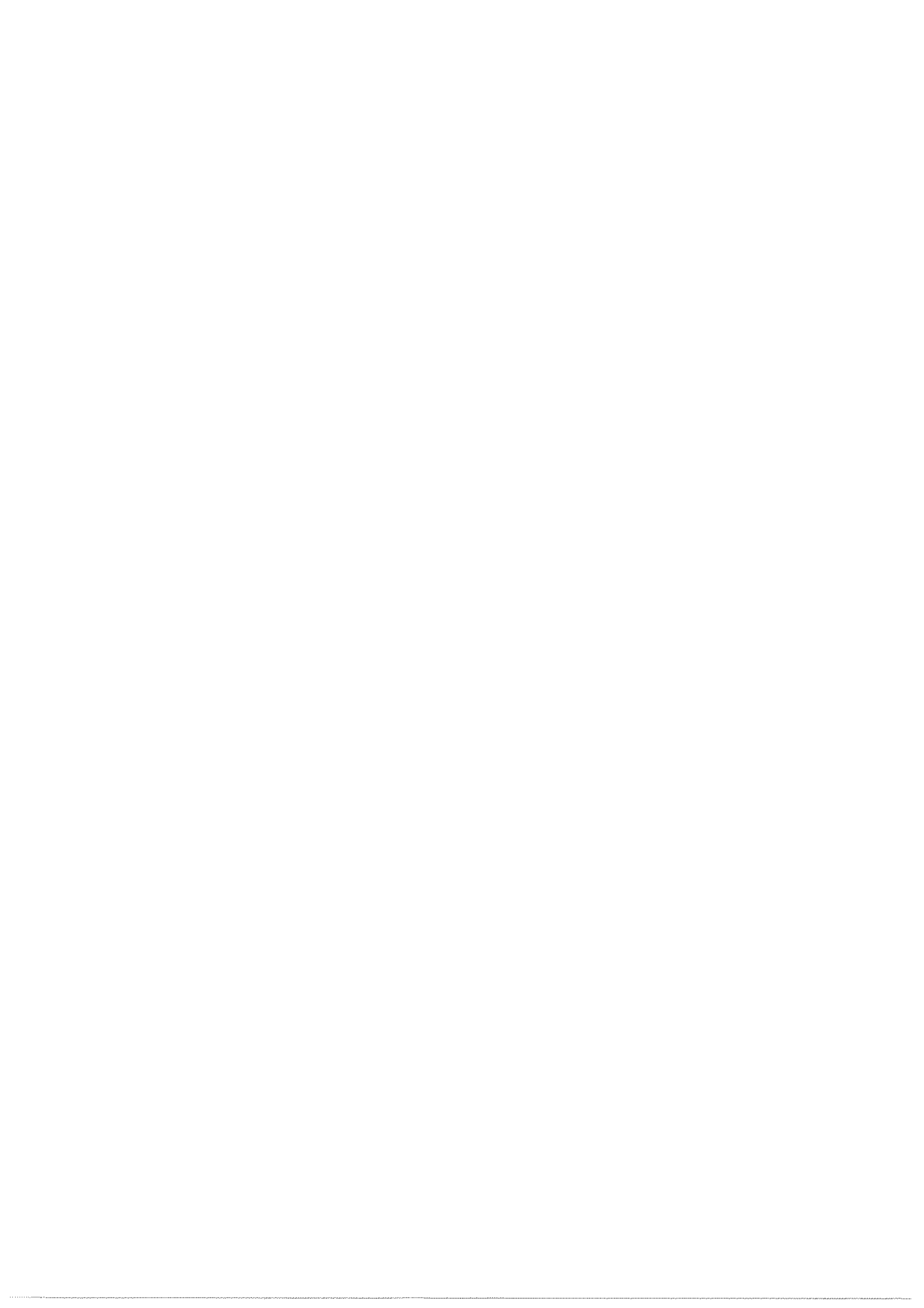
Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of 1st Cut	Notes
Total				0			



Please complete the cutting dates for each path and note any issues relevant to the cutting

2024/2025: Torpoint Contractor Cutting Schedule: Isolated Gates or Stiles Requiring 2 Cuts per Year

Parish Number	Status	Path Number	Link Number	1 Cut or 2	SSSI	Date of 1st Cut	Date of 2nd Cut	Notes
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Risk Management Note for the Local Maintenance Partnership (SWCP & LMP)

In Cornwall, most Parish and Town Councils undertake maintenance of local paths. This is financially supported by Cornwall Council and administered by Cormac Solutions Ltd under the Local Maintenance Partnerships (to include both SWCP & LMP arrangements). Parishes generally employ contractors to do the work on the ground; contractors must be adequately insured and trained to carry out their work.

The following information provides details of who is responsible for what in terms of determining and implementing risk management:

- **Landowner** - The landowner is generally responsible for hazards on his land. This includes mine workings, livestock, structures and stiles/gates.
- **Contractor** – The contractor is responsible for undertaking risk assessments and safe working practices when undertaking maintenance work on Public Paths (or Public Rights of Way). For those contractors employing 5 people or less the risk assessments do not need to be written. However, the client (usually the Parish/Town Council) needs to be satisfied that the contractor has properly undertaken the risk assessment process. Advice may be given by Parish or LMP administrator, but the responsibility for undertaking risk assessment and for site safety of workers and the general public remains with the Contractor.
- **Workers** – Any workers, for example those who work as or for the contractor, also have responsibility for following safe working practices.
- **Parish/Town Council** – The Parish/Town Council partner is responsible for known hazard identification, 'proportionate to risk'. For example, when working with new contractors, this entails identifying hazards over and above what might otherwise be expected for path maintenance. These might include paths near cliffs, mine workings or areas where drug needles might be found. A 'desktop assessment' of the parish network is generally sufficient – individual path assessments are not usually necessary. For existing contractors, hazard identification entails identifying any new hazards which might not have been present in previous years. This might include a cliff collapse or a new housing development.

The parish is also responsible for checking the contractors insurance and training certification. Copies of these documents must be kept for audit purposes.

Where hazards are identified as part of routine inspections or reports from members of the public are received, the LMP partner is urged to contact the relevant landowner or pass the issue onto Cormac Solutions Ltd so investigations may take place.

- **Cormac Solutions Ltd on behalf of Cornwall Council** - can provide safety advice on footpath maintenance. It can also provide support/information on other matters, as needed, relating to PROW management. Officers may, on occasion, selectively audit Parish records of insurance and certification to give confidence that appropriate contractors are being used.
- **Health and Safety Executive (HSE)** – The HSE provides general information on risk management and as the enforcement authority for health and safety matters in Local Authorities, they may become involved in any investigation in the unlikely event of a serious injury accident or dangerous occurrence taking place. The HSE website is an excellent source of information for safe working practices, see: www.hse.gov.uk

The Local Maintenance Partnership (LMP) Frequently Asked Questions

1) What is the LMP?

The LMP is a scheme where Cornwall Council provide funding to parish/town councils for the trimming of the surface of public rights of way.

2) What is the benefit to the Parish of being involved in the LMP?

Parish/town councils are in a good position to administer this work as they are based locally and can source good local contractors to carry out the work and monitor cutting requirements should there be unusual growth through the year.

3) What are 'Gold, Silver and Bronze' Paths?

In order to carry out the required maintenance on Cornwall's Rights of Way, the Council devised a system of prioritising works to those paths that are the most well used, linked places of interest and were most accessible to the largest number of people – these are the gold paths. Most of the gold paths in the county were improved under the 'Public Paths Improvement Programme' (PPIP). Silver and bronze paths are of a lower priority.

4) How much grant does the parish or town council get?

The funding is for paths and isolated gates or stiles on gold paths that require cutting either once or twice a year.

All silver paths in the parish receive flat rate funding regardless if cutting is required or not. This is because there has been no major programme of improvement on silver paths (unlike on gold paths). Parishes can decide where the silver funding is used.

Once the cutting regime is agreed the following formula is applied to calculate the funding.

- A. Gold paths - £147.99 per km per cut for length requiring cutting.
- B. Isolated gates and stiles - £7.39 per point per cut.
- C. Silver paths - £59.19 per km for entire silver network within the parish.

5) What if we need to do more cutting though the year?

Weather changes and unexpected circumstances arise. Before undertaking additional cutting, you should contact the Countryside Partnerships Officer to review the cutting requirements.

6) How do we go about employing a Contractor to carry out the work?

Using the cutting map and the 'Parish Contractor Copy Schedule' the parish should ask interested contractors to give quotes or tenders stating charges per kilometre for cutting. The quote or tender should also outline how they are going to do the work and when and also how they are going to ensure that their work is carried out safely with minimal risk to both themselves and members of the public. They should also give details of their public liability insurance, employers liability insurance (if they employ other staff) and any relevant qualifications they have for operating machinery such as brush cutters and chainsaws. Some parishes also add other works to the contractor quotation/tender documents in order to get better value for money. This works well, however, this extra work is not then eligible for payment under the LMP scheme and must be funded from elsewhere.

7) Our Parish contractor does not have the correct training, can we still employ them?

All parishes need to satisfy themselves that their contractors are working as safely as possible so that both they and members of the public are not going to be put at risk as a result of footpath maintenance.

The most common way of getting that assurance is by ensuring that the contractor has the appropriate training in the use of their tools, the ability to carry out risk assessments, etc. It is difficult for professional, commercial contractors to get work these days without these qualifications and normally contractors incorporate the cost of training into their work rates.

8) When is the best time of year to carry out cutting of our footpaths?

For most parishes, the ideal time for a first cut would be at the beginning of the season during May/June. For many paths this would be sufficient. A second cut may be required later in August if vegetation growth starts to encroach on the path.

Note that vegetation growing from the side and overhanging the path is legally the responsibility of the landowner. However, if the landowner is difficult to locate we can appreciate that the Parish Council will carry this out as part of the LMP – we would like to know if the parish is cutting a lot of side and overhang growth as in effect, the council tax payer is paying for a landowner's responsibility. We would like to explore ways of ensuring landowners carry out their legal responsibility as we would like the LMP budget to be used for what it is meant for – footpath maintenance and cutting, not paying for what landowners should be paying for.

As a guide, footpaths should be trimmed to a width of 1.5 metres and bridleways should be thinned to a width of 2.5 metres and trimmings should be disposed of neatly on site.

9) What if the path to be cut runs through a Site of Special Scientific Interest (SSSI)?

The cutting map highlights where paths run through SSSIs and the contractors cutting list also highlights if any paths run through a SSSI. Cutting could be a Potentially Damaging Operation as it may harm the plants and wildlife that live there.

You or your contractor needs to contact your local Natural England Office or through www.naturalengland.org.uk and they will advise you on how to proceed.

Undertaking works without their authorisation could result in prosecution.

Useful information on Public Rights of Way can be found on Cornwall Council Website

<http://www.cornwall.gov.uk/environment-and-planning/countryside/public-rights-of-way>