

Procedure for carrying out works on behalf of enforcement

Works have to be carried out on behalf of Enforcement when they are dealing with overhanging vegetation from private property on to footpaths, highways, Byways and Rights of Way. Enforcement would have firstly carried out a site visit following a complaint whether from a member of public or from a fellow council officer and on this visit the officer would see if there is any encroachment over the boundary of a property onto council maintained land. A photograph of the encroachment would be taken and would be enclosed in a letter to the addressee asking them to cut back the overhanging vegetation to the property boundary and giving them 10 days to respond and then allowing a stated time to address the situation if they do respond. A second inspection is then carried out after 10 days or after the date given to remedy the overhanging vegetation and if the work has not been carried out then a serialised 154 notice is served on the property for them to carry out the works to cut back the overhanging vegetation within a 10 day period. A 3rd visit is then made to ascertain whether the works have been carried out and if not passed to the Parks Operation manager to act on their behalf and cut back the vegetation and reclaim all costs from the property owner.

When the request is received from Enforcement it is acted upon as soon as possible and works are organised in the following order.

1. A site visit is made by the manager to ascertain the most economical method of carrying out the works.
2. A team is sent to the property to carry out the works.
3. The team firstly takes a photograph to prove that the works are required due to overhanging vegetation present.
4. Works are carried out to ensure that all overhanging vegetation is cut back to the properties boundary to statutory height 2.4m is maintained over the footpath and 5.2m over a highway or Byway.
5. All works are then costed: including officer time, staff time, machinery, transport and disposal of arisings.
6. Work sheets are passed to administration and sent out as invoices including VAT to the properties.
7. If invoices are not paid then they are to be passed to Creditors to instigate legal proceedings to recover costs.