



# Oxfordshire Together

Giving communities control over local services

A different way of delivering highway services with Town & Parish Councils & Community Groups

Oxfordshire County Council puts residents and communities at the heart of everything we do and our approach to supporting thriving communities must be as diverse as they are. It is important that we continually seek to improve what we do and how we do it, embracing new opportunities and ways of working.

At Oxfordshire County Council, we are looking to refresh and broaden our approach to community-led highway & transport services through the Oxfordshire Together (OXTOG) initiative. We recognise that Town & Parish Councils and Community Groups are at the heart of local communities and know their local priorities and needs best, which is why we have based our content on the outcomes of our recent survey.

As part of this, we have been working with local groups, parish and town councils – individually or in clusters – to understand what their community priorities are and how we can enable and support better delivery of these. We appreciate each locality is different and not all want to be involved, but we have put together the following guidance to explain what may be possible for local communities to do or do more of directly and help empower communities to have greater control and influence over the work within their area. The responsibility of the county council and the services it delivers will not change, this is about providing opportunities for delivering differently, should there be interest in doing so, that better reflects local needs potential enables more to be done.



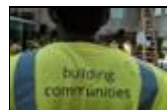
## Where do I start...?

Do you want to work with your neighbours or go it alone? Some local councils are focussing on their individual area, while others are working together with neighbouring places to form a cluster, spreading the work and the cost between them. If you are a small parish and want to do more talk to your neighbours, they may well be in the same position as you.

**What can I do?** Following on from consulting with our Town and Parish Council's we have identified the following key areas that they would like to focus on, read our "How-To-Guides" to learn more.

- [Cut Back Vegetation](#)
- [Control Weeds](#)
- [Clean Signs](#)
- [Maintain Public Rights of Way](#)
- [Provide a School Crossing Patrol Officer](#)
- [Cut Grass](#)
- [Manage Salt Bins](#)
- [Become a Fix My Street Super User](#)
- [Clear Drains](#)
- [Clear Leaves](#)
- [Have a Community Spring Clean](#)
- [Maintain Cycleways](#)

None of these activities should involve working directly on the road (live carriageway). Works on the live carriageway should only be carried out by contractors who hold the necessary qualifications.



# How To: Cut Back Vegetation

HTG01

## Basic Equipment Required

<p>Personal Protective Equipment (PPE) Equipment provided by OCC:</p> <ul style="list-style-type: none"> <li>• Hi-Vis Jacket</li> </ul> <p>Funding from OCC subject to availability for:</p> <ul style="list-style-type: none"> <li>• Gloves</li> </ul>	<p>Suggested Tools (not provided by OCC)</p> <ul style="list-style-type: none"> <li>• Secateurs</li> <li>• Shears</li> <li>• Trowel</li> <li>• Shovel</li> </ul>	<p>Insurance (provided by appointing body – usually the Town/Parish Council)</p> <ul style="list-style-type: none"> <li>• £10m public liability</li> </ul>
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## What needs doing?

Where vegetation is obscuring pavements or other areas of public highway, this should be removed to ensure pedestrians and vehicles can navigate safely. This could be grass verge encroaching onto footways or cycleways, or it could be hedges and other overhanging vegetation e.g. ivy.

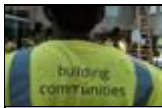


## Health & Safety Standards

1. All works should be carried out from ground level and from the roadside verge or footway.
2. Vegetation should only be cut back from unclassified roads with speed limit of 30mph or less.
3. PPE to be worn.

## Method Statement

1. Carry out [Risk Assessment](#) & take a 'before' photo. Set up warning cones if required.
2. Cut back any vegetation, using hand tools only, on land that forms part of the public highway. No privately-owned hedges, etc. to be trimmed.
3. Record location/date/description of any work done and take 'after' photo.
4. No cutback work to take place alongside unclassified roads over 30mph. Report these on Fix My Street.
5. Please contact [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk) for more information



## Basic Equipment Required

<p>Personal Protective Equipment (PPE) Equipment provided by OCC:</p> <ul style="list-style-type: none"> <li>• Hi-Vis Jacket</li> </ul> <p>Funding from OCC subject to availability for:</p> <ul style="list-style-type: none"> <li>• Gloves</li> </ul>	<p>Suggested Tools (not provided by OCC)</p> <ul style="list-style-type: none"> <li>• Shovel</li> <li>• Broom</li> <li>• Hoe</li> <li>• Wheelbarrow</li> </ul>	<p>Insurance (provided by appointing body – usually the Town/Parish Council)</p> <ul style="list-style-type: none"> <li>• £10m public liability</li> </ul>
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## What needs doing?

Weeds can get a hold at the back of footways, against walls or in the channel line against kerbs. If left, they can break up the footway or carriageway surface. Manually removing them is a good option.



## Health & Safety Standards

1. All works should be carried out from ground level and from the roadside verge.
2. Weeds should only be cleared on footways, and kerbside weeds on 30mph, or less, unclassified roads.
3. PPE to be worn.

## Method Statement

1. Carry out [Risk Assessment](#) & take 'before' photo. Set up warning cones if required.
2. Cut and scrape weeds, leaves and soil build up.
3. Sweep surface clean & dispose of arisings in agreed way, e.g. home composting, local allotments, garden waste bin
4. Record location/date/description of any work done and take 'after' photo.
5. No work is to be carried out in the road, if this is required it should be reported on Fix My Street.
6. Please contact [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk) for more information



# How To: Clean Signs

HTG03

## Basic Equipment Required

Personal Protective Equipment (PPE)  
(equipment provided by OCC)

- Hi-Vis Jacket

Suggested Tools  
(not provided by OCC)

- Telescopic Cleaning Set
- Pressurised Sprayer 5ltr

\*Some equipment available to borrow from Volunteer Coordination Team\*

Insurance  
(provided by appointing body – usually the Town/Parish Council)

- £10m public liability

## What needs doing?



Over time dirt, moss or algae can build up on road signs making them unsightly or even obscured. Signs MUST be cleaned if they become illegible to motorists. It is helpful to clean them before this happens.



## Health & Safety Standards

1. All sign cleaning works should be carried out from ground level and from the roadside verge.
2. Signs should only be cleaned alongside unclassified roads with speed limit of 30mph or less.
3. PPE to be worn

## Method Statement

1. Carry out [Risk Assessment](#) & take 'before' photo. Set up warning cones if required.
2. Wash sign faces from top down with a biodegradable detergent or clean water only, using sponge, cloths or mops.
3. Do not use ladder, use telescopic cleaning set if required.
4. Record location/date/description of any work done and take 'after' photo.
5. If necessary, cut back any vegetation using hand tools only e.g. secateurs
6. Defective signs alongside A & B roads, or unclassified roads over 30mph, should be reported on Fix My Street.
7. Please contact [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk) for more information





# How To: Maintain Public Rights of Way

HTG04

## Basic Equipment Required

Personal Protective Equipment (PPE)  
(NOT provided by OCC)

- Boots (waterproof)
- Gloves

Suggested Tools  
(NOT provided by OCC)

- Secateurs
- Maps/GPS
- Digital Camera

Insurance

(provided by Ramblers Insurance)

- £10m public liability

## What needs doing?

We work with the local Ramblers to support the network of excellent Parish Path Wardens who check local paths and undertake minor work with hand tools. Find out more on the Ramblers' website [www.ramblers-oxon.org.uk/footprotect/parish-path-wardens](http://www.ramblers-oxon.org.uk/footprotect/parish-path-wardens)



## Health & Safety Standards

1. Volunteers appointed as Parish Path Wardens receive training from the Ramblers and OCC Countryside Access Team
2. There are detailed guidelines and supplementary information available to PPWs from the Ramblers' website.
3. PPWs are encouraged to contact their Parish/Town Council to let them know of their existence and the important role they undertake in helping to maintain the public right of way network.

## Method Statement

1. If a local council would like to get involved in Public Rights of Way work, the first step is to contact the Ramblers' Coordinator (details on website above) to find out if your parish/town already has a PPW.
2. If there is a PPW you can be put in touch with them and work with them.
3. If there is a vacancy for a PPW in your area, the next step is to find someone suitable for the role.
4. Contact the Ramblers' Coordinator again, with the name of your prospective PPW and start their training.





# How To: Provide a School Crossing Patrol Officer

HTG05

**Please Note – This service only needs to be included within a local council’s devolved services if there are schools that do not meet the criteria to have a crossing patrol, and the local council and school wish to provide one at their own cost.**

## Basic Equipment Required

Equipment provided by OCC, paid for by town/parish council or school

### Personal Protective Equipment (PPE)

- Full Hi-Vis
- Gloves
- Hat

### Basic Tools

- Stop Sign (lollipop)
- Required Road Signs

### Insurance

- (provided by Parish/Town Council)
- £10m public liability

## Sites Meeting the Criteria

We have approximately 25 school crossing patrol officers ('lollipop' men and women) working around the county. They help to provide a safe crossing point for children on their way to and from school. New sites are assessed according to the national School Crossing Patrol Guidelines revised 2015. Subject to funding availability, sites that meet the minimum criteria will be supported by OCC.



## Sites Not Meeting the Criteria

Sites not meeting the minimum criteria as recommended within the guidelines, where the school/parish wish to support their own School Crossing Patrol themselves, will be subject to site visits/audits for which there will be charges. Please contact the [volunteercoordinationteam@oxfordshire.gov.uk](mailto:volunteercoordinationteam@oxfordshire.gov.uk) for further information.

## Health & Safety Standards

1. Correct PPE must be worn & stop signs used.
2. Road signs must conform to the School Crossing Patrol Sign (England & Wales) Regulation 2006.
3. It is a requirement that OCC trains and audits non-criteria sites.



# How to: Cut Grass (urban & rural)

HTG06

## Basic Equipment Required

Personal Protective Equipment (PPE)  
(provided by OCC if using volunteers)

- Hi-Vis Jacket

Basic Tools

- No tools or equipment to be provided by OCC.

Funding

- OCC will pay the local council an amount based on the meterage of verge to be cut

Insurance  
(provided by the Parish/Town Council for volunteers OR contractors own)

- £10m public liability

## What needs doing?



OCC cuts urban & rural grass verges once a year. It is possible for the Town/Parish Council to take on this grass cutting, in order to improve the service. OCC can provide funding based on meterage of cut verge and require 2 cuts per year to be carried out.



## Health & Safety Standards

1. If a certified contractor is used, they will require minimum £10m public liability insurance.
2. If a volunteer is used, they will be covered by the insurance of the Parish/Town Council, who will also undertake a Risk Assessment, and the volunteer will be required to wear PPE.

## Method Statement

1. Contact the [volunteercoordinationteam@oxfordshire.gov.uk](mailto:volunteercoordinationteam@oxfordshire.gov.uk) for details and a quote.
2. Sign an Agreement with OCC to undertake the works.
3. The new agreement would begin in the following April.
4. Payments are sent in April/May.
5. Record location/date/description of any work done.



# How To: Manage Salt Bins

HTG07

## Basic Equipment Required

### Personal Protective Equipment (PPE)

Equipment provided by OCC:

- Hi-Vis Vest

### Basic Tools

Funding from OCC subject to availability for:

- Plastic Snow Shovel

Grit Bins are available at cost of £250+VAT from OCC. (subject to assessment)

### Other Tools (not provided by OCC)

- See Snow Guide

### Insurance

(provided by appointing body – usually the Town/Parish Council)

- £10m public liability

## What needs doing?

OCC routinely spreads salt on defined routes on forecasts of ice or snow. The gritting route is available to view on the OCC website: [Salting, gritting and snow clearance | Oxfordshire County Council](#). Pavements only get very limited attention mainly in times of snow and generally only those heavily used i.e. town centres. Many local communities already help themselves and OCC can assist others by offering advice and supplying basic equipment as above. A Parish/Town Council may wish to appoint a volunteer snow warden to be responsible for management of salt bins and co-ordination of snow clearance and gritting of roads, not on the gritting route, as well as pavements.



## Health & Safety Standards

1. PPE to be worn.
2. Work is to take place on unclassified roads with a speed limit of 30mph or less, and pavements only, during daylight hours only.
3. Use: [OCC SNOW GUIDE](#) & [OCC Manual Handling Policy](#)

## Method Statement

1. Carry out [Risk Assessment](#)
2. Apply salt to the surface when ice is forecast, especially of heavily used routes & routes used by the vulnerable.
3. Following snowfall clear snow on these routes, and others, according to the OCC Snow Guide, and re-apply salt
4. Record location/date/description of any work done & contact [volunteercoordinationteam@oxfordshire.gov.uk](mailto:volunteercoordinationteam@oxfordshire.gov.uk)



# How To: Become a FMS Super User

HTG08

## Basic Equipment Required

### Personal Protective Equipment (PPE)

Equipment provided by OCC:

- Hi-Vis Jacket

### Basic Tools

Equipment provided by OCC:

- Spray paint
- maps

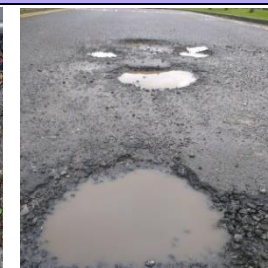
### Insurance

(covered by OCC)

- £10 m public liability

## What needs doing?

Our Highways Officers (HOs) inspect their areas regularly, but additional help from local people will increase the number of defects that can be repaired and will make the HOs more efficient.



## Health & Safety Standards

1. All works should be carried out from the roadside verge.
2. Defects can only be raised for unclassified roads with speed limit of 30mph or less.
3. PPE to be worn.

## Method Statement

1. Each SU receives initial training from an HO, then they are supervised by their local HO.
2. The SU will inspect reported defects and input found defects using HIAMS (OCC's Highways Infrastructure Asset Management System)
3. The SU will be able to raise orders for Sweep & Fill (non-permanent pothole repairs), kerbing and drainage defects only. They will mark the defect up correctly and report it direct to Skanska to do the works.
4. Any defects on A & B roads, or unclassified roads over 30mph, can be reported on the public 'Fix My Street' system.
5. The SU should take 'before' and 'after' photos and report back to HO if required.
6. Please contact [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk) for more information



# How to: Clear Leaves

HTG11

## Basic Equipment Required

<b>Personal Protective Equipment</b> (PPE) (equipment provided by O.C.C.) <ul style="list-style-type: none"><li>• Hi-Vis Jacket</li></ul>	<b>Traffic Management</b> (equipment provided by O.C.C. subject to approval/availability) <ul style="list-style-type: none"><li>• 2 x cones</li></ul>	<b>Basic Tools</b> (not provided by O.C.C.) <ul style="list-style-type: none"><li>• Shovel/Broom/Rake</li><li>• Wheelbarrow</li></ul>	<b>Insurance</b> (provided by Town/Parish Councils) <ul style="list-style-type: none"><li>• £10m public liability</li></ul>
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## What needs doing?

Leaf clearing from well used paths to prevent them from becoming an unpleasant, slippery mulch.



## Health & Safety Standards

1. All works should be carried out on footways and pavements only.
2. PPE to be worn.
3. Use warning cones only if required.

## Method Statement

1. Carry out [Risk Assessment](#) & take 'before' photo. Set up warning cones if required.
2. Carry out the work while leaves are dry, before they start to break down, to make it easier.
3. Sweep surface. Clean & dispose of waste in agreed way, eg. home composting, local allotments, garden waste bin
4. Record location/date/description of any work done and take 'after' photo.
5. It may be necessary to carry out clearance more than once over the autumn weeks.
6. No work is to be carried out in the road, if this is required it should be reported on Fix My Street.
7. Please contact [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk) for more information.





# How to: Have a Community Spring Clean

## HTG12

### Basic Equipment Required

**Personal Protective Equipment (PPE)** (equipment provided by O.C.C. if the District Council is unable to help)

- Hi-Vis Jacket
- Gloves

**Promotion**  
Tell everyone about your event. Maybe get local businesses involved.

- [Poster Template](#)

**Basic Tools**  
(not provided by O.C.C.)

- Hand tools

Litter pickers & bags may be provided by your district council

**Insurance**  
(provided by Town/Parish Councils)

- £10m public liability

### What needs doing?

As the weather warms up volunteers are more likely to be inclined to get out and about. What better time to think about carrying out some of the tasks in this How-To-Guide? Why not combine it with an annual litter pick?



### Health & Safety Standards

1. All works should only be carried out on public rights of way, footways, cycleways, and pavements alongside unclassified roads with a speed limit of 30mph or less only.
2. PPE to be worn.

### Method Statement

1. Arrange for litter pick equipment from your District Council eg. [You can help | Roads and street cleaning programme | Cherwell District Council](#)
2. Decide on activities & carry out Risk Assessments for all tasks
3. Organize any additional equipment required eg. buckets, sponges, hand tools etc
4. On the day – Conduct Safety Talks as appropriate
5. After the event - Make sure litter & equipment is returned to District Council/County Council
6. Ensure anything is logged on Fix My Street/passed to local Super User Volunteer or report back to [volunteercoordinationteam@Oxfordshire.gov.uk](mailto:volunteercoordinationteam@Oxfordshire.gov.uk)





# How To: Maintain Cycleways

HTG13

## Basic Equipment Required

### Personal Protective Equipment (PPE)

Equipment provided by OCC:

- Hi-Vis Jacket
- Cones (subject to approval/availability)

### Suggested Tools

(not provided by OCC)



Shovel, Broom, Hoe, Secateurs, Wheelbarrow
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### Insurance

(provided by appointing body – usually the Town/Parish Council)

- £10m public liability

## What needs doing?



Weeds can get a hold at the back or middle of cycleways or in the channel line against kerbs. If left, they can break up the cycleway surface. Manually removing them is a good option. Where vegetation is obscuring cycleways, this should be removed to ensure safety for all users. This could be grass verge encroaching onto cycleways, or it could be hedges and other overhanging vegetation. Private hedges must not be cut by volunteers but reported on Fix My Street.

## Health & Safety Standards

1. All works should be carried out from ground level and from the cycleway or verge.
2. Weeds should only be cleared on cycleways, and kerbside weeds on 30mph, or less, unclassified roads.
3. Work in pairs and use traffic cones when working on the cycleway to warn oncoming cyclists that you are there.
4. PPE to be worn.

## Method Statement

1. Carry out [Risk Assessment](#) & take 'before' photo. Set up warning cones if required.
2. Cut and scrape weeds, leaves and soil build up. Cut back any vegetation, using hand tools only, on land that forms part of the public highway. No privately-owned hedges, etc. to be trimmed.
3. Sweep surface clean & dispose of arisings in agreed way, e.g. home composting, local allotments, garden waste bin
4. Record location/date/description of any work done and take 'after' photo.
5. No work is to be carried out in the road, if this is required it should be reported on Fix My Street.

## The Power of Volunteers

When you want to do more within your communities utilising volunteers can often be a powerful way to achieve your goals. There are a number of ways to work with volunteers within your community, some examples listed below:-

### Community Action Groups (CAGs)

#### [Transport Volunteer Service | Vale Community Impact \(vci.org.uk\)](#)

This scheme covers Wantage, Grove and the surrounding villages driving clients to Day Centres, surgeries, hospitals, shops and to visit friends. Between April 2019 – March 2020 60 volunteer drivers transported over 6,000 people nearly 90,000 miles in and around the Vale of White Horse.

### **Volunteering with OCC**

If volunteering with the County Council then we will ask you to complete an agreement form which sets out what we are comfortable for you to do, where and how. We will also assess your competence based on the activity.

#### [OCC Volunteer Policy](#)

We currently have 75 volunteer Fix My Street Super Users in towns and parishes across the county. Through this scheme trained volunteers can assess and request certain repairs (potholes, kerb repairs & drainage issues, etc.) directly with our maintenance contractors.

## **Volunteering with your local Town & Parish Council**

Contact your local Town or Parish Council to see what volunteering initiatives they have already set up or ask them to consider doing some of the activities suggested in the How-To-Guides. For Town & Parish contacts click [here](#).

## **Volunteering via an independent body**

There are some independent groups that you can volunteer with such as the Chiltern Society or Ramblers Association.

[Path Maintenance - Chiltern Society](#) (SCPMV) was established in 2004 to help improve access to the rights of way in South Oxfordshire, and to add value to the work already being undertaken by the County Council and its Task Team.

In 2018...

- ❖ 27 gates installed – and a zigzag!
- ❖ 18,175 metres of path and 38 fallen trees cleared
- ❖ 40 waymark posts
- ❖ 1,628 hours on site
- ❖ Over 7,000 volunteer hours across the county

A number of communities, especially the larger rural parishes with small populations, struggle to find the volunteers available to assist with community projects.

There are, several organisations that can assist with providing volunteers and we are already working with a number of them. You can make contact with these organisations directly or we are happy to facilitate this for you.

- **Oxfordshire Volunteers** | One County. [One Website](#). Hundreds of volunteering opportunities!
- **Oxfordshire Community and Voluntary Action (OCVA)** aim to help individuals help others by supporting and empowering volunteers, networks, partnerships and non-profit organisations big and small.

They run a free Funding Advice Service for voluntary and community organisations and can help you find sources of funding, give advice about writing grant applications and are happy to review any application forms or letters you have written. They also produce the [Guide to Funding Opportunities in Oxfordshire](#) which covers a range of statutory and non-statutory sources of funding available to Oxfordshire groups. OCVA produces a monthly funding newsletter for members.

Find out more about OCVA's services and other organisations that can give support when you are developing a project and looking for funding.

- **Community First Oxfordshire** can offer advice and support in specific areas such as village shops, community halls, rural transport, community planning and rural housing.

# Community Action Groups

## What is the CAG Project?

The [Community Action Group](#) (CAG) Project consists of over 60 groups across Oxfordshire organising events and projects to take action on issues including waste, transport, food, energy, biodiversity and social justice.

Established in 2001, CAG Oxfordshire is the largest local network of community sustainability groups in the UK. A CAG Network in Devon was set-up in 2016 and there are exciting developments underway to spread the model nationwide.

## What can the CAG Project offer you?

The CAG Project has an Oxford based staff team that provide free day-to-day support to the network members including:

- Advice, expertise and mentoring to set up and maintain groups and develop projects, events and activities.
- Insurance cover for network activities.
- Access to CAG funding for special projects<sup>1</sup> and support sourcing external funds for larger projects.
- Press, media and communications coordination via our communication channels including Key newsletter, the Weekly Update, our website, Facebook and Twitter.
- Training, skill sharing and networking events and opportunities.
- Access and contact with a network of other CAGs including networking and collaborative activities and meetings.
- Access to the ResourceCIT, a Government recognised data collection and monitoring portal, in order to report on and evidence our collective impact.
- Access to a large bank of materials and resources.

- Signposting to other organisations and bodies for advice and partnerships building.
- Facilitating work with local and national government.

<sup>1</sup> *The Special Projects Grant is a fund which is administered by CAG Project staff and the CAG Network Forum. It is available to all CAGs within the network in order to deliver "special" projects, events or activities which they may not be able to self-fund otherwise. CAGs will be invited to apply for funds by submitting an application. Funds awarded will be subject to consideration and approval by the Network Forum, our consultancy group. Forms and guidelines for grants are available from the [CAG website](#) and the CAG support team.*

### **Is becoming a CAG member right for you?**

If you have a project idea or a collection of like-minded people, we can support you to set up a new community group. Or if you are an existing community group or project, you could join our network and become part of a larger movement.

To join the network your group, organisation or project should:

- Subscribe to the CAG Network's aims and principles as outlined in our terms of reference ([found here](#)).
- Be based in Oxfordshire.
- Be community-led, outward facing and open to all.
- Be actively focused on creating practical solutions to climate change and issues including waste, transport, food, energy, biodiversity and social justice.
- Not engage in proactive lobbying or party-political activity.
- Be willing to actively participate in and contribute to the wider network activity.

### **What are the next steps?**

If you think becoming part of the CAG Network is right for your group, The CAG Project staff are here to help you navigate your way through the process. Please arrange a meeting or chat over the phone by contacting the CAG Project staff: [info@cagoxfordshire.org.uk](mailto:info@cagoxfordshire.org.uk).



# Community Transport

## What is community transport?

Community transport is part of the voluntary sector and plays a key role in filling gaps in service where public transport is not available and provides a lifeline in both rural and urban areas. It offers safe, accessible, cost-effective, flexible transport run by the community for the community.

The Community Transport Team aim to work with the local community to understand local transport needs and design a solution in a non-profit-making, coproduction or social enterprise way. This can involve a mixture of volunteers and paid staff.

There are many types of community transport including:

- Car clubs
- Community minibuses
- Dial-a-ride
- Lift share
- Taxi share
- Voluntary car schemes

## How do I get started?

If you have identified a local transport need in your community, Oxfordshire County Council with Oxfordshire First have created a [Local Transport Toolkit](#), this self-help guide can help to identify a practical solution and used to tackle local transport problems within your community. Visit the [OCC website pages](#) for more details.

## **This sounds great, but what about the funding!**

The biggest concern raised through our survey was that communities had wanted to do more but didn't have the resources or funding available. Here's some key info on current funding available.

If it is a service we operate and fund that you wish to undertake, such as grass cutting, then we will devolve funding as well as the responsibility. If it is an activity that is not funded or currently undertaken by the county, such as sign cleaning, that you wish to undertake then we will support in terms of authority, some equipment and advice.

## **Formal Funding/grant opportunities via Oxfordshire County Council**

### **➤ Councillor Priority Fund**

In February 2021, Council agreed to set aside £945,000 for a Councillor Priority Fund. There is a budget of £15,000 per councillor to award during 2021/22 and 2022/23.

The Councillor Priority Fund will run across two financial years and will be at the discretion of individual councillors to award. Please contact your local County Councillor to gain support for your proposal and for further information.

### **➤ Precept Increase**

Parish and town councils can raise a precept (a local rate) which is collected by the district council as part of the council tax. Parish and town councils play an important role in the local community and are a vital link to district and county councils and other agencies on local issues.

### ➤ **District/Local funding opportunities**

- SODC [Infrastructure to support communities - South Oxfordshire District Council \(southoxon.gov.uk\)](http://southoxon.gov.uk)
- Vale of the White Horse <http://www.whitehorsedc.gov.uk/services-and-advice/community-advice-and-support/grants>
- WODC – [Community grants and funding - West Oxfordshire District Council \(westoxon.gov.uk\)](http://westoxon.gov.uk)
- Cherwell – [Communities | Cherwell District Council](http://www.cherwell.gov.uk)
- City – <https://www.oxford.gov.uk/info/20044/grants>

### ➤ **Community Infrastructure Levy (CIL)**

The Community Infrastructure Levy (CIL) is changing how developer contributions for new developments are secured. Until a CIL is adopted contributions will still be secured via a S106 agreement. Once a CIL is adopted contributions will be secured by a combination of CIL and scaled back S106 agreement.

District Councils are required to pass a proportion (15-25%) of CIL monies to parish and town councils from developments that take place in their areas.

Please see individual websites for for further information: -

**Oxford City Council**

<https://www.oxford.gov.uk/CIL>

**South Oxfordshire District Council**

[South Oxfordshire District Council - CIL](http://www.southoxon.gov.uk/cil)

**Vale of the White Horse District Council**

[Vale of White Horse District Council - CIL](http://www.whitehorsedc.gov.uk/cil)

**West Oxfordshire District Council**

[West Oxfordshire CIL](http://www.westoxon.gov.uk/cil)

**Cherwell District Council**

[Cherwell - CIL](http://www.cherwell.gov.uk/cil)

## ➤ National Funding Opportunities

[Awards for All England](#) gives groups an easy way to get small Lottery grants of between £300 and £10,000. The fund aims to support projects which address the issues, needs and aspirations of local communities and people. It will fund a wide range of community projects aimed at developing skills, improving health, revitalising the local environment and enabling people to become more active citizens

[Reaching Communities England](#) is for projects that help people and communities most in need. Grants are available from £10,000 upwards and funding can last for up to five years. If you think you need more than £500,000 you must call before you apply to discuss why you believe a larger project is appropriate. There is no upper limit for total project costs. The scheme can fund salaries, running costs, a contribution towards core costs and equipment. It can also fund up to £100,000 for land, buildings or refurbishment capital costs.

[The Heritage Lottery Fund](#) supports a range of project types, as long as they make a lasting difference for heritage, people and communities.

Further information about other funding and grants can be found on the County Council website: <https://www.oxfordshire.gov.uk/residents/community-and-living/funding-and-grants>

## ➤ Parish funded support grant

Please contact your traffic scheme coordinator in your local area for further information. South Oxfordshire: [AreaOperations.South@Oxfordshire.gov.uk](mailto:AreaOperations.South@Oxfordshire.gov.uk), North Oxfordshire: [AreaOperations.North@Oxfordshire.gov.uk](mailto:AreaOperations.North@Oxfordshire.gov.uk)

## ➤ Local fundraising

Generally, it is easier to raise money for one-offs such as a specific piece of work and tangible items (like equipment) than it is to get money for regular running costs, such as salaries and utility bills.

Fundraising events can be great ways of raising (usually) smaller amounts of money and provide an opportunity to promote your group. They are also an opportunity to include other key members of the community and get them involved with the project.

A registered charity can fundraise from the general public, although permission may be required. If your group raises funds this way it should follow best practice and be careful to conduct all fundraising activities honestly, openly and within the law.

You should:

- Obtain permission, where necessary
- Word publicity clearly and carefully
- Remember to use your charity number on all posters, fliers and letters
- Keep careful financial records

Recommended reading - [The Charity Commission CC20 - Charities and Fundraising](#)

Other Opportunities:

[EasyFundraising](#) is a way to raise money for good causes such as schools, charities, sports clubs, religious groups, community groups and more, simply by shopping online. Shop with over 2,700 top retailers, and choose from over 55,000 good causes.

[Cherwell Lottery](#) is a lottery run by Cherwell District Council. Charities can register with the lottery and ask supporters to purchase weekly draw tickets, in return the charities receive a regular payment from the lottery and your supporters could win up to £25,000.

[Oxford Lottery](#) is a similar scheme run by the Oxford City Council.

[SO Charitable Lottery](#) is run by South Oxfordshire District Council.