



Department of Highways, Transportation and Waste Management
Information for Parish Clerks in North West Leics

Parish Clerks' email alert

To find out when the Highways Forum agendas, reports and minutes are available online, sign up for the Parish Clerks email alerts by visiting www.leics.gov.uk/highwayforums or by emailing htwminfo@leics.gov.uk giving your name, your district and parish.

Reporting highway defects

Leicestershire County Council inspects every carriageway and footway at least once a year. Reports from local communities of defects as they start to develop are also very welcome. Defects can be reported by phoning **0116 305 0001** or via the website: www.leics.gov.uk/roadsandtransport

For complex reports the Highway Officer will need to assess the most appropriate action, often involving a site visit, and responses take around **10 working days**. Highway emergencies such as spilt oil or road traffic incidents are always responded to immediately, working with the emergency services.

Raising wider concerns

Occasionally a Parish Council may wish to raise wider concerns regarding highway services. On calling **0116 305 0001** the details of the enquiry are recorded and the need for a return call is noted, where required. It is helpful if as much detail can be provided at that time so the Highway Officer can complete any checks before returning the call, for example to check if works to help resolve the issues have already been programmed. Email enquiries can be sent to htwm@leics.gov.uk

Highway Forums

Local County Councillors and an equivalent number of District Councillors meet regularly at Highway Forums. Five working days prior to each meeting the agenda and reports are available online at www.leics.gov.uk/highwayforums as are the minutes following the meetings.

At the Chairperson's discretion anyone can speak on items from the published agenda, if this is arranged either by telephone in advance or on arrival before the meeting. If a Parish Council wishes to raise a highway issue within a forum meeting, they should contact their local County Councillor or email htwm@leics.gov.uk

Many issues are dealt with before the next meeting. However, it may take up to 6 months to prepare a report on complex issues. Requests made less than 6 weeks prior to the forum are unlikely to meet the report publication deadlines.

Salt bins may be funded by the local town or parish or district council in agreement with the County Council. The salt bin locations need to be agreed with the County Council and should not be on a route that is regularly treated by the County Council (please refer to the winter service map at www.leics.gov.uk/saltingroutes).

The local town/parish/district council will be required to meet the cost of any new or replacement bins but this must be supplied and installed by the County Council. The County Council will fill these salt bins at appropriate intervals during the winter as resources allow.

Requests for salt bins should be registered by telephoning **0116 305 0001** and leaving details of the proposed location. A site assessment will be undertaken and a response sent, usually within 10 days. Alternatively, a request may be registered by emailing htwm@leics.gov.uk.



North West Leicestershire Highway Forum Meeting Dates - 2010

Wednesday 3 February, 6.00pm Thursday 10 June, 6.00pm

Thursday 11 November, 6.00pm

Please check the website for more information and in case of any changes to the dates of the meetings www.leics.gov.uk/highwayforums