



## **Community Committee & Highways and Transportation**

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### **Process for installation and Maintenance of Sponsored Floral Planters on the Highway**

#### **Planter Design**

- Instaplanta to supply details of the agreed planter design to Communities Team. Communities Team will then liaise with Highways and Transportation, for comment and joint agreement. This will cover issues such as size, height, colour, material, and details of proposed advertising including; not retro-reflective, not illuminated, no directional symbols for traffic, background colour etc.
- Instaplanta to ensure compliance with relevant planning and advertising legislation as maybe required.

#### **Agreement of Proposed Locations**

- Instaplanta to undertake statutory undertakers search for affected apparatus. Communities Team to be provided with details for records **within 7 days**.
- Instaplanta to supply plan for each site to Community Committee Team showing proposed location of planters in relation to fixed features (1:500 minimum scale) to [southeast.ast@leeds.gov.uk](mailto:southeast.ast@leeds.gov.uk)
- Communities Team to forward plan for each site to Highways Network Management showing proposed location of planters in relation to fixed features (1:500 minimum scale) to [raswa.forms@leeds.gov.uk](mailto:raswa.forms@leeds.gov.uk)
- Network Management to circulate information around internal departments for comments on highway safety, future developments, planned road schemes etc. and return to Communities Team **within 4 weeks**.
- Following comments from Highways Management, local ward members, Environmental Sub Group members, Communities Team to collate and share comments with Instaplanta, and resolve issues with proposed location of planters.
- Site visits to discuss location to include all 3 parties as and when required.
- Details of agreed planter locations to be included in communities committees update report and members invited to propose locations for future planters.

#### **Installation, repair or replacement of planters**

- Instaplanta to supply a method statement for both the installation and maintenance operations on each planter location to Communities Team. Communities Team will share with Highways Network Management who will assess and advise of any required amendments.
- All work must be undertaken outside of traffic sensitive times, and comply with the current street works safety code of practice as may be amended from time to time. Details of traffic sensitive restrictions are available on <https://www.roadworks.org/>
- Instaplanta to provide a **minimum of 14 days' notice** of installation work to allow co-ordination with other planned works and events. This is to be provided to both Communities Team and highways Network Management, who will issue a street works permit where required on behalf of Communities

Team. Any amendment to the date or other permit conditions must be notified to Network Management and a new permit agreed.

- Instaplanta to keep an up to date record of all floral planters located on the publicly maintained highway which will be shared with Communities Team.
- Instaplanta to investigate any complaints or public liability issues associated with the planters and this information must be shared with Communities Team within 5 days of receipt of any complaints or public liability issues.
- Instaplanta to indemnify the Council for any complaints or public liability issues associated with the planters, their installation and/maintenance.

## Removal of Planters

- Instaplanta to provide a **minimum of 14 days'** notice if it intends to remove any planter. This information to be provided to Communities Team who will report to Environmental sub-group, Ward Members and Highways Network Management.
- Network Management to provide Instaplanta a minimum of one months' notice in the event that removal or relocation of the planter is required for the exercise of the functions of the highway authority. In such instances Network Management will also provide Communities Team with this information
- Temporary relocation of the planter may be required to facilitate access for works on the highway. Network Management will provide as much notice as possible to Communities Team. In the case of emergency works the planter may have to be moved to enable the works to take place.

## Dispute Resolution

- **Covered through Service Level Agreement**

## Termination

- **Covered through Service Level Agreement**

## Communities Team Contact:

Light Addaquay - [light.addaquay@leeds.gov.uk](mailto:light.addaquay@leeds.gov.uk) Tel : 0113 3785787, 07712 214452

## Network Management Contacts:

Network Management Inbox – [raswa.forms@leeds.gov.uk](mailto:raswa.forms@leeds.gov.uk)

North Area – Kenny Harkis – [kenny.harkis@leeds.gov.uk](mailto:kenny.harkis@leeds.gov.uk) Tel: **07891 273013**

Central Area- Chris Musgrave – [chris.musgrave@leeds.gov.uk](mailto:chris.musgrave@leeds.gov.uk) Tel: **07891273002**

South Area – Granville Pugh – [Granville.pugh@leeds.gov.uk](mailto:Granville.pugh@leeds.gov.uk) Tel: **07891273004**