



24 May 2019

RW 08/2019

### **Community Involvement Schemes**

Dear Director of Services,

I wish to advise you that the Department proposes to continue the Community Involvement Scheme (CIS) in 2020 and 2021 and local authorities are now invited to apply to the Department for CIS funding for those years.

The CIS will continue to be based on community contributions within the range of 15% to 30% and will be based on the following terms:

- Where the local community contribution is monetary only a minimum contribution rate of 15% will apply;
- Where the local community contribution comprises works only the minimum contribution rate will be 30%;
- Where the local community contribution is a combination of monetary and works then the local authority may set a minimum rate on a pro rata basis (between 15% and 30%).

It is not permissible to use Local Authority Own Resources or General Municipal Allocations (GMA) to fund the community element of the scheme. This is not obtaining community contribution and would not be in the spirit of the scheme which is for local authorities and communities to work together to help improve the local road network.

The following requirements will apply to the CIS:

1. Local authorities will assess the condition (PSCI) of any local roads, for which they intend to apply for funds, using the Paving Rating Manual (rating range is 1 to 10 with 1 being very poor and 10 being excellent). Where schemes are approved and proceed the "after" PSCI condition must be subsequently rated.
2. Local authorities will record the road length and width and the number of dwellings along the roads under consideration.
3. Local authorities should then estimate the overall cost of the scheme taking account of material, labour, machinery and traffic management costs. The community contribution may in each case be monetary or in kind (labour/machinery) or both. This will then determine the percentage contribution.



4. Taking into account the findings of points 1 to 3 above, Councils may then prioritise the roads which would be eligible under the 2020 and 2021 CIS and apply to the Department for funding.
5. The attached excel form should be completed and the list of projects submitted to the Department in order of priority no later than 20<sup>th</sup> September 2019.

Where works are to be undertaken by the local community the council must satisfy itself that the works have been completed in a satisfactory manner before accepting subsequent responsibility for the road. Eligible works with relevant codes under the CIS are as follows:

**General (G):**

- providing hard stands at field entrances;
- removal of grass verges or banks;
- site preparation works including the removal of grass from the centre of the road (where required).

**Drainage (D):**

- opening, deepening and generally maintaining drains alongside roadway and adjoining land including the laying of drainage pipes, where appropriate;
- providing gully traps at suitable locations and piping to drains, where appropriate;
- opening inlets;
- opening backshores;
- unblocking of shores/surface water drains;

**Pavement Works (P):**

- repair of potholes (**P-RP**)
- surface dressing works (**P-SD**)
- road strengthening works (**P- SR for Surface Restoration, P-SO for Structural Overlay, P-RR Road Reconstruction**)

**Footpaths (F):**

- repair of footpaths (**FR**)



- construction of new footpaths (**FN**)

Full records of all pavement works **must** be maintained on **MapRoad GIS** and be made available for inspection, if required.

The legislative provisions for members of a community carrying out works under the Community Involvement Scheme are outlined in Section 13(6) of the Roads Act, 1993 which provides that, a person or a group of persons may, with the consent of a road authority, carry out maintenance works **on a local road**. A road authority may provide materials, plant, equipment and the services of its staff to a person or group carrying out such works. The person or group (and each member thereof) carrying out works with the consent of a road authority will be indemnified by the road authority against all actions and claims howsoever arising in respect of the works, and the carrying out of works, provided that the works are carried out in a bona fide manner and in accordance with any conditions, restrictions or requirements specified by the road authority. While it is envisaged that the CIS will relate to mainly local roads, they may be carried out on a regional road where the local community contribution is monetary only.

Should you wish to apply for funding under the CIS scheme for 2020 and 2021, you are requested to complete Part A and B of the attached excel application form and return to the Roads Division of the Department [RLR@dttas.gov.ie](mailto:RLR@dttas.gov.ie) no later than Friday **20<sup>th</sup> September 2019**.

When allocations are made by the Department as part of the 2020 grant allocations for approved schemes, the form A and B information should be included on MapRoad and Part C should be completed when works have been carried out but no later than each year end.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Alan Woods-Conway', is written over a horizontal line.

Alan Woods-Conway  
Roads Division

c.c.: Each Chief Executive