

Findon Parish Council

Local Winter Management Plan 2017/18

Local Co-ordinators

Parish Council:

Cllr Robin Carr Tel 01903 873596

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Contacts for Daily Decision Trigger

Cllr Robin Carr Tel 07970 419369

Or

Fiona MacLeod – Tel: 07830 369563

Matthew Kennard – Tel 07899 676166

Contacts for Snow Shovels

Cllr Robin Carr Tel 01903 873596

Cllr Del Henty Tel 01903 877527

West Sussex County Council (WSSC) Treatment Coverage

WSSC's Precautionary Salting Network –

- A24 covered as a priority 1
- Horsham Road, Findon
- High Street, Findon

Parish Council Salting and Clearing Arrangements

- Salt Spreader & Snow Plough belongs to Puckamuck/Sussex Manures. Insured and housed at Sussex Manures, Muntham Farm, Findon BN14 689 with supply of salt (see (iii) below). To be operated by Sussex Manures.
- Snow blower belongs to and insured by WSSC Highways.
- Six Bulk bags of salt (6 metres in total) to be provided by WSSC Highways during autumn, to be stored at WSSC Clapham Depot. Sussex Manures, Muntham Farm, Findon, West Sussex BN14 0RQ (Matthew Kennard Tel 07899 676166 email matthew@sussexmanures.com or Richard Kennard 07831 206786 email richard@sussexmanures.com) will collect an initial 3 metres of loose salt in own bags from Depot in November 2017, thereafter as required.
- Bulk bags of salt provided by WSSC Highways to be distributed to identified hazards locations when inclement weather is expected, if different from storage locations. This is for hand salting by local volunteers at the following hazardous spots on public roads and footpaths. Not to be used for complete route coverage. Manual salting must be confined to identified hazard areas and not for complete route coverage on either roads or footpaths.

Stable Lane

Suitable site on ground at entrance to the Downs Stables.

The Oval/High Barn

At top of The Oval/High Barn – outside no.32

Steep Lane / Nepcote (top)

On grass verge at junction of Steep Lane and Nepcote.

Steep Lane /High Street (Bottom)

On grass verge by street light column at junction of Steep Lane/High Street

Cross lane/Holmcroft Gdns

On grass verge at slip road junction of Cross Lane/Holmcroft Gardens

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Identified Problem Areas

School Hill,
Nepcote Lane (including Nepcote),
Cross Lane
Stable Lane
Steep Lane

Map

See Appendix 1 for map of Parish and WSCC gritting routes.

Salt bins and locations = Ten

Convent Gardens	j/w Nepcote Lane 30m inside Convent Gardens
Convent Gardens	opp no 20
Convent Gardens	opp no 11
Cross Lane	j/w A24
Fox Lea	Just inside road
High Street	j/w A24 opposite The Black Horse Pub
Horsham Road	j/w A24
School Hill	j/w Findon Roundabout
Beech Road	j/w Stable Lane
Steep Close	

Volunteers (see Appendices 4-6)

Point of contact for requests for help:

Parish Council Chairman: Robin Carr- 01903 873596/07970 419369

Cllr Del Henty – 01903 877527

Clerk: Fiona MacLeod – 01903 877225

Road Clearance Volunteers/contractors & Farmers (for reimbursement)

Matthew Kennard/Richard Kennard of Sussex Manures, Muntham Farm, Findon BN14 0RQ
07899 676166 or 07831 206786

Salt/gritting service & snow ploughing as required.

Will assist with collecting/moving of bags.

Emergency Plan

Councillors are requested to check residents' needs in their areas and to refer offers of help to the Chairman, as co-ordinator.

In extreme weather conditions, the Emergency Plan will supersede this Local Winter Management Plan.

Emergency Reception Centre: Findon Village Hall

WSCC Contact Centre

Please report fallen trees or damage to the public highway by phoning 01243 777100 (8am to 6pm Monday to Friday) or online at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

WSCC Winter Service

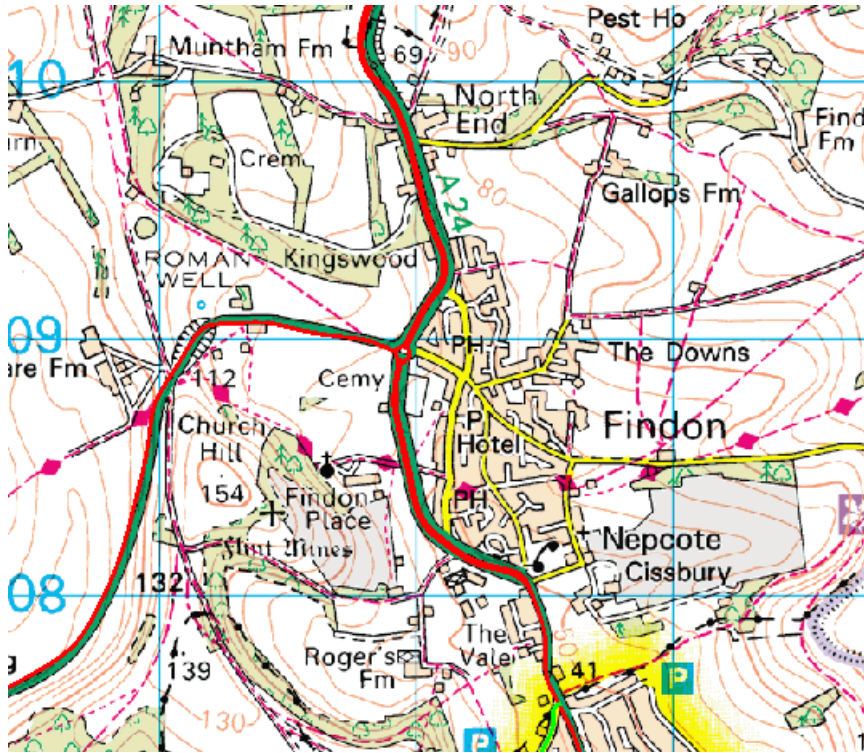
Please see Appendix 2 Supporting Local Community Winter Plans 2017/18 and Appendix 3 Frequently Asked Questions. Full details of the daily gritting decision, gritting routes, winter service plan and related information about roads in winter can be found on the WSCC web site <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service>

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Appendix 1

(Salted by WSCC **RED**) – see below



SUPPORTING LOCAL COMMUNITY WINTER PLANS 2017/18

Winter Community Resilience

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1. WSCC Highways Commitment 2017/18

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- WSCC Highways will not undertake

2. WSCC Community Winter Plans 2017/18

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2.2 Salt/Grit Replenishment

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- Bags

2.3 Local Farmers and Contractors agreements

- Pre-arranged financial contribution
- Trigger Mechanism activating farmers/contractors

3. 'What IF?' Training

- Training Offer

1. WSCC Highways Commitment 2017/18

WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via **@WSHighways**. sign up here
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads. Typically this happens 42 times per year.
- Purchase and store at our three depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 23 gritters (bulk spreaders) between October and April.
- Issue a pre-snow trigger email in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

WSCC Highways does not undertake any of the following:

- Treat any roads not identified as part of the Precautionary Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bin or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or hippo bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan.

2. Community Winter Plans 2017/18

In 2016 WSCC received Community Winter Plans from more than half of the Parish and Town Councils in West Sussex. These plans help to coordinate activities, identify local assets and inform residents during periods of extreme weather.

This year WSCC will be working with Parish and Town Councils to develop and update their plans.

Winter Plans should be reviewed annually and submitted to WSCC via Email to:

active.communities@westsussex.gov.uk

It is important that key information is kept up to date including:

- Changes in contact details of nominated persons
- Changes to gritting and snow clearing routes identified in the plans
- Locations of any new or relocated salt bins/bags
- Confirmation that the local Farmer/Contractor is participating
- Approval for the Local Farmers and Contractors Agreement from WSCC Highways

Please Note: Parish and Town Councils without the correct information in their plan will **NOT** be able to make claims for a financial contribution from WSCC towards the cost of additional work.

2.1 Salt/Grit Replenishment

Bins

- **Using salt/grit stored locally:** Parish & Town Councils who have local stores of Salt/Grit should use this to top up bins before requesting further salt/grit from WSCC.
- **Once Parish** and Town Councils have topped up their bins WSCC Highways will replenish local stores and refill bins where they are less than 75% full as identified through the local audit.
- Parish & Town Councils should complete their annual audit and return it by email to: active.communities@westsussex.gov.uk by **4th September 2017**.
- WSCC will **NOT** refill bins during the winter period.

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Bulk bags of Salt/Grit mix

- **Storage:** To keep the salt/grit at its best bags should be stored on pallets, preferably indoors or in a covered location. Parishes may wish to purchase secure weatherproof storage containers to keep their supplies in good condition.
- **Existing Stores:** Where the bags are beginning to deteriorate replacement bags are available on request; Councils will need to decant their existing supplies into the new bags. Tarpaulins to cover stores are also available on request.
- **New Stores:** Local Councils, Schools and Hospitals that wish to purchase bulk bags in conjunction with an agreed plan may do so:
 - £80 per 1 ton bag: To supply, fill and deliver if part of a programme of countywide bag deliveries.
 - £150 per 1 ton bag: To supply, fill and deliver as a one off operation (ad hoc)

To place an order for new or replacement bags and tarpaulins please email:

active.communities@westsussex.gov.uk

2.2 Local Farmers and Contractors Agreements

Pre-arranged financial contribution

In line with national standards, agreed with the NFU, WSCC will provide £35 per hr towards local farmers / contractors to:

- Carry out precautionary salting to local roads identified in the Local Farmers and Contractors Agreement as a result of a WSCC notification in advance of a significant snow event.
- Clear snow as a result of a significant snow event, from local roads identified in the Local Farmers and Contractors Agreement and whose activities have been activated through the agreed Trigger Mechanism.
- Fill salt bins as required during the winter with salt from the bulk bags stored locally following a significant snow event.

Please Note: In order to claim funding Farmers or Contractors must be covered by their own Public Liability Insurance at the date they carry out the work.

All Local Farmers and Contractors Agreements should be submitted by **Monday 4 September 2017** and must be approved by WSCC Highways otherwise they will not be funded.

2.3 Trigger Mechanism activating farmers/contractors

The 'Local Farmers and Contractors Agreement' is intended as a response to significant weather events **ONLY**. This may be directed to particular areas within the county warning of a significant weather event.

Should an event occur the trigger mechanism to activate the agreement will be via an advisory email to the key contacts identified in your plan. Your key contacts should ensure that they check the daily decision emails. The email from WSCC Highways will approve the use of farmers or contractors for:

- **Precautionary Salting:** farmers and/or local contractors to move bulk bags, undertake precautionary salting.

And /or

- **Snow Clearance:** farmers and/or local contractor's snow clearance is 2" (50mm) of accumulated snow.
- Fill salt bins as required during the winter with salt from the bulk bags stored locally following a significant snow event.

WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost **HOWEVER Activities undertaken without instruction from WSCC will not be funded.**

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3. “What If” Training

Support communities in times of extreme weather involves building Community Resilience, working with communities to help themselves and the vulnerable during times of difficulties.

In partnership with our colleagues in the District/Boroughs, Resilience & Emergencies and Highways we will support communities with existing Local Winter Plans and work with groups in developing new plans to make sure they are fully prepared for an extreme weather event.

‘What IF?’ training is a new range of advice and practical workshops for volunteers and interested community groups supporting the Community Winter Plans.

Along with training we can provide further support through;

- Support communities to develop volunteer projects e.g Winter Watch Volunteers
- Provide guidance in finding possible sources of funding for equipment, (from snow shovels to pull along gritters and snow ploughs)
- Provide advice and guidance on insurance
- Advise communities on WSCC’s wider Community Resilience programme
- Work with parishes/communities to give them the tools to identify vulnerable people and develop methods to support the individuals during severe weather events.
- Work with them to identify ways to support these people during severe weather events.
- Support parishes to engage with and remain informed of work other organisations are involved in around winter preparedness.
- Support parishes to engage constructively with community groups/ organisations and private businesses to form effective support networks.

If you wish to participate please email emergency@westsussex.gov.uk for more details.

Appendix 4

INSURANCE

The following two statements are provided to clarify the concerns around providing salt/grit for people to spread.

Restricted salt for Winter Watch Volunteers: locked Salt/Grit Bins

If it is the group/organisation/Parish Council's intention to supply restricted salt you will have a duty of care to those who are spreading salt/grit on your behalf.

All registered Winter Watch Volunteers will be covered as volunteers under the West Sussex County Council (WSCC) insurance policies, whilst carrying out their agreed role for and on behalf of WSCC.

All Winter Watch Volunteers must be trained on the spreading of salt/grit and only spread salt/grit in their designated area; WSCC will be hosting some training events. All salt/grit spreading activity must be recorded, including date, time, area cleared and if possible the amount of salt/grit used.

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

When clearing snow it is important that group/organisation/Parish Council's ensure that the following personal safety measures are adhered to by all registered Winter Watch Volunteers:

- Keep a log of all activity including, the time and date you have gone out, the amount of salt you have spread and the stretches of footway you have cleared and a
- Undertake a dynamic risk assessment each time you spread salt
- If you are working alone, always contact someone when starting and finishing
- Be careful, use common sense and pay attention to who is nearby
- Choose suitable clothing (as outlined above)
- It is easier to clear fresh snow, so make a start before it becomes compacted, if safe to do so
- Only clear the stretches of footway you have been designated to clear
- Don't attempt to clear snow from roads, only clear snow from pavements
- Always try to face oncoming traffic
- Use your snow shovel and salt as you have been trained to do
- Always bend your knees when lifting, not your back and do not try to move or lift anything that is too heavy
- Take regular breaks and if possible take in plenty of hot drinks

Ad Hoc access to salt: unlocked Salt/Grit Bins and Hippo Bags

If it is the group/organisation/Parish Council's intention to simply supply the bins with salt/grit for residents to spread when required it is important to communicate this clearly to avoid any misunderstanding.

For example a group/organisation/Parish Council could arrange a leaflet drop to the residents concerned making it clear that although the group/organisation/Parish Council are supplying the bin and salt/grit they are not directing the residents to spread the salt/grit; this will be purely down to the individual to act on their own initiative for the benefit of the Community. This should avoid anyone mistakenly believing they are volunteering on behalf of the Parish Council.

A group/organisation/Parish Council should also ensure that all salt/grit bins have the following statement attached within the bin:

“The (name) have supplied this bin and salt/grit for use by and for the benefit of the community. Any individual using the salt/grit will be acting on their own initiative and this action will be entirely at their own risk

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

If you are working alone, always contact someone when starting and finishing”

Appendix 5

General Volunteers

Volunteers managing salt bags should be prepared to use their own initiative to salt when required. Volunteers under the age of 16 must be accompanied by an adult. If volunteers carry out Winter Service work for Parish Councils in conjunction with WSCC, the following process must be followed to ensure volunteers are covered by the County Council's insurance policy:

The Parish Team Leader must provide the volunteer(s) with a briefing of the Parish Winter Management Plan and guidelines/risk assessments contained within. Either in the day or for the period of time the work takes place, an Attendance List must be completed (Appendix 1). If the Parish Team Leader is not present when work takes place, a nominated volunteer will be requested to take responsibility for the completion of the attendance list and return it to the Parish Team Leader. When the work is finished, the Attendance List must be returned to: Richard Speller, WSCC Southern Area Office, Clapham Common, Clapham, Worthing, West Sussex BN13 3UR.

Other Residents

If you are able safely to clear snow in your vicinity you are encouraged to do so. There has been much in the media about people potentially being sued for injuries following their clearing of snow. For further advice visit:

www.westsussex.gov.uk on which you can also watch a short video about the Valley's salt spreader – Big Society Winter Cheer.

www.gov.uk and input "snow and ice"

If you are aware of particular hazards, you are welcome to contact one of the Local Coordinators. If there is an immediate danger, contact the Police on the non-emergency number (101) or in a genuine emergency 999.

Please note that the salt provided by WSCC is for use only on public roads and footpaths.

Sample Attendance List:

Attendance List of Winter Watch Volunteers

Name of Task Leader _____

Date/s _____

Task Short Description ___ Snow Clearance / Salt Spreading _____

Location _____

Name Signature Please tick or N/A as appropriate
 Aware of guidelines in Parish Winter Management Plan

Notified Leader of any medical conditions