

**FINDON PARISH COUNCIL
34 NORMANDY LANE
EAST PRESTON VILLAGE
WEST SUSSEX BN16 1LY**

TO: ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Monday 21 October 2024** at **7.30pm** in **Nepcote Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod
Clerk to the Parish Council
15/10/2024**

AGENDA

24.116 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

24.117 CHAIRMAN'S ANNOUNCEMENTS

24.118 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

24.119 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2024.

24.120 UPDATE ON IMPLEMENTATION OF ACTIONS NOT COVERED ELSEWHERE ON THE AGENDA

To note the update report.

24.121 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL (WSCC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS

24.122 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

24.123 FINDON WINTER MANAGEMENT PLAN (WMP) 2024/25

To approve the WMP.

24.124 COMMUNITY ORCHARD FOR FINDON VILLAGE

To consider a proposal from the Findon Tree Warden.

24.125 PROPOSAL FOR PARTIAL DOUBLE YELLOW LINES IN CROSS LANE

To consider the above.

24.126 SHEEP FAIR CONSTITUTION

To countersign the Constitution.

- 24.127 DEFIBRILLATORS FOR THE VILLAGE**
To note progress.
- 24.128 GRASS CUTTING TENDER PROCESS AND GREENS MOWER RESEARCH**
To note progress and consider any items for ratification/approval.
- 24.129 AVAILABILITY OF COUNCILLORS**
To note progress and consider any items for ratification/approval
- 24.130 CLERKS REPORT**
To note the report and consider any items for ratification/approval.
- 24.131 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
- a) Planning – to consider requesting the South Downs National Park Authority (SDNPA) to alert applicants when their application is to be discussed at an FPC Planning Committee.
 - b) Finance & Governance - 2025/26 budget/precept setting process.
- 24.132 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES FOR NOTING/RATIFYING**
- a) Open Spaces Working Group
 - b) Trees Working Group
 - c) Allotment Gardens
 - d) Village Hall Trust
 - e) Community Resilience Plan
 - f) Parking/Village Signage Working Group
 - g) Assets of Community Value
 - h) Wattle House Feasibility Study Working Group
 - i) Findon Village Pre-School Portacabin Working Group
 - j) Provision of additional litter and dog bins
 - k) Community Infrastructure Levy (CIL) Working Group
- 24.133 FINANCE**
- a) To note Receipts and Bank Reconciliations as circulated.
 - b) To approve Payments as circulated and note progress of new signatories Mandate.
 - c) To note the External Audit report.
- 24.134 ITEMS TO BE REFERRED TO NEXT AGENDA**

Report to **Findon Parish Council**
Meeting Date **21 October 2024**
From **Cllr Paula Whitby**
Title of Report **Update on Open Spaces Working Party**
Purpose of Report **To note**

1. Updates for noting/background

1.1

11/09

Footpath clearance in High Street opposite Monarch's Way junction was achieved, plus the clearance of blocked drains between that junction and the Village Hall. Blocked drain clearance in Nepcote Lane between the junction with Nepcote [running past Nepcote Green] up to the carpark at the top of North Green and realigning the "run off" into the gully which serves the pond on Nepcote Green. Two/three wheelbarrow loads of mud, silt and gravel were removed. Some cutting back of overgrowth obstructing road signs at the junction.

18/09

Clearance of five blocked road drains in The Oval area. Including clearance of two heavily blocked drains at the beginning of the road leading to The Oval. Six barrow loads of silt, mud etc removed. Cleaning out of the Bus Shelter, clearing the adjoining footpath, and cutting back of overgrown vegetation. Unblocking silt, mud and gravel from the badly blocked open gully at the top of Stable Lane. Clearing the road drain in Horsham Road near the Homewood junction.

25/09

Unblocking two road gulleys in Findon Park Road close to the A24 junction and clearing and re-aligning the grips further up the road.

02/10

Annual cutting back and tidying up work in respect of the hedge/line of shrubs on the left-hand side of Pond Green, which was exceptionally overgrown.
Road drains in in Nepcote Lane and Stable Lane, and one in School Hill, unblocked.

09/10

Finished the cutting back and tidying up at Pond Green. Clearance of weeds and clearance/tidying up of brickwork between the parking area and the dwarf wall.
Unblocking of a drain in School Hill.

This coming Wednesday. 16/10 the plan is that the Working Party will be clearing the footpath adjacent to the northbound carriageway of the A24 working northwards from Bost Hill. Some stretches are partially blocked.

2. Issues for discussion/ratification by full Council (if applicable)

2.1 None

Findon Parish Council Meetings 2025

Full Council (Monday unless otherwise stated)

20 January 2025
17 March 2025
28 April 2025 Annual Parish meeting (7pm) #
19 May 2025 Annual Parish Council
23 June 2025
28 July 2025
15 September 2025
20 October 2025
01 December 2025

Planning Committee (Thursday unless otherwise stated)

09 January 2025
06 February 2025
13 March 2025
24 April 2025
29 May 2025
26 June 2025
31 July 2025
28 August 2025
25 September 2025
30 October 2025
04 December 2025

All meetings will start at 7.30pm unless otherwise stated
and will be held in **Nepcote Hall**

this meeting will be held in the **Chanctonbury Hall**

**Agenda Item
24.120**

Report to **Findon Parish Council**
Meeting Date **21 October 2024**
From **Fiona MacLeod, Clerk**
Title of Report **Previous actions not covered elsewhere on the Agenda**
Purpose of Report **To note**

Updates for noting

23.120 a	Set up new mandate for authorised signatories	Completed.
24.40	Clr biogs	Some still not received.
24.50 3	Research potential replacement greens mower	On Agenda - closed.
24.104	Contact ADC Clr Bicknell again re Allotment issues	Completed.
24.109	ProcessMatters2 re WhatsApp	Carried forward.
24.109 1)	Online Safety presentation by Sussex Police	Completed. Fully booked until New Year then review.
24.109 2)	National Planning Policy Framework response.	Completed.

Findon Village Hall Trust – FVHT

West Sussex County Council – WSCC

Arun District Council – ADC

South Downs National Park Authority - SDNPA

Agenda Item 24.130

Report to	Findon Parish Council
Meeting Date	21 October 2024
From	Fiona MacLeod, Clerk
Title of Report	Clerk report
Purpose of Report	For information/consideration

1. For information/action

- 1.1 The dates for the 2025 full Council and Planning Committee meetings have been booked in Nepcote Hall, and the Annual Parish Meeting has been booked in Chanctonbury Hall. The meeting dates are attached as Appendix 1 to this report for your diaries now and will be published on the FPC website/placed in the Notice Boards in December 2024
- 1.2 A request has been received from a resident to place a new bench on Pond Green in memory of her late husband. If FPC agrees in principle at the meeting, I will ask for the design specification and proposed location and bring to a future meeting to formalise agreement. There are currently two older benches on Pond Green either of which could be a suitable location for a memorial bench.
- 1.3 The Royal British Legion Industries' 2024 Remembrance Range has been announced with a collection of meaningful and poignant items to help pay tribute to those who have served the nation in Findon Parish. The following link will take you to the collection which has been designed to be placed at focal points in the community to serve as lasting symbols of gratitude [Royal British Legion Industries Shop | Council & Business \(rbli.shop\)](#)
- 1.4 There has been a nil response from Councillors for comments on the draft West Sussex Highways Management Plan (key stakeholders version).
- 1.5 An update on the New Web Content Accessibility Guidelines (WCAG) 2.2 AA which are due to become compliant in October 2024 is awaited. ProcessMatters2 and JNR Computer Services are working on this on our behalf.
- 1.6 The office of the Sussex Police and Crime Commissioner, Katy Bourne, has launched a survey asking Sussex residents for their feedback on the policing service they receive. The survey, which closes on 31 October 2024, can be accessed on line and only takes a few minutes to complete <https://forms.office.com/e/9f9hYFVAFA>

2. Issues for consideration/ratification by full Council

- 2.1 Does FPC wish to agree in principle to the request for a memorial bench as detailed in para 1.2 of the report?
- 2.2 Does FPC wish to purchase any additional items from the RBL Remembrance Range as detailed in para 1.3 of the report ?

Section 3 - External Auditor Report and Certificate 2023/24

In respect of

Findon Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

A review of the Council's website, the Finance section and using the search function, has identified that the Council does not appear to have fully met the requirement of the Accounts and Audit Regulations 2015, Regulation 13 (1) which states that the final audited Annual Governance and Accountability Return should, on conclusion of the audit, be available for public access, which includes publication on the Council's website. The Council amended Section 2 of their 2022/23 return year during the 2022/23 review process however only the original version of the return is visible on the Council's website. In addition, it appears that the 2023 notice of conclusion has not been published as is required by regulation 16 of the Accounts and Audit Regulations 2015. The Council should bring these points into line with the regulations as soon as practically possible.

Other matters not affecting our opinion which we draw to the attention of the authority:

Boxes 1-6 of Section 2 of the AGAR do not arithmetically add down to Box 7 by £1 when summed. When rounding the numbers for the Return care should be taken to ensure boxes 1-6 sum to box 7 in accordance with Paragraph 2.19 of JPAG Practitioners' Guide 2023 and that box 7 agrees or reconciles to box 8 as is required per Paragraph 2.23 of JPAG Practitioners' Guide 2023.

Upon review, general reserves appear to be held at a low level. The Council should keep this under review and ensure that they have sufficient general reserves to cover expenditure. Per Paragraph 5.33 of JPAG Practitioners' Guide, best practice suggests this should generally be at least 3 months expenditure as a minimum. These cannot include ring fenced funds and should avoid, including funds which are designated for another purpose.

Insufficient information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The Parish Council should in future ensure that all the necessary supporting information is provided with their annual submission.

The internal auditor has provided a 'Yes' response at control objectives L and N on their report. This suggests that the Council correctly published all relevant documents on its website. As the Council currently has not published the audited 2022-23 return following amendments made during the 2022-23 limited assurance review, the answer to these points should have been 'No'.

3 External auditor certificate 2023/24

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

23/09/2024

Date Sep-24 Agenda item 24.133 a Sept 2024

Date	Receipt ID	From	Details	Precept	Interest and credits	Allotment Gardens	Sheep Fair	Open Spaces/ misc	SDNPA	tbc	tbc	VAT reclaim	Total Receipts
03/09/24	cr	Sheep Fair	reimburse inv	29000.00	255.31	380.00	7472.31	0.00	5000.00	0.00	0.00	0.00	42107.62
							1943.48						1943.48
06/09/24	cr	Arun DC	2nd precept	29000.00									29000.00
	cr	Sheep Fair	reimburse inv				460.52						460.52
9/9/24	cr	Sheep Fair	reimburse inv				287.91						287.91
17/09/24	cr	Sheep Fair	reimburse inv				1990.50						1990.50
29/09/24	cr	HSBC	interest		51.98								51.98
				58000.00	307.29	380.00	12154.72	0.00	5000.00	0.00	0.00	0.00	75842.01

Payments

Date	Pmnt ID	Paid to	Details	Salary & Tax	Admin incl subs	BT & SSE	Grants	Comm Resilience incl Traveller Incursion	Open Spaces incl NG Pond	Public Works Loan	Dog and Litter bins	Parking and Signage WG	Pre-school	Sheep Fair	Wattle House	Web site, Teams, P/O/L	Total Payments
				6503.00	2404.85	967.31	0.00	4399.50	15324.27	3368.10	0.00	0	0	9767.6	0	440.00	43174.63
02/09/24	PaP BP	HMRC	Clerk tax 08 2024	260.20													260.20
	PaP BP	F MacLeod	Clerk sal 08 2024	1040.40													1040.40
	PaP BP	F MacLeod	Clerk exps 08 2024		21.48												21.48
	dd	SSE Energy Supply	electrical supply			92.98											92.98
	PaP BP	Findon Pre-School	water butts										149.99				149.99
	PaP BP	A C Gardens (Sussex) Ltd	grass and hedge cuts						1020.00								1020.00
	PaP BP	Travis Perkins	grass seed for bunds					288.82									288.82
06/09/24	BP	Arun DC	2023 election fee		129.00												129.00
09/09/24	PaP BP	Event Medical Team Ltd	Sheep Fair services											2385.18			2385.18
10/09/24	BP	M Ward	tree protectors						43.98								43.98
	BP	F MacLeod	Life Buoy						209.39								209.39
	BP	Sheep Fair	Sheep Fair services											323.34			323.34
	BP	J Wilson	expenses						36.78								36.78
	BP	Simply D&B Construction	Pre-School services										1800.00				1800.00
	BP	A C Gardens (Sussex) Ltd	Sheep Fair services											624.00			624.00
	BP	Findon Village Hall	hall hire		23.63												23.63
	BP	Richardson Designs	Sheep Fair services											552.63			552.63
12/09/24	PaP BP	Signs & Safety Ltd	Sheep Fair services											345.49			345.49
19/09/24	dr	HSBC	charges		5.00												5.00
	PaP BP	Generation UK Ltd	Sheep Fair services											2388.60			2388.60
24/09/24	PaP BP	NALC	services		51.71												51.71
	PaP BP	NALC	services		103.42												103.42
	BP	Gallagher Ins	renewal		2400.05												2400.05
				7803.60	5139.14	1060.29	0.00	4688.32	16634.42	3368.10	0.00	0.00	1949.99	16386.84	0.00	440.00	57470.70

Bank reconciliation

Balance	as at 30/9/2024	
	CA	52514.32
	DA	31602.19
		<u>84116.51</u>

Balance	B/forward	64678.19
	Receipts	33734.39
	Payments	14296.07
		<u>84116.51</u>

Improving Local Places and Spaces

*Supporting Local Community Winter
Resilience*
2024/25



Supporting communities in times of extreme weather involves building community resilience, and working with communities to help themselves and the vulnerable during times of difficulties.

Contents

1. WSCC Highways Commitment 2024/25

- WSCC Highways will undertake
- WSCC Highways will not undertake

2. WSCC Community Winter Plans 2024/25

2.1 What information should be in a Winter Resilience

2.2 Plan - Salt/Grit Replenishment

- Bins
- Bags

2.3 Local Farmers and Contractors agreements

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

1. WSCC Highways Commitment 2024/25

➤ 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 Winter Service Network – 42% of the county’s 4,000km road network.
- Purchase and store at our five depots at least 8,000 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 20 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 Winter Service Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bins 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, or clearance has been undertaken without consent to activate from WSCC.

2. Community Winter Resilience Plans 2024/25

WSCC receive 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 What information should be in a Winter Resilience Plan?

The check list below provides a guide for Community Winter Resilience Plans from the most basic to a full plan.

Standard	Information to include:	Check List
	A plan showing West Sussex County Council Winter Service Network and Winter Resilient Network Salting Routes	<input type="checkbox"/>
	Advice for local residents on how to keep safe during winter	<input type="checkbox"/>
	The WSCC contact centre details – to report fallen trees or damage to the public highway	<input type="checkbox"/>
	Details of the location of grit bins (which should be audited annually)	<input type="checkbox"/>
	A list of key holders if grit bins are usually locked	<input type="checkbox"/>
	Guidance for local residents when spreading salt i.e. amount to use, wear sensible clothing and staying safe. This could include a copy of the Snow Code.	<input type="checkbox"/>
	Details of the location of local grit stores	<input type="checkbox"/>
	A plan showing locations of equipment available for local use i.e. snow shovels, push along mini gritter/spreader, Hazard warning signs	<input type="checkbox"/>
	A list of snow volunteers in the parish and an identified volunteer task leader	<input type="checkbox"/>
	A Telephone tree for disseminating information to residents	<input type="checkbox"/>
	A risk assessment for volunteer activities	<input type="checkbox"/>
	A blank Activity Log for volunteers to complete when clearance has taken place	<input type="checkbox"/>
	A plan showing areas for targeted support such as shops, doctors surgeries, school routes, nursing homes etc. or steep hills, wooded and shaded, frost pocket, water seepage etc.	<input type="checkbox"/>
	A list of 4 x 4 owners who are willing to help	<input type="checkbox"/>
	A list of Farmers/ Contractors with snow ploughs or other equipment who are willing to help	<input type="checkbox"/>
	Details of an emergency reception centre	<input type="checkbox"/>
	Information on how residents can sign up to British Red Cross app - http://www.redcross.org.uk/What-we-do/Emergency-response/Emergency-app-landing	<input type="checkbox"/>
	Contact details of any local volunteer group supporting vulnerable residents e.g Good Neighbourhood or Locality Care	<input type="checkbox"/>
Emergency contact details of local utility suppliers i.e. power cuts or burst water pipes	<input type="checkbox"/>	
Details of Winter warmth and flu campaigns	<input type="checkbox"/>	

For Parishes with a Farmer / Contractor wishing to claim a financial contribution from WSCC towards the cost of work **the following MUST be provided by Friday 15th November 2024**

Standard	Information to include:	Check List
Local Farmers / Contractors Agreement	A plan showing the roads that Farmer / Contractor will be covering which is agreed by the local Area Highway Manager	<input type="checkbox"/>
	Farmer / Contractor details and contact information	<input type="checkbox"/>
	Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.	<input type="checkbox"/>
	A valid Public Liability Insurance (PLI) document for the Farmer / Contractor	<input type="checkbox"/>
WSCC Agreement with the local Farmer / Contractor based on the information in your plan.		

2.2 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 audits. Please note that the Salt Audit period for 2024/25 has now passed.
- WSCC will **NOT** refill bins during the winter period.
- Parishes are expected to fill salt bins as required during the winter with salt from the bulk bags stored locally.

➤ 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.

2.3 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
- WSCC will not pay for clearance of roads not identified in the relevant Winter Resilience Plan.

Please Note: In order to claim funding, farmers/contractors must be covered by their own Public Liability Insurance at the date that they carry out the work.

All local Farmers and Contractors Agreements should be submitted by **Friday 15th November 2024** and must be approved by WSCC Highways otherwise they will not be funded.

If you have an existing arrangement in place, you should check that your local farmer or contractor is still happy to support your winter plan for 2024/25.

➤ **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 sent 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 contractors to carry out snow clearance - 2" (50mm) of accumulated snow.

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.**

Agenda Item 24.124

Report to	Findon Parish Council
Meeting Date	21 October 2024
From	Matthew Ward, Findon Tree Warden
Title of Report	A Community Orchard for Findon Village
Purpose of Report	For information/consideration

1. Background

- 1.1 Over the last five years or so I have worked with various volunteers from the village to plant around 300 trees around the village. We have been particularly active on the area known as the Glebeland, a Parish council owned piece of land behind the village hall and pre school building
- 1.2 There is a small tree nursery and trees planted to screen the basketball court have grown well. The preschool have developed an area to the south of their play ground to make a pleasant wooded play area. The levelling work necessary to open up this piece could now be extended to level an area which could be planted up to the west (behind) the building.
- 1.3 This could then be planted with fruit (mostly Apple) trees, a community orchard for the village. This could become a real asset, being a focus for events such as Wassailing, pruning and harvesting.

2. Costs/consideration

2.1 Costs

- Levelling the ground by contractor £tbc. Cllr John Wilson is getting this quotation
- Ten fruit trees initially would cost around £300. More could be planted in the future as trees become established, best to start with a few to get them growing well before adding more.

2.2 All subsequent after care would be carried out by volunteers coordinated by me. The village wildflower group could become involved sowing a flower rich sward under the trees.

2.3 I hope the Parish Council will consider this proposal for what could become a beautiful village feature.

Findon Parish Council Local Winter Management Plan 2024/25

Local Co-ordinators

Parish Council:

Cllr Sean Hellett Tel 07801 716524

email sean.hellett@findonparishcouncil.gov.uk

Cllr John Wilson Tel 07816 630263

email john.wilson@findonparishcouncil.gov.uk

Fiona MacLeod Tel: 01903 877225

email clerk@findonparishcouncil.gov.uk

¹Contacts for Daily Decision Trigger

Cllr Sean Hellett Tel 07801 716524

Contacts for Snow Shovels

email sean.hellett@findonparishcouncil.gov.uk

Fiona MacLeod – Tel: 07834 369563

email clerk@findonparishcouncil.gov.uk

Matthew Kennard – Tel 07831 206786

email matthew@sussexmanures.com

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 (Richard Kennard Tel 07831 206786 email richard@sussexmanures.com) will collect an initial 3 metres of loose salt in own bags from Depot in November 2024, 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.

¹ As agreed with Sussex Manures in January 2019, gritting would be deployed if -4 or below for Road Surface Temperature (RST) or if there is a high risk of ice (dependant on the RST) if roads are wet. This will replace the need to text for deployment instructions, unless in exceptional circumstances.

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Steep Lane /High Street (Bottom)

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

Cross lane/Holmcroft Gardens

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

Horsham Road

grassed area off Horsham Road prior to Nightingales and opposite the old cottages

Identified Problem Areas

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

Map

See Appendix 1a for map of Parish and WSCC gritting routes and Appendix 1b for Sussex Manures routes

Salt bins and locations = Twelve

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 x 2 bins	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 (opp no 2)	
Horsham Road	grassed area prior to Nightingales

Volunteers (see Appendices 2-4)

Point of contact for requests for help:

Parish Council - Cllr Sean Hellett - 07801 716524

Clerk: Fiona MacLeod – 01903 877225

Road Clearance Volunteers/contractors & Farmers (for reimbursement)

Richard Kennard of Sussex Manures, Muntham Farm, Findon BN14 ORQ
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 Cllr Sean Hellett 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

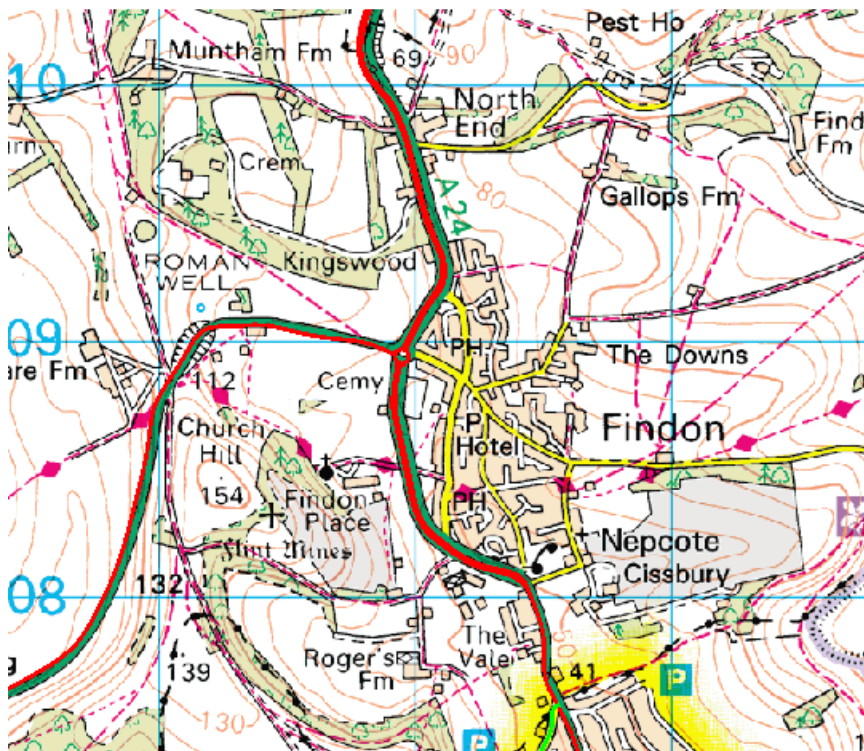
Please report fallen trees or damage to the public highway by phoning 01243 777100 (8am to 6pm Monday to Friday) or online at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

WSCC Winter Service

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>

Appendix 1a and b

(Salted by WSCC **RED**) – see below



Findon - Google Maps

Google Maps Findon



Map data ©2018 Google 200 m

Steep lane only with small carter

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 (WSSC) insurance policies, whilst carrying out their agreed role for and on behalf of WSSC.

All Winter Watch Volunteers must be trained on the spreading of salt/grit and only spread salt/grit in their designated area; WSSC 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:

For approval by Findon Parish Council on 21 October 2024

DRAFT VERSION

“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 3

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 4). 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

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 _____

Aware of guidelines in Parish Winter Management Plan

Notified Leader of any medical conditions
(Please tick or N/A as appropriate)

Winter Maintenance FAQ's 2024/25

Information regarding the Council's Winter Service Plan and Gritting Routes can be found here:- <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/winter-service/winter-service-plan/>

Question	Response
1)What will the Winter Maintenance Plan include?	<p>The Winter Maintenance Plan sets out how we respond to icy and snowy weather during the winter period.</p> <p>The Plans includes details of the 'Winter Service Network'. This network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>It is important that we focus our efforts on treating these roads during cold weather to reduce the potential for ice forming.</p> <p>Under the new plan, we would continue to keep watch on the winter weather forecasts, ready to deploy gritter's on a priority basis, and to keep main routes open and passable with care.</p>
2) What is the Winter Service Network and how does it differ from the Winter Resilient Network	<p>The Winter Service Network is the network we treat as a precaution to help prevent ice forming. It is a larger network than the Winter Resilient Network. It comprises areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.</p> <p>The Winter Resilient Network is a smaller network which focuses on key roads in periods of severe weather.</p> <p>Further information is available via the link at the start of this document.</p>
3) What is the Winter Resilient Network?	<p>The Winter Resilient Network - This is the extent of the network that will be treated/ploughed in the event of heavy snowfall (5cm+). This network will be driven in both directions on all roads with only the nearside lane being driven on dual carriageways/multi-lane roads.</p>

	<p>The Winter Resilient Network is based on the Resilient Network has regard to:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities.
<p>4) During a significant snow event how does the Winter Resilient Network differ to the Winter Service Network</p>	<p>See Q3 - The Winter Resilient Network is similar to the Winter Service Network, meaning that customers will not experience a major change in service during significant snow events. The focus of the resilient network is to keep major roads and important links open during a significant snowfall event (emergency service/hospitals etc).</p> <p>Further information can be found in the Winter Service Plan via the link at the start of this document.</p>
<p>5) What is considered when deciding gritting routes?</p>	<p>We have taken into consideration the requirements of the National Code of Practice. A Winter Resilient Network has been developed to ensure that it provides:</p> <ul style="list-style-type: none"> • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; • Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and • Other locally important facilities. <p>We have;</p> <ul style="list-style-type: none"> • Focused on A & B road network (The M23, A27 and A23 Trunk Roads are the responsibility of Highways England)

	<ul style="list-style-type: none"> • Invested in upgrading weather stations – for more accurate forecasting • More active community support – over 155 Parish & Town Councils, and at least 50 farmers/ volunteers supporting their communities. Over 850 Grit bins in place around the county.
<p>6) Why grit the main roads when drivers can't get out of local residential roads?</p>	<p>The National Code of Practice, Well Managed Highway Infrastructure, requires, in conjunction with legislation that, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. The Code of Practice further states that, "Given the scale of financial and other resources involved in delivering the Winter Service, it is not considered reasonable either to:</p> <ul style="list-style-type: none"> • Provide the service on all parts of the network; and • Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even on treated parts of the network." <p>It is, therefore, really important that motorists drive according to the conditions of the road and with extreme caution, regardless of whether the roads have been gritted or not.</p>
<p>7) Why is the road to my school not gritted as it will be dangerous for teachers and children to get to school?</p>	<p>Priority is given to major and other important roads giving connectivity between significant communities, links to the strategic network, links to transport interchanges and access to emergency services and hospitals. Consideration is also given to critical infrastructure such as power stations and water treatment works. It is recognised that it is not possible to treat all parts of the highway network or all bus routes.</p> <p>Those who drive on public highways should do so in a manner and at a speed that is safe, having regard to such matters as the nature of the road, the weather conditions and the traffic conditions. Drivers are first and foremost themselves responsible for their own safety.</p>
<p>8) Is there provision for the Parish/Town Council to pay WSCC highways gritting contractor for roads to be gritted using precept funds?</p>	<p>This facility isn't currently available.</p> <p>A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans. This includes:</p> <ul style="list-style-type: none"> • EFP Gritting https://efpgritting.co.uk/ based in Balcombe • Sussex Manures https://sussexmanures.com/gritting_and_winter_services.php based in Findon

Winter Management Offer 2024/25 - Frequently Asked Question's

Question	Answer
<p>9)Can the existing Winter Plan roll over to this winter?</p>	<p>All existing plans and agreements with local farmers/contractors need to be reviewed annually in case there are changes and resubmitted to WSCC.</p> <p>You will need to review and highlight any changes including:</p> <ul style="list-style-type: none"> • Contact Details of nominated persons. • Gritting and Snow Clearing routes identified in the plans. • Locations of salt bins/bags and highlighting any additional bins or bins that have been removed. • Check with your local farmer/contractor is still happy to support your winter plan. <p>If the plan is as it was for the previous year, please indicate this by responding to this email.</p>
<p>10)What is the pre-arranged financial contribution towards local farmers and contractors?</p>	<p>To be eligible, you must submit the following information by <u>Friday 15th November 2024</u>:</p> <p>WSCC will contact by email Parish & Town councils who have signed up to the existing scheme to confirm the following information:</p> <ul style="list-style-type: none"> • A plan showing the roads that the Farmer/Contractor will be gritting and/or snow ploughing - which is agreed by the local Area Highway Manager. • Email addresses for 2 key contacts that will receive the Winter Trigger Information – one of whom should be the Farmer/Contractor. • Farmer/Contractor details and contact information. • A valid Public Liability Insurance (covering November 2024 to April 2025) document for the Farmer/ Contractor. <p>If your Parish & Town Council is new, and has agreed to work with a local farmer/contractor to clear your local roads please contact active.communities@westsussex.gov.uk</p> <p>WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.</p>

<p>11)How much is the pre-arranged financial contribution towards local Farmers/ Contractors?</p>	<p style="text-align: center;">Financial Contribution consists of:</p> <p><u>Financial Contribution can only be claimed once a Trigger Email has been sent from WSCC Highways advising of a forecasted significant snow event and to put the Winter Maintenance Plan into Action.</u></p> <p>In line with national agreed standards with the NFU and other neighbouring authorities, WSCC will:</p> <ul style="list-style-type: none"> • Provide £35 per hr towards farmers/local contractor to carry out precautionary salting to local roads identified in the agreed Local Community Winter Maintenance Plans as a result of a WSCC notification in advance of a significant snow event. • Provide £35 per hr towards farmers/local contractor to clear snow as a result of a significant snow event, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism <p>In order to take part in the “Local Farmers and Contractors Agreement” the contractor must be covered by their own Public Liability Insurance at the date they carry out the work.</p>
<p>12)What is the Trigger Mechanism to activate Winter Maintenance Plans and Farmers/Contractors?</p>	<p>The Winter Management Plan is intended as a response to significant weather events ONLY.</p> <p>WSCC Highways will issue an email directed at the particular areas forecasted to experience significant weather event.</p> <p>Example Email: (<i>Insert Appropriate Location Name</i>) is forecasted to have a significant snow event in the next 3 to 4 days’ time please put your Winter Maintenance Plans into Action.</p> <ul style="list-style-type: none"> • Precautionary Salting: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors to move bulk bags, undertake precautionary salting. • Snow Clearance: Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors' for snow clearance - 2” (50mm) of accumulated snow. <p>WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.</p>
<p>13)How do we pay the local Farmers/ Contractors</p>	<p>WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated.</p>

<p>for any work relating to our winter plan?</p>	<p>If the trigger is activated, the payment from WSCC will be made directly the local Farmer/Contractor.</p> <p>This will only happen where there is an agreement in place.</p>
<p>14)What are the arrangements to fill the bin this winter?</p>	<ul style="list-style-type: none"> • Salt/Grit held locally: If you have salt/grit stored at a local farmer this needs to be used to fill up the salt/grit bins before requesting further supplies from WSCC. • No salt/grit held locally: WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the end of August 2024. <p style="text-align: center;">No salt bins will be filled after 14th October 2024</p>
<p>15)The Parish or Town Council or Community group would like some new bins is this possible?</p>	<p>WSCC will not be supplying any new bins. The procurement and maintenance of salt bins is the responsibility of the Parish and Town Councils.</p> <p>If you would like to place additional salt bins on the Highway, you will first need to obtain an agreement to do so. You can do this by submitting a general inquiry,whereby it will be allocated to a relevant officer and go through a licensing process.</p>
<p>16)Existing Hippo bags – Removed or Moved</p>	<p>WSCC will not remove or move hippo bags once they have been delivered.</p> <p>If communities wish to move existing hippo bags, they can utilise any local agreements with Farmers/Contractors at their own cost.</p>
<p>17)Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.</p>	<p>Salt/Grit mix is still usable if the salt has risen to the top or become clumpy/solidified. It can be mixed by a stick or broken up using a shovel/spade.</p> <p>If salt/grit mix has become very wet, it should be left to dry out and it then can be used again. To keep grit/salt mix dry, place the hippo bag on a wooden pallet and cover with tarpaulin.</p>
<p>18)How will Daily Decisions by Highways are communicated?</p>	<p>Daily forecast will be monitored between October and April and appropriate action taken where necessary. Issue a Daily Decision to all interested parties via @WSHighways sign up here</p>
<p>19)Salt/grit supplies in the event of either a prolonged or several extreme winter weather events</p>	<p>In the event of prolonged or several extreme weather events, priorities will be to the Winter Service Network for gritting, and the Winter Resilient Network for snow clearance. We will have to consider whether any salt/grit would be available more widely at that point on a needs' basis e.g. the areas that have had snow will get priority.</p>