

**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 in the **Findon Village Hall on Monday 29 October 2018** at 7.30pm 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
23/10/2018**

AGENDA

18.111 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

18.112 CHAIRMAN'S ANNOUNCEMENTS

18.113 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.

**18.114 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD
17/9/2018**

**18.115 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED
ELSEWHERE ON THE AGENDA**

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

18.117 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.

- 18.118 SUSSEX RESILIENCE FORUM 2018**
To note the report as circulated and consider recommendations.
- 18.119 FINDON WINTER MANAGEMENT PLAN 2018/19**
To approve the Plan as circulated
- 18.120 GRANT APPLICATION**
To consider approval of a deferred Grant Application as circulated.
- 18.121 REQUEST TO PURCHASE PARCEL OF LAND ON POND GREEN**
To consider a request from a resident, previously declined in March 2018.
- 18.122 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**
To receive an update on progress and consider any items for ratification.
- 18.123 PARISH INITIATIVES**
To note the reports on progress and consider any recommendations for full Council:
a) Transport, Environment, and People (TEP).
b) Xmas lighting 2018
- 18.124 CLERKS REPORT**
To note the report and consider any items for ratification.
- 18.125 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**
a) Planning
b) Finance & Governance
c) Open Spaces
d) Sheep Fair
- 18.126 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**
a) General Data Protection Regulations (GDPR)
b) 3-5 year Strategic Plan
c) Assets of Community Value
d) Village Hall Trust
e) Findon Village Pre-School
f) Joint Eastern Arun Area Committee (JEAAC)
g) Allotment Gardens
h) Replacement Greens Mower
i) Nercote Green Charitable Trust (NGCT)
- 18.127 FINANCE**
a) To note Receipts and Bank Reconciliation as circulated
b) To approve Payments as circulated
c) To note external audit report
- 18.128 ITEMS TO BE REFERRED TO NEXT AGENDA**

APPLICATION FOR A GRANT

Name of Organisation :- Findon Village Preschool.

Name and Position of Applicant: Kim Kessey - Manager.

Amount requested:- £1500.00

Purpose for which the grant will be used:- Staff training - Forest School.

To enhance our garden area - making a climbing area using our logs + moveable stands.
To renew equipment that needs replacing.

Grant cheque to be made payable to: Findon Village Preschool

Address cheque to be issued to: High Street, Findon, BN14 0TA.

Applicant Signature: Kessey.

Date:- 11/10/18

PLEASE ENCLOSE ALL RELEVANT INFORMATION FROM FINDON PARISH COUNCIL'S GRANT APPLICATION POLICY DOCUMENT.

APPLICATIONS MUST BE SUBMITTED TO THE CLERK TO THE PARISH COUNCIL BY 17 OCTOBER 2018.

GENERAL DATA PROTECTION REGULATIONS:

Any personal information such as name, postal address, telephone number, and email address given via the grant application form will only be used to evaluate/provide a grant, kept for as long as necessary to provide that service, and will not be disclosed to any other third party without your prior permission or unless required to do so by law. As part of the evaluation process, all information on the grant application form will be published on the Parish Council's web site and discussed in public at the Parish Council meeting.

Miss Fiona MacLeod, Clerk to Findon Parish Council, 34, Normandy Lane, East Preston Village, BN16 1LY TEL: 01903 877225

**Agenda Item
18.125c**

Report to **Findon Parish Council**
Meeting Date **29 October 2018**
From **Cllr Carr**
Title of Report **Update on Open Spaces**
Purpose of Report **To note/discuss**

1. Updates for noting

- 1.1 Findon Volunteers Working Party. The Working Party has continued to be busy. Two mornings have been spent cutting back overgrown shrubs and foliage on Pond Green. Lime Green is in need of similar "treatment " and this is the Working Party's next task.
- 1.2 A24 road drainage. West Sussex County Council (WSCC) undertook on 8th October the fairly comprehensive job of siphoning all road drainage gullies along the A24 in the Parish of Findon (and beyond). As long as gullies are kept clear of leaves and debris particularly at surface level and the connecting pipes are also kept clear the risk of flooding is obviously reduced
- 1.3 Fly tipping. The Fly Tip just off the A24 footpath (northbound) opposite the Cross Lane junction has been removed by Arun District Council (ADC) (in their usual prompt and efficient way).
- 1.4 Billy Goat. The recently acquired Billy Goat (machine for vacuuming up leaves) has already proved a great asset and has been busy along part of Nephcote Lane with the aim of keeping the road drains clear in that area. The machine has also been at work on Pond Green and has cleared leaves from the Basket Ball Court and the Preschool Play Area. With leaf fall likely to continue for some weeks yet, the Billy Goat will be repeating these jobs and more in the near future.

2. Issues for consideration by full Council

- 2.1 Replacement tree for High Street opposite Averys. Councillors will recall that WSCC felled a large tree as it was in dangerous condition. The Clerk has now been advised by WSCC that the Arboriculturist did not put this location for a replacement tree. WSCC could review the site again next year however there is no guarantee that a replacement would be available. Options for consideration are:
 1. Assess the suitability of a replacement tree at the location with WSCC (there is currently the large tree stump in situ) including best type of tree, cost, purchase/planting time lines. It may be that a replacement tree is not suitable in that location.
 2. If appropriate, investigate the Donate a Tree scheme run by WSCC at a cost of £150 per tree. There is funding in Reserves for tree replacement.
<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-and-roadside/donate-a-tree-scheme/>

Findon Preschool**BANK DEPOSIT COMBINED CASH BOX**

Opening Balance per statements 01/09/17	30,240.79	38,657.87	68,898.66	20	43,940.37
Expenditure	(65,460.42)	(138.00)	(65,598.42)		(65,598.42)
Income	63661.96	166.86	63,828.82		63,828.82
Balance as at 31-08-17	<u>28,442.33</u>	<u>38,686.73</u>	<u>67,129.06</u>	<u>20</u>	<u>42,170.77</u>
True balance no os chqs/recs	28,442.33	38,686.73			
Balance as per statement 009-2018	28442.33				
Balance per Deposit account 31/08/18		38,686.73			
Balance per cash book				20	

What If You Can Make a Difference?

2018/19



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

Contents

1. WSCC Highways Commitment 2018/19

- WSCC Highways will undertake
- WSCC Highways will not undertake

2. WSCC Community Winter Plans 2018/19

- 2.1 What information should be in a Winter Resilience Plan?
- 2.2 Salt/Grit Replenishment
 - Bins
 - Bags
- 2.3 Local Farmers and Contractors agreements
 - Pre-arranged financial contribution
 - Trigger Mechanism activating farmers/contractors

3. 'What IF You Can Make a Difference?' Community Volunteer Training Package

- Training Offer

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1. WSCC Highways Commitment 2018/19

➤ 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 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 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 Resilience Plans 2018/19

In 2017 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

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- 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
<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 10px;"> B a s i c I n t e r m e d i a t e F u l </div> <div style="font-size: 4em; color: blue; opacity: 0.5;">↑</div> </div>	A plan showing West Sussex County Council Priority 1, 2 and 3 Precautionary 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/Emergencyresponse/Emergency-app-landing	<input type="checkbox"/>	

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	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 the 24th October 2018		
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 audit.
- 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.
- **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 if 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

2.3 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

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 the latest **Monday 24 October 2018** 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 2018/19.



➤ 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.

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.**

4. 'What If You Can Make a Difference' Community Volunteer Training



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

'What IF You can make a difference' training is a new range of advice and practical workshops for volunteers & interested community groups supporting the Community Winter Resilience Plans and would include;

- Support communities to develop volunteer projects e.g Winter Watch Volunteers
- 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 What.if@westsussex.gov.uk for more details.



Winter Management Offer 2018/19. Frequently Asked Question's

Question	Answer
<p>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>What is the pre-arranged financial contribution towards local farmers and contractors?</p>	<p>To be eligible you must have submitted following information by the 24 October 2018:</p> <ul style="list-style-type: none"> • A plan showing the roads that Farmer / Contractor will be gritting 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 Winter 2018/19) document for the Farmer / Contractor <p>WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.</p>

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<p>How much is the prearranged financial contribution towards local farmers and contractors?</p>	<p style="text-align: center;">Financial Contribution consists of:</p> <p><u>Financial Contribution can only be claimed for 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. <p>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> <ul style="list-style-type: none"> • 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>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 contractor’s snow clearance is 2” (50mm) of accumulated snow.

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	<p>WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.</p>
<p>How do we pay the local farmer/contractor for any work relating to our winter plan?</p>	<p>WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated. If the trigger is activated the payment from WSCC will be made directly to the local Farmer/Contractor. This will only happen where there is an agreement in place.</p>
<p>Can we request extra bulk bags on top of what they already have stored for filling up their bins?</p>	<p>The offer is not to provide communities free salt on top of what they already have in storage. This should be used to top up any existing salt/grit bins. Communities have the option to purchase any additional salt. Contact active.communities@westsussex.gov.uk and contact the Routine and Cyclical Maintenance Team</p>
<p>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 September 2018. No bins will be filled after 1 Nov 2018.
<p>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 in 2018/19. You will need to obtain agreement to place a salt/grit bin on the highway from the Highway Manager for the area before obtaining a new bin.</p>
<p>Parish/Town Council or Community Group has purchased a new grit bin, how do they get it refilled and is there a cost for this?</p>	<p>Include the new salt bin and its location into the salt audit before September 2018 and it will be taken into account with the existing bins.</p>

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<p>Existing Hippo bags - Top Up or Replace.</p>	<p>Top up existing hippo bags identified through the Community Audit is included in the Winter Offer. No free additional bags will be delivered for 2018/19.</p> <p>□ Local Councils, schools and hospitals that wish to purchase bulk bags in conjunction with an agreed plan may do so:</p> <ul style="list-style-type: none"> ○ £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)
<p>Existing Hippo bags – Removed or Moved</p>	<p>WSSC will not remove or move Hippo Bags once they have been delivered. If communities wish to move existing hippo bags they can utilise any local agreements with Farmers/Contractors at their own cost.</p>
<p>Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.</p>	<p>Salt/Grit mix is still usable if salt has risen to the top or gone clumpy and can be mixed by a stick or shovel/spade to break up. If salt/grit mix has become very wet this should be left to dry and then can be used. Place the hippo bag on a wooden pallet and cover with tarpaulin</p>
<p>How will Daily Decisions by Highways be communicated?</p>	<p>Daily forecast will be monitored between October and April and appropriate action taken. Issue a Daily Decision to all interested parties via @WSHighways sign up here</p>
<p>Salt/grit supplies in the event of either a prolonged or several extreme winter weather events</p>	<p>In the event of a prolonged or several extreme weather events priority will remain to the precautionary salting network and we would have to consider the position of 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>

Updated Findon Neighbourhood Development Plan Working Group

Notes of Meeting 9 held on 18 September 2018 at Nightingales Lounge

Present: Helen Doyle (*Horsham Road*), Gerald Hibbs (*Convent Gardens*), David Hutchison (*Acting Lead*), Chris Osborne Shaw (*Nightingales*), George Smith (*Elm Rise*). Sean Smith (*FPC Chairman*), Jacqui Greaney (*Admin Support*)

Apologies: Geoffrey Snowden (*The Quadrangle*), Heather Weaver (*Quadrangle*)
Clive Ball (FPC)

Purpose of Meeting

Action

1. To receive an update on SDNPA Local Plan Inspector's hearings, review oral submissions to the hearings, review the Reg 14 consultation responses and confirm the programme for the preparation of the Reg 15 submission.

Local Plan Hearings and UNPWG oral submissions

2. The scheduled dates for the hearing which will deal with non strategic policy matters and issues, including housing site allocations in Findon, is the 4th - 6th December, at Midhurst.
3. David H reported that the Inspector had confirmed that the UNPWG/ FPC could make an oral submission at the hearing and that housing site allocations in Findon was a valid matter and issue for the hearing.
4. FPC had requested that any FPC submission should be made by one of the councillor members of UNPWG. Sean S agreed to speak in support of the UNPWG submission along with David H.
5. David H had circulated draft oral submissions, under four headings. prior to the meeting and welcomed the comments and feedback from members of the Working Group. The focus of the submissions was on the lack of 'soundness' of the two housing site allocations in the Local Plan, as it is the Inspector's role to consider the 'soundness' of the Local Plan. David H reminded everyone that the 'soundness' of any Updated Neighbourhood Plan and alternative housing site allocations would be a matter for the UNP Examiner, in future.
6. In response to Working Group member queries about whether some of the reasons used in the oral submissions to demonstrate 'unsoundness' of the Local Plan housing site allocations might not also apply to the alternative site locations in the UNP, David H sought to clarify:
 - (i) the approach of the WG is to conserve and enhance the local landscape, heritage and culture of Findon, not to resist in principle

the loss of grazing paddocks...paddocks which are used by local equine businesses have a higher heritage and culture priority than 'leisure or recreational' grazing paddocks, when some paddocks have to allocated to meet the housing requirement.....paddocks which are located higher up the dry valley slopes and are much more visible in the local landscape have a higher landscape priority than paddocks located a similar level to the main parts of village at the valley bottom.

- (ii) adverse traffic impacts arising from new housing developments will be higher where increased car movements pass along the historic rural lanes of Findon to reach the A24...these are 'sunken' lanes, cut into the ground with soft landscape edges, tree and hedge lined, mainly single width, not constructed to full highways specification and have some protection as designated historic rural lanes...traffic movements along the more modern roads in Findon, to reach the A24, will have little or no impact on heritage, although still likely to be unpopular with residents in some places.

Reg 14 Consultation Responses

- 7. Up to 23 responses had been received, including the extensive response from the SDNPA. Representations from agents and owners of 'omission' sites (not allocated) were much as anticipated, similarly from the owner of one designated (clarified) local green space.
- 8. WSCC Highways had no road network objections to the allocation sites but included helpful flood risk data for the two sites on the south west of the A24. There were local representations from the Quadrangle, Stable Lane and the Oval/Old Cottages residents.
- 9. It was agreed that David H was the best qualified, in planning terms, to prepare a detailed response document to the matters and issues raised in the consultation responses and recommend any changes or amendments to the UNP Reg 15 submission. The document needed detailed consideration as it would become part of the UNP evidence base, for future Examination and it was important that the draft Reg 15 submission was well progressed by the date of the Local Plan Hearing in early December as the Inspector may well enquire about the status of the UNP when considering the 'soundness' of the Local Plan (different) housing site allocations. David H confirmed the draft document would be ready for discussion at a Working Group meeting towards the end of November.

DH

Any other business

- 10. Thank you once again to Chris and Rosemary for the hospitality at Nightingales.

Post meeting note

11. Geoffrey S and Clive B are unfortunately no longer able to give any further time to the Working Group and have resigned. Replacement members from the the Quadrangle and FPC will be welcome at the next meeting.

JG

Issued to:

Working Group members

FPC: Councillors Carr, Goldsworthy, Gear, Wilson

FPC: Clerk, Fiona Mac

SDNPA: Chris Paterson

Updated Findon Neighbourhood Development Plan Working Group

Notes of Meeting 9 held on 18 September 2018 at Nightingales Lounge

Present: Helen Doyle (*Horsham Road*), Gerald Hibbs (*Convent Gardens*), David Hutchison (*Acting Lead*), Chris Osborne Shaw (*Nightingales*), George Smith (*Elm Rise*). Sean Smith (*FPC Chairman*), Jacqui Greaney (*Admin Support*)

Apologies: Geoffrey Snowden (*The Quadrangle*), Heather Weaver (*Quadrangle*)
Clive Ball (FPC)

Purpose of Meeting

Action

1. To receive an update on SDNPA Local Plan Inspector's hearings, review oral submissions to the hearings, review the Reg 14 consultation responses and confirm the programme for the preparation of the Reg 15 submission.

Local Plan Hearings and UNPWG oral submissions

2. The scheduled dates for the hearing which will deal with non strategic policy matters and issues, including housing site allocations in Findon, is the 4th - 6th December, at Midhurst.
3. David H reported that the Inspector had confirmed that the UNPWG/ FPC could make an oral submission at the hearing and that housing site allocations in Findon was a valid matter and issue for the hearing.
4. FPC had requested that any FPC submission should be made by one of the councillor members of UNPWG. Sean S agreed to speak in support of the UNPWG submission along with David H.
5. David H had circulated draft oral submissions, under four headings. prior to the meeting and welcomed the comments and feedback from members of the Working Group. The focus of the submissions was on the lack of 'soundness' of the two housing site allocations in the Local Plan, as it is the Inspector's role to consider the 'soundness' of the Local Plan. David H reminded everyone that the 'soundness' of any Updated Neighbourhood Plan and alternative housing site allocations would be a matter for the UNP Examiner, in future.
6. In response to Working Group member queries about whether some of the reasons used in the oral submissions to demonstrate 'unsoundness' of the Local Plan housing site allocations might not also apply to the alternative site locations in the UNP, David H sought to clarify:
 - (i) the approach of the WG is to conserve and enhance the local landscape, heritage and culture of Findon, not to resist in principle

the loss of grazing paddocks...paddocks which are used by local equine businesses have a higher heritage and culture priority than 'leisure or recreational' grazing paddocks, when some paddocks have to allocated to meet the housing requirement.....paddocks which are located higher up the dry valley slopes and are much more visible in the local landscape have a higher landscape priority than paddocks located a similar level to the main parts of village at the valley bottom.

- (ii) adverse traffic impacts arising from new housing developments will be higher where increased car movements pass along the historic rural lanes of Findon to reach the A24...these are 'sunken' lanes, cut into the ground with soft landscape edges, tree and hedge lined, mainly single width, not constructed to full highways specification and have some protection as designated historic rural lanes...traffic movements along the more modern roads in Findon, to reach the A24, will have little or no impact on heritage, although still likely to be unpopular with residents in some places.

Reg 14 Consultation Responses

- 7. Up to 23 responses had been received, including the extensive response from the SDNPA. Representations from agents and owners of 'omission' sites (not allocated) were much as anticipated, similarly from the owner of one designated (clarified) local green space.
- 8. WSCC Highways had no road network objections to the allocation sites but included helpful flood risk data for the two sites on the south west of the A24. There were local representations from the Quadrangle, Stable Lane and the Oval/Old Cottages residents.
- 9. It was agreed that David H was the best qualified, in planning terms, to prepare a detailed response document to the matters and issues raised in the consultation responses and recommend any changes or amendments to the UNP Reg 15 submission. The document needed detailed consideration as it would become part of the UNP evidence base, for future Examination and it was important that the draft Reg 15 submission was well progressed by the date of the Local Plan Hearing in early December as the Inspector may well enquire about the status of the UNP when considering the 'soundness' of the Local Plan (different) housing site allocations. David H confirmed the draft document would be ready for discussion at a Working Group meeting towards the end of November.

DH

Any other business

- 10. Thank you once again to Chris and Rosemary for the hospitality at Nightingales.

Post meeting note

11. Geoffrey S and Clive B are unfortunately no longer able to give any further time to the Working Group and have resigned. Replacement members from the the Quadrangle and FPC will be welcome at the next meeting.

JG

Issued to:

Working Group members

FPC: Councillors Carr, Goldsworthy, Gear, Wilson

FPC: Clerk, Fiona Mac

SDNPA: Chris Paterson

**Agenda Item
18.123 b**

Report to **Findon Parish Council**
Meeting Date **29 October 2018**
From **Jan Mackerell**
Title of Report **Xmas lighting 2018**
Purpose of Report **To note/consider**

1. Updates for noting

- 1.1 Fundraising continues to bolster the £650 raised at the Vintage stall at the 2018 Sheep Fair. Last year's successful raffle is being repeated and promotional posters are ready.
- 1.2 The lights will be installed on 24/25 November 2018 and the switch on is planned for 2 December at 5pm.
- 1.3 The intention is to provide song sheets this year to encourage crowd participation in support of the School choir.
- 1.3 A new Father Christmas and elf helper have been recruited.
- 1.4 Some additional lights are being ordered, costing approximately £570 plus VAT. Proforma payment is required and an invoice will be sent to the Clerk in the next few days, so that payment can be made through the Council and VAT recovered.

2. Issues for consideration by full Council

- 2.1 None.

**Agenda Item
18.124**

Report to **Findon Parish Council**
Meeting Date **29 October 2018**
From **Fiona MacLeod, Clerk**
Title of Report **Clerk's report on items not covered elsewhere on the Agenda**
Purpose of Report **To note/action**

1. Updates for noting/action

- 1.1 An article for a volunteer Tree Warden for Findon parish will appear in the November edition of Findon News. Notices will also be placed in the Notice Boards and published on the Findon Parish Council (FPC) and Community web sites.
- 1.2 Arun District Council (ADC) need to be informed of the precept requirement for Findon no later than 8 February 2019. Subject to the draft precept/budget discussions at the Finance & Governance meeting to be held on 12 November 2018, the final version would be taken to either the 10 December 2018 or the 21 January 2019 FPC meeting.
- 1.3 I will be attending the next Sussex Assoc of Local Councils (SALC) Clerks Technical Day on Thursday 8 November 2018 in East Grinstead.

2. Issues for action by full Council

- 2.1 Councillors are reminded to let the Clerk know of any budget requirements for the financial year 2019/20 so that these can be built in to the draft papers for consideration at the Finance & Governance meeting on 12 November 2018 and the draft 3-5 year Strategic Plan. This information is required by close of play on Friday 2 November 2018 at the latest.

Agenda item 18.127 a Sept 2018

Receipts

Date	Sep-18											Total Receipts
Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	TEP		
06/09/18	cr	Sheep Fair	reimb inv			900.00						900.00
13/09/18	cr	Sheep Fair	reimb inv			335.72						335.72
14/09/18	cr	Arun DC	2nd install precept	21500.00								21500.00
26/09/18	cr	Sheep Fair	reimb inv			1231.32						1231.32
	cr	Sheep Fair	reimb inv			755.00						755.00
27/09/18	cr	iPro Security	refund			75.00						75.00
29/09/18	cr	HSBC	interest		4.96							4.96
												0.00
				43000.00	13.89	228.00	10330.83	0.00	0.00	25165.00	0.00	78737.72

Payments

Date	Sep-18																Total Payments
Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site			
06/09/18	100913	Glasdon UK Ltd	new salt bin					243.39								243.39	
	100914	AC Gardens	grass, hedges cuts					1200.00								1200.00	
	100915	Findon Garden Machinery	mower repair					44.00								44.00	
	100916	R Carr	exps	256.70												256.70	
	100917	J Wilson	exps					17.85								17.85	
	100918	Arun Business Supplies	printer cartridges		42.84											42.84	
	100919	HMRC	Clerk Aug tax	168.20												168.20	
	100920	F MacLeod	Clerk Aug salary	672.50												672.50	
	100921	F MacLeod	Clerk Aug exps		30.49											30.49	
	100922	F MacLeod	Clerk storage		65.00											65.00	
08/09/18	100923	iPro Security	SF security										1080.00			1080.00	
21/09/18	DD	SSE	electrical supply			15.28										15.28	
27/09/18	100924	Richardson Design	SF services										402.86			402.86	
	100925	SSALC	training event		216.00											216.00	
	100926	Came & Co	ins renewal		1841.79											1841.79	
	100927	Actavo	SF fencing										1207.58			1207.58	
	100928	TMS Show Services	SF PA system										906.00			906.00	
				5027.40	3552.31	1076.48	900.00	648.22	7216.83	0.00	0.00	0.00	264.00	8676.99	7543.36	34905.59	

Bank reconciliation

Balance as at 30/09/2018		Balance	B/forward	85308.54
CA	75830.44		Receipts	24802.00
DA	30495.85		Payments	8410.48
	106326.29			101700.06

Unclد chqs	761, 844, 924, 925, 926, 927, 928	4626.23
		101700.06

Report to	Findon Parish Council
Meeting Date	29 October 2018
From	Cllrs Gear and Wilson
Title of Report	Sussex Resilience Forum 4 October 2018
Purpose of Report	To note report and consider recommendations

1. Overview

1.1 The theme of the forum was resilience in the community; in business, in health & wellbeing and in young people. Branded under 'What If', created and marketed by West Sussex County Council (WSCC).

Asking 'What If' generates conversations regarding potentially extreme situations/events, however unlikely, that could occur and, were they to materialise, ideas of what could be done to assist first responders and make a difference by aiding immediate recovery and resilience in the longer term. The mantra being 'think the unthinkable, plan for the worst and hope for the best' with the outcomes encompassed into local emergency and resilience plans and/or local council strategic plans. Effective partnerships between individuals, community organisations, businesses and volunteer organisations can be developed to the benefit of the community. The 'What If' concept can also be broadened to take include loneliness, mental health, ageing populations, developing community spirit and localism.

1.2 The need for a holistic approach to resilience came about following a number of recent events in the UK including extreme cold and hot weather, major flooding, long term power and water outages, major fires, and terrorist attacks. At each event communities sprang into action with spontaneous volunteers seeking to assist the emergency services. All involved agreed these volunteer efforts would have been even more effective had their actions been pre-planned and co-ordinated and it was that lesson that encouraged WSCC to form the Sussex Resilience Team (01272 404385).

1.3 The Team identified a number of obstacles preventing communities doing more to help themselves in developing resilience, for example lack of knowledge, not knowing who to talk to, lack of funding, lack of networking. They devised a number of strategies to overcome such obstacles including promoting the concept of Community Resilience to local communities, developing and running two training programmes 'What If – Introduction to Emergencies' and 'What If – You Can Make a Difference', distributing Emergency Kits, advocating an established and successful scheme to grow resilient young people (Duke of Cornwall Award), creating a Business Resilience Continuity checklist and establishing a one stop shop for health & wellbeing information.

1.4 The 'What If' approach is being rolled out across West Sussex, and the Felpham Emergency Response Group is a great example. Formed following the local flooding emergency, key learning points shared with delegates at the forum were:

- Identify a champion who is committed, resilient, great communicator, well connected and has experience of emergency management.
- Identify resources necessary to deal with the what ifs.
- Draft a Resilience and Emergency Plan
- Get support from the parish council.
- Agree and secure a budget for necessary equipment, e.g. radios
- Identify your partners
- Recruit volunteers – a continuous process due to churn
- Create and deliver a recruitment presentation
- Create and deliver training presentations to develop knowledge of volunteers
- Identify who has specific skills needed in an emergency
- Create a volunteer handbook

1.5 Involvement of young people is considered an integral part of the 'What If' approach and The Duke of Cornwall Award was developed following Cornish flooding disasters when it became clear there was no mechanism to engage youths. It has proved very successful and is freely available for youth organisations to offer not just uniformed youth organisations but local schools and other such groups. It is a 3-tier scheme – age 5-10, age 10-14 and age 14-18. So far over 10,000 awards have been made around the UK. Some perceived benefits are that young people are educated about resilience, their families are in turn educated through their young people, essential communication networks, e.g. military cadets, can be formed.

1.6 Disasters also generate pledges of money as well as volunteer action and working alongside the team in Sussex is the Sussex Community Foundation who are geared up to co-ordinate and distribute public donations in times of emergency. The Shoreham incident, for example, generated £45,000 in donations and the Foundation managed the fund, applications for grants and distribution of awards.

1.7 Working in parallel to the Resilience Team at WSCC is another important resource - the Health and Wellbeing Team who have created a one stop shop for health & wellbeing information and a Making Every Contact Count Programme (MECC), www.westsussexwellbeing.org.uk . Key health issues they are striving to address are obesity, alcohol, tobacco, drugs and lack of exercise, seasonal flu, pandemic flu, extreme cold weather, heatwaves and utilities failure.

2. Conclusions.

2.1 This is an opportunity for Findon Parish Council (FPC) to forge partnerships with other local organisations to develop a Resilience Plan for Findon, which will benefit local residents and also raise the profile of the Council.

3. Recommendations for consideration by full Council

- 3.1 Set up a Working Group to take forward a Community Resilience Plan for Findon.
- 3.2 Liaise with the WSCC Resilience Team to present the two training courses to FPC councillors.
- 3.3 Encompass Community Resilience within the 3-5 year Strategic Plan and budget accordingly.

**Agenda Item
18.126 e**

Report to	Findon Parish Council
Meeting Date	29 October 2018
From	Jan Mackerell
Title of Report	Findon Village Pre-School
Purpose of Report	To note/consider

1. Updates for noting

- 1.1 The Pre-School has submitted their latest set of accounts to Findon Parish Council (FPC).
- 1.2 A rating of GOOD was received from Ofsted following the 2018 inspection.
- 1.3 There are currently 28 children enrolled.

2. Issues for consideration by full Council

- 2.1 Fundraising stands at £23k and activities are continuing. In light of the figure achieved, the Committee are now considering whether it could be more viable to carry out a significant refurbishment rather than a full replacement of the building (an approach that could be seen as similar to that taken in the case of the Village Hall). The Committee would welcome the chance to discuss this idea with the Council. This might not only prolong the life of the structure, but will also create a far more positive first impression to visitors. Evidence is that currently, parents/carers of potential new children are put off by the outward appearance and so are deterred from enrolling, despite the great location, excellent atmosphere and results that are achieved. The Committee's view is that the investment would result in a direct increase in the number of children enrolling.
- 2.2 The Pre-School asks if FPC is planning to carry out the usual annual inspection of the fabric of the building.

Findon Parish Council

Local Winter Management Plan 2018/19

Local Co-ordinators

Parish Council:

[Cllr Sean Smith Tel 07834 552984](mailto:sean.smith@findonparishcouncil.gov.uk)

email sean.smith@findonparishcouncil.gov.uk

[Cllr Robin Carr Tel 01903 873596](mailto:robin.carr@findonparishcouncil.gov.uk)

email robin.carr@findonparishcouncil.gov.uk

[Cllr. Peter Goldsworthy Tel: 01903 873399](mailto:petergoldsworthy44@gmail.com)

e.mail: petergoldsworthy44@gmail.com

Fiona MacLeod Tel: 01903 877225

e.mail clerk@findonparishcouncil.gov.uk

Contacts for Daily Decision Trigger

Cllr [Sean Smith](mailto:sean.smith@findonparishcouncil.gov.uk) - Tel: 07834 552984

Contacts for Snow Shovels

email sean.smith@findonparishcouncil.gov.uk

Or [Cllr Robin Carr](mailto:robin.carr@findonparishcouncil.gov.uk) Tel 01903 873596

email robin.carr@findonparishcouncil.gov.uk

Fiona MacLeod – Tel: 07830 369563

email clerk@findonparishcouncil.gov.uk

Matthew Kennard – Tel 07899 676166

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 (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 2018, 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

Draft for consideration by Findon Parish Council 29 October 2018

Review date September 2019

Cross lane/Holmcroft Gdns

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 = [ElevenTen](#)

	j/w Nepcote Lane 30m inside Convent Gardens
Convent Gardens	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	
Horsham Road	grassed area prior to Nightingales

Volunteers (see Appendices 4-6)

Point of contact for requests for help:

Parish Council Chairman: ~~Cllr Sean Smith~~ ~~Robin Carr~~ [01903 873596](tel:01903873596)/[07970 419369](tel:07970419369) [07834 552984](tel:07834552984)

Cllr ~~Del Henty~~ ~~01903 877527~~ [Robin Carr 01903 873596](tel:01903873596)/[07970 419369](tel:07970419369)

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/>

Draft for consideration by Findon Parish Council 29 October 2018

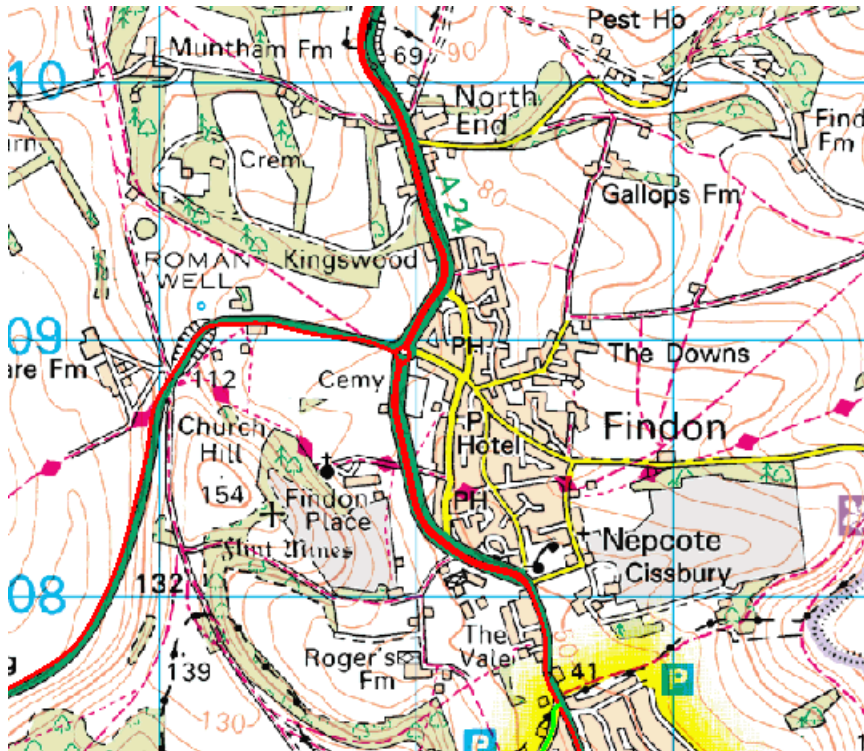
Review date September 2019

WSCC Winter Service

Please see [separate Appendix 2 What if you can make a difference - Supporting Local Community Winter Plans 2018/19](#), 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>

Appendix 1a and b

(Salted by WSCC **RED**) – see below





Steep lane only with small center

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 ~~61~~). 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

[\(Please tick or N/A as appropriate\)](#)