

LINDFIELD RURAL PARISH COUNCIL

LOCAL WINTER MANAGEMENT PLAN

Lindfield Rural Parish Council
Scaynes Hill Millennium Village Centre
Lewes Road
Scaynes Hill
West Sussex
RH17 7PG

December 2010

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BACKGROUND

The experience of the winter of 2009/10 highlighted the importance of co-operation between the various agencies and the value of the Parish Councils' roles within their communities. The Parish Council does not have a statutory duty to prepare for and deal with snow and ice, but we are in a good position to inform the principal authorities about local needs and we want to do whatever else we can for our community.

Both West Sussex County Council and Mid Sussex District Council have published guidance during 2010 ("Preparing a Local Winter Management Plan" and "Guidance for Response to Severe Weather" respectively). Drawing from both of these documents, Lindfield Rural Parish Council has put together this Local Winter Management Plan which sets out to clarify what the community can expect from the principal authorities and what the Parish Council has put in place so that we can be better prepared to help ourselves. The Winter Management Plan is consistent with, and forms part of, Mid Sussex District Council's Emergency Plan. The plan will be reviewed annually.

LEGAL ADVICE

Throughout the country people have been hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This has been raised at numerous forums during 2010 and the consensus appears to be that common sense should prevail. The Ministry of Justice issued a letter during the first half of 2010 which states:

"The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small".

The following statement was taken from Direct.gov, the official UK Government website, on 4 November 2010

http://www.direct.gov.uk/en/NI1/Newsroom/DG_191868

The law on clearing snow and ice from public spaces

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. It's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Follow this advice [The Snow Code] on clearing snow and ice safely.

Tips on how to clear snow and ice from pavements or public spaces

Prevent slips

Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas. If you clear snow and ice yourself, be careful - don't make the pathways more dangerous by causing them to refreeze. But don't be put off clearing paths because you're afraid someone will get injured.

Remember, people walking on snow and ice have responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively.

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Clear the snow or ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Use salt or sand - not water

If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear.

Be careful not to spread salt on plants or grass as it may cause them damage.

If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as well as salt, but will provide good grip under foot.

Take care where you move the snow

When you're shovelling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to clear your neighbours' paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, contact your local council.

ROLE OF THE PRINCIPAL AUTHORITIES (WSCC AND MSDC)

West Sussex County Council, as Highway Authority, assumes overall responsibility on snow and ice clearance on the public highway. Their priorities are concentrated on keeping the main roads and routes to essential services open throughout the County.

WSCC's service includes:

- Bulk purchase and storage of salt
- Filling salt bins and delivering 1 ton bulk bags (Hippo bags) when resources permit
- Issuing farmers with snowploughs
- Pre-treatment of selected roads
- Reactive treatment of roads when resources permit
- Monitoring local weather forecasts
- Issuing a Daily Decision regarding action(s) to be taken
- Providing advice and training

Further details of what WSCC will be doing and the priorities for precautionary and reactive treatment of roads by WSCC are given at Appendices A and B. A full copy

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of the WSCC Winter Service Policy is on WSCC's website: www.westsussex.gov.uk Whilst District Councils are not obliged to clear snow or ice from public highways, pavements, precincts and private roads Mid Sussex District Council will, in the most extreme circumstances, work with local Town and Parish Councils and assist in the clearance of snow and ice, in agreed priority areas. They will, where possible, re-deploy contractors (e.g. grounds maintenance and street cleaning) to undertake snow clearance, as agreed between the contractor, the Council and its local partners. Scaynes Hill car park will be the priority of MSDC.

ROLE OF THE PARISH COUNCIL

As stated in the opening paragraph, Parish Councils do not have a statutory duty to deal with snow and ice (except the area around their own property) and we do not have the resources to make a commitment to provide a snow clearing service. What we hope to do therefore is to encourage and facilitate self help as far as possible and to liaise with other authorities and agencies. To achieve this we have taken [or will take] the following action:

- Establish and maintain links with key personnel of principle authorities
- Prepare and publish a Winter Management Plan, to include contact details, location of salt bins and a statement of how salt supplies will be managed
- Inform WSCC of any additional roads that, on the basis of local knowledge, it is considered should be on the treatment route
- Purchase salt bins for agreed locations and arrange to have them filled by WSCC
- Provide locks for salt bins, labelled with keyholders' details and snow clearing advice
- Publish keyholders' contact details in the Plan
- Nominate a Co-ordinator
- Receive the Daily Decision from WSCC and liaise with key personnel and local contacts regarding any action to be taken
- Request additional salt in Hippo bags from WSCC for selected locations
- Purchase equipment as appropriate
- Liaise with WSCC for replenishment of salt supplies [subject to availability]
- Liaise with MSDC for their contractors to treat car park
- Inform WSCC of any severely affected key roads requiring treatment
- Review the Winter Management Plan annually or following severe weather events and consider further action

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CONTACTS

The Chairman of the Parish Council will take the lead in co-ordinating local resources during adverse weather. He will receive a copy of the Daily Decision issued, and liaise with other key personnel and local contacts as to any action to be taken.

Co-ordinator

- Takes the lead in co-ordinating local resources during adverse weather
- Receives Daily Decision from WSCC's Winter Service Duty Manager, via Parish Office between 1 November and 31 March
- Liaises with other key personnel and local contacts as to any action to be taken

John Dumbleton (Chairman of Lindfield Rural Parish Council)
15 William Allen Lane
Lindfield
West Sussex
RH16 2SE

Telephone John: 01444 482633
Email: john65@uwclub.net

2nd Contact:

Mrs. Karin Milne (Parish Clerk)
Lindfield Rural Parish Council
Scaynes Hill Millennium Village Centre
Lewes Road
Scaynes Hill
West Sussex
RH17 7PG

Telephone: 01444 831499
Email: lindfieldrural.parishcouncil@virgin.net

Email address for Daily Decision

lindfieldrural.parishcouncil@virgin.net received at Parish Office and forwarded to Coordinator

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PRIORITY AREAS FOR ACCESS AS IDENTIFIED BY THE PARISH COUNCIL

SCHOOLS

• **St. Augustine's CEP School:**

Vicarage Lane,
Scaynes Hill,
Haywards Heath,
West Sussex.
RH17 7PB

• **Great Walstead School (private)::**

East Mascalls Lane
Lindfield
Haywards Heath
West Sussex
RH16 2QL

SHELTERED/NURSING/RESIDENTIAL HOMES

• **Walstead Place**

Scaynes Hill Road, Lindfield, Haywards Heath RH16 2QG

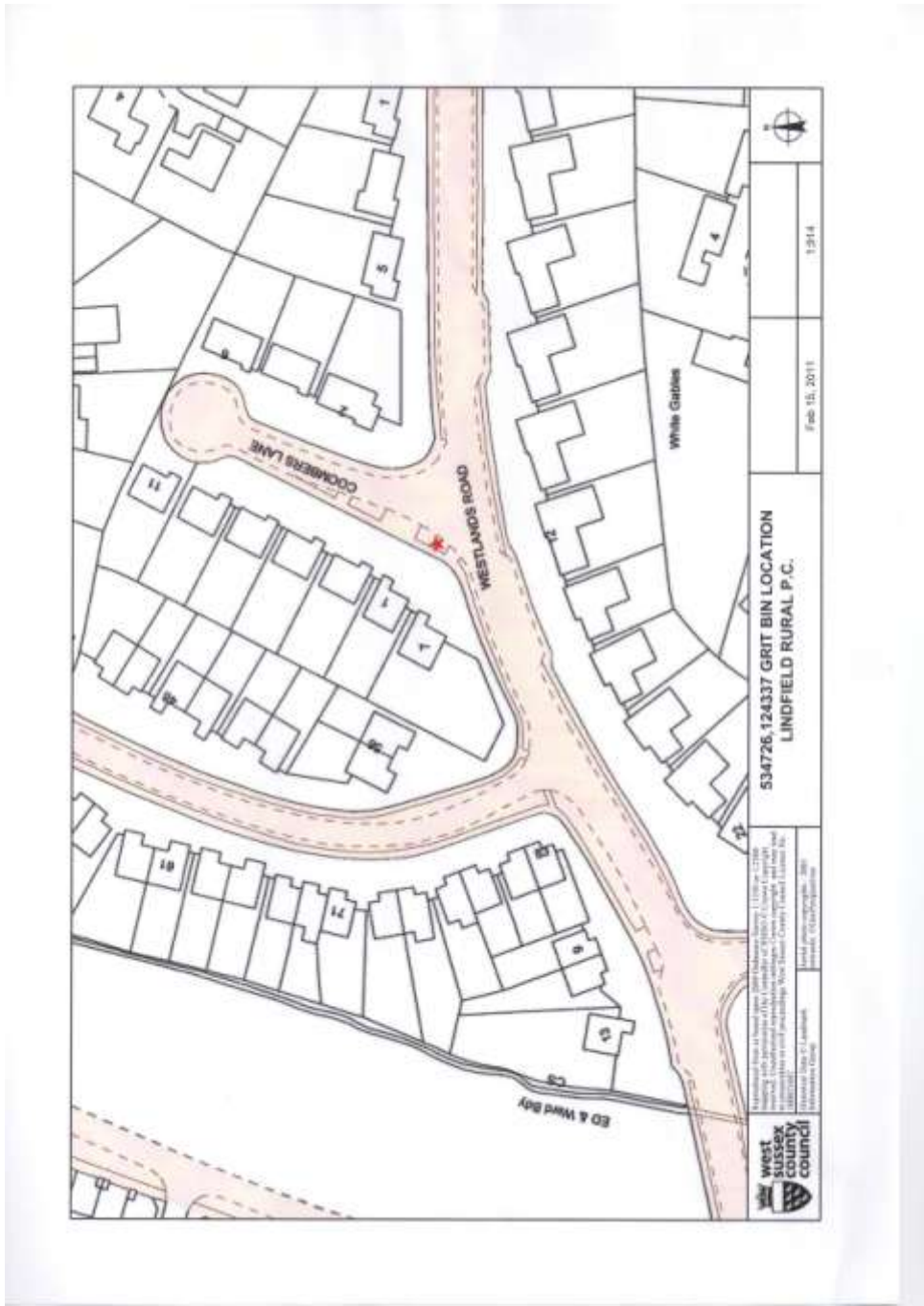
• **Buxshalls:**

Buxshalls, Ardingly Road, Lindfield, Haywards Heath, West Sussex RH16 2QZ.

BUS ROUTES

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MAP 1: SALT BIN LOCATIONS



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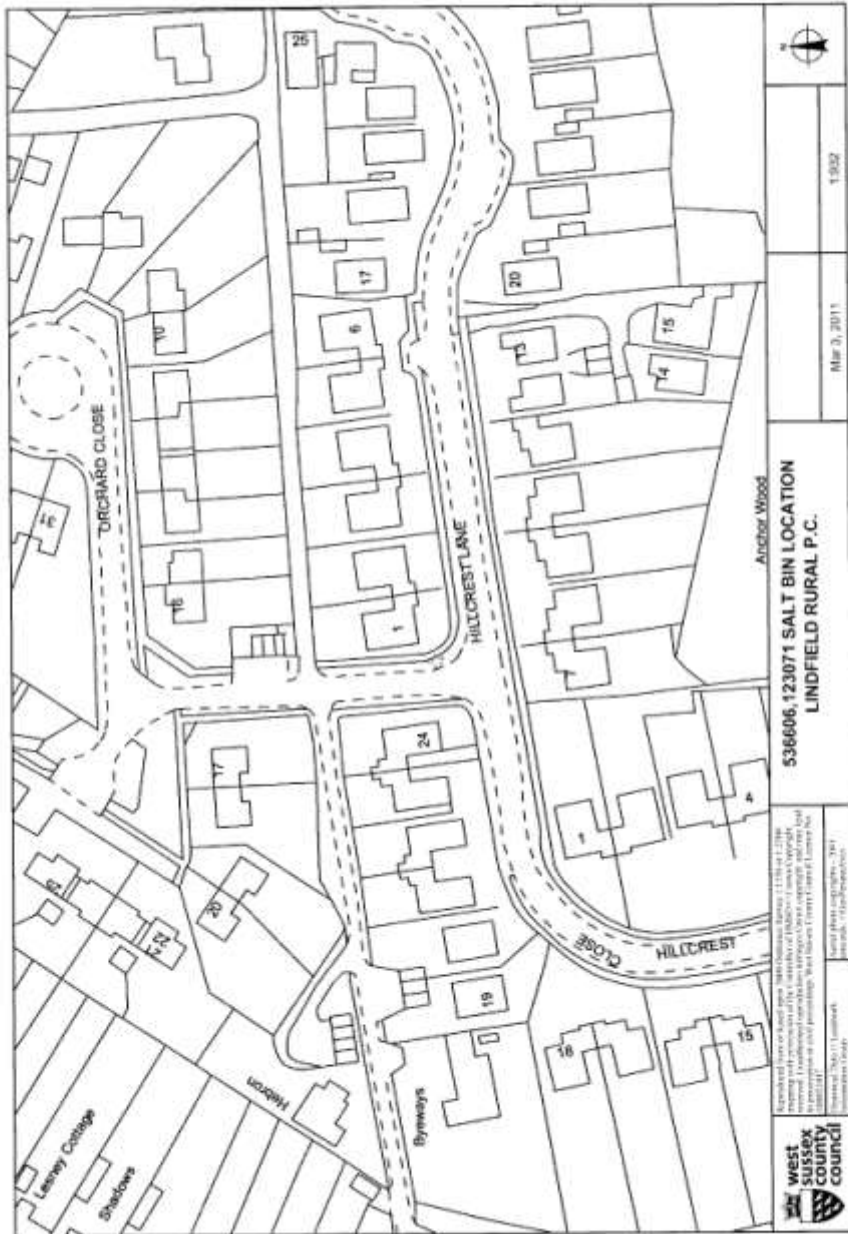
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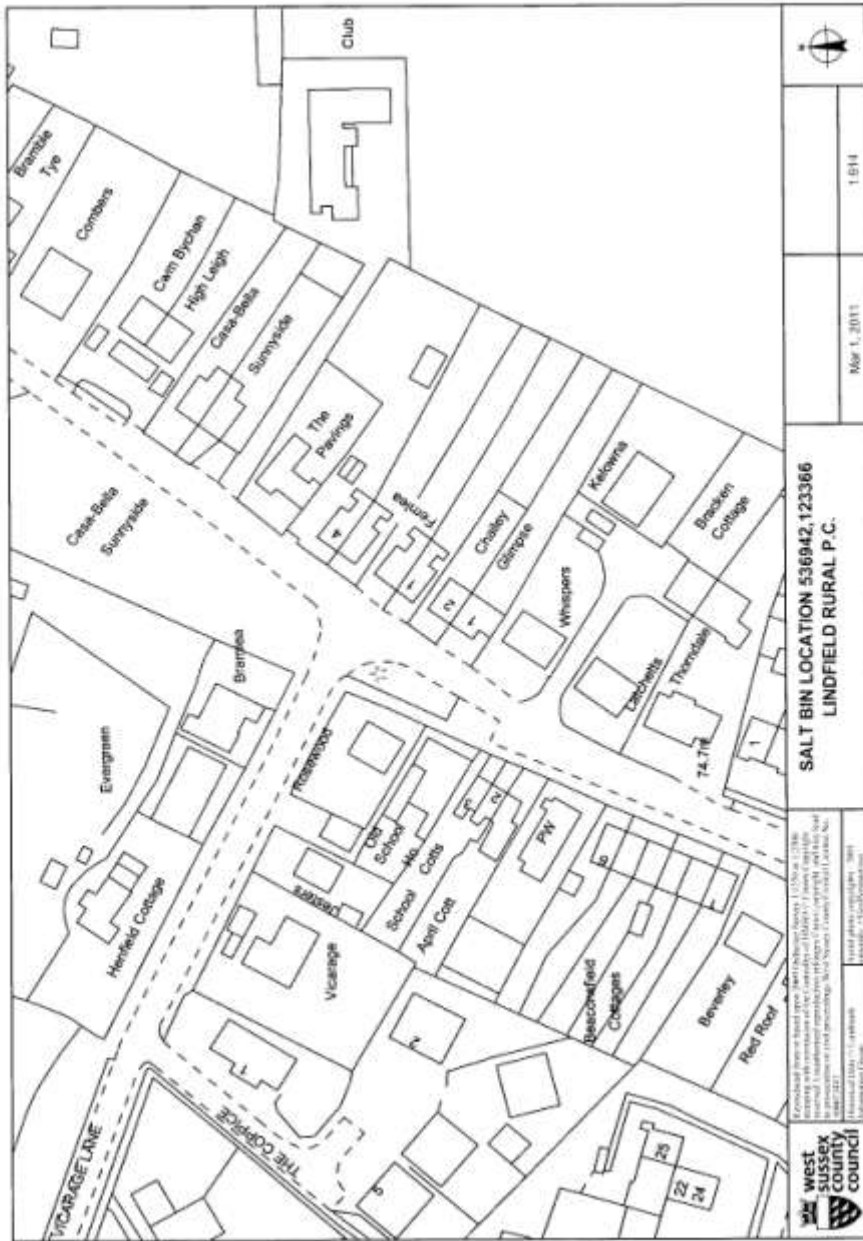
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SALT BINS

These bins are filled by WSCC each October. The public bins are locked with padlocks to prevent salt being taken inappropriately. The Parish Council holds keys to all locked bins and other local keyholders are listed on pages 12 and 13 of this document and on labels attached to the bins.

Nominated keyholders have a duty to safeguard the salt supply and should not lend the keys to anyone if there are any doubts that the salt will only be used for the public footways. They should advise people borrowing the keys to observe the guidance on the bin labels, secure the bins and return the keys on completion.

The salt for public bins is provided by West Sussex County Council on the understanding that it is kept for use on the public pavements, not on private property. Refilling the bins during the winter season is at the discretion of WSCC and may depend on Government direction. WSCC will not refill the bins if they believe the contents are being misappropriated.

For domestic use, dishwasher or table salt can be used to melt snow and ice. Sand, grit or ash can be used but it will not melt snow or ice, it will simply provide more grip.

Bins located in private roads will not be filled by WSCC and residents may wish to make their own arrangements, perhaps through their residents' associations. Bins can be bought from several outlets which are easily found on the internet. Salt and grit are available commercially – details of one local supplier are on the list at Appendix C.

Over-salting is damaging to the environment and a waste of a limited resource. The recommended spread rate for hand salting is approximately **20 grams of salt / grit per metre square (a tablespoonful)**. Although this seems to be a very small amount, it is said to be enough to protect footways. If it is used at this rate and spread evenly the supply of salt will cover a greater area and last longer.

HIPPO BAGS

A few days before the predicted arrival of disruptive snow WSCC will deliver 1 ton bulk bags (Hippo bags) of salt to locations identified by the Parish Council on the basis of steep slopes, tight bends etc. These bags are for use by residents as self help on the public footways and footpaths. Small amounts of usable salt remaining after the winter season will be transferred to salt bins. Large amounts should be collected by WSCC if they cannot be removed locally.

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KEYHOLDERS FOR SALT BINS

Keys to all locked bins are held at the Parish Office and by each of the Parish Councillors. Additional, local, keyholders are listed on the next page. Locked bins will be labelled with details of nearest keyholders.

Parish Council Office	Scaynes Hill Millennium Village Centre, Lewes Road, Scaynes Hill	01444 831499
John Dumbleton	15 William Allen Lane, Lindfield	01444 482633
Ray Jones	3 The Copse, Lindfield	01444 453868
Brian Bunt	The Dees, Vicarage Lane, Scaynes Hill	01444 831636
Steve Minter	Clearwater Ridge, Clearwater Lane Scaynes Hill	01444 831786
Stephen Windsor	1 Orchard Corner, Gravelye Lane Lindfield	01444 484796

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ADDITIONAL LOCAL KEYHOLDERS FOR SALT BINS

SALT BIN LOCATION	NEAREST LOCAL KEYHOLDERS	ADDRESS	TELEPHONE
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GUIDANCE ON SNOW CLEARING AND SALT SPREADING

Snow clearers have a duty to take reasonable care so as not to create a new and possibly worse risk, such as piling up a heap of snow that would cause an obstruction or other hazard, or leaving the area in such a condition as to make slips more likely.

Snow is easier to clear when it is fresh than when it has become compacted and frozen. Shovels full of snow are quite heavy and snow clearers should take care that they do not injure themselves. Shovels etc must not be left where they could present a safety hazard to members of the public.

We ask that residents respect the Parish Council's responsibility to manage the supply of salt and observe the guidance.

Precautionary salting of dry pavements may not always seem to be an effective use of salt and effort, although when used prior to heavy snowfall it can make compacted snow and ice easier to lift from the pavement.

Do:

- Wear suitable clothing and footwear and take care not to injure or overexert yourself.
- Clear snow responsibly so as not to create a new and possibly worse risk.
- Make sure a supply of salt is accessible before attempting to clear snow and ice
- Keep the padlock and key safe during use
- Be aware of other people around you as you work, to avoid injury
- Clear snow in the morning if possible before it gets packed together from being walked on and to allow the sun to melt any ice beneath it
- Pay particular attention to steps and steep slopes
- Make a path down the centre then shovel from there to the sides
- Move snow to a porous surface such as a grass verge or garden
- Treat cleared areas immediately with salt to prevent freezing
- Spread salt/grit evenly and at appropriate spread rates (20 grams or 1 tablespoonful to treat a square metre of ice)
- Use salt only on the public footways and footpaths, not private property
- Avoid applying salt to plants or grass
- Try to keep the salt in the bins dry – clear snow from the lids before opening and close them during use if rain or snow is falling, or there is a risk of thawing snow dripping into the bins
- Return unused salt to the bin, replace the padlock and return the key
- Clear any excess salt or grit remaining once the snow / ice has melted

Don't:

- Use salt from public bins on private paths and drives
- Use water to melt snow and ice, if there is a risk it will refreeze
- Move snow to a location where it will create another risk such as another part of

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the pavement, road or where people are likely to walk

- Block drives, pathways and drainage channels or pile snow against buildings
- Use excessive salt, grit or other materials so as to create a new or worse risk once the snow / ice has melted.
- Create an obstruction or trip hazard with wheelbarrows and shovels etc where they may be a trip hazard
- Throw shovels of snow where there might be a risk to people, cars or property from hidden stones etc

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BULK (HIPPO) BAGS OF SALT – MANAGEMENT STATEMENT

Supply at the discretion of WSCC

LOCATION OF BAGS REQUESTED	NO. OF BAGS	REASON FOR REQUEST	AREA TO BE TREATED
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Point of contact

John Dumbleton
(Chairman, Lindfield Rural Parish Council)
15 William Allen Lane
Lindfield
West Sussex
RH16 2SE

Telephone: 01444 482633

2nd Contact

Mrs. Karin Milne (Parish Clerk)
Lindfield Rural Parish Council
Scaynes Hill Millennium Village Centre
Lewes Road
Scaynes Hill
West Sussex
RH17 7PG

Telephone: 01444 831499

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APPENDIX A

WEST SUSSEX COUNTY COUNCIL'S COMMITMENT

WSSC undertakes to do the following before or during adverse weather:

- Prepare an annual service plan approved by the cabinet member, which defines policy and practice
- Monitor the daily forecast provided by WSSC; s weather forecast provided between October and April and take appropriate actions. Issue a Daily Decision by email to all interested parties
- Treat 1,600 km of the County's roads as part of the precautionary salting network (typically this happens 42 times per year)
- Purchase and store at WSSC's five depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous
- Liaise with the Government's "Salt Cell" and actively participate in Mutual Aid with adjacent Highway Authorities
- Maintain a fleet of 27 gritters (bulk spreaders) between October and April
- Fill salt bins in October and thereafter they will respond to requests depending on the supply and any limitations put on the use of their stock by Central Government and the severity of any future event.
- Deliver Hippo Bags of salt and grit on request when resources permit
- Fund farmers to clear agreed local roads

WSSC does not undertake any of the following:

- Hand treat footways / cycle ways / precincts as a precautionary exercise
- Treat private 3rd party or non highway land
- Refill salt bin or replace Hippo Bags when salt / grit stocks are critical
- Fund farmers to clear additional roads over and above the agreed local roads without prior approval

Precautionary treatment of roads takes place before the predicted event to allow time for salt to turn into brine. Reactive treatments such as snow ploughing can only take place once snow has accumulated.

The criteria for precautionary treatment are as follows: (see maps for routes treated)

- District Distributors (A and B class roads)
- Important bus routes i.e. daily-weekday with a service frequency of at least one bus per hour or more, in and between peak periods for schools and work
- Access road/s leading to large industrial establishments, as identified by the Highway Network Manager
- Access road/s leading to **large** education establishments e.g. Colleges of Further Education or Secondary Schools, as identified by the Highway Network Manager
- Access road/s leading to Airports, Hospitals, Ambulance Stations, Fire Stations,

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Railway Stations and Bus Depots as identified by the Highway Network Manager

- Roads on which the Highway Network Manager considers (based on local knowledge and experience) that wintry conditions present a higher than normal risk to the road user for a road of that hierarchy and use.

A. Carriageways

When conditions deteriorate to the extent that the entire road network cannot be kept open the following priorities will be applied:

- Priority 1 Primary roads, approaches to hospitals, ambulance and other emergency services
- Priority 2 County distributors and district distributors
- Priority 3 Other carriageways according to the Area Office Divisional Managers' allocation of priorities

Priority 1 and 2 routes are published on WSCC's website.

Priority 3 routes will be subject to a 'Daily Decision' by WSCC and communicated accordingly.

B. Footways and Cycleways

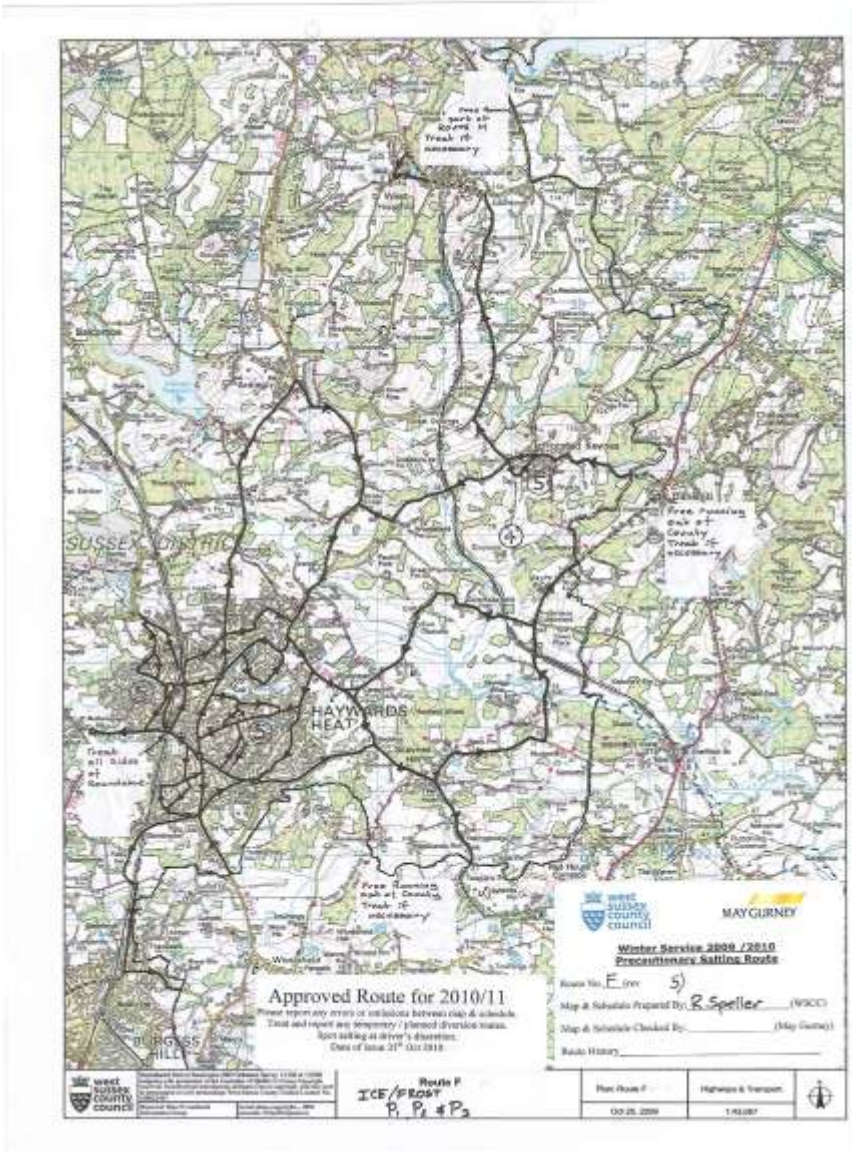
The WSCC Area Office Divisional Managers, or their authorised representatives will instruct the Contractor to clear snow from selected footways, pedestrian precincts and cycleways, starting with those most heavily trafficked.

For further information consult WSCC's website at www.westsussex.gov.uk

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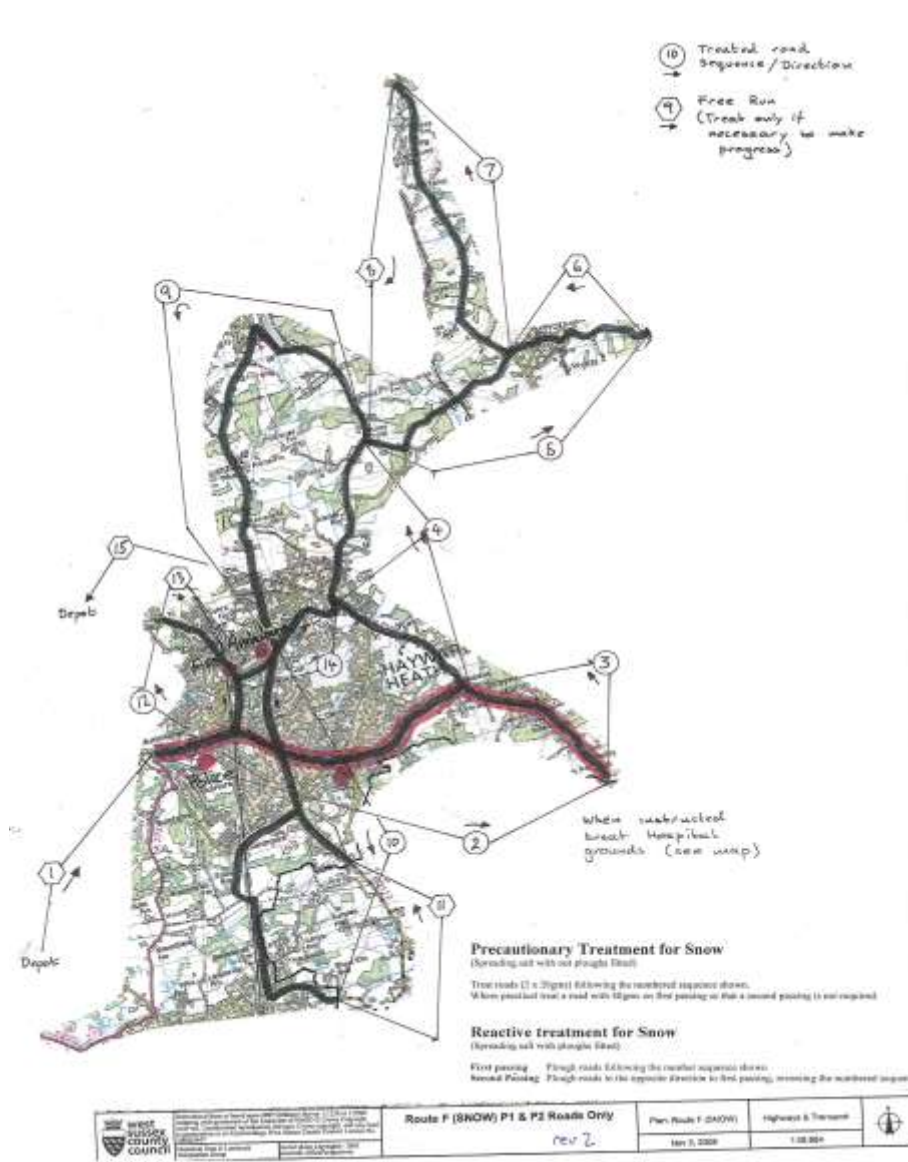
APPENDIX B

MAP 2: PRECAUTIONARY TREATMENT ROUTES (WSCC)



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MAP 3: SNOW CLEARING ROUTES (WSCC)



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APPENDIX C

EMERGENCY RESOURCES

(main source: MSDC Guidance for response to severe weather)

Emergency Resource	Company	Phone	Out of hours phone	Email/website
Floodbags, Grounds maintenance	Grasstex	01403 823299	07623 96362	www.grasstex.co.uk
Tree felling, landscape work	KPS Contractors Ltd	0800 975 9555	0800 975 9555	office@kpscontractors.co.uk
Arboricultural officer, chainsaw etc	MSDC	01444 477004	01444 458266	Parksopenspaces@midsussex.gov.uk
Park Rangers	MSDC	01444 477561	08456 008670 01444 257298	rangers@midsussex.gov.uk
4x4 winch and towing vehicles	AGR	01273 833539	01273 833539	
Grit (non WSCC)	Piers Bryant Garden Care	07765 146395 01444 455905	07765 146395	
Building safety assessment	MSDC Building Control	01444 477570 01444 477571	01444 257298	bcinfo@midsussex.gov.uk
Building Works and lifting equipment	CPS Solutions	01444 459355	01444 257298	info@cps-solutions.co.uk
Securing premises	RB Joinery	01444 246656	01444 246656	info@rbconstructiongroup.com

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APPENDIX D

KEY EMERGENCY PLANNING CONTACTS

(main source: MSDC Guidance for response to severe weather)

Organisation	Telephone	Email/website
Sussex Police	0845 6070 999	Contact.centre@sussex.pnn.police.uk
South Coast Ambulance Service	01444 489445	enquiries@secamb.nhs.uk
West Sussex Fire and Rescue	01243 752492	wsfrs@westsussex.gov.uk
Mid Sussex District Council	01444 458166	enquiries@midsussex.gov.uk
Crawley Borough Council	01293 438212	comments@crawley.gov.uk
West Sussex County Council	01243 642103	www.westsussex.gov.uk
Environment Agency	0845 9881188	enquiries@environmentagency.gov.uk
South East Water	0845 602 1724	www.southeastwater.co.uk
Southern Water	0845 2780845	www.southernwater.co.uk
Haywards Heath Town Council	01444 455694	townhall@haywardsheath.gov.uk
Lindfield Parish Council	01444 484115	clerks@lindfieldparishcouncil.gov.uk

ACKNOWLEDGEMENTS

Direct.gov, the official UK Government website - for legal advice and “The Snow Code”

http://www.direct.gov.uk/en/NI1/Newsroom/DG_191868

West Sussex County Council: “Preparing a Local Winter Management Plan”

Mid Sussex District Council: “Guidance for Response to Severe Weather”

DISCLAIMER

Whilst every effort has been made to follow official guidance in drafting this Winter Management Plan, Lindfield Rural Parish Council is not responsible for any event resulting from misinterpretation of or subsequent changes to the guidance.