

LINDFIELD PARISH COUNCIL

WINTER MANAGEMENT PLAN 2019/2020

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BACKGROUND AND CONTEXT

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 work with the principal authorities to plan a winter service according to local needs.

Both West Sussex County Council (WSCC) and Mid Sussex District Council (MSDC) 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 Parish Council first adopted and published the Council's local Winter Management Plan in November 2010, to clarify what the community can expect from the principal authorities and what the Parish Council has put in place so that the village can be better prepared to help itself. The Winter Management Plan is reviewed annually. Subsequent revisions have been adapted to comply with WSCC's latest guidance, in which it has been made clear that WSCC needs to prioritise its limited resources and can only support locally identified supplemental proposals if they are identified and agreed in a Local Winter Management Plan.

MANY OF THE ACTIONS IN THIS PLAN ARE ENTIRELY DEPENDENT ON VOLUNTEERS. IF THERE ARE NOT ENOUGH VOLUNTEERS THEN THESE ACTIONS WILL NOT TAKE PLACE.

ROLE OF THE PRINCIPAL AUTHORITIES (WSCC AND MSDC)

WSCC

West Sussex County Council, as Highway Authority, has a statutory duty to ensure that "*as far as is reasonably practicable, safe passage along a highway is not endangered by snow or ice*" (Section 41 (1a) of the Highways Act 1980). WSCC has identified the service that it will provide, within the resources available, during the winter period: October to April. The WSCC Winter Service Plan is published on the WSCC website:

<https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service/>

MSDC

Whilst the District Council is not legally obliged to clear snow or ice from public highways, pavements, precincts and private roads, in the most extreme circumstances Mid Sussex District Council will work with local Town and Parish Councils and assist in the clearance of snow and ice, in agreed priority areas. From the outset of any severe weather event, the District Council will request a brief situation report from local Parish and Town Councils to help inform the prioritisation of the response. MSDC's Severe Weather Plan is published on the MSDC website:

<https://www.midsussex.gov.uk/media/1824/severe-weather-plan.pdf>

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MAP 1: WEST SUSSEX COUNTY COUNCIL -PRECAUTIONARY GRITTING ROUTES

from WSCC's website:

<http://westsussex.cdmf.info/incident/map.htm?grittingRoutesMapButton=on>



Key

- | | |
|-----------|--|
| Dark red | R1 Route
R1 routes form the Winter Resilient Network and will be treated for ice, frost and snow |
| Light red | P1 Route
P1 routes (together with R1) form the Winter Service Network and will be treated for ice and frost |

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WEST SUSSEX COUNTY COUNCIL'S COMMITMENT

SUPPORTING LOCAL COMMUNITY WINTER PLANS 2019 /20 Winter Community Resilience

1. WEST SUSSEX COUNTY COUNCIL'S COMMITMENT 2019/20

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 by clicking here](#)
- Treat the Winter Service Network – approximately 1,283km of the county's roads. Typically this happens 42 times per year.
- Purchase and store at our five depots at 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 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 bin or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or hippo bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan.

2. COMMUNITY WINTER PLANS 2019/20

In 2018 WSCC received Community Winter Plans from Parish and Town Councils in West Sussex. These plans help to coordinate activities, identify local assets and inform residents during periods of extreme weather.

This year WSCC will be working with Parish and Town Councils to develop and update their plans. Winter Plans should be reviewed annually and submitted to WSCC via Email to: active.communities@westsussex.gov.uk

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

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

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

2.1 SALT / GRIT REPLENISHMENT

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➤ 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.

➤ Bulk bags of Salt /Grit mix

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

To place an order for new or replacement bags and tarpaulins please email: active.communities@westsussex.gov.uk

2.2 LOCAL FARMERS AND CONTRACTORS AGREEMENTS

➤ Pre-arranged financial contribution

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

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

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

All Local Farmers and Contractors Agreements should be submitted by the latest 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 2019/20.

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➤ **Trigger Mechanism activating farmers/contractors**

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

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

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

And /or

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

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

3. West Sussex County Council Community Resilience Programme - What If?

Information on our 'What if?' programme and how you can help your community during disruptive events.

The aim of 'What If?' is to empower local people to help themselves and for the vulnerable to prepare, respond and recover from events that disrupt the community from normal life.

It also aims to ensure local communities are able to adapt to adversity by using local resources in an innovative way to meet the challenges of a changing society.

In the event of a widespread or major emergency, all of the responding agencies will need to prioritise who they assist first.

During these times, there will be much that volunteers can achieve in preventing the situation from becoming worse, keeping people safe and supporting those that may have to wait for professional help to arrive.

The programme covers the four key areas listed below.

Young people

The aim here is to increase the participation of youth organisations in community resilience awareness and training through participation in the [Duke of Cornwall Award](#).

Those who have completed the award have gone onto supporting wider community improvement and safety events within their locality.

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Communities

The communities element is generally delivered at parish council level through the facilitation of free training.

It aims to:

- provide information on developing community resilience
- encourage a confident approach to supporting each other in reducing the impact before an emergency occurs
- strengthen existing community networks.

A number of training elements are delivered, comprising of:

- first aid
- personal safety
- identifying and supporting the vulnerable
- team leadership and community welfare
- factual information on health and safety and the law.

Each of these elements are supported with the provision of basic safety equipment to allow communities to prepare, respond and recover in times of emergency, using local skills, knowledge and assets.

The result being parishes are safer, stronger and more resilient with the on-going assistance from the What If team.

Business

The business element targets small and medium sized enterprises to raise awareness of the importance of having [business resilience/continuity plans](#) to prepare for disruptions and to put plans in place to cope and recover in times of crisis.

Personal wellbeing

This aims to identify and support vulnerable members of the community to ensure they are prepared for emergencies, such as:

- power failure
- loss of communications
- reduced mobility
- reducing the impacts of severe hot or cold weather.

It will also help them with the many support networks to assist in providing a more independent lifestyle within their own homes.

If you wish to join the programme or require any further information, please contact us.

Resilience and Emergencies Team: What.if@westsussex.gov.uk

SCOPE TO SUPPLEMENT THE WSCC COMMITMENT THROUGH LOCAL PROVISION

The Local Winter Management Plan will identify:

- Suitable locations to which WSCC can deliver, prior to winter, hippo bags (e.g. covered farmers' barns) that can then allow salt to be distributed by a farmer to the local area during severe weather (WSCC will not deliver hippo bags to any locations during winter).

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- Suitable locations for salt bins
- Local arrangements to refill salt bins during the winter period
- Local roads that local farmers will treat with a cost reimbursement from WSCC
- Local roads that local farmers and / or local communities will treat with any costs met locally

ROLE OF LINDFIELD 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 in the village centre, labelled with keyholders' details and snow clearing advice
- Publish keyholders' contact details in the Plan
- Nominate a Co-ordinator
- Sign up to receive the Daily Decision via @WSHighways on twitter
- Liaise with key personnel and local contacts regarding any action to be taken
- Request additional salt in Hippo bags from WSCC
- Arrange for additional salt to be stored and used to refill bins during the winter
- Facilitate keeping the footways in the village centre safe for pedestrians. **THIS ACTION IS ENTIRELY DEPENDENT ON VOLUNTEERS. IF THERE ARE NOT ENOUGH VOLUNTEERS THEN THIS ACTION WILL NOT TAKE PLACE.**
- Purchase and maintain equipment as appropriate
- Liaise with MSDC for their contractors to treat pavements and car parks
- 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
- Liaise with any local farmers participating in WSCC's Snowplough Agreement

PEDESTRIAN ROUTES IN THE VILLAGE CENTRE – SNOW CLEARANCE

Lindfield Parish Council will do what it can to facilitate making the pavements in the Village Centre safe for pedestrians. To this end, machinery has been acquired which will only be operated by authorised and trained volunteers. As the snow clearing exercise depends, among other factors, on the number of trained volunteers available on the day, the Parish Council cannot make a firm commitment to clear the pavements. However Map 3 on page 12 shows the priority routes, subject to available volunteers. Pavements cleared of snow will be treated immediately with salt to prevent black ice from forming.

THESE ACTIONS ARE ENTIRELY DEPENDENT ON VOLUNTEERS. IF THERE ARE NOT ENOUGH VOLUNTEERS THEN THESE ACTIONS WILL NOT TAKE PLACE.

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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 via twitter, and liaise with other key personnel and local contacts as to any action to be taken.

WSCC point of contact

Pre-winter preparedness Email: active.communities@westsussex.gov.uk
 Address: West Sussex County Council
 2nd Floor
 East Wing
 County Hall
 Chichester
 PO19 1RG

During Winter (1st Nov to 30th April): use the online form through this link [raise a highways related enquiry](#) or phone contact centre on 01243 642105 and they will pass the information onto the Highways Team to respond.

<p><u>Lindfield Parish Council Co-ordinator</u></p> <p>(Chairman of Lindfield Parish Council) William Blunden 3 Pondcroft Cottages Lindfield West Sussex RH16 2HQ</p> <p>Telephone: 01444 483504 Mobile phone: 07899 982446 Email: w.blunden@lindfieldparishcouncil.gov.uk</p>	<ul style="list-style-type: none"> • Takes the lead in co-ordinating local resources during adverse weather • Receives a pre-snow event statement by email to advise when to start implementing the plan and to indicate the likelihood of a prolonged snow event. • Receives regular tweets or views the daily updates on www.twitter.com/wscgritting between 1 October and 30 April. • Liaises with other key personnel and local contacts as to any action to be taken • Makes decision on triggering the full Emergency Plan procedure
<p><u>Lindfield Parish Council 2nd Contact:</u></p> <p>Mr. Andrew Funnell (Parish Clerk) Lindfield Parish Council The Clock Tower House Lindfield Enterprise Park Lewes Road Lindfield West Sussex RH16 2LH</p>	<p>Office Telephone: 01444 484115</p> <p>Email: clerks@lindfieldparishcouncil.gov.uk</p>

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PRIORITY AREAS FOR ROAD ACCESS AS IDENTIFIED BY THE PARISH COUNCIL

DOCTORS' SURGERY

Lindfield Medical Centre: (by road): B2028 (High Street) → Hickmans Lane or Denmans Lane → Compton Road → Tollgate car park. (On foot): path from High Street

SCHOOLS

- **Lindfield Primary Academy, School Lane:** B2028 (High Street/Black Hill) → Backwoods Lane → School Lane
- **Blackthorns Primary Academy, Blackthorns Close:** B2028 (West Common) → Appledore Gardens → Blackthorns → Blackthorns Close
- **Oathall Community College, Appledore Gardens:** B2028 (West Common) → Appledore Gardens

SHELTERED/NURSING/RESIDENTIAL HOMES

- **Summerlands, Summerhill Lane,** in Haywards Heath: B2028 (Oathall Road / West Common) → Summerhill Lane
- **Crossways, Sunte Avenue:** B2028 (Oathall Road / West Common) → Summerhill Lane
- **Compton House/Little Compton, Compton Road:** B2028 (High Street) → Hickmans Lane or Denmans Lane → Compton Road
- **Oaklee, Compton Road:** B2028 (High Street) → Hickmans Lane or Denmans Lane → Compton Road
- **Arthur Bliss House, Finches Gardens:** Hickmans Lane → Finches Gardens

OTHER HOUSING WITH CONCENTRATIONS OF ELDERLY / VULNERABLE RESIDENTS

- **Harvest Close:** B2111 (Lewes Road) → Luxford Road → Harvest Close
- **St Nicholas Court:** B2028 (High Street/Black Hill) → Backwoods Lane → School Lane
- **Littlecote, Compton Road:** B2028 (High Street) → Hickmans Lane or Denmans Lane → Compton Road
- **Appledore Court, West Common:** B2028 West Common
- **Tollgate, off Compton Road:** B2028 (High Street) → Hickmans Lane or Denmans Lane → Compton Road

MAIN OUTLETS FOR ESSENTIAL FOOD SUPPLIES

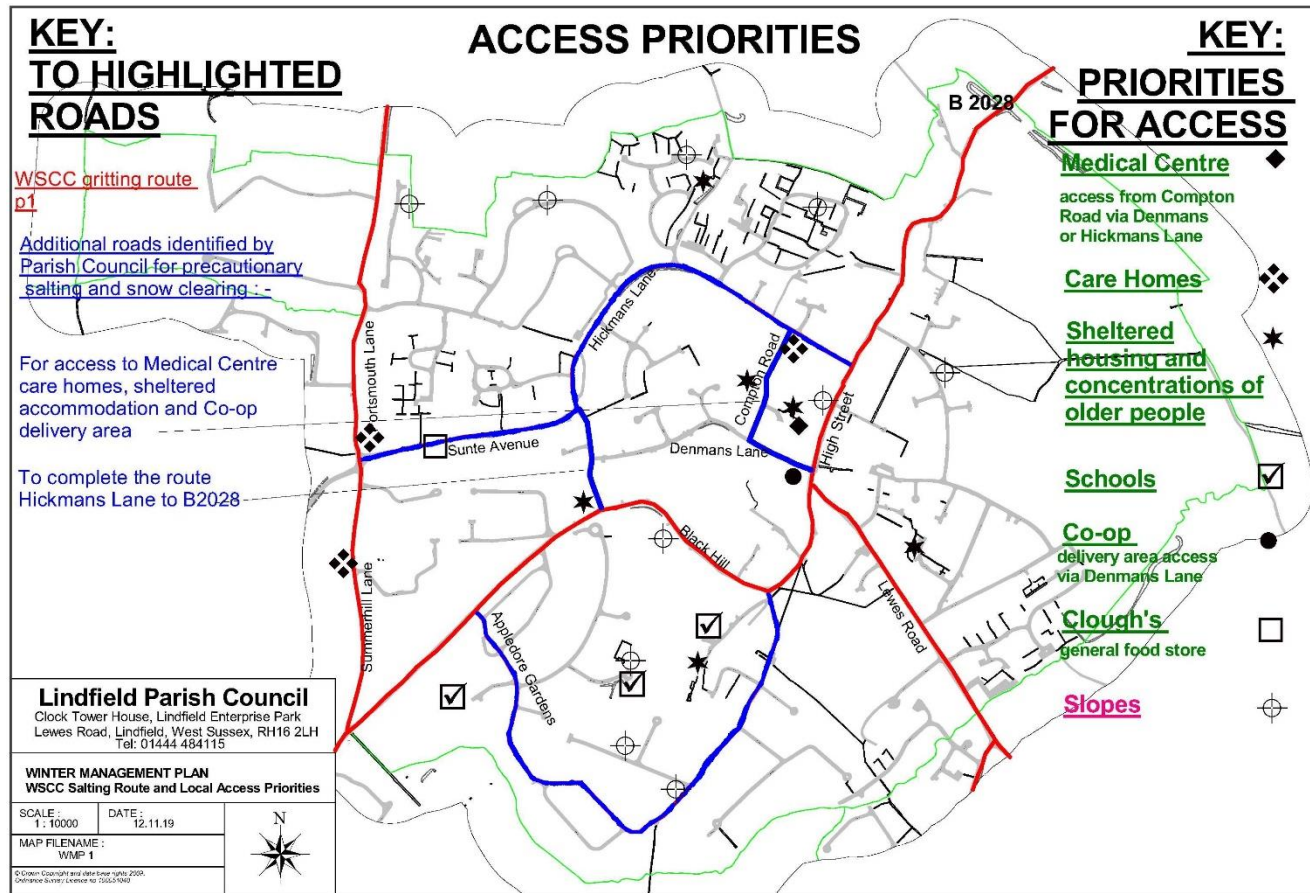
- **Co-op:** High Street. Deliveries at rear off Denmans Lane (deliveries are made in large vehicles for which access is particularly difficult in snowy and icy conditions).
- **Cloughs:** Sunte Avenue

BUS ROUTES

- Metrobus 270 (East Grinstead to Brighton) – B2028 (Lindfield High Street)
- Metrobus 272 – Crawley to Brighton via Ardingly - B2028 (Lindfield High Street)
- Compass Bus 30 – Princess Royal Hospital → America Lane → Haywards Heath → Sainsburys → Sunte Avenue → Hickmans Lane → High St → Backwoods Lane/ Appledore Gardens → Sainsburys → Haywards Heath → Princess Royal Hospital →

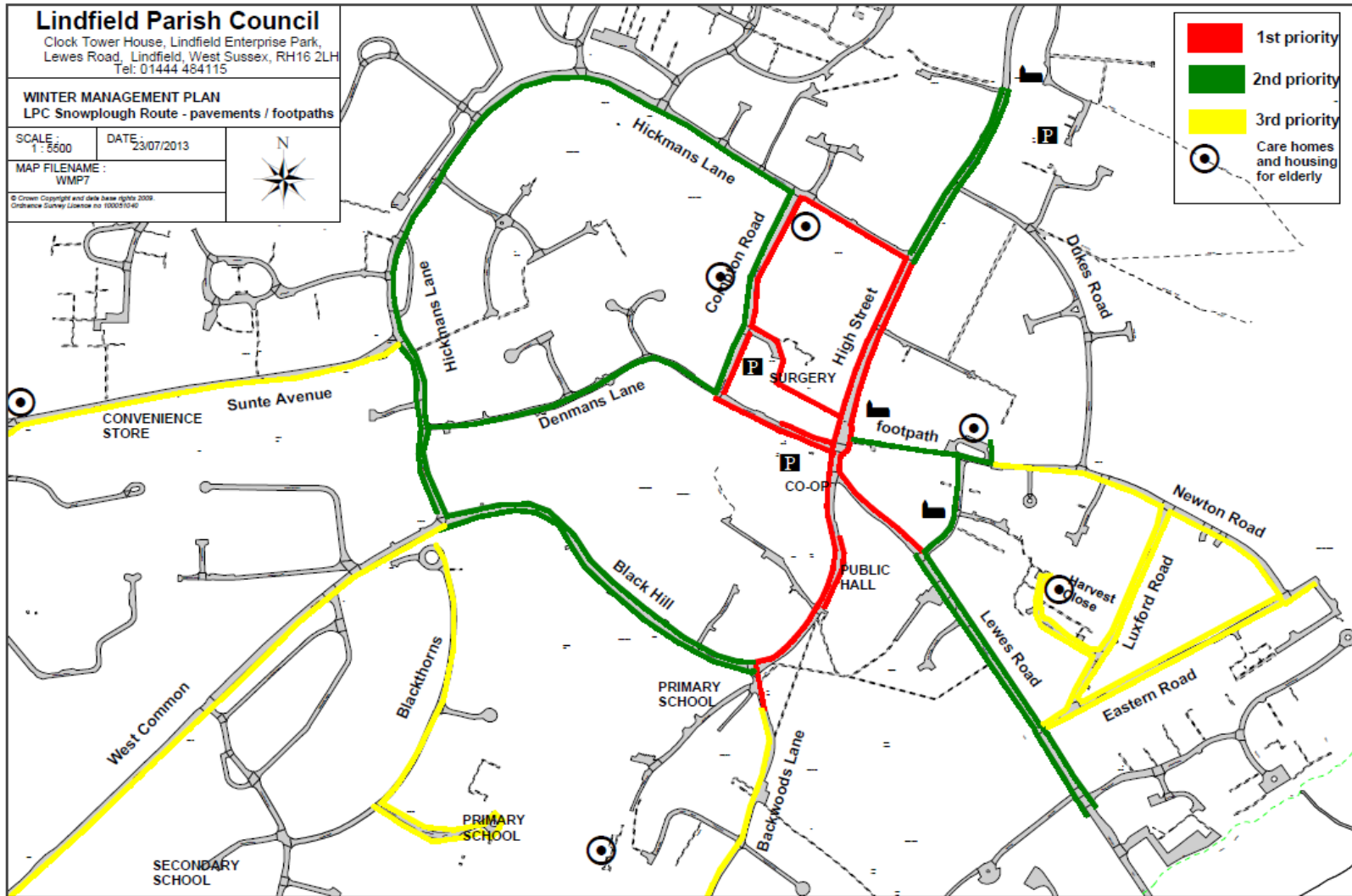
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MAP 2: ACCESS PRIORITIES



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**MAP 3: PRIORITY ROUTE (PAVEMENTS AND FOOTPATHS FOR OPERATION OF LPC SNOW-PLOUGH AND SALT SPREADERS
(subject to availability of volunteers)**



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MANAGEMENT OF SALT SUPPLIES

Salt bins

These are located as follows (see also Map 4):

High Street	behind the seat near the Manor House (opp 72)	400 litre
High Street	near concrete bollards in the footpath leading to The Welkin, opposite All Saints Church	400 litre
Denmans Lane	next to public toilets at entrance to car park	400 litre
Denmans Lane	next to the barrier near The Glebe	400 litre
Lewes Road	corner of Chaloner Road (near the seat)	400 litre
Tollgate car park	near Medical Centre	400 litre
Tollgate car park	at entrance from Compton Road	400 litre
Appledore Gardens	corner of West Common Drive	400 litre
Black Hill	next to bus shelter on the Common opposite Pelham Cotts	400 litre
West Common/Black Hill	corner of Hickmans Lane by seat near traffic lights	160 litre
Hickmans Lane	on grass at corner of Finches Park Road	400 litre
Hickmans Lane	on playing field by the entrance to the drive to the pavilion	400 litre
Hickmans Lane	on the green near number 20	400 litre
Pickers Green	at the T junction to the rear of 22/23	160 litre
Sunte Avenue	in the footpath alongside number 20	400 litre
Portsmouth Wood	by parking bay opposite number 5	160 litre
Portsmouth Wood Close	next to parking bay by house number 18	160 litre
Barrington Close	in layby close to number 2	400 litre
Savill Road	on the island at the top of the hill	400 litre
The Welkin	by the footpath opposite number 30	160 litre
Fieldway	by garages near number 21	160 litre
Finches Gardens	close to number 1	160 litre
Finches Gardens	close to number 25	200 litre
Finches Gardens	between 55 and 56	200 litre
Roundwood Lane	corner of High Beech Lane	160 litre
Blackthorns Close	near Blackthorns School	400 litre
Newton Road	on grass opposite 47 -between Luxford Rd and Eastern Rd	400 litre
Dukes Road	on island by number 30	160 litre
Luxford Road	at corner of Harvest Close	160 litre
Eastern Road	on grass outside 41	400 litre
Beckworth Lane	corner of Beckworth Close	160 litre
Summerhill Grange	on land opposite number 17	160 litre
Backwoods Lane	at entrance to Scrase LNR (MSDC land)	160 litre
West View	in car park near tennis courts (4 bins)	400 litre

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Bins are filled by WSCC pre-winter, on the understanding that the salt is kept for use on the public pavements and footpaths, not on private property.

Most 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 16 and 17 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. They should also advise the Parish Council when the bins need refilling.

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 A.

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.

“Hippo” bags

No new hippo bags are available free of charge from WSCC.

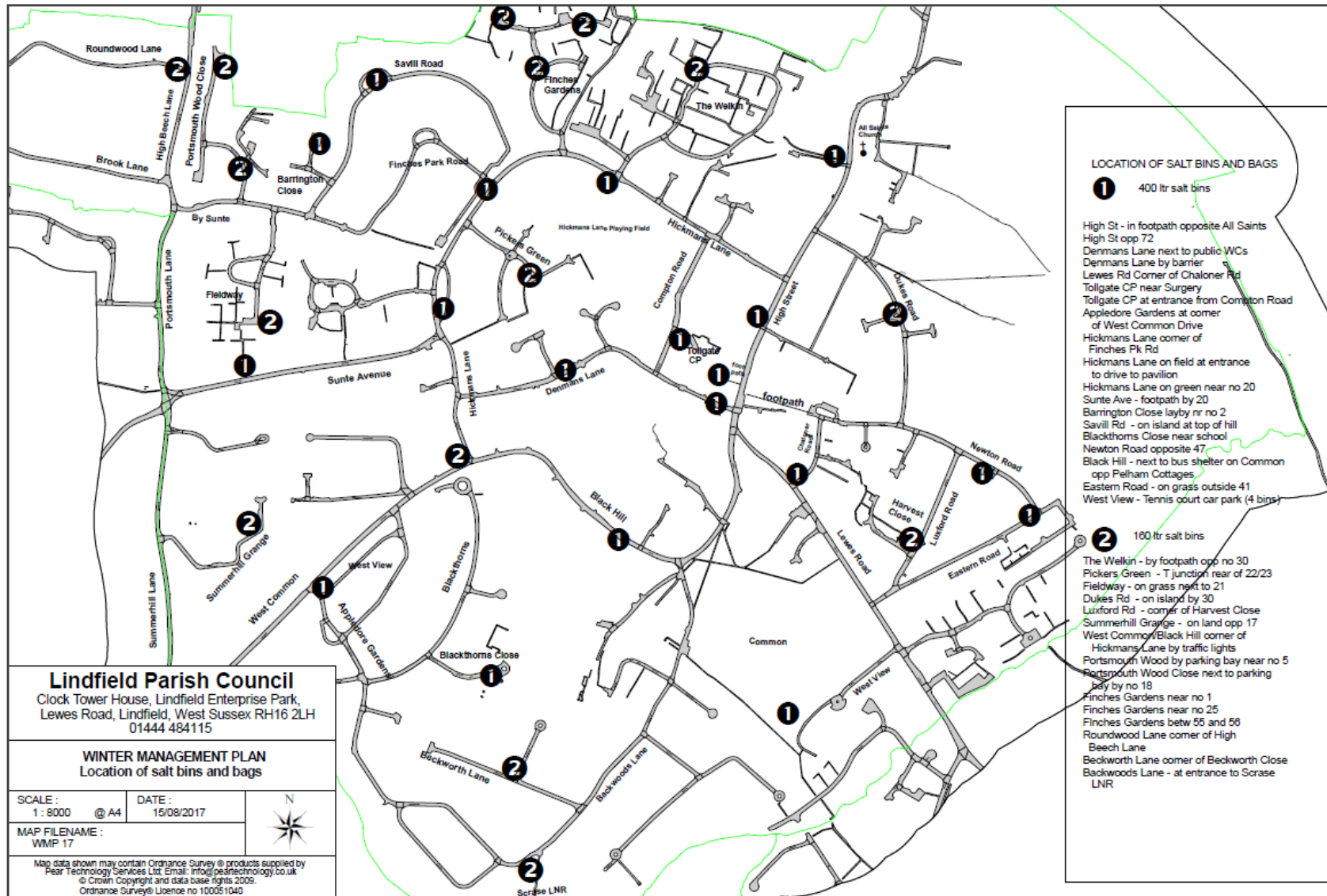
Method used to treat areas with salt

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, last longer and do less damage to the environment. The Parish Council has bought salt spreading equipment for use in the village centre. This may only be used by authorised personnel after appropriate training.

Salt is to be spread using shovels, at the recommended rate or by trained volunteers using the Parish Council's push along spreaders (Cruiser Manual 50 Grit Spreader), subject to availability of volunteers and the location.

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MAP 4: SALT BINS AND BAGS - LOCATIONS



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KEYHOLDERS FOR SALT BINS

Keys to all locked bins are held at the **Parish Office at Clock Tower House, Lindfield Enterprise Park, Lewes Road (484115)** and by each of the Parish Councillors.

Additional local keyholders are listed on the next page. Locked bins will be labelled with details of the nearest keyholders.

Parish Council Office	Clock Tower House, Lindfield Enterprise Park, Lewes Road	484115
Cllr. Will Blunden	3 Pondcroft Cottages	483504
Cllr. Linda Grace	29 By Sunte	451696
Cllr. Stephen Henton	2 Hickmans Close	483252
Cllr. Margaret Hersey	Dens Barn Farm, Stone Cross Lane	482270
Cllr. Mike Leach	1 Grey Alders	483762
Cllr. Amanda Matthews	9 Chaloner Road	07729 759932
Cllr. Roger Pickett	227 The Welkin	07836 317501
Cllr. Ron Plass	3 Croxton Lane	483319
Cllr. John Stevens	3 Kempe Road	483619
Cllr. Val Upton	37 Luxford Road	482866
Cllr. Ian Wilson	13 Newton Road	484033
Cllr. Cavan Wood	73 Fieldway	415857

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SALT BINS – ADDITIONAL LOCAL KEYHOLDERS

SALT BIN LOCATION	NEAREST LOCAL KEYHOLDERS	ADDRESS	TELEPHONE
Denmans Lane next to Public Toilets	John Cottenham Cottenhams Butchers	40 High Street	483303
Denmans Lane next to barrier	Andrew Lea	1 The Glebe	452675
Tollgate Car Park (Medical Centre)	Lindfield Medical Centre		484056 (surgery hours only)
Tollgate Car Park at corner by Compton Road	Lindfield Medical Centre		484056 (surgery hrs only)
High Street (behind seat near Manor House)	SWALK	66 High Street	484400
	Martins Newsagent	81 High Street	483272
West Common Drive/Appledore Gardens	Carolyn Nurse	2 West Common Drive	
Beckworth Lane (corner of Beckworth Close)	John Rieley	8 Beckworth Lane	482387
Newton Road opp 47	Andy Powell	82 Eastern Road	482050
Portsmouth Wood Close	David Hayes, Joint Chairman of PWRA	35 Portsmouth Wood Close	454238

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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:

- Follow the Parish Winter Management Plan
- 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 the pavement, road or where people are likely to walk
- Block drives, pathways and drainage channels or pile snow against buildings

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- 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

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 since the winter of 2009/2010 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 advice issued by the Department for Transport on the next page was taken from the Met Office website on 25 September 2015.

<https://www.metoffice.gov.uk/barometer/advice/your-home/the-snow-code>

ACKNOWLEDGEMENTS

West Sussex County Council: “Community Resilience Programme - What If?”

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/preparing-for-emergencies/community-resilience-programme-what-if/>

Mid Sussex District Council: “Severe Weather Plan v1.6” September 2017

<https://www.midsussex.gov.uk/environment/severe-weather/>

Gov.uk, the official UK Government website - for legal advice <https://www.gov.uk/clear-snow-road-path-cycleway>

The Met Office website – for the Snow Code:

<https://www.metoffice.gov.uk/barometer/advice/your-home/the-snow-code>

DISCLAIMER

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

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APPENDIX A

The Snow Code

Advice issued by the Department for Transport on clearing snow and ice from the pavement outside your home or public spaces to prevent slips and falls. Follow the snow code to clear snow and ice safely.

Clearing snow and ice from the pavement outside your home or public spaces can help prevent slips and falls. Here's some handy advice issued by the Department for Transport.

Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice from the Department for Transport below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and 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.

Clear and prevent slips

- Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas
- 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 melt snow or 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 unless your council advises otherwise. Please contact your local council for more advice.
- Be careful not to spread salt on plants or grass as it may damage them
- If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot

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 neighbour's 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, try contacting their relatives or friends, or if necessary the local council.

Winter services from your local council

Your local council will provide many winter services such as clearing local roads and pavements in your area. For information about your council's winter service, check its website.

This Snow Code advice comes from the Department for Transport.

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APPENDIX B

KEY EMERGENCY PLANNING CONTACTS

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

Organisation	Telephone	Email/website
Sussex Police	101	101@sussex.pnn.police.uk
South Coast Ambulance Service	0300 123 0999	enquiries@secamb.nhs.uk
West Sussex Fire and Rescue	01243 786211	wsfrs@westsussex.gov.uk
Mid Sussex District Council	01444 458166	enquiries@midsussex.gov.uk
West Sussex County Council (<i>to report fallen trees, or damage to the public highway</i>)	01243 642103	www.westsussex.gov.uk
Environment Agency Floodline	0345 988 1188	enquiries@environment-agency.gov.uk
South East Water Leakline	0335 000 3330	www.southeastwater.co.uk
Southern Water Emergencies	0330 303 0368	www.southernwater.co.uk
Gas leaks	0800 111 999	
UK Power Networks	0800 316 3105	
Lindfield Parish Council	01444 484115	clerks@lindfieldparishcouncil.gov.uk

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APPENDIX C

SOME OTHER SOURCES OF INFORMATION ON KEEPING SAFE, WARM AND WELL IN WINTER

www.westsussex.gov.uk/snow

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/preparing-for-emergencies/prepare-for-winter/>

www.westsussex.gov.uk/flooding

<http://www.westsussexwellbeing.org.uk/topics/healthy-home/keep-warm>

<http://www.nhs.uk/Livewell/winterhealth/Pages/KeepWarmKeepWell.aspx>

West Sussex Stay Well this Winter booklet

<http://westsussexenergy.co.uk/sites/default/files/Stay%20Well%20this%20Winter%202016-17.pdf>

Help with heating your home <https://www.gov.uk/browse/benefits/heating>

<https://www.citizensadvice.org.uk/consumer/energy/energy-supply/>

Citizens Advice West Sussex Adviceline 03444 771 171

West Sussex Affordable Energy <http://www.westsussexenergy.co.uk/>

Your Energy Sussex - <http://www.yourenergysussex.org.uk/householder/help-for-households-in-need.aspx>

http://www.westsussexwellbeing.org.uk/assets/uploads/documents/Your_Energy_Affordable_Warmth_Flyer_FINAL_1485165743.pdf

<http://www.metoffice.gov.uk/>

Power cuts:

Non emergency phone number : 105

<http://www.ukpowernetworks.co.uk/internet/en/power-cuts/>

If you might need extra help and support during power cuts contact the electricity power provider for you area:

UK Power Networks 0800 169 9970

SSE Power Distribution 0800 294 3259

UKPN Priority Services Register for the vulnerable who might need extra support during a Power Cut. This is a free service - <http://www.ukpowernetworks.co.uk/internet/en/power-cuts/priority-services-during-a-power-cut/>

Age UK - support and advice on a range of topics for people aged 50 and over. Call 0800 169 6565 for details or to find your local drop-in point.