

## ACTION AND PROJECT PROGRESS LIST

EandA 7Oct21 - Item 6

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	TARGET DATE	DATE DONE	NOTES
E&A		Various	Lindfield Common	New Village Sign boards at the top of the Common, lighting column, and grit bins	Clerk	asap		Advice being taken on s38 Commons Act application
E&A	202.1	04-Feb-21	Lindfield War Memorial	Quotes agreed	Clerk	asap		Work is due to commence 25th October.
E&A	204.1	04-Feb-21	Grass Verges	It was agreed that further investigation be made into the costings for moving the existing bollard and installation of a new bollard. (High Street)	Clerk			Planning advise being obtained
E&A	217.2	08-Apr-21	Climate Change Award	Agree stick design	AF/WB/RP & CCWG	asap		Design has been agreed
E&A	223.1	08-Apr-21	Heritage Trail	Cllr Wood to meet LPS representative once further information had been obtained	CW			Meeting has taken place

Committee	Environment & Amenities
Date	07.10.2021
Item	8

Report:	<b>Budget 2022/23</b>
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### Setting the Committee budget for 2022/23

The Clerk and the Committee Chairman will be meeting shortly to prepare a draft budget. This will then be circulated by email to all Committee members for comment. This updated budget will then be presented to the F&GP Committee meeting on 4<sup>th</sup> November and then Full Council on 11<sup>th</sup> November. E&A will then consider a final draft budget on 2<sup>nd</sup> December. The final budget will be presented to F&GP on 9<sup>th</sup> December. All Committee budgets will formally be received by Full Council on 13<sup>th</sup> January 2022. The precept will then be made to MSDC by the end of January 2022.

Possible new ideas for 2022/23 budget:

- Replacement allotment sheds
- Heritage Trail contribution
- Allotment plot markers
- Community asset map for website
- Autumn Clean in addition to Spring Clean
- Replacement spark lights for High Street trees (plus possible storage charges)

#### Environment & Amenities 2021/22 current budget

Heading	Description	Budget (£)	Current (£)	Anticipated (£)	Comment
4450	Street Lighting Energy/Mainten	4,900	1,686	4500	
4460	Street Lighting Purchase	4,000	0	1982	Replacement lighting column (if insurance claim unsuccessful)
4465	Christmas Lights	5,000	0	6120	Replacement spark lights may be required.
4471	Maintenance/Gardening	2,000	140	140	
4480	Christmas Festival	2,000	0	1000	
4500	Digital Mapping	300	225	225	
4510	Grass Cutting	2,000	0	1900	
4530	Village Orderly Equipment	1,000	0	500	
4560	Denmans Lane Toilets Repair	5,000	390	390	
4561	Denmans Lane Toilets Utilities	15,000	7,672	15000	
4650	Climate Change Projects	2,000	122	800	
4750	Replacement Street Furniture	1,000	0	0	
4800	Emergency Equipment	1,000	0	0	
4850	Community Assets	1,000	0	0	
4875	Joint Projects	3,000	0	0	
4900	Village Archives	200	0	200	
	<b>Total</b>	<b>49,400</b>	<b>10,235</b>	<b>32757</b>	

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<b>Allotments</b>					
4600	Allotment Expenses	2500	1,642	1642	Tree work anticipated. Awaiting quotes.
	Total	2500	1642	1642	
<b>Earmarked Reserves</b>					
EMR	War Memorial	4000	0	4000	Work to commence 25th October
EMR	Wilderness Field S106 Maintenance	24767.58	0	1,900.00	Additional expenditure will be required to fully secure site (approx £3,000)
	Total	28767.58	0	5900	

Andrew Funnell  
Parish Clerk  
1 October 2021

**From:** [Steven Trice](#)  
**To:** [clerk@anstystaplefield-pc.gov.uk](mailto:clerk@anstystaplefield-pc.gov.uk); [Andrew Funnell](#); [Cuckfield Parish Clerk](#); [clerk@anstystaplefield-pc.gov.uk](mailto:clerk@anstystaplefield-pc.gov.uk); [clerk@lindfieldrural-pc.org.uk](mailto:clerk@lindfieldrural-pc.org.uk); [ardinglypc@hotmail.co.uk](mailto:ardinglypc@hotmail.co.uk); [Debbie Thomas](#)  
**Subject:** Environment Issues Joint Working  
**Date:** 01 October 2021 12:12:12

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Afternoon all, hope you are all well.

We at HHTC have, albeit rather slowly, been pushing forward on our Environmental priorities through a working group and the Committee process.

I have now been asked to explore ways of communicating and working with surrounding Councils, local groups and organisations to look at joint working opportunities and sign posting to what HHTC, other groups/orgs/councils have achieved and general opportunities, good practice and legislation arising in this field. HHTC also wants to lobby and tie in with MSDC and WSCC etc.

As a result, I was wondering if there would be a will for a forum to be formed between the Councils to drive matters forward locally in a cluster? Then we can push the work out into our communities.

This would be an officer and Member forum and would be very light touch in terms of meetings but be more a virtual forum. The Chair etc can be rotated etc etc.

If there is interest in this I would suggest we as Clerks have zoom to look at a short TOR and the platforms we can use etc.

Could you let me know if you and your Council are interested please and then I can set things up.

Steve

Steven Trice  
Town Clerk  
Haywards Heath Town Council  
Tel – 01444 455694

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## Amended Lindfield Parish Council Climate Change Action Plan (October 2021)

### 1. What is Climate Change?

Met Office: Climate change is the long-term shift in average weather patterns across the world. Since the mid-1800s, humans have contributed to the release of carbon dioxide and other greenhouse gases into the air. This causes global temperatures to rise, resulting in long-term changes to the climate.

### 2. Why have a Climate Change Action Plan?

Demonstrate the Council's commitment to help itself, and the Lindfield community tackle climate change on a local level.

### 3. What can be done

- 3.1 Council This Parish Council can develop and improve its own performance to reduce environmental impacts through procurement as well as the management of its own assets. Activities include but are not restricted to: energy efficiency and carbon reduction; procurement of materials, improving waste minimisation; conserving and reducing water use in the Council's buildings. The Council can seek to influence key local stakeholders including both Mid Sussex District Council and West Sussex County Council.

We will work with others at local, regional and national level as appropriate to contribute to minimising climate change.

- 3.2 Community This focuses on the environmental impacts in the village which the Parish Council can reasonably be expected to help address by raising awareness of key sustainability-related issues and working with others in the community.

### 4. What is the current situation locally?

- 4.1 Local Authorities Briefly summarise tiers of local authority.

- 4.1.1 County Waste & recycling facilities, planning consultee (limited scope), highways, education facilities.

- 4.1.2 District Waste & recycling collection, food waste trial, open spaces, planning authority, sustainability strategy 2018-23.

- 4.1.3 Parish LED lighting, open spaces, planning consultee, climate change policy & working group.

### 5. Vision and Objectives

#### 5.1 Information sharing:

Vision: For Lindfield Parish Council to work with others in the village and beyond including local groups, businesses, and councils.

1. The Lindfield Parish Council Climate Change Action Plan will be regularly reviewed by the climate change sub-committee and formally presented to E & A Committee.
2. Articles will be published in Lindfield Life to inform residents and local businesses of progress with actions identified on the Climate Change Action Plan.  
Articles will be published at regular intervals throughout the year with no fewer than three per year.
3. Information to be provided on the Climate Change section on the LPC website and social media.  
There will be ongoing development of the climate action section on the LPC website and social media.

[Water-saving tips to be included.](#)

4. LPC will develop links with local councils to find ways of working together to combat climate change. This will include sharing good practice and developing new ideas.

The Climate Change Working Group would like authorisation to try and arrange a networking meeting with local councillors who have attended meetings of the working group. This will be an opportunity to share knowledge and look at how we can work together locally. Invites may also be given to other local councils that have not yet attended one of the Working Group meetings. The aim would be to establish interest and then providing this is there seek to organise a meeting in the early new year.

## 5.2 **Planning and Housing:**

Vision: LPC will engage with developers to promote developments which reflect the diverse needs of the local community while at the same time being in line with the need for net zero carbon outcomes.

## 5.3 **Procurement:**

Vision: LPC will encourage non-council suppliers of equipment and services to provide services and products that are net zero carbon.

1. To review the provision of electricity and look into the feasibility of carbon neutral energy suppliers. To identify 3 green electric suppliers and approach them for information on what they can provide.

F&GP Committee is considering three contracts on 29 September 2021. The recommendation is delegated authority to the Clerk, in conjunction with the Committee Chair, Vice Chair and Cllr Grace. This will involve looking into the feasibility of carbon-neutral energy suppliers

## 5.4 **Climate and the Environment:**

Vision: LPC will use its responsibility as a trusted voice in the community to be an agent for change in order to encourage the community to make changes that will benefit the climate and the environment.

1. To design and implement a policy for improved management of land owned by LPC.  
To explore ideas for use of land owned by LPC  
To seek advice from appropriate experts on management of the land,
2. To promote wildlife on the Wilderness Field. Raise community aware of the Wilderness Field and climate change projects. Undertake activity in support of the council's climate change policy.

Ideas for inclusion within the management plan are being explored.

3. To work with residents and local community groups to promote actions aimed at improving the environment.  
To arrange to meet with interested individuals and groups to discuss how we can work together to improve the environment of the village. This will take place according to COVID regulations.
4. To identify a method of monitoring pollution levels in the village.  
To support this, we will identify a suitable CO2 monitor

Approval is requested to spend £300 on carbon monitoring devices.

5. To develop and implement a one-to-one tree replacement policy so that for every tree removed in LPC property, a new tree will be planted.  
This will be developed through discussion at climate change sub-committee meetings.

Tree policy to be reviewed to include tree replacement policy

## 5.5 **Recycling:**

Vision: LPC will work with the community and local authorities to support recycling, re-use and repair.

1. In conjunction with the local Volunteer Waste Prevention Advisor for West Sussex County Council, LPC will work with residents and local businesses to address litter in the village.

A Keep Lindfield Tidy campaign will be designed and implemented. This will include:

- Lindfield Life article
- Information campaign

How:

- Ongoing liaison with residents and local community groups
- Communication with local businesses
- Discussion with MSDC
- Community litter picking event when permitted under Covid regulations
- [Work with local schools to design a poster campaign](#)

#### 5.6 **Food:**

Vision: LPC will work with the community and local authorities to support re-cycling of food waste schemes.

#### 5.7 **Community engagement – Business:**

Vision: LPC will engage with local businesses to support them to adopt measures which will be environmentally sustainable. This will include working with businesses in the High Street.

1. [Climate Change Award Scheme - The next Lindfield Life article will include details of the first awards made, and invite further nominations. Request approval for article expenditure £125. Applications will be consider by the Working Group and then referred to E&A for a decision.](#)
2. [A bring your own cup to be considered post-Covid to reduce the use of disposable cups. This would entail working with local takeaway businesses.](#)

#### 5.8 **Community engagement – Residents:**

Vision: LPC will engage with residents to support them to make changes in their behaviours towards the goal to become carbon neutral.

#### 5.9 **Work and Leisure:**

Vision: LPC will promote leisure activities for residents and visitors that encourage carbon neutral activities e.g. walking and cycling.

### 6 **Budget requirements:**

#### 6.1 2020-21

£2,000.00

4x bird boxes (inc delivery) 5x bee boxes (inc delivery) 1x page article in Lindfield Life £300.00

#### 6.2 2021-22

£2,000.00

[To be continuously updated with any expenditure.](#)

#### 6.3 2022-23

#### 6.4 2023-24

#### 6.5 2024 onwards

- 7 Monitoring:**  
Ongoing monitoring by the climate change working group, in conjunction with the Parish Clerk. Regular reporting to the Environment and Amenities Committee and Full Council.
- 8 Document review date:**  
This is a live document and is subject to ongoing review and updating. Formally reviewed by council annually.
- 9 Appendices**
- |            |                                  |
|------------|----------------------------------|
| Appendix 1 | Completed Actions                |
| Appendix 2 | Actions for future consideration |



# Lindfield Parish Council Climate Action Plan

## Appendix 1 Completed Actions

### Information sharing:

1. To produce an action plan  
The climate change working group will do this in conjunction with the Parish Clerk.  
When: regular meetings of the climate change sub-committee.  
**Action completed 2020-2021**
2. To prepare an article for Lindfield Life to promote the climate action plan.  
Councillor Wood to prepare the article.  
When: To be published in the October 2020 edition of Lindfield Life.  
Cost indicated under 5.4 Climate and the Environment.  
**Action completed 2020-2021**

### Planning and Housing:

### Procurement:

### Climate and the Environment:

1. To purchase bee & bird boxes to be installed in the wilderness field. Boxes will be installed by the Village Orderly. The boxes will be purchased from a responsible supplier who uses FSC certified wood.  
  
Once installed an article will be placed in Lindfield Life regarding Wilderness Field and the climate change action plan.  
Cost 4x bird boxes (inc delivery) 5x bee boxes (inc delivery) 1x page article in Lindfield Life £300.00  
**Action completed 2020-2021**
2. Attend Village Day. This took place on 4<sup>th</sup> September. Promoted Climate Change Action Plan, Working Group. Wildflower seeds were given out to members of the public.  
**Action completed 4 September 2021**
3. To identify a method of monitoring pollution levels in the village. A carbon monitoring device from Haywards Heath Council was trialled.  
**Action completed September 2021**

### Recycling:

1. Keep Lindfield Tidy campaign.  
A Keep Lindfield Tidy campaign will be designed and implemented. This will include:
  - Lindfield Life article
  - Information campaignHow:
  - Ongoing liaison with residents and local community groups
  - Communication with local businesses
  - Discussion with MSDC
  - Community litter picking event when permitted under Covid regulations**Ongoing**
2. Repair Café - To help promote setting up a repair shop, subject to interest and demand from local residents wishing to run it. LPC has agreed to a grant request (subject to conditions) of £500 from the Lindfield Repair Café. This grant helps with the groups start-up costs.  
**Grant awarded: September 2021**

## Lindfield Parish Council Climate Action Plan

### Food:

### Community Engagement:

1. Fairer World July Climate Café. The Chair of the Climate Change Working Group will attend the Fairer World July Climate Café to provide a brief update on progress with the climate action plan, to include an outline of current activity.  
**Action completed: July 2021**
2. Climate Change Award Scheme. LPC will introduce a Climate Change Award Scheme to recognize local business and organisations (including charities) who are making a positive contribution to the local environment.

The award can be issued by LPC, applied for, or nominated by a third party (subject to the agreement of the nominee) and will be assessed by the climate change sub-committee against a set of criteria which must be met. Successful applications will receive a certificate and sticker for display. Further details can be found in the Climate Change Award Scheme Policy.

Short term action in discussion at climate change sub-committee:

- To agree criteria for making the award
- To design the award and sticker
- To promote the Climate Change Award Scheme
- To design an application form for nominations.

**Action completed: September 2021**

3. Lindfield Big Green Week - LPC will take part in the Big Green Week, which is being held in September. Using zoom, members of the Climate Change Working Group will present a session to the community.  
**Action completed: September 2021**

### Work and Leisure:

**Date: 1<sup>st</sup> October 2021**

## Lindfield Parish Council Climate Action Plan

### Appendix 2      Actions for future consideration

#### **Information sharing:**

1. Promote knowledge and understanding of climate related issues through the LPC website
2. Promote knowledge and understanding through public engagement with residents and community groups
3. To prepare and maintain a register of local climate change initiatives

#### **Planning and Housing:**

1. Identify appropriate uses of S106 money from developments to be used for environmental projects
2. To encourage use of timber from sustainable sources

#### **Procurement:**

#### **Climate and the Environment:**

1. Promote good practice on the LPC website.
2. Support residents to assess and reduce their carbon footprint
3. Consider schemes to encourage landowners to encourage biodiversity e.g. rewilding schemes
4. Consider use of electric charging points in the village and the environmental impact of electric cars.
5. Consider environmental schemes including micro-forests and regenerative practices for land use.
6. Consider promotion to residents of environmental improvements to their gardens including re-wilding, wildlife corridors, bird, bee and insect friendly planting, tree planting
7. Work with MSDC to move towards elimination of use of poisonous weedkillers.

#### **Recycle, Reuse, Repair:**

1. Subject to implementation of a cardboard box re-use scheme, this could be followed by schemes to recycle other items.
2. To encourage shops to collect different items for recycling
3. Consider points raised the West Sussex CC traffic survey which are relevant to Lindfield.
4. Consider a community recycling scheme. Explore other community initiatives e.g. Steyning's 'give your stuff away day'.
5. To support a cardboard box re-use scheme. This will support the environment and help to reduce costs for local businesses. This will include engaging with local businesses to identify ways of minimising single use wastage.
6. **Circular Lindfield have suggested the following**
  - Refuse - plastic bag free village
  - Refill – Cloughs, Fill Good, Ounce
  - Rewilding – gardens and allotments
  - Redesign - planning applications – sustainability standards
  - Reshare – tool / toy / book library
  - Renewables – community energy scheme
  - Eco Warrior Groups in schools
  - Lobby - policy makers and companies on climate action

#### **Food:**

1. To seek to cut food waste

## **Lindfield Parish Council Climate Action Plan**

2. Explore implementation of a buy local campaign to encourage residents to support local businesses and reduce food miles

### **Community Engagement – Business:**

1. Explore ways in which LPC can engage with the local community on climate change
2. Explore ways to encourage local businesses to offer free water refills where possible. Businesses offering this will be publicised on the LPC web-site.
3. Explore ways to encourage businesses to reduce use of plastics e.g using paper bags

### **Community Engagement – Residents:**

1. Explore ways in which LPC can engage with the local community on climate change
2. To engage with local residents to find out what climate change matters they would like to be included in the climate action plan
3. Engagement with local schools to be considered post-COVID. This could include a scheme to teach children how to make bird boxes.
4. Consider an annual competition for local schools to encourage new ideas.
5. Liaison with community groups including Sussex Green Living to support climate change projects with young people.

### **Work and Leisure:**

1. Promote walking and cycling routes in the local area
2. Encourage use of public transport.
3. Explore electronic signs at bus stops.

Date: 1 October 2021

## Climate Change Award Nomination Form

### Proposer

Name:	Lindfield Parish Council Climate Change Working Group
Email address:	
Postal address:	
Telephone number:	

### Nominee

Name of individual, business, or organisation	Cloughs Deli
Email address	info@cloughsdeli.co.uk
Postal address	27 Sunte Ave, Lindfield, Haywards Heath, West Sussex. RH16 2AB.
Telephone number:	<u>01444 452 060</u>

### Category for Nomination (please mark with a cross)

Implemented a scheme/ initiative that mitigates climate change.	X
Shared knowledge/information, or raise awareness about climate change.	
Responded to climate change.	

Please provide details as to why believe the nominee has achieved the selected category.

<p>Cloughs Deli specialises in eco refills, package free products and health food.</p> <p>The aim of Cloughs Deli is to fight the throwaway culture and support a more sustainable option to reduce our plastic footprint. The shop stocks a large range of organic and package free items giving the option on refilling toiletries and household products.</p>
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## Climate Change Award Nomination Form

### Proposer

Name:	Lindfield Parish Council Climate Change Working Group
Email address:	
Postal address:	
Telephone number:	

### Nominee

Name of individual, business, or organisation	The Stand Up Inn
Email address	standupinn@gmail.com
Postal address	47 High Street, Lindfield, RH16 2HN
Telephone number:	01444 487588

### Category for Nomination (please mark with a cross)

Implemented a scheme/ initiative that mitigates climate change.	X
Shared knowledge/information, or raise awareness about climate change.	
Responded to climate change.	

Please provide details as to why believe the nominee has achieved the selected category.

The Stand Up Inn is part of the terracycling scheme and is part of the Pladis Biscuits & Snacks Recycling Programme with McVities, Go Ahead & Jacobs. All brands of non-savoury biscuit wrappers including crackers and cakes are accepted.

**From:** [Steve Hill](#) on behalf of [Active Communities](#)  
**To:** [Steve Hill](#)  
**Subject:** WSCC Winter Offer 2021/22  
**Date:** 29 September 2021 11:16:41  
**Attachments:** [COMMUNITY WINTER OFFER 2021.22.pdf](#)  
[Winter Maintenance FAQ 2021 Final.pdf](#)

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Dear Parish & Town Council Clerks

Enclosed is 2021/22 Community Winter Offer and FAQ's. After reviewing last winter's service there is no change for winter 2021/22.

You will be able to see the winter gritting routes on our web page <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service/gritting-routes/>

Zoom into your area and then click on the gritter icon to show the routes. These are highlighted in 2 colours, click on the route and it will show a description.

Parish/Town Councils who have an existing agreement with a Farmer/Contractor to support your winter plan, we will be in touch with you separately for Public Liability details etc.

Any Parish/Town Councils who have new arrangements for 2021/22 with a local farmer Farmer/Contractor support your winter plan please contact [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk) so that we can arrange for an Farmers Agreement.

Many thanks,  
Jess Meagher

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# Improving Local Places and Spaces

Supporting Local Community Winter Resilience  
2021/22

**Information regarding the Council's Winter Service Plan  
and Gritting Routes can be found here:-**

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





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 2021/22**

- WSCC Highways will undertake
- WSCC Highways will not undertake

### **2. WSCC Community Winter Plans 2021/22**

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

## 1. WSCC Highways Commitment 2021/22

### ➤ WSCC Highways undertakes to do the following:

- Monitor the daily forecast provided by our weather forecast provider between October and April and take appropriate actions. Issue a Daily Decision to all interested parties via **@WSHighways**. [sign up here](#)
- Treat the Winter Service Network – 42% of the county's 4,000km road network.
- Purchase and store at our five depots at least 8,000 tons of de-icing road salt during the summer months when prices are advantageous.
- Liaise with the Government's "Salt Cell" and actively participate in Mutual aid with adjacent Highway Authorities.
- Maintain a fleet of 20 gritters (bulk spreaders) between October and April.
- Issue a **pre-snow trigger email** in the event of a significant weather event to advise communities when to activate the Local Farmer and Contractor Agreement for WSCC funded activities.

### ➤ WSCC Highways does not undertake any of the following:

- Treat any roads not identified as part of the Winter Service Network.
- Hand treat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non-highway land.
- Refill salt bins or replace Hippo Bags during the winter period free of charge.
- Deliver salt bins or hippo bags once winter has started free of charge.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Plan, or clearance has been undertaken without consent to activate from WSCC.

## 2. Community Winter Resilience Plans 2021/22

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

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

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

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

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

## 2.1 What information should be in a Winter Resilience Plan?

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

Standard	Information to include:	Check List
	A plan showing West Sussex County Council Winter Service Network and Resilient Winter Network Salting Routes ( <i>insert link to interactive mapping</i> )	<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 - <a href="http://www.redcross.org.uk/What-we-do/Emergency-response/Emergency-app-landing">http://www.redcross.org.uk/What-we-do/Emergency-response/Emergency-app-landing</a>	<input type="checkbox"/>
	Contact details of any local volunteer group supporting vulnerable residents e.g Good Neighbourhood or Locality Care	<input type="checkbox"/>
Emergency contact details of local utility suppliers i.e. power cuts or burst water pipes	<input type="checkbox"/>	
Details of Winter warmth and flu campaigns	<input type="checkbox"/>	

For Parishes with a Farmer / Contractor wishing to claim a financial contribution from WSCC towards the cost of work **the following MUST be provided by the 1<sup>st</sup> November 2021**

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.

## 2.3 Local Farmers and Contractors Agreements

### ➤ Pre-arranged financial contribution

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

- Carry out precautionary salting to local roads identified in the Local Farmers and Contractors Agreement as a result of a WSCC notification in advance of a significant snow event.
- Clear snow as a result of a significant snow event, from local roads identified in the Local Farmers and Contractors Agreement and whose activities have been activated through the agreed Trigger Mechanism
- WSCC will not pay for clearance of roads not identified in the relevant Winter Resilience Plan.

**Please Note: In order to claim funding Farmers 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 1<sup>st</sup> November 2021** 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 2021/22.**

### ➤ **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.**

## Winter Maintenance FAQ's 2021/22

Information regarding the Council's Winter Service Plan and Gritting Routes can be found here:-

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

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

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

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



## Winter Management Offer 2021/22 Frequently Asked Question's

Question	Answer
<p><b>9)Can the existing Winter Plan roll over to this winter?</b></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"> <li>• Contact Details of nominated persons.</li> <li>• Gritting and Snow Clearing routes identified in the plans.</li> <li>• Locations of salt bins/bags and highlighting any additional bins or bins that have been removed.</li> <li>• Check with your local farmer/contractor is still happy to support your winter plan.]</li> </ul>
<p><b>10)What is the pre-arranged financial contribution towards local farmers and contractors?</b></p>	<p><b>To be able eligible you must have submitted following information by the 11<sup>th</sup> October 2021:</b></p> <ul style="list-style-type: none"> <li>• A plan showing the roads that Farmer / Contractor will be gritting or snow ploughing which is agreed by the local Area Highway Manager</li> <li>• Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.</li> <li>• Farmer / Contractor details and contact information</li> <li>• A valid Public Liability Insurance (covering Winter 2021/22) document for the Farmer / Contractor</li> </ul> <p>WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.</p>
<p><b>11)How much is the pre-arranged financial contribution towards local farmers and contractors?</b></p>	<p style="text-align: center;"><b>Financial Contribution consists of:</b></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"> <li>• 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 <b>as a result of a WSCC notification in advance of a significant snow event.</b></li> <li>• Provide £35 per hr towards farmers/local contractor to clear snow <b>as a result of a significant snow event</b>, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism</li> </ul> <p><b>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.</b></p>
<p><b>12)What is the Trigger Mechanism to activate Winter Maintenance Plans and Farmers/Contractors?</b></p>	<p>The Winter Management Plan is intended as a response to <b>significant weather events ONLY.</b></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"> <li>• <b>Precautionary Salting:</b> 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.</li> <li>• <b>Snow Clearance:</b> 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.</li> </ul> <p><b>WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.</b></p>
<p><b>13)How do we pay the local farmer/contractor for any work relating to our winter plan?</b></p>	<p>WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated.</p> <p>If the trigger is activated the payment from WSCC will be made directly to the local Farmer/Contractor.</p> <p><b>This will only happen where there is an agreement in place.</b></p>

<p><b>14)What are the arrangements to fill the bin this winter?</b></p>	<ul style="list-style-type: none"> <li>• <b>Salt/Grit held locally:</b> 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.</li> <li>• <b>No salt/grit held locally:</b> WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the end of August 2021  <b>No bins will be filled after 1<sup>st</sup> October 2021.</b></li> </ul>
<p><b>15)The Parish or Town Council or Community group would like some new bins is this possible?</b></p>	<p>WSCC will not be supplying any new bins.  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><b>16)Existing Hippo bags – Removed or Moved</b></p>	<p>WSCC 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><b>17)Bins/hippos bags where salt has risen to the top, gotten wet or is clumpy.</b></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><b>18)How will Daily Decisions by Highways are communicated?</b></p>	<p>Daily forecast will be monitored between October and April and appropriate action taken. Issue a Daily Decision to all interested parties via <b>@WSHighways</b> <a href="#">sign up here</a></p>
<p><b>19)Salt/grit supplies in the event of either a prolonged or several extreme winter weather events</b></p>	<p>In the event of a prolonged or several extreme weather events, priorities will be to the Winter Service Network for gritting and the Winter Resilient Network for snow clearance. We would have to consider the position of whether any salt/grit would be available more widely at that point on a need's basis e.g the areas that have had snow will get priority.</p>

Committee	Environment & Amenities
Date	07.10.2021
Item	

Report:	<b>Expenditure for Approval</b>
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## 9 Climate Change

v) Members are asked to approve the following expenditure from the Climate Change budget heading (including using the debit card as method of payment):

- News articles on the Climate Change activities for the remainder of 2021/22      upto £500
- Carbon and particulate monitoring devices      upto £300
- Room hire for meetings      upto £100

## 12 Denman Lane Allotments

iii) Members are asked to delegate to the Clerk, in conjunction with the Committee Chair & Chairman, authority to accept a quote for any necessary tree work.      Max value £,2000

## 15 Wilderness Field

ii) Members are asked to delegate to the Clerk, in conjunction with the Committee Chair & Chairman, authority to accept quotes for undertaking work to secure site and deter any future vehicle access. This will include:

- Fitting bollards / gates / fencing
- Removing brambles to promote good visibility around pylons.

Max value £3,000

Andrew Funnell  
Parish Clerk  
1 October 2021