

Lindfield Parish Council

Committee Meeting:	Environment & Amenities Committee
Item:	6
Report of:	Parish Clerk
Date:	2 October 2025
Subject:	Committee Work Schedule & Action List

Purpose of Report:

- Members are asked to note the proposed committee work schedule

Summary:

- A draft work schedule has been developed for the committee. This is subject to change, but outlines a timeline for the committee to the next set of elections in May 2027.

Recommendation(s)

Members are recommended to:

- Note the draft work schedule.**

Schedule

- Table of proposed committee work schedule

Meeting	Work description
October 2025	Budget: First draft Risk Assessments: Winter Management Festive Lighting
November 2025	Budget: Final recommendations for Full Council Risk Assessments: Christmas Festival Night Streetlights
February 2026	Events: Confirm arrangements
April 2026	Quotes: Wilderness Field Cut Risk Assessments: Village Clean Events
June 2026	Governance: Appointment of E&A Chairs & Working Groups Risk Assessments: Public Toilets Street Furniture
August 2026	Risk Assessments: Wilderness Field
October 2026	Budget: First draft Risk Assessments: Winter Management Festive Lighting
November 2026	Budget: Final recommendations for Full Council Risk Assessments: Christmas Festival Night Streetlights
February 2027	Events: Confirm arrangements
April 2027	Quotes: Wilderness Field Cut Risk Assessment: Village Clean Events

- Note that proposed work/dates may change due to both internal and external factors. This document will be continuously updated.

Action List

Minute & Date	Subject	Action Agreed	Who	Status	Notes
129 6-Jun-24	Wilderness Field	It was AGREED that the (silt pond) proposal should be researched further by the working group and that a report be made to a future committee meeting.	WFWG	In progress	
202.1 6-Feb-25	Archive	Management policy to be considered at Full Council	LAWG	Completed	Full Council 24-Jul-25
216.3	Assets	Produce new signage regarding fly-posting & dog waste.	Clerk	In progress	
234.2	Allotments	It was agreed to instruct the Allotments Working Group to: •Review current management documents and practices. •Consider involving volunteers. •Explore improved communication methods (e.g., a noticeboard). •Produce a report(s) with recommendations and costings.	Allotments Working Group		

E&A Committee Budget – 31st August 2025

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	2,065	5,200	3,135		3,135	39.7%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	0	14,000	14,000		14,000	0.0%	
4471 Maintenance/Gardening	117	1,500	1,383		1,383	7.8%	
4480 Christmas Festival Night & Com	100	1,500	1,400		1,400	6.7%	
4500 Digital Mapping	395	525	130		130	75.2%	
4510 Grass Cutting	0	2,400	2,400		2,400	0.0%	
4530 Village Orderly Equip/Expenses	56	1,000	944		944	5.6%	
4560 Denmans Lane Toilets Repair	13	5,000	4,987		4,987	0.3%	
4561 Denmans Lane Toilets Utilities	8,064	20,230	12,166		12,166	39.9%	
4565 Toilets on Common Utilities	0	13,350	13,350		13,350	0.0%	
4566 Toilets on Common Repairs	0	3,500	3,500		3,500	0.0%	
4650 Climate Change Projects	548	1,500	952		952	36.6%	
4750 Replacement Street Furniture	0	1,000	1,000		1,000	0.0%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	59	200	141		141	29.7%	
Environment & Amenities :- Indirect Expenditure	<u>11,418</u>	<u>74,505</u>	<u>63,087</u>	<u>0</u>	<u>63,087</u>	<u>15.3%</u>	<u>0</u>
Net Expenditure	<u>(11,418)</u>	<u>(74,505)</u>	<u>(63,087)</u>				
<u>120 Allotments</u>							
1200 Allotment Income	1,243	1,352	109			91.9%	
Allotments :- Income	<u>1,243</u>	<u>1,352</u>	<u>109</u>			<u>91.9%</u>	<u>0</u>
4600 Allotment Expense	846	3,000	2,154		2,154	28.2%	
Allotments :- Indirect Expenditure	<u>846</u>	<u>3,000</u>	<u>2,154</u>	<u>0</u>	<u>2,154</u>	<u>28.2%</u>	<u>0</u>
Net Income over Expenditure	<u>397</u>	<u>(1,648)</u>	<u>(2,045)</u>				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	8,465.38	800.00	7,665.38
Plan 23-27	5,000.00		5,000.00

Committee Meeting:	Environment & Amenities
Item	8
Report of:	Parish Clerk
Date:	2 October 2025
Subject:	Budget 2026/27

Purpose of Report:

1. Members are asked to consider the 2026/27 draft budget for the E&A Committee.

Summary:

2. This paper provides a narrative for the draft E&A budget for 2026/27. Recommended budgets are broken down into Income and Expenditure sections and are based on past actuals and anticipated projects/works.

Recommendation(s)

Members are recommended to:

- A) Consider the draft committee budget.
- B) Delegate authority to the Clerk in conjunction with all members of the committee to circulate updated budgets, having received further information from third-party suppliers/contractors.
- C) Agree to submit the draft committee budget to F&GP (6th November) & Full Council (13th November).

Background:

3. The Society for Local Council Clerks advises that:
The budget, approved annually, is the principal tool by which the council controls how its money is spent. It is also the council's primary planning tool, so that the budget setting process should be used to consider what the council is seeking to achieve, the major issues it faces and how it is going to address them.
4. The 2025/26 budget for the committee is £74,505. The Allotment budget is £3,000. In addition, there are two earmarked reserves. (£8,465.38 for the Wilderness Field and £5,000 for the Plan 23-27).
5. We are now in the process of obtaining information from our suppliers/contractors regarding potential price increases. Once this information is received, it will be incorporated into the relevant budget headings.

Proposed additional expenditure for 2026/27

6. Additional funds have been requested to support the Village Archive. These funds would support the purchase of a PC for the archive and a second-hand camera.

Several items have been increased for inflation. It is also recommended that the council now seek to raise funds for the future maintenance of the Wilderness Field, as the existing s.106 monies will likely be used up within two years. To achieve this, £4,000 has been added to the proposed budget.

Income

7. The Committee has two minor income streams: allotment rental and stall pitches for Christmas Festival Night. Neither of these income streams covers the costs of the respective service/event.

Allotment Income	2025	2026	Difference
plot rates (per rod)	£ 7	£ 8	+ £1
Anticipated income	£ 1352	£ 1,545	+ 193
Christmas Festival Night	2025	2026	Difference
Stall rates charity/commercial	£25/35	£25/40	+ £5
Anticipated income	£950	£ 1,100	+ £150

Expenditure

8. Table of expenditure

	Exp 24/25	Bud 25/26	Proposed 26/27	+/-
Street Lighting - Energy/Maintenance	7,097	5,200	6,000	800
To support the day-to-day running of LPC's lighting stock				
Street Lighting – Purchase	3,000	3,000	3,000	0
Self-insurance for any streetlight replacements				
Christmas Lights	17,739	14,000	14,000	0
To support the provision of festive lighting.				
Maintenance Gardening	647	1,500	1,500	0
To support maintenance tasks				
Christmas Festival Night	978	1,500	1,500	0
To support the running of Christmas Festival Night				
Digital Mapping	390	525	550	25
Provision of digital mapping products				
Grass Cutting	2,085	2,400	2,550	150
Additional cuts on the High Street by HHTC				
Wilderness Field	4,380	EMR	EMR	4,000
To maintain the field				
Village Orderly Equipment & Expenses	510	1,000	1,000	0
To support the services undertaken by the Village Orderly				
Denmans Lane Toilets Repairs	0	5,000	5,000	0
To support any required repairs/replacements of the facilities				
Denmans Lane Toilets Utilities	22,995	20,230	22,000	1,770
To support the daily running costs of the public toilets				
Toilets on Common Utilities	N/A	13,350	TBC	TBC
To support the daily running costs of the public toilets				
NEW - Toilets on Common Repairs	N/A	3,500	TBC	TBC
To support any required repairs/replacements of the facilities				
Climate Change Projects	277	1,500	1,500	0
To support the Climate Change Policy				
Replacement Street Furniture	0	1,000	1,000	0
To support any required repairs/replacements of Street furniture				
Emergency Equipment	0	300	300	0
To support the winter management plan				
Community Equipment	0	300	300	0
To support the purchase and maintenance of community equipment				
Village Archives	0	200	800	600
To support the day-to-day running of the archive				
Denmans Lane Allotments	934	3,000	3,000	0
To support the day-to-day running of the allotments				
Total	60,098	74,505	TBC	+ 7345

Earmarked Reserves

9.		Opening	Remaining
		25/26	26/27
	Plan 23-27	£ 5,000	Retain?
	Wilderness Field (remaining s106 balance)	£ £8,465	£ TBC

Summary

10.

	2024/25	2025/26	2026/27
Budget	£ 64,425.00	£ 74,505.00	£ TBC
Allotments	£ 2,500.00	£ 3,000.00	£ TBC
Earmarked Reserves	£ 22,845.58	£ 12,665.38	£ TBC
Total	£ 89,770.58	£ 90,170.38	£ TBC

Financial Implications

11. The Council must ensure that it has enough funds to support its budget. The overall council funding position will be considered by F&GP and Full Council.

Policy Considerations

12. The budget setting process should be driven by the committee's Plan 23-27 objectives.

Legal Implications

14. The Parish Council has a statutory duty to set a budget and resulting precept each year.

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	2 October 2025
Subject:	Service Charges / Fees for 2025/26
Agenda Item:	9

Summary

- Members are asked to ratify service charges for items overseen by the E&A committee.

Recommendation

Members are asked to:

- Ratify the charges for 2025-2026.**

Service Charges / Fees

- Table of 2025-26 Service Charges/Fees:

<u>Denmans Lane Allotments</u>	<u>1 April 2025</u>	<u>1 April 2026</u>
Price per rod per annum	£ 7	£ 8 ⁽¹⁾
Deposit	£ 50	£ 50
 <u>Christmas Festival Night</u>	 <u>1 April 2025</u>	 <u>1 April 2026</u>
Charity Stall Pitch	£ 20	£25 ⁽²⁾
Commercial Stall Pitch	£ 35	£40 ⁽³⁾

¹ Figures previously agreed at E&A and provided to tenants 12 months before the increase comes into effect.

² Proposed fee.

³ Proposed fee.

Committee Meeting:	Environment & Amenities
Report of:	Parish Clerk
Meeting Date:	2 October 2025
Subject:	Assets & Maintenance
Agenda Item:	11

Purpose of Report:

1. To consider matters relating to council assets.

Summary:

2. Members are asked to consider or note matters relating to Denmans Lane Allotments, Denmans Lane Public Toilets, Wilderness Field, and the Village Clock.

Recommendation(s)

Members are recommended to:

- a) Note the updates
- b) Agree to extend the existing Public Toilets Cleaning contract for another 12 months.
- c) Confirm the actions to be taken regarding the Village Clock.

Denmans Lane Allotments

3. The additional hot bin composter has been installed on the allotment site. This is purely for the use of the Village Orderly.

Denmans Lane Public Toilets

4. This Saturday, the public toilets will be open slightly longer than usual to help support the St Peter & St James Shine Bright event.

Our existing cleaning contract is due to expire in December. Our contractor has asked if we would like to renew the agreement for another year. The standard of cleaning and customer service with our current cleaners is very good. The office is recommending that we agree to ask Full Council to extend the contract for a further year. Extending the contract provides certainty to both parties. The committee is asked to agree to an extension of the contract for another 12 months.

Wilderness Field

5. The cut of the Wilderness Field was undertaken in August by Grastex. Grastex were appointed after our existing contractor had gone into liquidation. The Wilderness Field Working Group was asked for their thoughts on whether we should seek to obtain a multi-year quote for the work. This received positive feedback, and we are in the process of obtaining the quotes.

One of the oak trees planted a few years ago has died. The office will be purchasing a replacement and will remove the existing sapling. The new sapling will be planted in February, as this is the best time of year to plant it according to research.

Village Clock

6. The council understands that King Edward Hall Management Committee would be receptive to repairing the village clock. The council is asked to consider its position in principle.

We understand that if the clock cannot be repaired, the local planning authority would like to see it remain in position with the hands set to 12 o'clock.

The proposed costs for the repair and scaffolding would be in the region of £1,700 plus VAT.

The equipment is recommended to be serviced every 12 months. This would cost approximately £1,100 per annum (not including any price increases).

There appear to be several options:

- Option 1: The clock remains inoperable, but the hands are moved to 12 o'clock.
- Option 2: The council wishes to see the clock working again. We will offer to pay 50% of the repair cost (up to a maximum value of £1,000, plus VAT). This is a one-off payment, and thereafter King Edward Hall is solely responsible for the clock.
- Option 3: The council wishes to see the clock working again. We will offer to pay 50% of the repair cost (up to a maximum value of £1,000). Thereafter, the council will pay 50% of the maintenance costs (excluding insurance and electricity costs).

Actions

Members are asked to:

- a) Confirm which option the Council in principle supports.
- b) Authorise the Clerk to write to King Edward Hall Management Committee with Council's position on the future of the village clock.
- c) Authorise the Clerk, in conjunction with Council Chair and E&A Vice-Chair, to negotiate an agreement with the King Edward Hall Management Committee.
- d) Authorise the Clerk, in conjunction with Council Chair and E&A Vice-Chair, to approve expenditure up to £1,200 plus VAT for the repair work if an agreement can be reached with the King Edward Hall Management Committee.

Committee Meeting:	Full Council
Item:	12
Report of:	Councillor T Webster
Date:	2 nd October 2025
Subject:	Plan 23-27 monitoring report

Purpose of Report:

1. As agreed at the last Full Council meeting, the village plan monitoring report has been presented to all the committees.
2. Following discussions at the committee meetings, an updated version of the plan is attached, the new right-hand column shows progress since the last meeting of the Full Council.

Recommendation(s)

Members are recommended to:

- a) That the E&A committee notes the report and continues to monitor the implementation of the Plan 23-27
-

Background

3. The Plan 23-27 was agreed by the Council as an expression of the Council's vision, aims and objectives for the period 2023- 2027. It was agreed that it would support the council to move forward in a consistent and coordinated way. It would also help with the setting of future budgets.
4. The purpose of this report is to detail the progress the council has achieved and to focus on what else needs to be done to complete the plan by 2027.

Options

5. The council could opt to reject this monitoring report; however, it is considered that the successful delivery of the objectives would be less likely in this case.

Financial Implications

6. No new implications

Legal Implications

7. None

Policy Context

8. Council Governance

Risk Management Implications

9. No new implications

Sustainability Implications

10. No new implications

Appendices and Background Paper

11. Monitoring report

Lindfield Parish Council

Aim	Term	Objectives	RAG Status	Narrative	Responsible committee	September 2025 update
Village environment						
	Ongoing	Litter picking – to continuing organising and running village clean up events and seek to support volunteer litter pickers.		Village clean up days arranged and litter currently not flagged as a issue with residents	E&A	
	Short term	Children's Playground – Seek for inclusive Play Equipment to be installed in Lindfield		LPC has awarded a grant Friends of Lindfield Playgrounds to help support them and this objective.	E&A	
		Lindfield War Memorial – To work with partners to consider applying for the War Memorial to be listed		It has been agreed that this will not be progressed	E&A	Item withdrawn from the plan
	Longer term	Undertake refurbishment of Denmans Lane public toilets		Replacement flooring is scheduled to take place soon.	E&A	Action taken following vandalism in August 2025.
Environment and sustainability						
	Ongoing	Continue to promote and achieve the aims and objectives of the council's climate policy.		On track	E&A	

Lindfield Parish Council

		Publish regular updates on LPC activities relating to Climate Change (in Lindfield Life and online		Needs more work to compete	E&A	
		Share information with the community relating to local and national environment initiatives		This is done ad-hoc but can be improved.	E&A	
		Maintain Management Plan for Wilderness Field that promotes wildflowers and ecosystem		On track – plan in place	E&A	
	Short term	Minimise green waste miles by installing hotbin composter(s) to process waste produced by Village Orderly Clearance		Completed	E&A	
	Medium term	Investigate installation of solar panels on LPC buildings		On track – Denmans Lane public toilets are not economically viable due to conservation area requirements.	E&A	Qotes received for panels on the Parish Office – successful contractor agreed RAG status changed to green
		Work with local schools to assist in designing messaging for environmental campaigns.		Not completed	E&A	
		Flower & fauna, and biodiversity survey of the Wilderness Field		The council has asked members of the public to use apps to report plants, insects etc	E&A	
		Consider free water refill provisions within the village		Not completed	E&A	
	Longer term	Ensure that LPC provides input into long term MSDC & WSCC Climate Change policy documents		Needs better definition	E&A	

Christmas Lights 2025 Risk Assessment

LINDFIELD PARISH COUNCIL					Date			
CHRISTMAS LIGHTS 2025 RISK ASSESSMENT					Review Date			
Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Planning	Council (reputationally)	- No lights allowed - WSCC refuse permission or Licence expired (5 year term)	High	Low	+ Office system in place to renew licence - WSCC change requirements	Low	Accepted	
Safety	Council Staff Public Vehicles	- wide ranging including electrical safety, wires or cables danger to public and vehicles, broken glass from lights and installation / removal dangers from working at height and in highway - weather (wind/rain) impact - Vandalisation / theft	High	Medium	+ Experienced professional contractors used + Sight of contractors Risk Assessment obtained annually prior to installation + Visual inspection by Councillors, staff and residents flags any concerns + Mounting heights tends to put equipment out of reach for casual theft - Unforeseeable weather events or other accident damaging equipment	Medium	The use of a large national specialist should mitigate most identifiable risks. The visibility of being in the High Street allows/enhances swift reporting.	
SSE	Council Public	- SSE restrictions on use of lighting columns / power sources / leverage from cables and trees	Low	Low	+ scheme wholly unreliant on SSE; uses trees for support and householder power supplies + potential to arrange independent supports and power supplies (although likely to require lengthy lead in and be costly/ potentially unsightly) - SSE constantly tightening rules	Low	No issues identified as not reliant on SSE Assets	
Insurance	Council Public Vehicles	- Inadequate cover to address installers / public / highway / asset risks	High	Low	+ Council holds £10m Public Liability Cover plus specific Light Cover £11.4k + Blachere Pulic Liability Cover £10m + Subcontractors HERS (Highway Electrical Registration Scheme) certification, Method Statement and Insurance Cover obtained - Insurance inadequate / expired	Medium	Appropriate Cover held 1 - Ensure subcontractors HERS, Method Statement and Insurance Cover obtained annually 2 Blachere Insurance Details obtained annually (Autumn / prior to lighting installation)	
Power Supply	Council Public	- unavailable or unsuitable	High	Low	+ currently supplied by 7 individual properties and others potentially available - ownership changes may impact - unable to verify safety of household installation although with LED lights power requirement minimised	Low	Expected to remain a manageable risk. It may be possible to arrange appropriate dedicated power supplies if necessary.	
Trees / Lamp posts	High Street Council	- trees/lamp posts damaged by light installations - loss of visual amenity / fixture points	Medium	Low	+ Professional, experienced contractors used + Trees are quite substantial - Unintentional event or tree weakness	Low	Should continue to be eminently manageable	
Assessors Signature					Clerk Signature			
Date					Date			

Winter Management - Risk Assessment - October 2025

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Supplies	Public Vehicles Council	- insufficient supplies resulting in paths not salted, footpaths icy, slips - Parish Council unable to meet commitment	Medium	Medium	+ Orderly annually reviews condition of bins, locks and salt level + Ordered from WSCC according to their schedule (ordering pre-October and delivered November), designed to avoid winter price peaks and supply shortfalls + Salt to be made accessible to the public in a controlled way through physical control (bins padlocked) and advice to use via publicity following guidance from WSCC + Keyholders contact details publicised through lists on bins and within Winter Management Plan on Council's website + Guidelines to be published in Winter Management Plan, available on Council's website local magazine, hand out to traders and notice on bins in Village centre. - over usage (environmental impact and shortfall if further winter events) as seen Dec 22 - WSCC unable to support - personal usage outside of WSCC guidance - theft - key holders unavailable /locks frozen/damaged making supplies inaccessible (multiple keyholders ameliorates) - WSCC wont refill during winter	Medium	Overall assessment acceptable / impractical to hold stocks for all eventualities Council maintains a budget for emergency equipment, including replacement grit but it may not be available at critical times	
Location	Public Road Users Council	- Highway; potentially obstructing views or a solid object in a run-off area - convenience for junctions, slopes etc - empty or part empty bins could be moved causing obstruction - child getting stuck inside part empty bin - used as rubbish receptacle	Medium	Low	+ Siting of bins agreed with WSCC Highways (Licence) and MSDC + Locations of bins detailed in Winter Management Plan, published on Council's website + Bins in frequented locations to be kept locked. + Other bins not to be fitted with hasps to prevent child becoming trapped inside and unable to lift the lid. - unable to stop bins once empty being 'relocated'	Low	Village Orderly will monitor condition and location of grit bins	
Application	Public Environment Council	- Salt applied too heavily depleting stock - Adverse effect on vegetation / waterways etc - Salt applied too sparingly leaving icy patches - Salt not applied after snow clearance allowing ice formation	Medium	Medium	+ Guidelines published in Winter Management Plan, available on Council's website, local magazine, hand out to traders (circulated via email annually) and notice on bins in Village centre. + All volunteers to be asked whether they have any health issues which might make it inappropriate for them to participate but recognise unable to 'control' users - With multiple locations it is almost impossible to control application levels - unable to control who volunteers and may have insufficient	Medium	The combination of guidance, and an increasing environmental awareness is likely to increasing offset application risks	

Winter Management - Risk Assessment - October 2025

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Responsibility	Council Public	- Not meeting public expectation - Litigation for untreated areas following an accident - damage caused by salt or equipment - Personal injury whilst spreading salt / clearing snow and ice - Personal injury following the clearance of snow and ice	Low	Low	Winter Management Plan and other related publicity makes clear that: + the Parish Council's role is to facilitate self help within the community and to liaise with other authorities with snow clearing responsibilities + this is not a statutory duty of the Parish Council and the Parish Council is not taking over the function - merely adding to the service provided by other authorities, with their encouragement. + the responsibility still lies with the County (and District) Councils and acted on according to their predetermined priorities. + Government guidance states that it is unlikely that anyone clearing snow and ice from public spaces would be sued or held legally responsible for injuries on the path cleared, provided it is done responsibly. + Any action taken by the Parish Council in response to snow or icy conditions will be on the basis that it would be of benefit to residents + The Council follows its Winter Management Plan in the light of guidance from WSCC at the time of a weather event + The Government Snow Code (on labels attached to salt bins) to be followed by anyone working under guidance from Council - inadequate resources to address major weather event - individuals acting without permission / not following guidance - despite the above, residents' complaint that no one is spreading grit when needed.	Low	Appropriate guidance and controls in place	
Timing	Public Road Users Council	- too soon / early to mitigate weather event leading to icy / unsafe surfaces - too late leading to delayed effectiveness	Low	Low	+ The Council follows its Winter Management Plan based upon available guidance from WSCC at the time of a weather event + Dry footways will not be salted as a precautionary measure. + Parish Clerk or alternate to review Daily Decision from WSCC and decide on any action to be taken, recognising actions by County and District Councils + Footways may be addressed in village centre in the absence of such activity by District / County councils by volunteer staff / councillors alongside residents and traders - timing of weather event may mean minimal resources available and effectiveness of actions more limited - WSCC issuing guidance via Twitter to which LPC doesn't subscribe	Low	Reasonable approach taken however impossible to mitigate against timing and severity of event. Need to follow WSCC Highways X updates	

Winter Management - Risk Assessment - October 2025

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
							Risk Assessment 'High' cannot be accepted	
Safety	Users Public Council	- Cleared snow obstructs roads / access or leads to flooding - Personal injury from overexertion especially when shovelling snow / effect of cold and wet - Carelessly placed equipment damages individuals or property etc - Inability to manage public undertaking work across the village (incl Children)	High	Low	+ Government Snow Code detailed on salt bin labels + Labelling on salt bins restricting use to adults only + Snow to be cleared onto porous surface (e.g. grass verge) where possible. + Snow not to be piled against buildings + Snow not to be piled in such a way as to make roads unsafe or block access + Lightweight shovels available in equipment shed + Councillors and Staff encouraged to wear appropriate clothing and footwear and to be aware of their own and their colleagues' limitations so that no-one over exerts themselves, or puts themselves or others at greater risk. + Individuals requested to use and store tools safely to minimise inconvenience and potential danger to themselves and others + All operatives to work in minimum groups of two and have regular breaks - Fatigue leading to misjudgement	Medium	Balanced approach with emphasis on safety	
Machinery	Users Public Council	- Personal injury - damage to equipment - damage to others / property - unavailable	High	Low	- No current staff / councillors trained and able to use snow plough + <i>Volunteers restricted to Cllr Blunden and Village Orderly trained in use of equipment and provided with operating instructions</i> + Machinery serviced annually and cleaned after use + Machinery stored in dry secure location + Petrol to be drained at end of season + Machinery to be turned over periodically and before start of winter season (serviced by Village Orderly / external) - Equipment failure / damage during use / unavailability of spares	Low	<i>Provided training and guidance followed, risk is considered acceptable</i>	
Insurance	Council Staff Public	- Inadequate cover to protect the council and volunteers from any claims	Medium	Low	+ Council holds £10m Public Liability Cover - no cover for staff injured / unable to work as a result...	Medium	Controls detailed above ameliorate but do not eliminate risks	
Assessors Signature					Clerk Signature			
Date					Date			