

WINTER MAINTENANCE PLAN – 2023/24

Winter Maintenance Plan

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WINTER MAINTENANCE PLAN – 2023/24

PURPOSE OF THE PLAN

- To identify the services to be provided by West Sussex County Council (WSCC) and North Horsham Parish Council (NHPC) when snow and ice cause danger or disruption. Additional help maybe provided by Horsham District Council (HDC).
- For NHPC to provide, where possible, supplemental services to those provided by WSCC and HDC.
- To encourage an ethos of self-help amongst residents of the Parish and an awareness of problems that others may be experiencing at such times see Advice and Guidance for Coping with Heavy Snow and Ice **Appendix 2.**

WEST SUSSEX COUNTY COUNCIL

As the Highway Authority, WSCC is the responsible authority for snow and ice clearance.

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.
- Treat the Winter Service Network approximately 1,283 km of the county's roads. Typically, this happens 42 times per year.
- Purchase and store at our five depots 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 e-mail in the event of a significant weather event.
- Will refill Parish Council owned salt/grit bins which are less than 75% full as identified by the local audit carried out in the summer*, free of charge.

HORSHAM DISTRICT COUNCIL

 There is a Parish & Neighbourhood Council Liaison Officer at HDC who will keep parish councils updated during the event, inform them of offers of assistance and deal with enquiries and problems if necessary.

NORTH HORSHAM PARISH COUNCIL

- Covers an area of some 11 square kilometres, with a population of 21,981 (source 2011 Census). The Parish is predominantly residential covering some 300 roads.
- Will ensure grit/salt bins that they own are refilled and audit completed annually*.
- Will endeavour to clear snow and ice around their buildings.
 Caretakers at all three parish council buildings have access to suitable material and equipment for spreading salt/ice. In addition, there is a salt/grit spreading machine at Roffey Millennium Hall.

COMMUNICATIONS

The Parish Council will receive, via email, information regarding a pre-snow event and advising when the Local Plan should be implemented, and an indication given as to the likelihood of a prolonged snow event.

A daily decision about gritting will be issued by WSCC on Twitter between 1st October and 31st April via **@WSHighways**

Community Local Winter Maintenance Plan Points of Contact for the Parish Council:

Local resources co-ordinator during adverse weather:

Debbie Lees - 07874 662388/01403 750786 facilities.officer@northhorsham-pc.gov.uk

• Daily decision updates co-ordinators:

Sarah Norman/Lisa Underwood - 01403 750786
parish.clerk@northhorsham-pc.gov.uk
deputy.clerk@northhorsham-pc.gov.uk

Residents can sign up to receive regular tweets or view the daily decision updates via **@WSHighways**

Other information on the winter service can be found on the County Council's website:

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

GRITTING AND SALTING

WSCC now have two 2 winter networks:

Winter Service Network (Shown as Dark and Light Red routes on map in Appendix 3)

This is the whole treatable network that WSCC will grit as a precaution for the prevention of the formation of ice, so far as is reasonably practical.

This network focuses on areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue Stations, hospitals and routes to large industrial establishments.

Winter Resilient Network (Shown as Dark Red routes only on map in Appendix 3)

In the event of heavy snowfall, 5cm or greater, this is the reduced network that will be treated /ploughed. It includes access routes to A&E hospitals and Blue Light services.

NHPC, on a local level, has currently identified the following **additional areas** for inclusion in the Local Winter Maintenance Plan, for WSCC to include in their service in the event of a prolonged period of snow and ice:

Steep Hills/inclines	Exit from Gorringes Brook on to Pondtail Road
	Exit from Beaver Close on to Brook Road
	Exit from Chaffinch Close on to Pondtail Drive

In the event of a prolonged or several extreme weather events, WSCC have said that although priority will remain with the precautionary salting network they would have to consider whether any salt/grit would be available more widely at that point in which case NHPC would request that consideration be given to the above areas.

• NHPC has ownership of three locked (keys with caretakers) salt bins at:

Godwin Way Car Park (400 litres).

Grit from this is available to clear the Godwin Way Car Park (owned by Horsham District Council); the pavement outside the shops in Fitzalan Road; and the pavement surrounding Roffey Millennium Hall.

Holbrook Tythe Barn, Pondtail Road (400 litres).

Grit from this is available to clear pedestrian access to the complex and the car park.

St Marks Lane (corner of) (400 litres).

Grit from this is available to clear the access to North Heath Hall and the car park, all of which are on a steep incline.

There are four other salt bins, within the Parish, all of which are located on the **Earles Meadow estate.** 3 these were provided by WSCC and have, historically, been replenished by them. The fourth bin was provided by the Earles Meadow Residents Association.

- All Salt Bins are identified on the map attached at Appendix 4
- If supplies of grit/salt become low, NHPC will first contact WSCC to see if they are able to provide further supplies.

Contact: active.communities@westsussex.gov.uk

If WSCC are unable to help, HDC may be able to assist through their Salt Distribution Co-ordinator.

SCHOOL FACILITIES

Due to the number of Schools within the Parish and the limited equipment, financial and human resources available, NHPC is unable to provide any assistance to Schools within this Winter Maintenance Plan.

CALLS FOR ASSISTANCE

If NHPC cannot help with requests for clearance, transportation, medicine, heating, lighting, food, water etc they will sign post callers to the Community Safety Team at HDC.

VOLUNTEERS

The contact details of any volunteers to assist in the implementation of this Winter Maintenance Plan, will be added as they come forward.

REVIEW OF THE PLAN

The Winter Maintenance Plan will next be reviewed in December 2023 or at such other times to meet the requirements of North Horsham Parish Council and/or West Sussex County Council.

WINTER MAINTENANCE PLAN - APPENDIX 1

USEFUL CONTACT DETAILS

NUIDC	Main Tal no.	04.402.750700
NHPC	Main Tel no:	
Roffey Millennium	Email:	parish.clerk@northhorsham-pc.gov.uk
Hall, Crawley		
Road, Horsham		
RH12 4DT		
WSCC	Main Tel No:	01243 777100
	Email:	active.communities@westsussex.gov.uk
	To report safety issues	
	with roads	
	Tel:	01243 642105
	161.	01243 042103
	To report optoby	
	To report safety	
	concerns relating to	
	highway trees	
	Tel:	01243 642105
HDC	Main Tel No:	01403 21500
	Email:	communitysafety@horsham.gov.uk
UK Power	For power cuts or	
Network	problems with power	
	lines	
	Tel:	0800 31 63 105 or 105
	Website:	www.ukpowernetworks.co.uk/power-cut
	vvebsite.	WW.unpowernetworks.co.unpower out
	If power lines are down	
	and causing significant	
	risk	
	Tel:	999
	rei.	999
Couthorn Mater	For problems with	
Southern Water	For problems with	
	water supply or burst	
	water mains	0000 000 000
	Tel:	0800 820 999
	Website:	www.southernwater.co.uk/help-
		advice/what-to-do-in-an-emergency
	For flooding	
	Tel:	0330 30300368
British Gas	For gas leaks and	
	emergencies	0800 111 999
	Tel:	www.britishgas.co.uk/business/help-and-
	Website:	support/emergencies/gas-emergency
	11333161	
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ADVICE & GUIDANCE FOR COPING WITH HEAVY SNOW & ICE

Clearing Snow & the Snow Code

You should not be put off clearing paths yourself because you're afraid someone will get injured. There's no law stopping you from clearing snow and ice on the pavement outside your home and it's unlikely you'll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Remember, people walking on snow and ice have responsibility to be careful themselves.

The Snow Code

- Clear the snow or ice early in the day it's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it.
- Move the snow onto porous surface such as a grass verge or garden or along the kerb away from the drains.
- Do not 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.
- Cover the cleared path with salt before nightfall to stop it refreezing overnight.
- Use salt or sand not water you can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work.

Useful equipment required for the task of snow clearance

- A snow shovel or snow pusher (or a hard edged shovel for compacted ice).
- Suitable footwear (use ice studs or crampons for extra grip).
- Wear hi visibility clothing if working along roadsides.
- A bucket to collect, store and move grit.
- Salt, sand or grit (to stop the surfaces from refreezing).

Neighbourliness

The cold weather can affect different members of the community in different ways, some are more vulnerable to the elements than others, especially the elderly who are prone to hypothermia and pneumonia in cold weather. To support older people during periods of heavy snow and ice please consider the following:

 Be even more vigilant during the period of severe weather, and to keep an eye out for people who may be vulnerable.





- Try to call in regularly on friends, neighbours and relatives to see if they need help staying warm or getting provisions.
- Offer to clear your neighbours' paths & check that any elderly or disabled neighbours are alright in the cold weather.
- Stuck at home due to the snow? Ask your boss if you can use the day to volunteer locally.
- Plumber? Tree surgeon? First-aider? Your skills are really valuable - why not offer to help and register with your local parish council.
- Be alert help keep people off frozen streams and ponds.

Voluntary Organisations & Further Information

Several organisations are available to assist you or your neighbours in the event of severe weather. Each offer specific advice & guidance regarding severe weather:

- The Red Cross provide advice on how to cope with hypothermia, frostbite and falls and tumbles on their website.
 Visit http://www.redcross.org.uk/news.asp?id=102022 for more information and guidance.
- Keep warm, keep well advice from the NHS on the best ways of keeping yourself well during the winter. Visit http://www.nhs.uk/Livewell/winterhealth/Pages/ KeepWarmKeepWell.aspx or; http://england.shelter.org.uk/_data/assets/pdf_file/0003/237423/ KeepWarmKeepWell.pdf.
- Volunteering how to get involved. Visit http://www.do-it.org.uk/.
- Anyone concerned about older neighbours should call the Age Concern helpline on 0800 00 99 66, or visit http://www.ageuk. org.uk/home-and-care/home-safety-and-security/preparing-for-bad-weather/.
- If travelling in severe weather visit the Highways Agency for up to date information and advice.

 See http://www.highways.gov.uk/knowledge/33228.
 aspx#before.

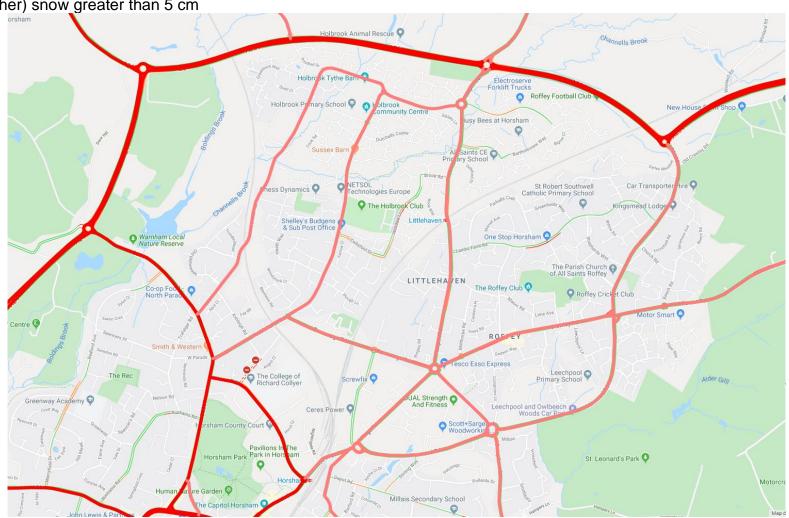
WINTER MAINTENANCE PLAN - APPENDIX 3

WEST SUSSEX COUNTY COUNCIL - WINTER NETWORKS

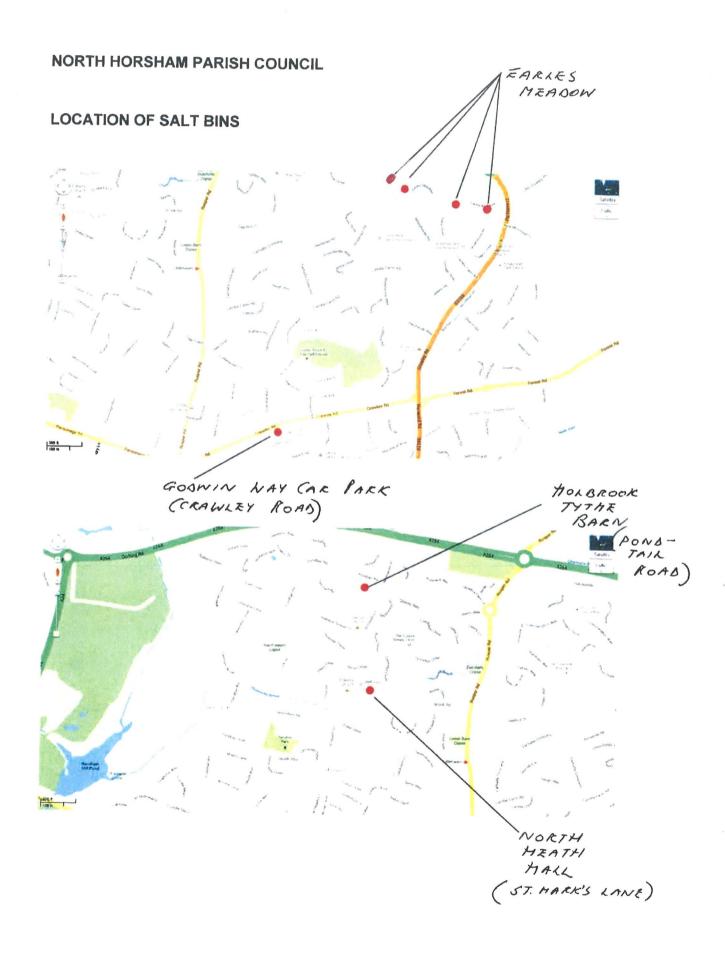
• Winter Service Network (Shown as Dark and Light Red routes) - this is the whole treatable network which WSCC will grit as a precaution for the prevention of the formation of ice, so far as is reasonably practical.

• Winter Resilient Network (Shown as Dark Red routes only) – the this is the reduced network to be treated/ploughed in the event of

(severe weather) snow greater than 5 cm



WINTER MAINTENANCE PLAN - APPENDIX 4



Winter Maintenance FAQ's 2023/24

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
1)What will the Winter Maintenance Plan include?	The Winter Maintenance Plan sets out how we respond to icy and snowy weather during the winter period.
	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 & Rescue stations, hospitals and routes to large industrial establishments.
	It is important that we focus our efforts on treating these roads during cold weather to reduce the potential for ice forming.
	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.
2) What is the Winter Service Network and how does it differ from the Winter Resilient Network	The Winter Service Network is the network we treat as a precaution to help prevent ice forming. It is a larger network than the Winter Resilient Network. It comprises areas of local importance and includes roads such as major bus routes, Police Stations, Ambulance Stations, Fire & Rescue stations, hospitals and routes to large industrial establishments.
	The Winter Resilient Network is a smaller network which is focussed on key roads in periods of severe weather.
	Further information is available via the link at the start of this document.
3) What is the Winter Resilient Network?	The <u>Winter Resilient Network</u> 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.

The Winter Resilient Network is based on the Resilient Network has regard to: • Connectivity between major communities; • Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and Other locally important facilities. 4) During a significant snow See O3 - The Winter Resilient Network is similar to the Winter Service Network and so customers will not experience a major change in service during significant snow events. The focus of the resilient event how does the Winter network is to keep major roads and important links open during a significant snowfall event. Resilient Network differ to the (emergency service/hospitals etc). Further information can be found in the Winter Service Plan via Winter Service Network the link at the start of this document. 5) What is considered when 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: deciding gritting routes? Connectivity between major communities; Links to the strategic highway network; • Connectivity across authority boundaries where appropriate; Links to transport interchanges; • Access to emergency facilities including Fire and Rescue, Police, Ambulance Services and Hospitals; • Links to critical infrastructure (ports, power stations, water treatment works etc.); • Principle public transport routes, access to rail and bus stations, and to bus garages and other depots; and Other locally important facilities. We have; • Focused on A & B road network (The M23, A27 and A23 Trunk Roads are the responsibility of Highways England)

	Invested in upgrading weather stations – for more accurate forecasting
	 More active community support – over 155 Parish & Town Councils supporting their communities. 850 Grit bins. At least 50 farmers/volunteers supporting
6)Why grit the main roads when	The National Code of Practice, Well Managed Highway Infrastructure, requires, in conjunction with
drivers can't get out of local	legislation that, a highway authority is under a duty to ensure, so far as is reasonably practicable,
residential roads?	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:
	Provide the service on all parts of the network; and
	Ensure carriageways, footways and cycle routes are kept free of ice or snow at all times, even
	on treated parts of the network."
	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.
7)Why is the road to my school	Priority is given to major and other important roads giving connectivity between significant
not gritted as it will be	communities, links to the strategic network, links to transport interchanges and access to emergency
dangerous for teachers and	services and hospitals. Consideration is also given to critical infrastructure such as power stations
children to get to school?	and water treatment works. It is recognised that it is not possible to treat all parts of the highway
	network or all bus routes.
	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.
8) Is there provision for the	This facility isn't currently available
Parish/Town Council to pay	A number of other local gritting centractors within the county currently work with Darich & Town
WSCC highways gritting	A number of other local gritting contractors within the county currently work with Parish & Town Councils to support local Community Winter Plans or Emergency Plans.
contractor for roads to be	Councils to support local community whiter Plans of Emergency Plans.
gritted using precept funds?	EFP Gritting https://efpgritting.co.uk/ based in Balcombe
	Sussex Gritting Services https://www.sussexgrittingservices.com/contact-us/ based in East
	Grinstead
	Sussex Manures https://sussexmanures.com/gritting and winter services.php based in Findon

Winter Management Offer 2023/24 Frequently Asked Question's

Question	Answer
9)Can the existing Winter Plan roll over to	All existing plans and agreements with local farmers/contractors need to be reviewed annually in case there are changes and resubmitted to WSCC.
this winter?	You will need to review and highlight any changes including:
	 Contact Details of nominated persons. Gritting and Snow Clearing routes identified in the plans. Locations of salt bins/bags and highlighting any additional bins or bins that have been removed. Check with your local farmer/contractor is still happy to support your winter plan.
	If the plan is as it was for the previous year, please indicate this by responding to this email.
10)What is the pre-	To be able eligible you must have submitted the following information by Friday 10th
arranged financial	 November 2023: WSCC will contact by email Parish & Town councils who have signed up to the existing scheme to confirm
contribution towards local farmers and	the following information.
contractors?	A plan showing the roads that Farmer / Contractor will be gritting or snow ploughing which is agreed by the local Area Highway Manager
	Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor.
	Farmer / Contractor details and contact information
	A valid Public Liability Insurance (covering November 2023 to April 2024) document for the Farmer / Contractor
	If your Parish & Town Council is new the scheme and has agreed to work with a local farmer/contractor to clear your local roads please contact active.communities@westsussex.gov.uk
	WSCC will enter into an Agreement with the local Farmer / Contractor based on the information provided in your plan.

11)How much is the	Financial Contribution consists of:
pre-arranged financial contribution towards	Financial Contribution can only be claimed for once a Trigger Email has been sent from WSCC Highways
local farmers and	advising of a forecasted significant snow event and to put the Winter Maintenance Plan into Action.
contractors?	In line with national agreed standards with the NFU and other neighbouring authorities WSCC will:
	 Provide £35 per hr towards farmers/local contractor to carry out precautionary salting to local roads identified in the agreed Local Community Winter Maintenance Plans as a result of a WSCC notification in advance of a significant snow event.
	 Provide £35 per hr towards farmers/local contractor to clear snow as a result of a significant snow event, from local roads identified in the agreed Local Community Winter Maintenance Plans and whose activities have been activated through the agreed Trigger Mechanism 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.
12)What is the Trigger	The Winter Management Plan is intended as a response to significant weather events ONLY.
Mechanism to activate Winter Maintenance Plans and	WSCC Highways will issue an email directed at the particular areas forecasted to experience significant weather event.
Farmers/Contractors?	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.
	• Precautionary Salting : Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractors to move bulk bags, undertake precautionary salting.
	• Snow Clearance : Advisory email of a significant weather event will be the trigger mechanism for paying farmers and/or local contractor's snow clearance is 2" (50mm) of accumulated snow.
	WSCC have no objections to local councils/community groups using the salt provided at their discretion and cost.
13)How do we pay the local farmer/contractor	WSCC will only cover the costs of filling salt bins, precautionary salting and snow clearance when the trigger has been activated.

for any work relating to	If the trigger is activated the payment from WSCC will be made directly the local Farmer/Contractor.
our winter plan?	This will only happen where there is an agreement in place.
	This will only happen where there is an agreement in place.
14)What are the	Salt/Grit held locally: If you have salt/grit stored at a local farmer this needs to be used to fill up the
arrangements to fill the	salt/grit bins before requesting further supplies from WSCC.
bin this winter?	No call (avit hald locally MCCC Highways will too up him locathon 750/ full and identified through the
	• No salt/grit held locally: WSCC Highways will top up bins less than 75% full and identified through the community audit submitted by the end of August 2022
	No bins will be filled after 13th October 2023
15)The Parish or Town	WSCC will not be supplying any new bins.
Council or Community	You will need to obtain agreement to place a salt/grit bin on the highway from the Highway Manager for the
group would like some	area before obtaining a new bin.
new bins is this possible?	
16)Existing Hippo bags	WSCC will not remove or move Hippo Bags once they have been delivered.
- Removed or Moved	If communities wish to move existing hippo bags they can utilise any local agreements with
itemeteu et i leteu	Farmers/Contractors at their own cost.
	Tarmers, contractors at their own costs
17)Bins/hippos bags	Salt/Grit mix is still usable if salt has risen to the top or gone clumpy and can be mixed by a stick or
where salt has risen to	shovel/spade to break up.
the top, gotten wet or is	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
clumpy.	wooden pallet and cover with tarpaulin
18)How will Daily	Daily forecast will be monitored between October and April and appropriate action taken. Issue a Daily
Decisions by Highways	Decision to all interested parties via @WSHighways sign up here
are communicated?	
19)Salt/grit supplies in	In the event of a prolonged or several extreme weather events, priorities will be to the Winter Service
the event of either a	Network for gritting and the Winter Resilient Network for snow clearance. We would have to consider the
prolonged or several	position of whether any salt/grit would be available more widely at that point on a need's basis e.g the areas
extreme winter weather	that have had snow will get priority.
events	Linde Have Had Show will get priority.
CVCIILS	