

# Findon Parish Council

## Local Winter Management Plan 2024/25

### Local Co-ordinators

Parish Council:

Cllr Sean Hellett Tel 07801 716524

email [sean.hellett@findonparishcouncil.gov.uk](mailto:sean.hellett@findonparishcouncil.gov.uk)

Cllr John Wilson Tel 07816 630263

email [john.wilson@findonparishcouncil.gov.uk](mailto:john.wilson@findonparishcouncil.gov.uk)

Fiona MacLeod Tel: 01903 877225

email [clerk@findonparishcouncil.gov.uk](mailto:clerk@findonparishcouncil.gov.uk)

### <sup>1</sup>Contacts for Daily Decision Trigger

Cllr Sean Hellett Tel 07801 716524

### Contacts for Snow Shovels

email [sean.hellett@findonparishcouncil.gov.uk](mailto:sean.hellett@findonparishcouncil.gov.uk)

Fiona MacLeod – Tel: 07834 369563

email [clerk@findonparishcouncil.gov.uk](mailto:clerk@findonparishcouncil.gov.uk)

Matthew Kennard – Tel 07831 206786

email [matthew@sussexmanures.com](mailto:matthew@sussexmanures.com)

### West Sussex County Council (WSSC) Treatment Coverage

WSSC's Precautionary Salting Network –

- A24 covered as a priority 1
- Horsham Road, Findon
- High Street, Findon

### Parish Council Salting and Clearing Arrangements

- Salt Spreader & Snow Plough belongs to Puckamuck/Sussex Manures. Insured and housed at Sussex Manures, Muntham Farm, Findon BN14 689 with supply of salt (see (iii) below). To be operated by Sussex Manures.
- Snow blower belongs to and insured by WSSC Highways.
- Six Bulk bags of salt (6 metres in total) to be provided by WSSC Highways during autumn, to be stored at WSSC Clapham Depot. Sussex Manures, Muntham Farm, Findon, West Sussex BN14 0RQ (Richard Kennard Tel 07831 206786 email [richard@sussexmanures.com](mailto:richard@sussexmanures.com) ) will collect an initial 3 metres of loose salt in own bags from Depot in November 2024, thereafter as required.
- Bulk bags of salt provided by WSSC Highways to be distributed to identified hazards locations when inclement weather is expected, if different from storage locations. This is for hand salting by local volunteers at the following hazardous spots on public roads and footpaths. Not to be used for complete route coverage. Manual salting must be confined to identified hazard areas and not for complete route coverage on either roads or footpaths.

#### Stable Lane

Suitable site on ground at entrance to the Downs Stables.

#### The Oval/High Barn

At top of The Oval/High Barn – outside no.32

#### Steep Lane/Nepcote (top)

On grass verge at junction of Steep Lane and Nepcote.

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<sup>1</sup> As agreed with Sussex Manures in January 2019, gritting would be deployed if -4 or below for Road Surface Temperature (RST) or if there is a high risk of ice (dependant on the RST) if roads are wet. This will replace the need to text for deployment instructions, unless in exceptional circumstances.

**Steep Lane /High Street (Bottom)**

On grass verge by streetlight column at junction of Steep Lane/High Street

**Cross lane/Holmcroft Gardens**

On grass verge at slip road junction of Cross Lane/Holmcroft Gardens

**Horsham Road**

grassed area off Horsham Road prior to Nightingales and opposite the old cottages

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**Identified Problem Areas**

School Hill,  
Nepcote Lane (including Nepcote),  
Cross Lane  
Stable Lane  
Steep Lane  
Nightingales

**Map**

See Appendix 1a for map of Parish and WSCC gritting routes and Appendix 1b for Sussex Manures routes

**Salt bins and locations = Twelve**

Convent Gardens	j/w Nepcote Lane 30m inside Convent Gardens
Convent Gardens	opp no 20
Convent Gardens	opp no 11
Cross Lane	j/w A24
Fox Lea x 2 bins	Just inside road
High Street	j/w A24 opposite The Black Horse Pub
Horsham Road	j/w A24
School Hill	j/w Findon Roundabout
Beech Road	j/w Stable Lane
Steep Close (opp no 2)	
Horsham Road	grassed area prior to Nightingales

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**Volunteers (see Appendices 2-4)**

Point of contact for requests for help:

Parish Council - Cllr Sean Hellett - 07801 716524

Clerk: Fiona MacLeod – 01903 877225

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**Road Clearance Volunteers/contractors & Farmers (for reimbursement)**

Richard Kennard of Sussex Manures, Muntham Farm, Findon BN14 ORQ  
07831 206786

Salt/gritting service & snow ploughing as required.

Will assist with collecting/moving of bags.

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**Emergency Plan**

Councillors are requested to check residents' needs in their areas and to refer offers of help to Cllr Sean Hellett as co-ordinator.

In extreme weather conditions, the Emergency Plan will supersede this Local Winter Management Plan.

Emergency Reception Centre: Findon Village Hall

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**WSCC Contact Centre**

Please report fallen trees or damage to the public highway by phoning 01243 777100 (8am to 6pm Monday to Friday) or online at <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-about-a-road-or-pavement/>

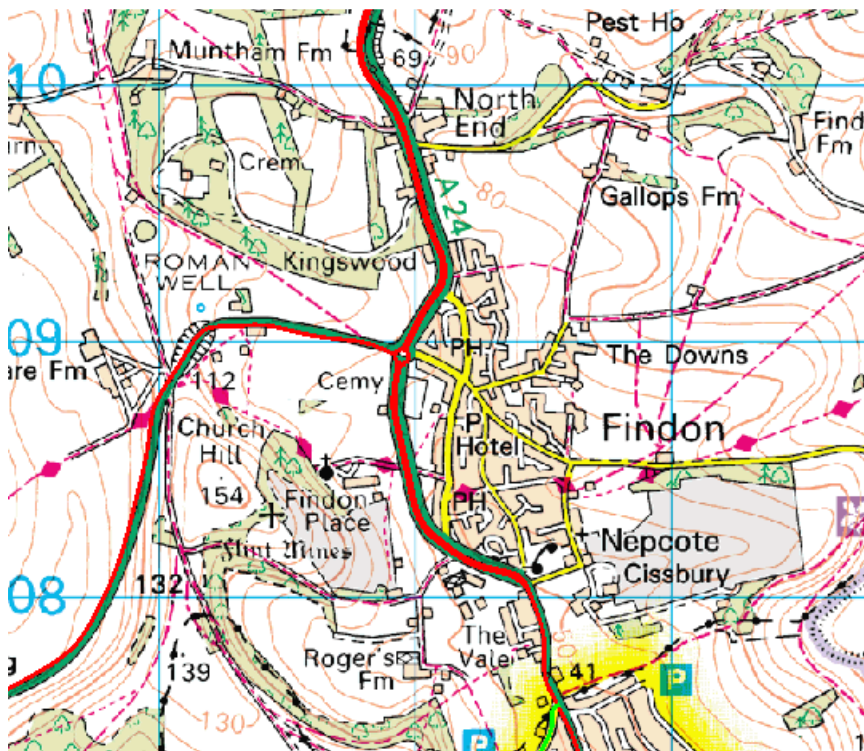
### WSCC Winter Service

Full details of the daily gritting decision, gritting routes, winter service plan and related information about roads in winter can be found on the WSCC web site <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/winter-service>

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### Appendix 1a and b

(Salted by WSCC **RED**) – see below



Findon - Google Maps

Google Maps Findon



Map data ©2018 Google 200 m

*Steep lane only with small carter*

## **INSURANCE**

The following two statements are provided to clarify the concerns around providing salt/grit for people to spread.

### **Restricted salt for Winter Watch Volunteers: locked Salt/Grit Bins**

If it is the group/organisation/Parish Council's intention to supply restricted salt you will have a duty of care to those who are spreading salt/grit on your behalf.

All registered Winter Watch Volunteers will be covered as volunteers under the West Sussex County Council (WSSC) insurance policies, whilst carrying out their agreed role for and on behalf of WSSC.

All Winter Watch Volunteers must be trained on the spreading of salt/grit and only spread salt/grit in their designated area; WSSC will be hosting some training events. All salt/grit spreading activity must be recorded, including date, time, area cleared and if possible the amount of salt/grit used.

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

When clearing snow it is important that group/organisation/Parish Council's ensure that the following personal safety measures are adhered to by all registered Winter Watch Volunteers:

- Keep a log of all activity including, the time and date you have gone out, the amount of salt you have spread and the stretches of footway you have cleared and a
- Undertake a dynamic risk assessment each time you spread salt
- If you are working alone, always contact someone when starting and finishing
- Be careful, use common sense and pay attention to who is nearby
- Choose suitable clothing (as outlined above)
- It is easier to clear fresh snow, so make a start before it becomes compacted, if safe to do so
- Only clear the stretches of footway you have been designated to clear
- Don't attempt to clear snow from roads, only clear snow from pavements
- Always try to face oncoming traffic
- Use your snow shovel and salt as you have been trained to do
- Always bend your knees when lifting, not your back and do not try to move or lift anything that is too heavy
- Take regular breaks and if possible take in plenty of hot drinks

### **Ad Hoc access to salt: unlocked Salt/Grit Bins and Hippo Bags**

If it is the group/organisation/Parish Council's intention to simply supply the bins with salt/grit for residents to spread when required it is important to communicate this clearly to avoid any misunderstanding.

For example, a group/organisation/Parish Council could arrange a leaflet drop to the residents concerned making it clear that although the group/organisation/Parish Council are supplying the bin and salt/grit they are not directing the residents to spread the salt/grit; this will be purely down to the individual to act on their own initiative for the benefit of the Community. This should avoid anyone mistakenly believing they are volunteering on behalf of the Parish Council.

A group/organisation/Parish Council should also ensure that all salt/grit bins have the following statement attached within the bin:

“The (name) have supplied this bin and salt/grit for use by and for the benefit of the community. Any individual using the salt/grit will be acting on their own initiative and this action will be entirely at their own risk

It is recommended that the following equipment is used when spreading the salt/grit; a high visibility vest/jacket, warm gloves, sturdy non slip waterproof footwear, warm clothing, a snow shovel and a fully charged mobile phone.

If you are working alone, always contact someone when starting and finishing”

## Appendix 3

### General Volunteers

Volunteers managing salt bags should be prepared to use their own initiative to salt when required. Volunteers under the age of 16 must be accompanied by an adult. If volunteers carry out Winter Service work for Parish Councils in conjunction with WSCC, the following process must be followed to ensure volunteers are covered by the County Council's insurance policy:

The Parish Team Leader must provide the volunteer(s) with a briefing of the Parish Winter Management Plan and guidelines/risk assessments contained within. Either in the day or for the period of time the work takes place, an Attendance List must be completed (Appendix 4). If the Parish Team Leader is not present when work takes place, a nominated volunteer will be requested to take responsibility for the completion of the attendance list and return it to the Parish Team Leader. When the work is finished, the Attendance List must be returned to: Richard Speller, WSCC Southern Area Office, Clapham Common, Clapham, Worthing, West Sussex BN13 3UR.

### Other Residents

If you are able safely to clear snow in your vicinity you are encouraged to do so. There has been much in the media about people potentially being sued for injuries following their clearing of snow.

### For further advice visit:

[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

If you are aware of particular hazards, you are welcome to contact one of the Local Coordinators. If there is an immediate danger, contact the Police on the non-emergency number (101) or in a genuine emergency 999.

Please note that the salt provided by WSCC is for use only on public roads and footpaths.

Sample Attendance List:

Attendance List of Winter Watch Volunteers

Name of Task Leader \_\_\_\_\_

Date/s \_\_\_\_\_

Task Short Description \_\_\_ Snow Clearance / Salt Spreading \_\_\_\_\_

\_\_\_\_\_

Location \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Aware of guidelines in Parish Winter Management Plan

Notified Leader of any medical conditions  
(Please tick or N/A as appropriate)