



HENFIELD PARISH COUNCIL

LOCAL SEVERE WEATHER PLAN

INDEX

1 Introduction

**Page
Number**
3

2	Coordination and Communication	3
3	Role of Highway Authority (WSCC)	4
	3.1 Treatment of Road	4
	3.2 Provision of Salt / Grit	5
	3.3 Information Provider	5
4	Role of Henfield Parish Council	5
	4.1 Treatment of Pavements etc.	5
	4.2 Vulnerable Persons	5
	4.3 Use of Volunteers	6
	4.4 Support to Volunteers within the Parish	6
	4.5 Health & Safety	6
5	Liability of Henfield Parish Council & Volunteers	6
	5.1 Risk of Litigation	6
6	Winter Safety Equipment	7

Appendix 1 - List of Vulnerable Persons (*Confidential to Henfield Parish Council*)

Appendix 2 - List of Volunteers

1 **INTRODUCTION**

The purpose of this Plan is to provide a detailed structure of the actions Henfield Parish Council (referred to as “this Council”) will aim to take in response to severe adverse ~~winter~~-weather conditions. In producing this Plan, it should be acknowledged that this Council has no statutory responsibility in respect of the actions detailed in the Plan but is seeking to respond to expressed concerns and issues resulting from the severe weather conditions experienced during the winter of 2009/10.

This document should be used in conjunct in with Henfield Parish Council’s Emergency Plan

Key Objectives

- Safety, control and welfare of all Council employees and volunteers involved in the response.
- Determination of priorities, having particular regard to the needs of the emergency organisations
- Communication with the response team and community (including liaison with the Emergency Authorities), via the media or by direct contact, is treated as a key priority throughout.
- Legal impacts are effectively considered and that costs associated with the response are logged and controlled.
- All parties involved are kept updated of the situation.
- A review of the response is conducted so that lessons learned can be incorporated into future procedures.

Activation

This contingency plan will be activated by the Parish Council's Emergency Planning Team, and if contactable, Horsham District Council's Emergency Planning Officer.

2. COORDINATION AND COMMUNICATION

This Council's Local Emergency Management Plan Co-ordinator is:

KEVIN WRIGHT (Clerk - Community Emergency Coordinator)

Contact details:

Tel : 01273 492507 (office)
01273 494759 (home)
07539 013898 (mob)
Email : office@henfield.gov.uk (office)

When unavailable the Co-ordinator's role will be undertaken by:

RICHARD NYE (Works Officer – Henfield Parish Council)

Contact details:

Tel : 01273 492507 (office)
01273 494162 (home)
07763 414600 (mob)
Email : office@henfield.gov.uk (office) nye@redoaks.fsnet.co.uk (home)

Henfield Parish Council Emergency Planning Team

Name & Role		Telephone	Mobile
Kevin Wright Community Emergency Coordinator		01273 492507 (w) 01273 494759 (h)	07539 013898
E-mail	(w) – office@henfield.gov.uk (h) skinuts@tiscali.co.uk		
Malcolm Eastwood Chairman - Henfield Parish Council		01273 492499	07505 763624
E-mail	malcolmeastwood371@btinternet.com		
Richard Nye - Deputy Community Emergency Coordinator		01273 494162	07543 809892 (w) 07763 414600 (p)
E-mail	nye@redoaks.fsnet.co.uk		
Elaine Goodyear Vice Chairman–Henfield Parish Council		01273 192050	07710 070800

E-mail	e.goodyear@btinternet.com	
Richard Kendall - (Councillor. Chairman – Lighting & Open Spaces Committee)	01273 492294	07957 557489
E-mail	richardkendall454@icloud.com	

This Council will seek to work in partnership with the authorities which have statutory responsibilities in respect of problems which occur as a result of adverse conditions. The main such authority being West Sussex County Council (Highways Department) (referred to as “West Sussex County Council”).

WSSC single point of contact is:

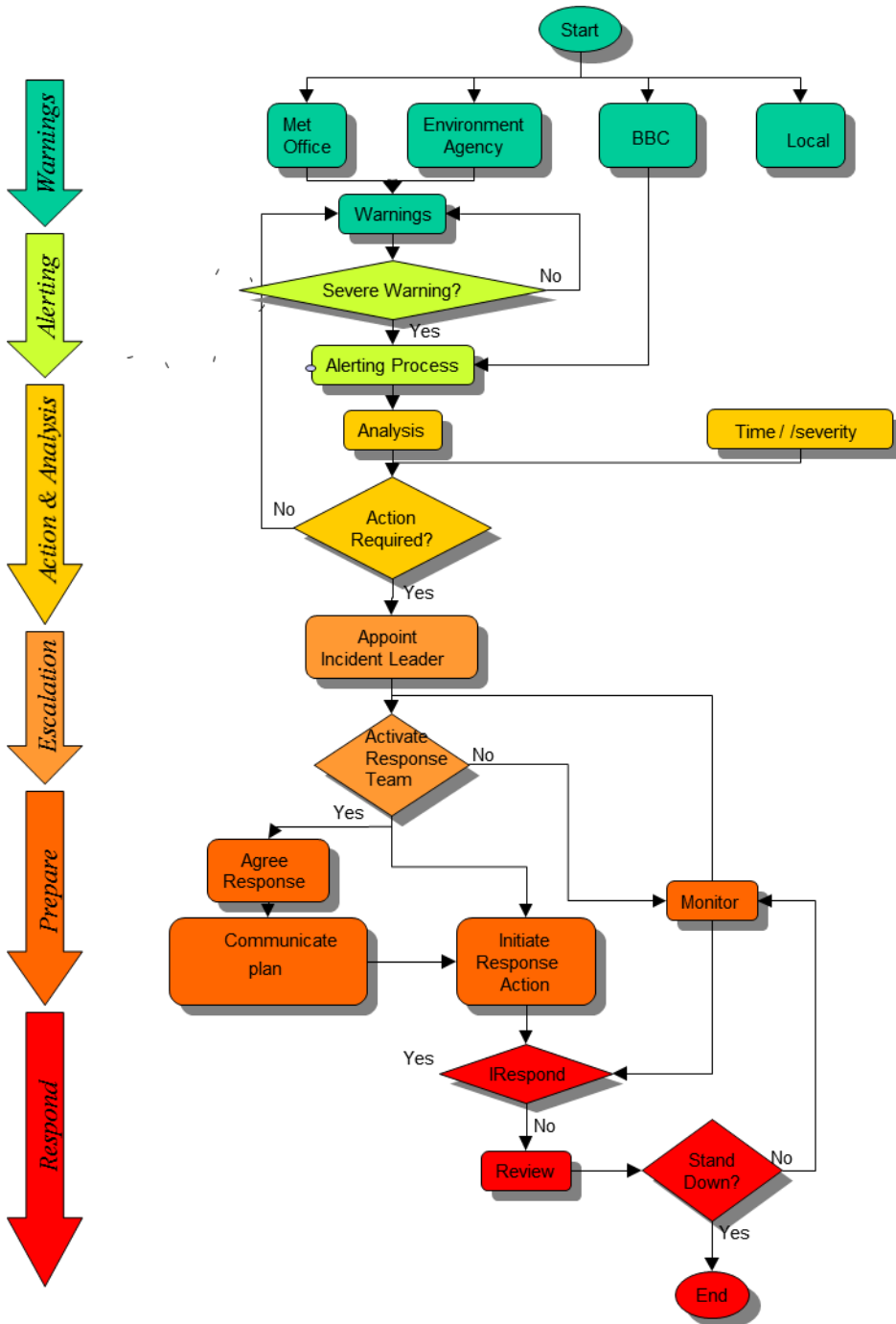
The Winter Service Duty Manager

Tel : 01243 642105
 Email : Highways@westsussex.gov.uk
 Address : West Sussex Highways
 Durban House
 Durban Road
 Bognor Regis
 PO22 9RE

(Other information will be available on WSSC’s website: www.westsussex.gov.uk)

This Council will also seek to work in partnership with Horsham District Council in respect of both The Henfield Hall car park and Library car park.

3 Severe Weather Process



Section 4 Severe Weather/Snow

The Meteorological Office (Met Office) issues severe weather bulletins for the whole of the UK when weather conditions meet specific criteria. Two levels of warning are issued,

- Severe Weather Warning - predicts hazardous weather conditions that are expected over the next 24 hours, and,
- Flash Weather Warnings - advises of imminent hazardous weather usually in a more localised geographical area.

The HDC single point of contact is:

The Car Park Manager

Tel : 01403 215222
 Email : Stuart.Slater@horsham.gov.uk
 Address : Horsham District Council
 Parkside
 Chart Way
 HORSHAM RH12 1RL

3. ROLE OF HIGHWAYS AUTHORITY (WSCC)

3.1 Treatment of Roads

The following roads in and around the Henfield Parish are programmed to receive both precautionary and reactive treatment:

A281, A2037, B2116 (Junction A 281 eastwards towards A 23).

Horn Lane (from A2037 to A281) will receive precautionary treatment only.

This Council has requested that where resources permit these additional roads are also treated (in order of priority):

1	Deer Park from Wantley roundabout (A 281) to entrance of Henfield Medical Centre	reason: vehicular access to Medical Centre.
2	Church Street/Upper Station Road/Station Road	reason: access to bus depot and route to school and care homes. Alternative route to Dropping Holms (steep incline).
3	Broomfield Road to include access to the Hooks	reason: bus/school bus route, access to Red Oaks nursing home, west artery route in Henfield
4	Fabians Way	reason: access to St. Peter's School and Upper Mead Rest Home.
5	Dropping Holms/Lower Station Road	reason: bus route, steep hill.
6	Nep Town Road/Mill End	reason: completion of west arterial route in Henfield.

During periods of severe winter conditions, this Council will advise WSCC of those additional roads which are to receive precautionary/reactive treatment because their hazardous condition requires reactive treatment.

(**note:** Precautionary treatment takes place before the predicted event to allow time for salt to turn into brine. Reactive treatments, which may include snow ploughing can only take place once snow has accumulated)

NEED SOMETHING WSCC / FALLEN TREES /ROAD CLEAREANCE

3.2 Provision of Salt

Subject to available resources, WSCC to provide to this Council three one-tonne bags of salt/grit mix to be delivered to the Henfield Hall, for distribution by this Council. The bulk bags will be stored in a secure area beside the Henfield Hall. These bulk bags are only for use on the public highway as a form of self-help. In addition, hippo salt bags will be placed by WSCC at the following locations (*map attached*)

- Deer Park opposite junction with Fawn Rise
- Parsonage Road outside No 1 (London Road end)
- Wantley Hill Estate (open space by children's swings)
- Upper Station Road opposite junction with Fabians Way
- Upper Station Road at junction with Church Lane
- Station Road at junction with Lower Station Road
- Broomfield Road at junction with The Hooks
- Dropping Holms just before junction with Sandy Lane
- Chanctonbury View halfway down
- Furners Mead on corner outside No 39

See maps over page

3.3 Information Provider

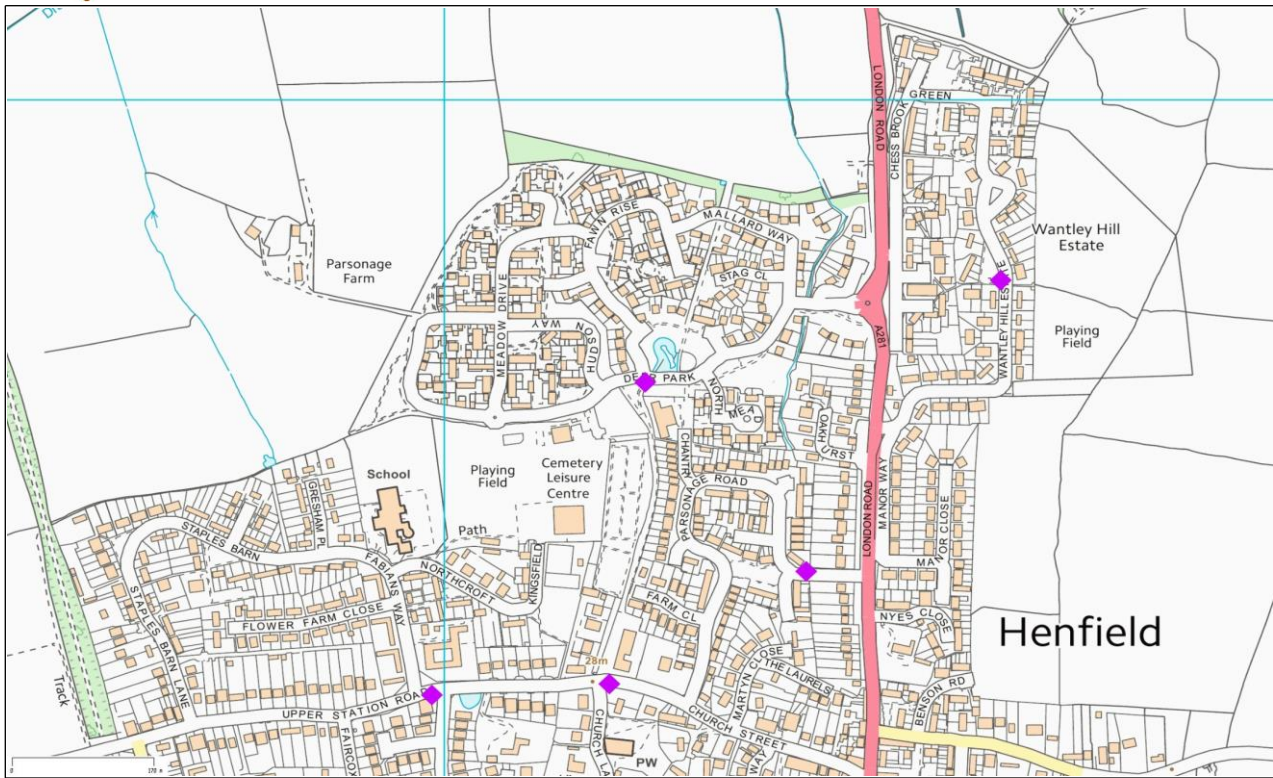
The Daily Decision is made by WSCC's Winter Service Duty Manager each day between 1st November and 31st March based on available information and states which parts of the precautionary highway network (see above) is to be treated and when. This information will be available on Twitter.

Section 5 Flood Warnings

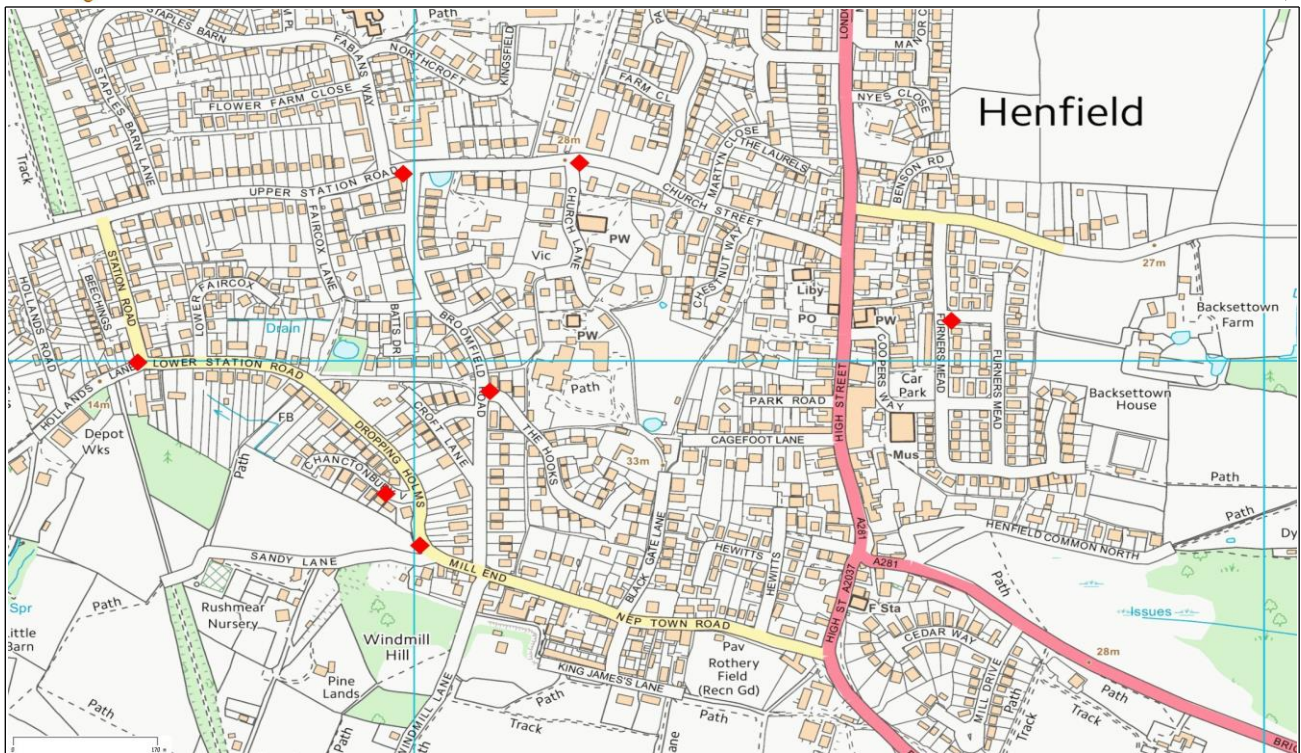
The Environment Agency issues flood warnings in England and Wales. There is no formal flood warning process in Northern Ireland or Scotland. Warnings are issued when rivers or the sea are likely to cause flooding to areas beyond the usual and expected limits.

The definition of the flood warning codes are as follows:





Henfield salt bin map NORTH segment of village



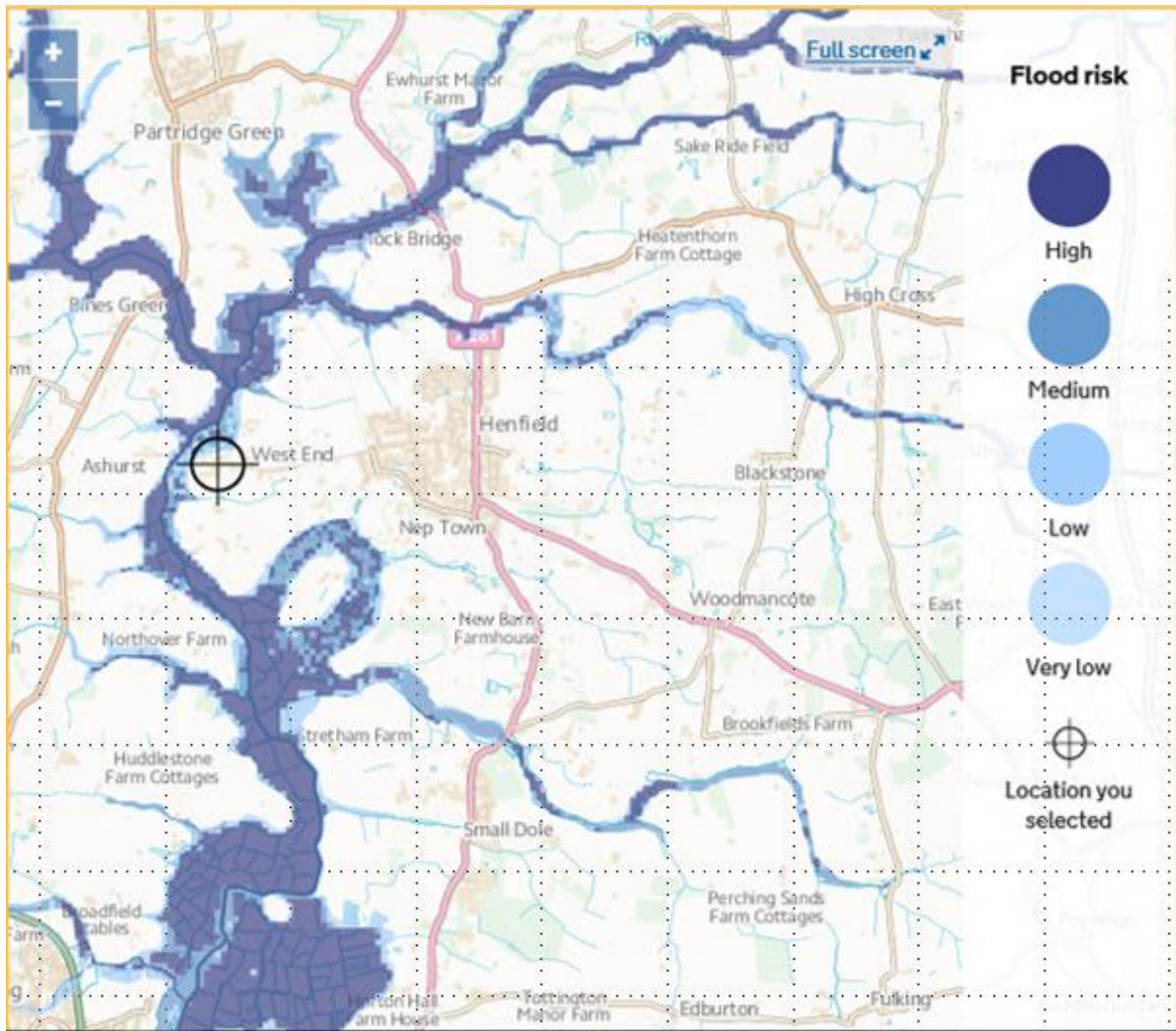
Henfield salt bin map SOUTH segment of village (note overlap)



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	<p>Flooding is possible in the (XXX) area, be prepared, and watch out!</p>
	<p>Flooding of homes, businesses and main roads is expected in the (XXX) area, act now!</p>
	<p>Severe flooding is expected in the (XXX) area, there is imminent danger to life and property, act now!</p>
	<p>There are no Flood Watches or Flood Warnings in force in the (XXX) area.</p>

MAP OF FLOOD PLAIN HENFIELD



Note potential closure of A 281 north of Henfield and A2037 south of Henfield and issues for properties to the west and south west of the village

6 ROLE OF HENFIELD PARISH COUNCIL

COMMUNICATION? TO VOLUNTEERS, PUBLIC

COORDINATION – WHO , HOW , WERE TO MEET HOW TO CONTACT VOLUNTEERS REPORTING INSTRUCTIONS, NEED TO BRING

6.1 SNOW

6.1.1 Treatment of pavements etc:

This Council will endeavour to undertake the following:

- a) Precautionary salting of the following areas when a high risk of heavy or prolonged falls of snow is forecast as imminent:
 - **Henfield High Street pavement** – both sides between Furners Lane and Golden Square.
 - **Footpath between High Street & Library car park by Henfield Library**
 - **Footpaths either side of bus shelter into Library car park.**
 - **Caudle Street** (exposed areas)
 - **Brick Lane** (exposed areas)
 - **Coopers Way pavement** (both sides)
 - **Sloped entrance to Village Hall car park**
 - **An area of path and roadway from the pedestrian exit from Village Hall car park to Caudle Street and the rear entrance of Budgens**
 - **The area in front of the Henfield Hall.**
- b) Reactive action to include snow clearance (when appropriate) and salting to provide a safer passage over the above-mentioned locations following snowfall/freezing rain where it is expected the adverse conditions will remain for longer than one day or are of a particularly severe nature.

-+

Note: There may be an expectation that this Council should treat other locations, but with the limited resources available it will direct those resources to the areas of highest pedestrian use.

6.2 AGAIN WHAT ABOUT CLEARING FALLEN TREES – DICK??? OR DAMAGE TO KEY BUILDINGS

6.3 Vulnerable persons

This Council will maintain a list of persons who are considered vulnerable during severe adverse winter weather conditions. When such conditions occur this Council will arrange to contact those persons to ensure their wellbeing. Such vulnerable persons will be required to sign a declaration form consenting to such help from this Council or those acting on behalf of this Council. (See Appendix 1 - list and contact details of registered vulnerable persons. This list will remain confidential to this Council).

6.4 Use of Volunteers

This Council will maintain a list of:

TO BE UPDATED

- **Persons with 4 x 4 vehicles who are prepared to assist transporting persons/goods where prevailing conditions preclude use of other vehicles.**
- **Persons to assist this Council spreading salt/grit and snow clearing.and road clearance (see Appendix 2 – list and contact details of volunteers)**

6.4.1 Support to Volunteers within the Parish

Subject to availability, this Council will act as a distribution point for salt/grit provided by WSCC for use by residents for treating specific hazardous areas of the public highway in the Parish.

6.5 **Health & Safety**

A full Risk Assessment will be undertaken prior to any snow treatment or clearance being carried out by this Council. Where a risk is identified that cannot be appropriately managed, the treatment or clearance will not take place.

7. **LIABILITY OF HENFIELD PARISH COUNCIL AND VOLUNTEERS**

Neither this Council, volunteers nor individual residents are statutorily responsible for carrying out the functions referred to in this Management Plan.

7.1 **Risk of Litigation**

The Ministry of Justice has issued the following advice:

“The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small”.

However, a snow-clearer does have a duty to clear with reasonable care so as not to create a new and worse risk. To this end WSCC offers the following advice:

Do's

- Follow the **Parish Severe Weather Plan** ~~Winter Management Plan~~
- Move snow to a porous surface such as a grass verge or garden
- Spread salt/grit evenly and at appropriate spread rates (40 grams per square metre when snow is anticipated).
- Clear any excess salt or grit once the snow / ice has melted.

Don'ts

- Use water to melt snow and ice if there is a risk it will refreeze,
- Move snow to a location where it will create another risk such as another part of the pavement, road, or where people are likely to walk,
- Use excessive salt/grit or other materials so as to create a new or worse risk once the snow/ice has melted.

This Council will publicise the above advice to residents of the Parish at the start of the winter period by the various methods of communication available at the relevant time to this Council.

8. **WINTER SAFETY EQUIPMENT**

At the beginning of each winter period this Council will maintain the following equipment:

- A manual salt/grit Spreader (Cruiser Turbocast 300)
- 3000 kilograms of salt contained in individual 25 kg bags
- 2 x snowscoops
- 2 x snowshovel
- 4 x shovel
- 2 x broom

9. Documentation Control

<i>Issue 1</i>	<i>HPC Winter Plan</i>	<i>July 2016</i>
<i>Issue 2</i>	<i>Reviewed, extended and renamed to include severe weather</i>	<i>Sept 2017</i>

CONFIDENTIAL SECTION OF PLAN

APPENDIX 1

LIST OF VULNERABLE PERSONS IN PARISH
(Held by Parish Council)

APPENDIX 2

LIST OF VOLUNTEERS
(Held by Parish Council)