

## **Haywards Heath Winter Weather Management Plan**

This policy outlines the actions that Haywards Heath Town Council (HHTC) will undertake to counteract the effects of severe winter weather in Haywards Heath and Parishes that we serve through Cluster Working arrangements.

These measures are intended to complement road gritting and salting carried out by West Sussex County Council (WSSCC) and the Emergency Planning Advice for such events produced by Mid Sussex District Council (MSDC). It is not the intention of the Town Council to replace the efforts made by our principle authorities, but the adoption of a plan is to complement their activities so that a joined up approach is developed to provide the best response possible for the residents of the Town.

### **1) Hayward Heath Severe Winter Weather Management Coordinators**

The following coordinators have been nominated by the Town Council to act as the administrator(s) of this policy. The named coordinator is the Town Clerk, although a deputy will be available to take the Clerk's place when necessary. The coordinator will be the Town Council's main point of contact, and will co-ordinate the response to the event on behalf of the Town Council.

Contact(s): Steven Trice – Town Clerk  
Andrew Sturgeon – Deputy Town Clerk

Address: The Town Hall  
40 Boltro Road  
Haywards Heath  
RH16 1BA

Tel: (01444) 455694 or out of hours 07863154631

Email: [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

Website: [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)

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### **2) West Sussex County Council offer in line within its role as the Highway Authority. (Appendix 2 outlines the WSSCC Winter Management Community Resilience offer.)**

- Monitor the daily forecast provided by its weather forecast provider between October and April and take appropriate actions. Issue of a Daily Weather Decision to the Town Council.
- Treat the Precautionary Salting Network – approximately 1,600km of the county's roads.
- Purchase and store at five depots at least 10,000 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 24 gritters (bulk spreaders) between October and April.
- Fill salt bins in pre-winter.
- Deliver, pre winter, Bulk Bags to locations identified in Local Winter Maintenance Plans and fund farmers to distribute the bulk bags to locations identified in the agreed Local Winter Maintenance Plans.

- Fund local farmer / local contractor to fill salt bins as required during the winter with salt from the bulk bags stored locally.
- Fund farmers to clear local roads identified in the agreed Local Winter Maintenance Plans

**3) West Sussex County Council does not undertake any of the following:**

- Treat any roads not identified as part of the Precautionary Network.
- Handtreat footways / cycleways / precincts as a precautionary exercise.
- Treat private, 3rd party or non highway land.
- Refill salt bin or replace Hippo Bags during the winter period.
- Deliver salt bins or hippo bags once winter has started.
- Fund farmers to clear roads that have not been identified in the agreed Local Winter Maintenance Plan.
- Undertake, or support, any supplemental proposals that are not identified in the agreed Local Winter Maintenance Plans.
- Consider Local Winter Maintenance Plans submitted after 1<sup>st</sup> August.

**4) Mid Sussex District Council role.**

Whilst District Councils are not obliged to clear snow or ice from public highways, pavements, precincts and private roads, Mid Sussex District Council will, in the most extreme circumstances, work with local Town and Parish Councils and assist in the clearance of snow and ice, in agreed priority areas. They will, where possible, re-deploy contractors (e.g. grounds maintenance and street cleaning) to undertake snow clearance, as agreed between the contractor, the Council and its local partners.

**5) To Meet the gap left by West Sussex County Council – Haywards Heath Requires the following resources:**

- In partnership with Serco and MSDC provide 40 tons of salty to agreed mass storage location within Haywards Heath.
- The Town Council provides 91 salt bins in the Town as laid out in appendix 1, which need to be filled by West Sussex County Council contractors.
- The Town Council requests that Heath Road is added to the WSCC Treat the Precautionary Salting Network priority list and would like a response to this request.
- In addition to this due to cluster arrangements HHTC would require a further 10-15 tons of salt delivered to parishes for administration by the Town Council.
- To clear Town Council land holdings.
- To work on pavements, footways / cycleways / precincts when appropriate and in line with Council resources.
- To assist the vulnerable when possible.
- Be a one stop information shop during snow weather events.

**6) Process to HHTC Administer Office Resources:**

Receipt of Warning: MSDC and WSCC to inform HHTC via Severe Weather Warnings received by the MSDC Emergency Planning Team and through WSCC daily updates containing adverse winter weather warnings.

In liaison with WSCC and MSDC the level of publicity will be agreed on the forecasted event and links to MSDC's and WSCC's website will be made to compliment HHTC's. This will include advice on the Town Council's Winter Management page and the Homepage of HHTC's website.

**Information Sharing:**

By adopting this policy and publishing it Haywards Heath Town Council adopts West Sussex County Council's 'Guidance on Preparing a Local Winter Management Plan', which outlines the approved maps relating to snow clearance on the main highways and Mid Sussex District Council's Guidance for Response to Severe Weather, which include contacts to emergency resources.

The Town Council's website will host this policy, the County Council's and Mid Sussex District Council's policies for severe weather. In addition the Town Council will publish the location of all grit bins in the Town and link to the information pages of the two principle authorities and local transport providers.

The Town Council will have the ability to post severe weather warning on its website homepage and constantly update it through the severe weather events.

The autumn edition of the Town Council's newsletter will contain details of the Town Council's role and emergency contact numbers for the coordinator at the Town Hall, Mid Sussex District Council and West Sussex County Council.

**7) Process to HHTC Administer Groundstaff Resources before event:**

To ensure that the Town is prepared for such events the following forward planning work will be undertaken. The Town Council on an annual basis will (normally in August/September);

- Audit the Town's stock of salt bins.
- Consider requests for new salt bins in the Town.
- Review the location of all bins to ensure that they are serving the appropriate areas effectively.
- Order new or replace salt bins when necessary.
- Will ensure that bins are filled and replenished via WSCC.
- Audit the equipment available for use in the severe weather conditions.
- Audit which roads can be cleared and linked to those major road treated by the County Council.
- The Town Council openly supports and has supported infrastructure for self help for residents in the outlying areas of the Town, through filling salt bins that have been purchased by residents. The Council also holds a supply of snow shovels for use by local businesses.

**All winter maintenance equipment will be moved from the Council Depot to Boltro Road on the event of a warning of a snow weather event.**

**8) Distribution of Town Council Groundstaff/Resources after the event.**

Where appropriate and if possible the Town Council will deploy its Groundstaff to assist with the efforts to manage heavy snow fall and ice within the Town.

Requests for assistance will need to be made to the co-ordinator(s) who will deploy resources at their discretion. This includes supporting ad hoc request to meet the needs of the vulnerable or areas that are needed to be cleared to connect the Town Centre to outer environs of the Town.

The Council in addition to its land holdings has identified schools, nursing homes, access to the Princess Royal Hospital, the Town Centre and Haywards Heath Train Station as priority area for clearance.

*With regards to Town Council owned land: Haywards Heath Town Council acknowledges and understands it has a responsibility under the Occupiers Liability Acts 1957 & 1984 towards the safety of all visitors to its premises or land.*

*'During periods of snow and ice Haywards Heath Town Council will assess all the risks associated with its premises or land and aim to eliminate or reduce these risks as far as is reasonably practicable.*

*If, in the opinion of the Clerk of the Town Council, the risks associated with clearing the snow or ice are outweighed by the risks posed by not clearing the snow and ice then the Town Council will undertake to clear the access to its premises or land, as far as is reasonably practicable.*

*If, in the opinion of the Clerk of the Town Council, the risks of not clearing snow or ice are outweighed by the risks posed by clearing the snow and ice then the Town Council will not undertake to clear the snow and ice and an explanation along with photographic evidence supporting this decision will be filed. As a result of this decision the Town Council may decide to close its premises or withdraw access to its land if it is felt that allowing access to continue is not in the interest of public safety'.*

**9) Process to Deploy Resources**

HHTC initial response, once groundstaff can safely leave the Town Hall, is to help clear snow and ice to compliment the work of Serco (under MSDC leadership). This includes supporting clearance down Boltro Road to Haywards Heath Train Station and up Boltro Road onto The Braodway. Serco staff are instructed to come up Perrymount Road to the Broadway then they leapfrog the Town Council team onto South Road, then up to Franklands Road.

This works compliments the routes available as a result of WSCC gritting routes priority 1 Strategic (main) A roads and access roads to emergency services except the trunk roads A27, A23, M23 which are the responsibility of the Highways Agency and 2 (remainder of the A and B road network) as per the map attached to assist the Town to stay operational with clear access to shops, services, the hospital.

Haywards Heath Town CIC staff will leave Haywards Heath at the earliest opportunity after they have cleared safe passage and link into our partner Parish Council winter maintenance plans.

## **10) Appendices**

1. List of grit bins located in Haywards Heath.
2. WSCC Winter Management Community Resilience offer.
3. WSCC useful information pack.

### ***DISCLAIMER***

***Whilst every effort has been made to follow official guidance in drafting this Winter Management Plan, Haywards Heath Town Council is not responsible for any event resulting from misinterpretation of or subsequent changes to the guidance.***