

# **RUSPER PARISH COUNCIL**

# **LOCAL WINTER MANAGEMENT PLAN**

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September 2022

Approved 14<sup>th</sup> May 2024

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### **BACKGROUND**

The experience of the winter of 2010/11 highlighted the importance of co-operation between the various agencies and the value of the Parish Councils' roles within their communities. The Parish Council does not have a statutory duty to prepare for and deal with snow and ice, but we are in a good position to inform the principal authorities about local needs and we want to do whatever else we can for our community.

Both West Sussex County Council and Horsham District Council have published guidance during 2010 ("Preparing a Local Winter Management Plan" and "Guidance for Response to Severe Weather" respectively). Drawing from both of these documents, Rusper Parish Council has put together this Local Winter Management Plan that sets out to clarify what the community can expect from the principal authorities and what the Parish Council has put in place so that we can be better prepared to help ourselves. The plan will be reviewed annually.

### **ROLE OF THE PRINCIPAL AUTHORITIES (WSCC AND HDC)**

West Sussex County Council, as Highway Authority, assumes overall responsibility on snow and ice clearance on the public highway. Their priorities are concentrated on keeping the main roads and routes to essential services open throughout the County. WSCC's service includes:

- Bulk purchase and storage of salt
- Filling salt bins and delivering 1 tonne bulk bags (Hippo bags) when resources permit
- Issuing farmers with snowploughs
- Pre-treatment of selected roads
- Reactive treatment of roads when resources permit
- Monitoring local weather forecasts
- Issuing a Daily Decision regarding action(s) to be taken
- Providing advice and training

A full copy of the WSCC Winter Service Policy is on WSCC's website:

[www.westsussex.gov.uk](http://www.westsussex.gov.uk) Whilst District Councils are not obliged to clear snow or ice from public highways, pavements, precincts and private roads Horsham Sussex District Council will, in the most extreme circumstances, work with local Town and Parish Councils and assist in 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.

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### **ROLE OF THE PARISH COUNCIL**

As stated in the opening paragraph, Parish Councils do not have a statutory duty to deal with snow and ice (except the area around their own property) and we do not have the resources to make a commitment to provide a snow clearing service. What we hope to do therefore is to encourage and facilitate self help as far as possible and to liaise with other authorities and agencies. To achieve this we have taken [or will take] the following action:

- Establish and maintain links with key personnel of principle authorities
- Prepare and publish a Winter Management Plan, to include contact details, location of salt bins and a statement of how salt supplies will be managed
- Inform WSCC of any additional roads that, on the basis of local knowledge, it is considered should be on the treatment route
- Purchase salt bins for agreed locations and arrange to have them filled by WSCC
- Nominate a Co-ordinator
- Receive the Daily Decision from WSCC and liaise with key personnel and local contacts regarding any action to be taken
- Request additional salt in Hippo bags from WSCC for selected locations
- Facilitate keeping the footways in the village centre safe for pedestrians
- Purchase equipment as appropriate
- Liaise with WSCC for replenishment of salt supplies [subject to availability]
- Liaise with HDC for their contractors to treat pavements and car parks
- Inform WSCC of any severely affected key roads requiring treatment
- Review the Winter Management Plan annually or following severe weather events and consider further action

### **CONTACTS**

The Community & Economic Development Principal Community Officer will be the main point of contact and he/she will provide the Clerk with a contact telephone number.

A pre-snow event statement will be issued by e-mail to all those who have been established as the Community local Winter Maintenance Plan point of contact, to advise when to start implementing the plan and to indicate the likelihood of a prolonged snow event.

The Daily Decision is issued via WSCC gritting on twitter between 1<sup>st</sup> October and the 31<sup>st</sup> April. The Parish Council may sign up to receive regular tweets or may view the daily updates on <http://www.twitter.com/wshighways>.

For pre-winter preparedness, WSCC can be contacted as follows:-

Email: [active.communities@westsussex.gov.uk](mailto:active.communities@westsussex.gov.uk)

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Post: 2<sup>nd</sup> Floor, East Wing, County Hall, Chichester

All other information on the winter service can be found on WSCC's web site:

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

During winter (1<sup>st</sup> November to 30<sup>th</sup> April), you can use the online form through this link [raise a highways related enquiry](#) or phone the contact centre on 01243 642105 and the information will be passed to the Highways Team to respond.

### COORDINATORS

- Takes the lead in co-ordinating local resources during adverse weather
- Receives Daily decisions from WSCC's twitter between the 1<sup>st</sup> October and the 31<sup>st</sup> April
- Liaises with other key personnel and local contacts as to any action to be taken

#### 1<sup>st</sup> Contact:

Parish Clerk  
[clerk@rusper-pc.org.uk](mailto:clerk@rusper-pc.org.uk)

#### 2<sup>nd</sup> Contact:

Gary Adams  
[gary.adams@rusper-pc.org.uk](mailto:gary.adams@rusper-pc.org.uk)

### KEY EMERGENCY PLANNING CONTACTS

Organisation	Telephone	Email/Website
Report an emergency with a road or pavement	<u>01243 642105.</u>	<a href="#">Report an emergency with a road or pavement - West Sussex County Council</a>
Sussex Police	0845 6070 999	contact.centre@sussex.pnn.police.uk
South Coast Ambulance Service	01444 489445	enquiries@secamb.nhs.uk
West Sussex Fire and Rescue	01243 752492	wsfrs@westsussex.gov.uk
Horsham District Council	01403 215100	contact@horsham.gov.uk
Crawley Borough Council	01293 438212	comments@crawley.gov.uk
West Sussex County Council	01243 642103	www.westsussex.gov.uk
Environment Agency	0845 9881188	enquiries@environmentagency.gov.uk
South East Water	0845 602 1724	www.southeastwater.co.uk
Southern Water	0845 2780845	www.southernwater.co.uk
Rusper Parish Council	07871 340986	www.rusper-pc.org.uk clerk@rusper-pc.org.uk

### PRIORITY AREAS FOR ACCESS AS IDENTIFIED BY THE PARISH COUNCIL SCHOOLS

RUSPER PRIMARY SCHOOL HORSHAM ROAD RUSPER RH12 4PR  
West Sussex Telephone: 01293 871272

The Clerk of the Parish Council will hold a list of any residencies with

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vulnerable/elderly residents and a courtesy call will be made to ascertain any urgent needs.

If you wish to be added to the list please contact the Clerk of the Council

### MAIN OUTLETS FOR ESSENTIAL FOOD SUPPLIES RUSPER VILLAGE STORE AND POST OFFICE

HIGH STREET RUSPER  
RH12 4PX Telephone: 01293 871366

### BUS ROUTES: 52

COMPASS TRAVEL (Sussex) Ltd  
Telephone: 01903 690025

### SALT BINS

The Salt Bins are located as follows:

Nearest Address/UPRN		feature_location
THE FROG AND NIGHTGOWN, WIMLAND ROAD, FAYGATE, WEST	RH12 4SS	near pub
THE FLAT, ORLTONS, ORLTONS LANE, RUSPER, WEST SUSSEX,	RH12 4RN	top of lane
LANGHURST FARM, ORLTONS LANE, RUSPER, WEST SUSSEX,	RH12 4RN	JUNCTION WITH THE MOUNT ON GRASS TRI
HILLYBARN FARMHOUSE, THE MOUNT, IFIELD, WEST SUSSEX,	RH11 0LF	j/w prestwood lane
AVERYS, HORSHAM ROAD, RUSPER, WEST SUSSEX,	RH12 4PR	jct High Street
13 STEERES HILL, RUSPER, WEST SUSSEX,	RH12 4PT	by Private Road
NORMANHURST, EAST STREET, RUSPER, WEST SUSSEX,	RH12 4RE	jct Faygate Lane
ASHFOLD COTTAGE, HORSHAM ROAD, RUSPER, WEST SUSSEX,	RH12 4QT	opposite Manns Farm on grass island

These bins will be filled by WSCC prior to the start of the winter season

The locations identified are not on any gritting routes, in a rural location, on tight bends and steep hills and where surface water commonly accumulates.

West Sussex County Council provides the salt for public bins on the understanding that it is kept for use on the public pavements, not on private property. Refilling the bins during the winter season is at the discretion of WSCC and may depend on Government direction. WSCC will not refill the bins if they believe the contents are being

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misappropriated.

For domestic use, dishwasher or table salt can be used to melt snow and ice. Sand, grit or ash can be used but it will not melt snow or ice, it will simply provide more grip.

Bins located in private roads will not be filled by WSCC and residents may wish to make their own arrangements. Bins can be bought from several outlets, which are easily found on the Internet. Salt and grit are available commercially.

Over-salting is damaging to the environment and a waste of a limited resource. The recommended spread rate for hand salting is approximately **20 grams of salt / grit per metre square (a tablespoonful)**. Although this seems to be a very small amount, it is said to be enough to protect footways. If it is used at this rate and spread evenly the supply of salt will cover a greater area and last longer.

### **HIPPO BAGS**

Prior to the start of the winter season WSCC will deliver 1 ton bulk bags (Hippo bags) of salt to locations identified by the Parish Council on the basis of their use is for steep slopes, tight bends etc. These bags are for use by residents as self help on the public footways and footpaths. Small amounts of usable salt remaining after the winter season will be transferred to salt bins.

WSCC will deliver 8 bulk bags to the following address pre winter,

North Grange Farm  
Wimlands Lane  
Off Faygate Lane  
West Sussex  
RH12 4SP

These bags will be delivered to sites within the Parish identified to the Parish Council as and when required during the winter period.

### **GUIDANCE ON SNOW CLEARING AND SALT SPREADING**

Snow clearers have a duty to take reasonable care so as not to create a new and possibly worse risk, such as piling up a heap of snow that would cause an obstruction or other hazard, or leaving the area in such a condition as to make slips more likely. Snow is easier to clear when it is fresh than when it has become compacted and frozen. Shovels full of snow are quite heavy and snow clearers should take care that they do not injure themselves. Shovels etc must not be left where they could present a safety hazard to members of the public.

We ask that residents respect the Parish Council's responsibility to manage the supply of salt and observe the guidance.

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Precautionary salting of dry pavements may not always seem to be an effective use of salt and effort, although when used prior to heavy snowfall it can make compacted snow and ice easier to lift from the pavement.

### **Do:**

- Use public salt bins as and when required
- Wear suitable clothing and footwear and take care not to injure or over exert yourself.
- Clear snow responsibly so as not to create a new and possibly worse risk.
- Make sure a supply of salt is accessible before attempting to clear snow and ice
- Be aware of other people around you as you work, to avoid injury
- Clear snow in the morning if possible before it gets packed together from being walked on and to allow the sun to melt any ice beneath it
- Pay particular attention to steps and steep slopes
- Make a path down the centre then shovel from there to the sides
- Move snow to a porous surface such as a grass verge or garden
- Treat cleared areas immediately with salt to prevent freezing
- Spread salt/grit evenly and at appropriate spread rates (20 grams or 1 tablespoonful to treat a square metre of ice)
- Use salt only on the public footways and footpaths, not private property
- Avoid applying salt to plants or grass
- Try to keep the salt in the bins dry – clear snow from the lids before opening and close them during use if rain or snow is falling, or there is a risk of thawing snow dripping into the bins
- Return unused salt to the bin. Clear any excess salt or grit remaining once the snow / ice has melted

### **Don't:**

- Use salt from bins on private paths and drives
- Use water to melt snow and ice, as 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
- Block drives, pathways and drainage channels or pile snow against buildings
- Use excessive salt, grit or other materials so as to create a new or worse risk once the snow / ice has melted.
- Create an obstruction or trip hazard with wheelbarrows and shovels etc where they may be a trip hazard
- Throw shovels of snow where there might be a risk to people, cars or property from hidden stones etc

Further information can be obtained at [Clearing your path or driveway - the snow code - Met Office](#)

### **DISCLAIMER**

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