

**Register of those who may require assistance in the event of severe weather or other emergency.**

With winter approaching, the Parish Council has been updating its Winter Management Plan in order to prepare for and to try to reduce the difficulties created by extreme bad weather.

As part of its responsibilities the Parish Council holds and maintains a register of those who may require assistance at times of snow and ice, flooding or other large scale emergencies. This should assist those in need of help making contact with those who can provide it. Help can come in various ways - not just for emergency services but for shopping, keeping warm and dry, and other practical help.

If you would like to be included on this register please complete the slip below and return it to the Parish Office, Billingshurst Centre, Roman Way, Billingshurst, RH14 9QW.

The information you supply will be used only for this specific purpose by Parish Council staff or Councillors and will be held securely at the Parish Office at all times.

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In the event of bad weather or other emergencies I/we may require help

**Name/s**

**Address:**

**Tel. No:**

**Email Address:**

**What assistance would you require?**

**BILLINGSHURST  
PARISH  
COUNCIL**

**LOCAL WINTER  
MANAGEMENT PLAN**

**Billingshurst Parish Council  
Billingshurst Centre  
Roman Way  
Billingshurst  
West Sussex  
RH14 9QW**

**Tel: 01403 782555**

**Winter 2016/17**

**Billingshurst Parish Council  
Local Winter Management Plan**

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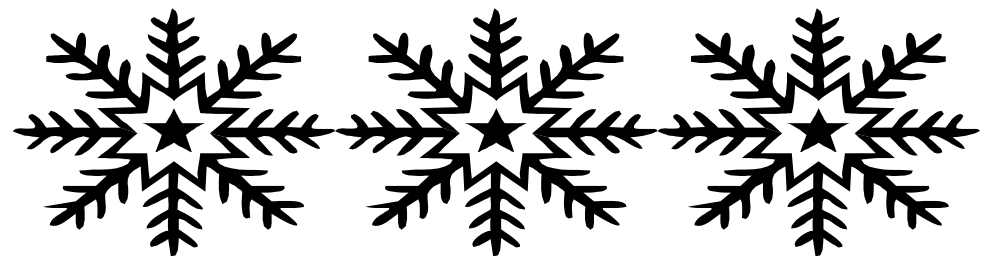
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**BACKGROUND**

## **THE SNOW CODE**

- Clear the snow or ice early in the day – it is easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it.
- Move the snow onto a porous surface such as 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.
- Offer to clear your neighbours' paths and check that any elderly or disabled neighbours are alright in the cold weather.

## **EQUIPMENT REQUIRED FOR SNOW CLEARANCE**

- A snow shovel or snow pusher (or a hard edged shovel for compacted ice).
- Salt, sand or grit (to stop the surfaces from refreezing).
- A bucket to collect, store and move grit.

## **THE NEED FOR COMMUNITY SELF HELP**

It is impossible for all roads and pavements to be cleared and treated during adverse weather. The best way to ensure that as many pavements as possible are treated quickly is through self help and community spirit. HDC fully supports the task of self help and snow clearance and would ask individuals to clear their driveways, access roads and pavements outside their homes and businesses. This shared response will free up Council resources and allow Council workers to concentrate on the remaining priority pavement network and deal with the more vulnerable members of our community who may need help.

The winter of 2009/10 highlighted the importance of working with District and County Councils to ensure that our roads and pavements were kept clear of ice and snow. The Parish Council does not have a statutory duty to deal with ice and snow, but is able to inform the principal authorities about local needs.

The Emergency Planning Committee have put together this Winter Management Plan which sets out what the Parish Council wants to do to help its community and what role the principal authorities have.

## **COMMUNICATIONS**

In adverse weather conditions, when staff cannot get into the Parish Office, the Clerk to the Council, Greg Burt, will be able to access the answerphone and email from home and will action any requests for help.

## **To contact Billingshurst Parish Council**

- Phone 01403 782555
- Email [clerk@billingshurst.gov.uk](mailto:clerk@billingshurst.gov.uk)
- Post Billingshurst Parish Council  
Billingshurst Centre  
Roman Way  
Billingshurst  
West Sussex  
RH14 9QW

Other information can be found on the Parish Council's website:  
[www.billingshurst.gov.uk](http://www.billingshurst.gov.uk)

## **LEGAL ADVICE**

Residents who are able are asked to play their part by clearing snow from paths and even roads outside their homes and businesses. The Government has made it clear that those who do clear snow need have no fear of legal action if they clear and someone falls and is injured, so long as the clearance does not make the condition of the pathway more dangerous.

## **ROLE OF THE LOCAL AUTHORITIES**

**West Sussex County Council** assumes overall responsibility for snow and ice clearance on the public highway. They prioritise keeping the main roads and routes to essential services clear.

Their service includes:

- Bulk purchase and storage of salt
- Filling salt bins and delivering bulk bags when resources permit
- Pre treatment of selected roads
- Monitoring local weather forecasts
- Issuing daily decisions regarding action to be taken
- Provide advice and training.

**Horsham District Council** will supply the Parish Council with:

- Maps of the Parish showing the locations of the salt bags, helicopter landing pads, emergency accommodation, etc.

**Billingshurst Parish Council** will be the first point of contact for our residents.

## **HIPPO BAGS**

A few days before the predicted arrival of disruptive snow, Billingshurst Parish Council will organise delivery of Hippo bags of salt to the areas identified by the Parish Council's Emergency Working Party. This salt is for the use of the residents in the Parish as self help on public footpaths. Locations of the Hippo bags will be advertised on notice boards throughout the Parish, on the Parish Council's website and on social media.

## **VOLUNTEER HELPERS**

Please think of your elderly or disabled neighbours who may not be able to get out should weather conditions make it dangerous. If you are unable to help personally, please let the Parish Office know and the staff will contact one of our volunteer helpers. The Parish Council would also like to hear from anybody who is willing to help with snow clearance, shopping, transportation to more remote areas (4 x 4 vehicles) or helping at a temporary emergency centre. Please consider joining our register of volunteer helpers by completing a registration form (available from the Parish Office).

## **DO YOU REQUIRE ASSISTANCE?**

Please consider joining our register of those who may require help in the event of severe weather conditions. Your details are confidential and will not be used for any other purpose. Contact the Parish Office for details or complete and return the registration form on the back cover of this pamphlet.