



Rutland County Council

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Oakham

Meeting: CABINET

Date and Time: Tuesday, 18 September 2018 at 10.00 am

Venue: COUNCIL CHAMBER, CATMOSE

Governance Officer to contact: Natasha Taylor 01572 720991
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A G E N D A

- 1) APOLOGIES FOR ABSENCE
- 2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE
- 3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

4) RECORD OF DECISIONS

To confirm the Record of Decisions made at the meeting of the Cabinet held on 21 August 2018.

5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to the Leader (copied to Chief Executive and Governance Officer) by 4.30 pm on Friday 14 September 2018.

REPORT OF THE CHIEF EXECUTIVE

6) UPDATE ON ST GEORGE'S BARRACKS

Report No. 161/2018
(Pages 5 - 22)

REPORTS OF THE STRATEGIC DIRECTOR FOR PLACES

7) WINTER SERVICE REVIEW (KEY DECISION)

Report No. 121/2018

(Appendix 2 to follow)
(Pages 23 - 76)

8) INTEGRATED TRANSPORT CAPITAL PROGRAMME (KEY DECISION)

Report No. 141/2018

(Report to follow)

9) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

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MEMBERS OF THE CABINET: Mr O Hemsley Chairman
Mr G Brown
Mr R Foster
Mr A Walters
Mr D Wilby
Mrs L Stephenson

SCRUTINY COMMISSION:

Note: Scrutiny Members may attend Cabinet meetings but may only speak at the prior invitation of the person presiding at the meeting.

**ALL CHIEF OFFICERS
PUBLIC NOTICEBOARD AT CATMOSE
GOVERNANCE TEAM**

CABINET

18th September 2018

PROGRESS UPDATE ON ST GEORGE'S BARRACKS

Report of the Chief Executive

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP19/0718	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr O Hemsley, Leader and Portfolio Holder for Rutland One Public Estate & Growth, Tourism & Economic Development, Resources (other than Finance)	
Contact Officer(s):	Helen Briggs, Chief Executive	01572 758201 hbriggs@rutland.gov.uk
Ward Councillors	Normanton - Mr K Bool and Miss G Waller	

DECISION RECOMMENDATIONS

1. That Cabinet notes the progress update in respect of the St George's Barracks Project.
2. That Cabinet supports the submission of an expression of interest in the Garden Communities programme in response to the MHCLG prospectus for the St George's Site in order that the development is appropriate for Rutland.

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide Cabinet with a progress report on the St George's Barracks project further to the report of March 2018.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The St George's Barracks project is a significant project for the County Council and the County as a whole. This report provides a summary of progress to date and an indication of the work which will be undertaken for the rest of 2018. It will include updates on:

- One Public Estate – St George's is a project within the Rutland One Public Estate Programme
- Housing Infrastructure Fund
- Master planning and viability
- The St George's Advisory Group
- The Local plan process
- The Officers Mess project
- The Governments Garden Community programme
- Employers workshop
- Changes to the membership of the St George's Project Board

3 ONE PUBLIC ESTATE – ST GEORGE'S

- 3.1 Support continues from the Local Government Association (LGA) and the Cabinet Office through membership of the One Public Estate Programme. Support includes representation on our ROPE Board and advice on our projects including St George's.
- 3.2 Most recently the ROPE programme have supported visits to look at Off-site development capabilities and to Public Sector hub projects within Lincolnshire. A further visit to an Off Site manufacturing facility is planned for 18th September 2018.
- 3.3 Funding to date received to support the St George's project totals £187,500¹. £12,500 to support feasibility work and £175,000 to support master planning and associated activity.
- 3.4 We are advised that there may be a further round of OPE funding available in the autumn. Should this be the case we will look at the applicability for St George's.

¹ A further £87,500 has been received for the Rutland Hub project

4 HOUSING INFRASTRUCTURE FUND

- 4.1 The St George's Barracks project (incorporating the Officers Mess site) has been successful at the expression of interest stage for support from the Housing Infrastructure Fund (HIF). The next stage to secure financial support is the co-development of a business case. This will be done led by RCC with support from:
- Homes England
 - RegenCo
 - MOD
 - Highways England
 - Stakeholders on the St George's project
- 4.2 An inception meeting took place with Homes England (HE) on 14th August 2018. Following that an action log of the work required to submit the HIF bid has been prepared and monthly meetings have been programmed with Homes England. A specific meeting to discuss the Economic Case with Homes England's consultants is currently being planned. It is anticipated that if Cabinet and Council support submission then it will be submitted on 3rd December 2018.
- 4.3 HIF funding is available to support the preparation of the HIF business case. A preliminary request had previously been submitted in response to the HE request. However, following the inception meeting this will now be resubmitted based on further advice. A verbal update will be provided on the progress of this submission at the Cabinet meeting. The costs associated with the HIF submission are being met by the MOD and / or Homes England other than RCC Officer time spent on the project. In kind support will be referenced in the request for support but not funded.
- 4.4 Cabinet are reminded that the HIF process is a competitive one and there is no guarantee of success.
- 4.5 The HIF business case will be aligned to the St George's master plan and viability at all stages.

5 MASTER PLANNING AND VIABILITY

- 5.1 Following the recent consultation process work on the next version of the master plan is on-going. This will reflect the feedback from the consultation and the detailed work being undertaken in relation to viability and the HIF business case.
- 5.2 A key element of the evolving master plan will be sharing at the earliest point the 'Direction of Travel'. To that end a summary of emerging recommendations will be widely shared as set out below i.e. which are the key recommendations from the review and consultation of the High level Master Plan (May 2018) that will be used to inform the next stage of work.
- 5.3 The recommendations will be circulated as an addendum to this report prior to the meeting on 18th September 2018.

Meeting / Consultative Body	Date
St George's Project Board	11 th September 2018
St George's Advisory Board	13 th September 2018
Press Briefing	14 th September 2018
Publication on Web Site	14 th September 2018
Cabinet	18 th September 2018
Scrutiny Meeting	October 2018

- 5.4 Cabinet at its meeting of 21st August 2018 supported the procurement of RegenCo to undertake the next stages of work to support the evolving master plan and the HIF business case preparation. This work is funded by the MOD. The work programme has now been agreed and commissioned.
- 5.5 A number of surveys e.g. Traffic are under way and work has now been commissioned to ensure the current programme objectives are achieved.
- 5.6 An all Member site visit took place on 23rd August 2018. 14 Members attended. Site visits for CPRE and Chairs of Edith Weston and North Luffenham have also taken place.
- 5.7 The next 'evolving' master plan and the HIF Business Case will be presented to Cabinet and Council at the same time based on the following timetable:

Scrutiny/Cabinet / Council	Date
Growth, Infrastructure & Resources Scrutiny Panel	October 2018 - Date TBC
Cabinet	30 th October 2018
Council	26 th November 2018

6 ST GEORGE'S ADVISORY GROUP

- 6.1 Two meetings have now taken place. This Group will prove invaluable in contributing to the project going forward and acting as a voice supporting the delivery of a project that is right for Rutland. The most recent meeting was an opportunity to discuss the impact on the Local Plan, National Planning Policy Framework (discussion deferred to Parish Council Forum and Advisory Board 27th September 2018 and the next stages of work and engagement. It was agreed that an additional meeting would take place on 13th September 2018 to consider the recommendations from Stage 1 as per 5.2 above.

7 THE LOCAL PLAN PROCESS

- 7.1 Cabinet received a report on the Local Plan process and St George's on 31st July 2018. The recommendations were supported and the Local Plan in relation to St George's is now out to consultation.

8 THE OFFICERS MESS PROJECT

- 8.1 Work on the Officers Mess site continues in line with the programme. Currently work is being progressed on initial concepts for the site and project viability. Progress was reported to the St George's Advisory Group at its meeting 30th August 2018.
- 8.2 Work is also on-going to incorporate the site within the Local Plan process.

9 GARDEN COMMUNITY PROGRAMME

- 9.1 In August 2018 the Governments Ministry for Housing, Communities and Local Government (MHCLG) issued a prospectus for Garden Communities. It is anticipated that the Council will submit an expression of interest for the St George's project. An initial discussion with MHCLG has taken place and the Garden Communities team were in attendance at the HIF inception meeting. The deadline for on-line submission is 9th November 2018. A copy of the prospectus is attached at **Appendix A** to this report. Support available from joining this programme includes advice, Peer to Peer support, financial support and access to some freedoms created through membership of the Garden Communities programme.

10 EMPLOYERS WORKSHOP

- 10.1 This took place on 28th August targeted at our larger employers. 14 businesses were represented and provided a valuable insight into the barriers to growth and what the St George's employment zone could offer the County in relation to supporting growth. There was general support for the St George's Project and in particular the Affordable Housing opportunities and the access to a workforce to support growth within the County. There were also expressions of interest in the site as a business growth opportunity.

11 CHANGES TO THE ST GEORGE'S PROJECT BOARD

- 11.1 Based on personnel changes within a number of partner organisations the following changes have been made to the membership of the St George's Project Board:

Organisation	Previous	Revised
Rutland County Council (Members)	Cllr Oliver Hemsley Cllr Tony Mathias (Chair)	Cllr Oliver Hemsley (Chair) Cllr Gordon Brown
MOD	James Ryley	James Ryley Mark Bennett Declan Sewter
Homes England	Paul Gascoigne	Caroline Mitchell Sandhya Ward
GCGP LEP	Alex Francis	TBC

12 CONSULTATION

- 12.1 Non statutory consultation in relation to the High Level Master Plan for St George's has now finished. The analysis of the responses and all of the responses have been shared and are available on our web site.
- 12.2 The St George's Advisory Group will also support on-going engagement with Parish Council's and the sub group work on the Officers Mess.
- 12.3 There is significant engagement on-going with the local business community, the education sector and a wider stakeholder group including utilities, neighbouring councils and developers

13 ALTERNATIVE OPTIONS

- 13.1 This is a progress report so this element is not relevant.

14 FINANCIAL IMPLICATIONS

- 14.1 There are no direct financial implications arising from this report.
- 14.2 Expenditure to date on the St George's project has been fully funded (other than Officer time) by the One Public Estate Programme or contributions from the MOD.
- 14.3 The Officers Mess report was the subject of a Report 54/2018 to Cabinet on 20th March 2018 which identified in detail the financial implications.

15 LEGAL AND GOVERNANCE CONSIDERATIONS

- 15.1 There are no legal or governance implications arising directly from this report. Our Finance procedure rules (para 6.2) allow for an Expression of Interest to be submitted as long as it doesn't commit us to anything. If the EOI is successful

Cabinet will be asked to support acceptance of any funding etc.

16 EQUALITY IMPACT ASSESSMENT

16.1 Not relevant for a progress report.

17 COMMUNITY SAFETY IMPLICATIONS

17.1 None

18 HEALTH AND WELLBEING IMPLICATIONS

None

19 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

19.1 Progress on the project is in line with the programme.

20 BACKGROUND PAPERS

20.1 MHCLG Garden Communities – August 2018. Attached as **Appendix A**.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734145/Garden_Communities_Prospectus.pdf

21 APPENDICES

21.1 Appendix A MHCGL Garden Communities prospectus

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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Ministry of Housing,
Communities &
Local Government

Garden Communities



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Foreword

It has been more than a century since Ebenezer Howard first outlined his idea of the garden city. He had a vision of places where people could work, raise families, travel easily and enjoy green spaces.

While the bleak industrial backdrop of Howard's Britain is a thing of the past, the need for great places to live is as strong as ever. Everyone deserves a decent, affordable and secure place to call home. Yet this most basic of needs can often be a struggle to achieve. Today's average house price is eight times the average income. Young people are half as likely as their parents to own their own home: a whole generation has been held back through no fault of its own.

The government is tackling this challenge from every angle. Since 2010, we have delivered more than a million homes. By the mid-2020s, we aim to have increased housebuilding to an average of 300,000 net new homes a year.

But it's not just about getting the numbers up. We don't have to make a false choice between quality and quantity. We can – and must – have both, and well-planned, well-designed, locally-led garden communities have an important part to play in meeting our housing needs.

As Ebenezer Howard recognised, we need to build places people are happy to call home, places where they can come together to form thriving communities, places that lift our spirits whether we live in them or merely pass through.

Our Garden Communities Programme renews this idea for the 21st Century. This prospectus sets out our vision and expectations for high-quality place-making across this county. It's a fresh opportunity to stimulate economic growth in new places, and a chance to aspire beyond identikit housing and town centres that look like anywhere and nowhere. It's a call to developers, investors, local authorities and local enterprise partnerships to build communities with local character, good employment opportunities, strong services, integrated and accessible transport, innovative uses of technology – and beautiful green spaces.

Our current programme supports 23 places that will deliver over 200,000 homes by the middle of the century. This prospectus is an important further step. We want to champion ambitious councils who see garden communities as a central to their plans for housing and growth. And we want to support the partnerships – between central and local government, and local government and the private sector – that will be key to delivering those plans.

We look forward to working with you to deliver the homes our country needs, but more importantly, to build the communities our country deserves.

We encourage local authorities and their private sector partners to come forward and tell us how we can assist them in delivering their vision for new garden communities.

Prospectus aims

1. This prospectus invites bids for ambitious, locally supported, proposals for new garden communities at scale. In return for tailored assistance to help design and deliver the vision for these places, we expect local areas to deliver significant housing and economic growth. We will look to assist as many as we can, in locations where there is sufficient demand for housing.

What do we mean by garden communities?

2. This prospectus does not prescribe a single template for a garden community. Each garden community we choose to assist will have its own clear and distinct sense of identity.
3. Equally, this is not about creating dormitory towns, or places which just use 'garden' as a convenient label. This is about setting clear expectations for the quality of the development and how this can be maintained (such as by following Garden City principles). We want to see vibrant, mixed-use, communities where people can live, work, and play for generations to come – communities which view themselves as the conservation areas of the future. Each will be holistically planned, self sustaining, and characterful. Whilst we do not want to impose a set of development principles on local areas, we expect that the garden communities to which we offer assistance will embrace the key qualities set out at paragraphs 13 a-j. Successful proposals will demonstrate how they are hard-wiring these qualities in from the start, supported by long term legacy and stewardship arrangements.

Assessment criteria

4. To be considered for government assistance, proposals for a new garden community must meet the criteria below.

Scale

5. These new garden communities should make a significant contribution to closing the housing supply gap. We will prioritise proposals for new Garden Towns (more than 10,000 homes), but will consider proposals for Garden Villages (1,500-10,000 homes) which are particularly strong in other aspects. For instance, demonstrating exceptional quality or innovations, development on predominantly brownfield sites, being in an area of particularly high housing demand, or ability to expand substantially further in the future.
6. Proposals can be for a discrete new settlement, or take the form of transformational development of an existing settlement, both in nature and in scale. All proposals must be of sufficient scale to be largely self-sustaining and genuinely mixed use as per paragraphs 13 b and c.
7. Where the garden community is proposed to take the form of transformational development to an existing settlement, it needs to meet the criteria set out in this prospectus. In addition, these proposals must highlight the transformational outcomes expected for the settlement as a whole (economic, environmental and social).

Strategic fit

8. These new garden communities should offer opportunities for significant long-term housing and economic growth in a local area.
9. All proposals must demonstrate how the new garden community fits with the housing need for the housing market area, including expected future population growth. We will prioritise proposals which respond to housing need in high demand areas. We also particularly welcome proposals which release more land through local plans to meet local housing need, and / or go above local housing need.
10. All proposals should demonstrate how the new garden community fits with wider strategies to support economic growth and increase productivity. We expect to see ambitious proposals which create a variety of new jobs and the timely delivery of infrastructure necessary to underpin this.

Locally-led

11. Strong local leadership is crucial to developing and delivering a long-term vision for these new communities. All proposals should have the backing of the local authorities in which they are situated, including the county council in two-tier areas. We are particularly interested in proposals which demonstrate collaboration across local authority boundaries. To ensure that the potential local growth benefits have been considered, it will be desirable for proposals to have the support of the Local Enterprise Partnership, where the area has one.
12. Proposals should set out how the local community is being, or will be, engaged and involved at an early stage, and strategies for continued community engagement and involvement. We are clear that local communities – both current and future residents – must have a meaningful say in developing the proposal from design to delivery.

Garden community qualities

13. High quality place-making is what makes garden communities exemplars of large new developments, and all proposals must set out a clear vision for the quality of the community and how this can be maintained in the long-term, for instance by following Garden City principles. Although we are not imposing a particular set of development principles on local areas, we do expect proposals to demonstrate how they will meet and embed the key qualities below.
 - a. **Clear identity** – a distinctive local identity as a new garden community, including at its heart an attractive and functioning centre and public realm.
 - b. **Sustainable scale** – built at a scale which supports the necessary infrastructure to allow the community to function self-sufficiently on a day to day basis, with the capacity for future growth to meet the evolving housing and economic needs of the local area.
 - c. **Well-designed places** – with vibrant mixed use communities that support a range of local employment types and premises, retail opportunities, recreational and community facilities.
 - d. **Great homes** – offer a wide range of high quality, distinctive homes. This includes affordable housing and a mix of tenures for all stages of life.

- e. **Strong local vision and engagement** – designed and executed with the engagement and involvement of the existing local community, and future residents and businesses. This should include consideration of how the natural and historic environment of the local area is reflected and respected.
- f. **Transport** –integrated, forward looking and accessible transport options that support economic prosperity and wellbeing for residents. This should include promotion of public transport, walking, and cycling so that settlements are easy to navigate, and facilitate simple and sustainable access to jobs, education, and services.
- g. **Healthy places** – designed to provide the choices and chances for all to live a healthy life, through taking a whole systems approach to key local health & wellbeing priorities and strategies.
- h. **Green space** – generous, accessible, and good quality green and blue infrastructure that promotes health, wellbeing, and quality of life, and considers opportunities to deliver environmental gains such as biodiversity net gain and enhancements to natural capital.
- i. **Legacy and stewardship arrangements** – should be in place for the care of community assets, infrastructure and public realm, for the benefit of the whole community.
- j. **Future proofed** – designed to be resilient places that allow for changing demographics, future growth, and the impacts of climate change including flood risk and water availability, with durable landscape and building design planned for generations to come. This should include anticipation of the opportunities presented by technological change such as driverless cars and renewable energy measures.

Deliverability and viability

- 14. We recognise that delivery of a new garden community is a complex, long-term project, which will deliver homes over a number of decades. That is why it is important for us to have confidence that proposals are deliverable, with an integrated approach to infrastructure, housing, business investment, employment and development.
- 15. We do not expect to see a detailed delivery plan at this stage, but we do expect to see credible outline proposals which demonstrate consideration of.
 - a. **Delivery models and timescales** – including the strength of existing commitments and partnerships, such as with master developers and land owners.
 - b. **Infrastructure requirements** – including access to road, rail, utility considerations (including high-speed broadband, flood, water supply, sewerage and waste), and plans for health, education, and other core social infrastructure.
 - c. **Opportunities to capture land value** – including through land acquisition and assembly, to help fund the long-term delivery and management of the garden community.

- d. **Access to finance and private sector investment** – including through direct investment, developer contributions, patient long-term finance and other opportunities attractive to investors.

Delivery time scales and accelerated delivery

16. We will prioritise proposals that offer a strong prospect of early delivery and a significant acceleration of housing delivery. They should consider the scope for innovative ways to deliver new homes, such as off-site construction, custom build and self-build, as well as providing opportunities for a diverse range of house builders. Priority will be given to proposals that can demonstrate how build out will be achieved at pace, whilst maintaining quality.

Government offer of assistance

17. Garden communities within the current programme receive a tailored package of Government support that includes resource funding, expert delivery advice from Homes England and cross-government brokerage to resolve barriers to delivery.
18. Proposals must set out which aspects of the support package below will best help enable delivery. Government will look to agree a package of support tailored to suit the scale and ambition of proposals.

Resource funding

19. Assistance could include seed capacity funding to enable delivery. This funding could, for example, be used to ensure the local authority has dedicated skilled, staff in place; fund the preparatory studies required to deliver high quality garden communities; and / or the sustained community engagement needed to develop a locally-supported vision. Experience from the current programme has shown the value of this funding in helping support the design and delivery of garden communities.

Delivery advice and support

20. Homes England has a major role to play in enabling the delivery of new homes and attracting private sector investment. We will work with successful proposals to establish what aspects of the Homes England offer, including the potential for capital investment or loans, will best drive delivery of the garden community.

Delivery vehicles

21. Delivering a new garden community requires long-term strategic thinking and robust delivery arrangements. There are many forms that this could take – from arrangements such as joint venture companies, to Development Corporations.
22. We will work with successful proposals to help them work through the detail of the most appropriate delivery arrangements to ensure main partners can take key decisions effectively, and how private sector finance can best be utilised.
23. Whilst we are not prescribing any particular model, for proposals at scale, a Development Corporation may be an appropriate vehicle to consider. We have taken action to enable the creation of new locally accountable New Town Development Corporations. These vehicles can help provide long-term certainty to private investors,

resolve complex co-ordination challenges, invest directly in infrastructure that unlocks development, and use compulsory purchase powers to help lay out a new town.

Cross-government brokerage

24. The garden communities we commit to supporting will be a priority for delivery. We can play a key role across government to help overcome barriers to delivery and broker solutions to unblock issues that arise.

Peer learning and networking opportunities

25. The garden communities currently part of the programme are part of a Garden Villages and Towns Forum that provides useful dissemination of good practice and facilitates peer-to-peer support. We will extend an invitation to join the Forum to any new garden communities selected to be part of the programme.
26. Drawing on experiences and good practice from the garden towns and villages that currently form part of the programme, an on-line Garden Communities Toolkit has been developed to provide a useful resource for those thinking about planning and delivering a garden community.

Bespoke offer – you tell us

27. We ask proposals to consider what additional Government assistance would enable delivery. Where real ambition is demonstrated, Government is always interested in hearing more about proposals for Housing Deals, particularly in areas of high demand.

Application process

Who can apply?

28. Proposals are invited from local authorities and private sector partners (such as master developers or land owners). Proposals submitted by private sector partners must be expressly supported by the local authority.
29. We particularly welcome joint proposals from one or more local authorities, as well as proposals which demonstrate support from developers and / or landowners.
30. For proposals within the Cambridge – Milton Keynes – Oxford corridor, Government will continue to work with local partners to consider how the delivery of new homes and settlements can best support the overarching vision for the axis. This includes the contribution these places can make to the National Infrastructure Commission's finding that up to 1 million homes will need to be built in the corridor by 2050, if the area is to maximise its economic potential.

How to apply

31. Proposals should be submitted via MHCLG's DELTA portal by 9 November 2018. Guidance on the evidence to provide in proposals is set out in the DELTA portal. To gain access to the portal, please contact MHCLG at gardencommunities@communities.gsi.gov.uk Proposals must be able to demonstrate clearly that they meet the eligibility requirements set out in this prospectus. They should also provide an indication of the Government assistance they are seeking.

32. We expect the submission of a proposal to have been preceded by a period of engagement with the Department and Homes England, and encourage initial contact to be made as early as possible.

Selecting Garden Communities for assistance

33. Proposals selected for assistance will satisfy all criteria set out in this prospectus, but this will be a competitive process in which priority will be given to those which best do so. If necessary we may carry out a period of further engagement once proposals have been submitted to collect the evidence necessary for a decision to be made.
34. The announcements of government assistance does not in any way pre-judge the planning process, nor fetter the Secretary of State's discretion in relation to statutory decisions such as the designation of a new town.

Further information

35. For further information or to discuss a proposal ahead of submission please contact MHCLG at gardencommunities@communities.gsi.gov.uk

CABINET

18 September 2018

WINTER SERVICE REVIEW

Report of the Strategic Director for Places

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/300418	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mrs L Stephenson, Portfolio Holder for Culture & Leisure, Highways & Transportation	
Contact Officer(s):	Neil Tomlinson, Senior Highways Manager	01572 758342 ntomlinson@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the Winter Service Policy in Appendix 1.
2. Approves the treatment routes as detailed in Appendix 2, for inclusion in the Winter Service Operational Plan.
3. Approves that Parishes will be charged for all grit bin re-fills from the 2019/20 winter season.
4. Approves that grit bins not having received any use prior to the start of the 2021/22 will be removed.

1 PURPOSE OF THE REPORT

- 1.1 To approve the Winter Service Policy in Appendix 1.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The statutory basis for Winter Service in England and Wales is addressed through Section 41 (1A) of the Highways Act on the 31st October 2003, by Section 111 of the Railways and Safety Transport Act 2003.
- 2.2 The Railways and Transport Safety Act 2003 extends the requirements of Section 41 of the Highways Act 1980 to place a specific duty on a Highway Authority to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. By using the words 'reasonably practicable' the legislation recognises that it is not possible to treat the entire network or to keep the treated parts of the network clear of snow and ice at all times.
- 2.3 The Council's aim is to respond effectively to any adverse, severe weather conditions, to ensure key corridors of the highway network are operating satisfactorily to support residents, businesses and other service providers.
- 2.4 The Council has operated a Winter Service Operational Plan for over ten years, detailing how the Winter Service will be delivered.
- 2.5 The replacement of Well Maintained Highways: A Code Practise, with Well-Managed Highway Infrastructure: A Code of Practice Published, by the UK Roads Liaison Group October 2016, required the implementation of a Winter Service Policy, and a review of the existing Operational Plan. The Highways Winter Service Policy (Appendix 1) aims to comply with legislation by the prioritised treatment of key areas of its highway network and thus ensure the Council acts in a reasonably practicable manner at all times within available resources.
- 2.6 The service will be implemented in accordance with the Policy. The specific delivery is detailed in the Winter Service Operational Plan (see Annex F of the Policy).

3 PRECAUTIONARY SALTING ROUTES

- 3.1 Where the words 'reasonably practicable' are used in legislation it is usual to carry out risk assessment to ensure that the duty has been carried out in a reasonable and proportionate way. The current routes will be re-assessed in line with the Policy to provide a fully prioritised and transparent list of roads to be treated. The Policy outlines the criteria used for risk assessing each route, including the scoring weighting attributed to each risk.
- 3.2 The defined routes will be included within the Winter Service Operational Plan, and requests for further route revisions will be assessed against these criteria by the Portfolio Holder for Highways and the Senior Highways Manager.
- 3.3 The routes for approval, as currently assessed, are detailed in Appendix 2 of this report, and will thereafter be included within the Winter Service Operational Plan.
- 3.4 Cabinet are asked to review and consider the thresholds for each level of treatment:

Each route will be given a score based on the criteria in Appendix A of the Policy, and routes will be determined on the following basis:

Scoring Criteria	Treatment
Score > xxx (to be updated when review complete)	Precautionary Route – This is the advanced application of salt applied to a road to prevent ice forming and snow settling. These routes should be completed within 4 hours of the instructed start time.
Score <xxx >yyy (to be updated when review complete)	Secondary Route - These may be treated before a forecast of severe weather, or in the event of prolonged cold weather (greater than 48hours with forecast temperatures below 0.5 degrees Celsius), once the primary routes have been treated.
Access to school, medical facility or emergency services, and NOT on either of the above	Snow Route - When heavy snow is predicted (greater than 10mm expected to settle), these routes will be gritted alongside the precautionary routes.

If sections of a route fall below the required scoring level for a precautionary, or a secondary route, they may still be included to ensure route continuity.

The approved treatment routes will be identified in the Winter Service Operational Plan (Appendix F), and published on the Council’s website.

4 GRIT BINS

- 4.1 The number of bins has increased from 160 in 2011 to almost 240 in 2018, costing around £8k to fill at the start of the season. The salt is intended for use on the highway only.
- 4.2 Over 120 salt bins were re-filled last winter at a cost of over £4k, (£17.24/bin labour plus £17.36/bin salt).
- 4.3 To avoid further unnecessary potential proliferation of bins and the associated increase in the Council’s costs, it is proposed that:

- All new grit bins requests will undergo an assessment, as detailed in the Policy (Appendix 1; Annex B)
- For the 2018/19 winter season, salt bins will be filled once for free at the start of the winter season, and a further one free re-fill, before charging the Parishes for additional re-fills. Currently, Parishes are offered two additional re-fills after the initial fill in September.
- From the 2019/20 season, salt bins will only be filled at the start of the season in September. All subsequent re-fills will be charged to the Town or Parish Council/Meeting.
- Re-fills will be charged in accordance with approved fees and charges cost for each subsequent refill of each bin (currently £56/re-fill). This figure of £50/refill was agreed by Cabinet (report 163/2011) and has risen subject to inflation.

4.4 Salt levels will be recorded when the bins are re-stocked in September 2018 and will be re-checked at each pre-season re-fill, to assess which bins are actually being used.

4.5 Any grit bins that have not had salt usage recorded between now and the start of the 2021/22 season will be removed.

5 WINTER SNOW WARDEN SCHEME

5.1 The Council will seek to expand the existing scheme that is currently used by very few Parish Councils. Parish and Town Councils/Meetings may nominate volunteer Snow Wardens prior to the winter season to assist with the clearance of snow from areas within their Parish during times of extreme weather.

5.2 Snow Wardens will typically be expected to clear snow and ice from untreated areas within their Parish, during periods of extreme severe weather.

5.3 Parishes will be contacted prior to the winter season to determine their interest in participation, and a specific Terms of Reference document created for the scheme.

5.4 A specific training day for Parish Clerks and other stakeholders, such as schools and colleges will be scheduled for late October, to outline the responsibilities of snow wardens, and preparedness for the winter season.

5.5 No payments will be made for snow warden duties.

5.6 Details of the Snow Warden Scheme can be found in Section 7 of the Policy (Appendix 1; Annex C).

6 CONSULTATION

6.1 Ongoing consultation and dialogue is carried out with Parish Councils throughout the winter period, and requests for additional routes collated and will be assessed annually against the approved policy.

6.2 A specific winter training and preparedness event will be held for all Parish Councils in October 2018.

7 ALTERNATIVE OPTIONS

- 7.1 The Council has a statutory obligation under Section 41 of The Highways Act 1980 to maintain the highway as described in paragraph 2.1 above, accordingly it must continue to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.
- 7.2 The number of gritting routes could be reduced, but there have been no requests to undertake this action.

8 FINANCIAL IMPLICATIONS

- 8.1 The winter maintenance budget for 2018/19 is currently £272,900.
- 8.2 Spend is determined by need, dependant on weather conditions. As such, a reserve with a maximum of £100k was set up to accrue underspend during less severe years. The reserve can be accessed during severe weather years, when the allocated budget may be exceeded. The reserve balance currently stands at £100k.
- 8.3 The cost for the provision of a legally compliant, out-of-hours standby service and equipment to deliver the service is approximately £95k
- 8.4 The cost of salt is determined through a framework contract with ESPO (Eastern Shires Purchasing Organisation). Approximately 2500tons of salt will be required to re-fill the salt barn at a cost of approximately £90k.
- 8.5 RCC have a road sensor and weather station situated on the A47 near Uppingham. The cost of calibration, maintenance, data transfer to the forecaster, and thermal mapping is £9k per year. Contract procedure rules state that three prices should be obtained. However, this is not currently possible as there is only one supplier of these specialist services in the UK.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

- 9.1 It is necessary for the Council to undertake winter maintenance services in order to comply with its' legal duty as set out in paragraphs 2.1 and 6.1 above.

10 DATA PROTECTION IMPLICATIONS

- 10.1 A Data Protection Impact Assessments (DPIA) has not been completed for the following reasons, because no personal data is being processed.

11 EQUALITY IMPACT ASSESSMENT

- 11.1 An Equality Impact Assessment has not been completed as there is no moderate or significant changes to the existing Winter Service Operational Plan

12 COMMUNITY SAFETY IMPLICATIONS

- 12.1 The treatment of the selected areas of the highway network ensures safe passage for residents and highway users during periods of winter weather. Failure to undertake these measures could result in an increase in accidents attributable to snow and ice.

13 HEALTH AND WELLBEING IMPLICATIONS

- 13.1 If the highway network was to not be treated in predicted snow and ice conditions, it may result in access to vulnerable users being compromised. It may also have an impact on educational facilities, with staff and pupils being unable to reach their destinations.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 14.1 The winter service operational plan will ensure the continued safe passage of vehicular and pedestrian highway users during periods of snow and ice.
- 14.2 The Winter Service Policy will ensure that Council has met the obligation to review the winter service in line with current codes of practice, and implement them prior to October 2018, therefore, it is recommended that the Winter Service Policy be approved.

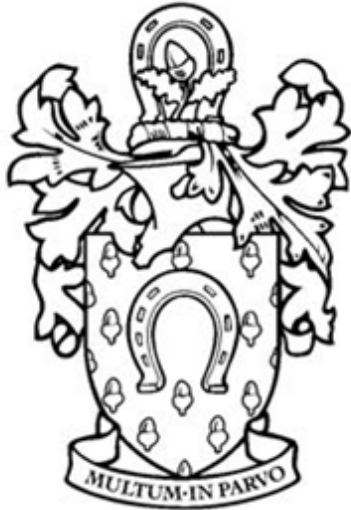
15 BACKGROUND PAPERS

- 15.1 Cabinet Report 163/2011 Winter Service Operational Plan Review

16 APPENDICES

- 16.1 Appendix 1 – Winter Service Policy
- 16.2 Appendix 2 – Winter Treatment Routes

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.



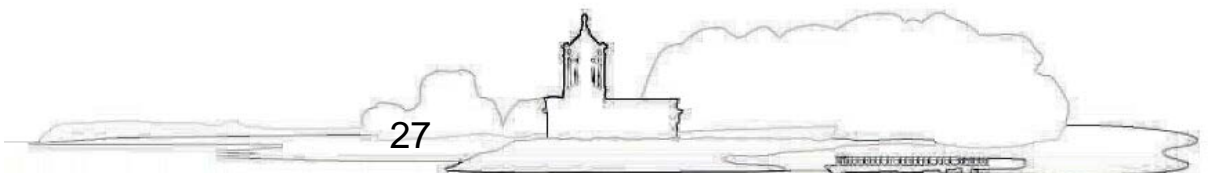
Rutland

County Council

Winter Service Policy

Version & Policy Number	Version 1.0
Guardian	Neil Tomlinson 01572758342
Date Produced	17/8/2018
Next Review Date	

Approved by Scrutiny	
Approved by Cabinet	
Approved by Full Council	



Summary of document

The statutory basis for Winter Service in England and Wales is addressed through Section 41 (1A) of the Highways Act on the 31st October 2003, by Section 111 of the Railways and Safety Transport Act 2003.

The Railways and Transport Safety Act 2003 extends the requirements of Section 41 of the Highways Act 1980 to place a specific duty on a Highway Authority to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. By using the words 'reasonably practicable' the legislation recognises that it is not possible to treat the entire network or to keep the treated parts of the network clear of snow and ice at all times.

The Council's aim is to respond effectively to the weather conditions, to ensure key corridors of the highway network are operating satisfactorily to support residents, businesses and other service providers.

The purpose of this policy is to clarify both the standard and extent of the winter maintenance service the Council will provide by:

- Maintaining key elements of the highway network and facilitating public transport accessibility;
- Confirming what areas will not receive winter maintenance provision; and
- Signposting residents, community groups, businesses and schools to self-help information to ensure they can adequately prepare themselves.

This Highways Winter Service Policy aims to comply with legislation by its prioritised treatment of key areas of its highway network and thus ensure the Council acts in a reasonably practicable manner at all times within available resources.

This policy and the Winter Service Operational Plan have been developed in accordance with the recommendations contained within Well- Managed Highway Infrastructure: A Code of Practice Published by the UK Roads Liaison Group October 2016. (Arial 12 Font) Tell the reader what the document is about, what it hopes to achieve, and any other background information that you think is relevant.

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1.0 Policy Statement

The Council aims to provide a winter service which, as far as is reasonably practical, will permit safe movement of traffic and minimise delays and accidents directly attributable to adverse weather conditions having regard to financial constraints and legal requirements.

2.0 Scope

This policy details the context for Rutland County Council's winter service provision on the highway network. It is prepared in accordance with the recommendations of the Well Managed Highway Infrastructure – A Code of Practice (the Code) and covers all elements of the service. The Policy includes how the Council's will prioritise its routes, arrange for appropriate treatment, deployment of personnel and plant to enable salting; and snow clearance of the highway in accordance with the specified response times.

How the service is delivered is covered by the Winter Service Operational Plan.

3.0 Responsibilities and management arrangements

The senior highways manager is responsible for implementing the Winter Service Policy.

The Winter Service will be delivered in accordance with the Winter Service Operational Plan (see Annex F)

As Client, the Council will provide road salt and will decide what action is required on a daily basis during the winter risk period.

The term maintenance contractor will provide gritters, gritter drivers, fuel, loader and any other equipment required.

The out of hour's duty officer is responsible for the day to day operation of the council's highways winter service. This person is responsible for deploying the winter service when required.

The winter risk period runs from the 1st October until 30th April.

4.0 Route Prioritisation

The Winter Maintenance Policy ensures, so far as reasonably practicable, that safe passage along an adopted highway is not endangered by snow or ice. Due to the size of the network, financial implications and operational resources, it is not considered to be practically possible to provide winter services on all parts of the highway network in one operation, and ensure that all running surfaces are kept free from ice and snow at all times, even on the treated parts of the highway network.

There are a wide variety of highway types, functions and uses across the County, and it is not practicable to either assess or build resilience across all of the network. There is a need to focus resilience risk assessments and plans on a subset of each network - defined as the “Resilient Network” and outlined in Section A.4 of the Code. It has been developed and reviewed as necessary to ensure that it provides:

- connectivity between major communities;
- links to the strategic highway network;
- connectivity across authority boundaries where appropriate;
- links to transport interchanges;
- access to emergency facilities including Fire and Rescue, Police, Ambulance Services and hospitals;
- links to critical infrastructure (ports, power stations, water treatment works etc);
- principal public transport routes, access to rail and bus stations, and to bus garages and other depots; and
- other locally important facilities.

The highway network within the County will be assessed using the scoring criteria identified in Annex A.

Each route will be given a score based on the criteria in Annex A, and routes will be determined on the following basis:

Scoring Criteria	Treatment
Score > ABC (to be updated when review complete)	Precautionary Route
Score <ABC >DEF (to be updated when review complete)	Secondary Route
Access to school, medical facility or emergency services, and NOT on either of the above	Snow Route

The approved treatment routes will be identified in the Winter Service Operational Plan (Annex F), and published on the Council’s website.

The Minimum Winter Network will be defined as all A & B class roads throughout the County, and in times of severe snow, all available resources will be directed to keeping these open.

5.0 Treatment Routes

5.1 Carriageways

Rutland County Council will prioritise the gritted network by defining if a route is either a precautionary route, secondary route or a snow route. The determined routes will be included within the Winter Service Operational Plan.

Precautionary Route: This is the advanced application of salt applied to a road to prevent ice forming and snow settling. These routes should be completed within 4 hours of the instructed start time.

Secondary Route: These may be treated before a forecast of severe weather, or in the event of prolonged cold weather (greater than 48 hours with forecast temperatures below 0.5 degrees Celsius), once the primary routes have been treated.

Snow Route: When heavy snow is predicted (greater than 10mm expected to settle), these routes will be gritted alongside the precautionary routes.

During severe winter conditions the Council will consider service requests for reactive gritting from members of the community where difficulties are being experienced, and in particular where assistance from us would benefit the wider community in terms of travel and accessing essential services. All requests for service can only be considered in accordance with the winter service priorities and available resources.

5.2 Footways

Footways will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the main footways in Oakham and Uppingham town centre areas only. Where resources are available, treatment of footways after snowfall, other than in Oakham and Uppingham town centres, will take place on a priority basis. i.e. areas with high numbers of vulnerable users.

In Oakham the town centre is defined as the following roads:

- a) High St
- b) Melton Rd
- c) New St
- d) Church St
- e) Gaol St
- f) Northgate
- g) Market St
- h) Market Place
- i) Mill St
- j) Burley Rd

In Uppingham the town centre is defined as the following roads:

- a) Market Place
- b) High St East
- c) High St West
- d) Orange St
- e) Queen St
- f) North St East
- g) North St West

5.3 Cycleways

Cycleways will not receive a precautionary treatment.

5.4 Car Parks

Car parks will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the Council's car parks in Oakham & Uppingham (except Queens Road car park in Uppingham, as this is too small to accommodate a gritter).

The most comprehensive and current summary of roads and footways included in our designated gritting routes are available on the Council's web page and can be accessed by logging on to <https://roadworks.org/> under 'driver information/winter gritting routes'.

Requests for routes additions will be considered by the Senior Highways Manager, and Portfolioholder for Highways, against the defined criteria in Annex A.

6.0 Grit Bins

To avoid contamination salt will only be provided in bins and not left in heaps. Bins are supplied and installed upon request from Parish or Town Councils, which fund the initial purchase of the bins. All requests for new grit bins must be submitted through the Parish Council and sent through to the highways department for consideration.

Following a request for a grit bin, an assessment will be carried out using the form in Annex B.

In addition the following criteria will also be taken into account:

- Placement of grit bin will not obstruct the free passage of pedestrians
- Grit bins will only be provided on the public highway
- Permission will be sought from property owners, if there is a proposal to place a grit bin outside their home

Grit bins will only be provided if a score of greater than 100 is achieved, when assessed against the criteria in Annex B.

If a grit bin is provided, and subsequently damaged, the Town/Parish Council will meet the cost of the replacement bin, if it is still required.

It is the responsibility of the Parish Council to inform Rutland County Council in a timely manner, as to when grit bin refills are required during the winter period. Requests for re-fills must be submitted to highways@rutland.gov.uk or via <https://rutland.fixmystreet.com/>

We will endeavour to re-fill empty grit bins within 5 working days of the request being received; as an authority our aim is to assist Parish and Town councils to keep their communities safe.

Grit bins will be checked annually and refilled before the start of the winter season.

Grit bins will be filled with a 50/50 mix of grit/sharp sand.

Grit bins will be filled for free at the start of the winter season. Parishes will receive one further free re-fill. Additional re-fills will be charged at the rate shown in the schedule of Approved Fees and Charges.

A schedule of grit bins will be included in the Winter Service Operational Plan (Annex F) and published on the Council's website

7.0 Snow Warden Scheme

In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don't receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice and training and to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Rutland County Council (RCC) and the local community.

Full details of the snow warden scheme, including duties, application forms, and risk assessments can be found in Annex C.

Rutland County Council will provide the following equipment for snow wardens to enable them to clear snow and spread the salt evenly across the footway:

- snow shovel
- fluorescent waistcoat
- waterproof gloves

The equipment must be collected from the highways depot.

Parish Councils must nominate designated snow wardens prior to the start of the winter season.

Rutland County Council will provide specific training for snow wardens prior to the winter season.

8.0 Plant and Resources

Sufficient and suitable vehicles will be provided and maintained to treat all designated routes within 4 hours of the instructed start time. All gritting vehicles will be checked and calibrated in accordance with BS1622:1989

All vehicles will contain electronic vehicle location systems together with automatic recording of salt spreading.

In the event of a breakdown repairs will be carried out within 2 hours and if required replacement vehicles will be provided within 24 hours.

All operatives shall receive suitable winter service training.

Sufficient and suitable equipment will be provided and maintained to treat footways as required.

Details of plant and resources will be made available in the Winter Service Operational Plan (Annex F)

9.0 Salt

Salt will be stored in a purpose built salt barn at Ashwell depot.

A minimum of 4,000T of salt will be held in stock at the start of the winter season.

Over the summer season, a salt stock review will be carried out by an approved body, as specified in the Winter Service Operational Plan, who will provide an accurate report of salt levels within the depot.

Salt levels will be automatically and electronically updated and monitored throughout the winter season.

Additional salt may be re-ordered if the level of salt falls below 1500 tons during the winter season.

6mm untreated rock salt will be used for carriageway gritting. The salt will be tested after delivery in accordance with BS 3247:1991 - Salt Spreading on Highways for Winter Maintenance.

Grit bins: will be filled with a 50/50 mixture of 6mm rock salt and sharp sand.

10.0 Weather Prediction and Information

10.1 Winter Risk Period

The winter risk period is from 1st October to the 30th April.

10.2 Forecast Arrangements

Weather forecasting services are to be provided by suitable forecaster, and forecasting accuracy statistics are reviewed on an annual basis. The target for accuracy is 95%.

Suitable records must be kept of all forecasts.

Weather station maintenance, data management and thermal mapping services are to be provided by a suitable supplier.

Information collected by the weather station and road sensor located on the A47 near Uppingham, is used by staff to monitor local conditions. This includes:

- Road Surface Temperature;
- Residual salt level/ expected freezing point;
- Dew point;
- Surface state (i.e. wet/dry/ice).
- Air temperature;
- Precipitation, type and levels;
- Wind speed and direction;
- Relative humidity.

10.3 Decision Making Process

Daily decisions on winter maintenance actions will be made by a suitably trained duty officer, depending on the forecast and with the aid of the flowchart shown in Annex D.

The flow chart and spread rates therein are derived from the National Winter Service Research Group Practical Guidance Documents (see Annex E)

Suitable electronic records must be kept of all decisions and actions.

11.0 Cross Border Agreement

As gritters may not be able to turn at the County boundary it is convenient to enter into agreements with neighbouring authorities to treat certain lengths of

each other's networks. Responsibility for gritting for these sections of road will be transferred under a Section 8 Agreement (Highways Act 1980).

Electronic records will be kept of all cross-border arrangements.

12.0 Information and Publicity

Information on the winter service and gritting routes will be provided on the Council's website.

Winter service decisions will be communicated to all identified stakeholders by email, directly from the Winter Service Manager system.

Information on specific updates may be provided through the Council's social media channels during times of severe weather.

The public are encouraged to assist with snow clearing activities, and the Dft advice on how they can assist their communities can be found here: <https://www.gov.uk/clear-snow-road-path-cycleway>

13.0 Winter Service Operational Plan

This Policy will be delivered through the provision of a Winter Service Operation Plan (see Annex F for the relevant version at the time of Policy publication).

14.0 Updating

This Policy will be updated if required due to changes in guidance or legislation, or at such time as required by Cabinet.

The Winter Service Operational Plan will be reviewed by the Strategic Director for Places, the Senior Highways Manger, and the relevant Portfolioholder on an annual basis.

The Plan may be brought back to Cabinet if changes are proposed which significantly alter the cost or level of service (greater than 10% increase).

A large print version of this document is available on request



Rutland
County Council

Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

01572 722 577
enquiries@rutland.gov.uk
www.rutland.gov.uk

WINTER ROUTE ASSESSMENT CRITERIA

ROUTE ASSESSED		
ROAD NUMBER		
LOCATION		
WM SERIAL		
USRN		
LENGTH (m)		
Av WIDTH		
	SCORE	
HIERARCHY		
3a - Main Distributor	100	
3b - Secondary Distributor	75	
4a - Link Road	50	
4b - Local Access Road	10	10
TRAFFIC DATA		
TRAFFIC SENSITIVE	50	
MAIN ROUTE IN/OUT	50	
TRAFFIC FLOW >1500	30	
TRAFFIC FLOW 500 - 1500	20	
TRAFFIC FLOW <500	10	10
RECORDED ACCIDENTS DUE TO SNOW/ICE IN LAST 5 YEARS		
Fatal	100	100
Personal Injury	30	
TOPOGRAPHY		
Gradient		
>20%	0	10
5-10%	20	
<10%	40	
<100m radii bend	30	
<250m radii bend	20	
JUNCTION / ROUNDABOUT	10	10
WET AREA	20	
NEAR BODY OF WATER	5	
BUS ROUTE		
BUS ROUTE > 4 DAILY	50	
BUS ROUTE OCCASIONAL	10	
SCH BUS	50	
ACCESS TO SERVICES		
ACCESS TO SCHOOL	20	
ACCESS TO MEDICAL FACILITY	20	
ACCESS TO EMERGENCY SERVS	20	
TOTAL SCORE		

WINTER MAINTENANCE - GRIT BIN ASSESSMENT FORM

Proposed Location of Salt Bin

Assessment Date

Assessed by

Is proposed location on a current treatment route?

Y/N

(if yes, do not proceed)

Is proposed location within 200m of existing grit bin?

Y/N

(if yes, do not proceed)

Characteristic	Severity	Standard Score	Actual Score
Gradient	<1 in 15	75	
	1 in 15 to 1 in 29	40	
	> 1 in 30	Nil	
Severe Bend	Yes	60	
	No	Nil	
Close proximity to and falling towards	Heavy trafficked road	90	
	Moderately trafficked road	75	
	Lightly trafficked road	30	
Assessed traffic density at peak times	Moderate (traffic group 5)	40	
	Light (traffic group 6)	Nil	
Number of premises for which only access	Over 50	30	
	20 - 50	20	
	0 - 20	Nil	
Is there a substantial population of either disabled or elderly people	Yes	20	
	No	Nil	
	TOTAL SCORE		



Rutland County Council

SNOW WARDEN SCHEME

INFORMATION PACK



Snow Warden Scheme Information Sheet

What is the Snow Warden Scheme?

In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don't receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice and training and to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Rutland County Council (RCC) and the local community.

Who can be a Snow Warden?

The Snow Warden must:

- be nominated as suitable by the town or parish council or similar body
- have received suitable training by RCC to carry out Snow Warden duties
- agree to work within the advice provided by the county council
- agree to work to the parish council's plan that has been agreed with RCC
- be registered with RCC

Equipment required:



- High viz tabard (provided by RCC)
- Suitable gloves. (provided by RCC)
- Good non-slip footwear, e.g. waterproof boots/wellingtons.
- Warm clothing.
- Snow/grit shovel (provided by RCC)
- Fully charged mobile telephone (if you have one)

Role and responsibilities:

The Snow Warden is working on behalf of the parish/town council, not RCC, and will deliver winter maintenance support, determined by parish or town councils, to their communities. Their roles and responsibilities include:

- Keeping a register of local trained volunteers
- Receiving and responding locally to weather alerts
- Organising and deploying volunteers to clear snow
- Organising and deploying volunteers to spread grit when snow conditions are forecast
- Informing RCC of when grit bins require re-filling
- Encouraging the responsible use of grit/salt and help to minimise the abuse of grit/salt within communities
- Providing information on local conditions.
- Following personal safety measures



Personal safety measures:

- Do not attempt to clear snow from any carriageway, only clear snow from the footpaths.
- Always try to face oncoming traffic when working near a carriageway.
- Make sure your non-slip footwear is in good condition and has plenty of tread.
- Wear your gloves and always wash your hands the moment you have finished work.
- Make sure your wrap up warm and, if possible, take in plenty of hot drinks.
- Always commence work at the point nearest where the grit salt is sited.
- Use the snow shovel and grit salt as shown.
- When clearing snow from footpaths, always clear a line down the middle of the path first. This will provide you with a safer surface to walk on and allow you to then shovel snow from the centre to the sides.
- Spread grit salt as you progress to stop ice forming on the area you have cleared.
- Walk only on the areas you have gritted to reduce the risk of slipping.
- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath the surface. However, you must remember to cover the cleared area with grit salt to stop it refreezing overnight.
- Keep stretching and swapping tasks - moving snow and spreading grit is quite strenuous work so take it easy if it is a while since you last did any manual work.
- Try to always bend your knees, not your back, when lifting and do not try to move or lift anything that is too heavy.
- Always take extra care when walking on steps, slopes and icy areas of footpaths.
- **Do not** use hot water to melt the snow, this will create black ice.
- If you have children with you ensure they are closely supervised at all times.
- Report **all** accidents, incidents, violent incidents, or near misses that involve you, or those working with you, to Rutland County Council.
- Provided you have undergone the necessary training and follow the advice above, you will be covered by Rutland County Council's liability insurance.



Snow Warden – Application Form

Do you consider yourself to be physically capable of carrying out the work involved?

Carrying out the duties of a snow warden can be physically demanding and tiring.

If you are pregnant or have any pre-existing health problems, e.g. angina or back pain, or you are not sure whether you are fit enough to carry out the work involved, please seek medical advice from your GP before you complete this form.

Parish Information

Which Town/Parish Council/Meeting will you be volunteering for?	
------------------------------------------------------------------------	--

Contact details (block capitals please)

Name	
Address (inc postcode)	
E-mail	
Telephone	

I declare that I am fit to carry out the duties of a snow warden

Signed	
Date	

Please return this completed form to:

Ruth McNeil
 Highways Operations Technician, Places – Highways
 Rutland County Council
 Station Approach
 Oakham
 Rutland
 08/17/2018



Snow code

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. So it's unlikely you'd be sued or held legally responsible if someone was injured on the path if you clear it carefully.

The public are encouraged to assist with snow clearing activities, and the Dft advice on how they can assist their communities can be found here:

<https://www.gov.uk/clear-snow-road-path-cycleway>

Follow these simple steps set out in the government's snow code.

- Start early - clear the snow or ice early in the day and cover the path with salt before nightfall to stop it refreezing overnight.
- Use salt or sand - not water. Help prevent black ice by spreading some salt on the area you have cleared. Use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Sand or ash won't stop the path icing over as well as salt, but will provide good grip under foot.
- Take care where you throw the snow so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.
- Be a good neighbour. If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well - especially if they're elderly or disabled and depend on social care services which need to reach them.
- Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas.

Useful contacts

Rutland County Council

Contact	Telephone	Website
Rutland County Council	01572 722577	www.rutland.gov.uk

SNOW WARDEN RISK ASSESSMENT FORM

ASSESSMENT NO.	RA 1	ASSESSMENT DATE:	17/8/208	SERVICE AREA:	Emergency Planning
ASSESSMENT TITLE	Snow Wardens	REVIEW DATE:	17/8/2018	ASSESSED BY:	NAT
SELECT TYPE. DELETE TYPE N/A.	WORKPLACE TASK WORKEQUIP	SERVICE:	Volunteer Snow Wardens	SIGNATURE:	Neil Tomlinson

NB: USE RISK RATING SHEET TO DECIDE RISK RATING & RESIDUAL RISK: L/M/H=LOW – MEDIUM - HIGH

RESIDUAL RISK IS THE LEVEL OF RISK REMAINING AFTER INTRODUCING ADDITIONAL CONTROL MEASURES

WORKPLACE /TASK/EQUIP . ASSESSED	HAZARDS IDENTIFIED	WHO IS AT RISK	EXISTING CONTROL MEASURES	RISK RAT. (L/M/H)	ADDITIONAL CONTROL MEASURES REQUIRED	RES. RISK (L/M/H)
Footpaths around Borough	Slips, Trips and Falls	Snow Warden			Wear correct Personal Protective Equipment – Boots, Gloves	M
46	Manual Handling of Snow	Snow Warden			Correct Manual Handling Procedures–bending knees, avoid twisting sharply. Turn feet/body in order to move snow.	L
	Vehicles on Carriageway	Snow Warden			Using sensory skills, looking, listening for traffic, facing oncoming traffic, particularly when working close to edge of footpath. Wear hi-visibility jacket.	L
	Frozen Footpaths	Snow Warden			Awareness – if snow is frozen hard to be aware of potential for jarring wrists, back.	L
	Lifting Bags of Rock Salt & shoveling salt	Snow Warden			Correct manual handling procedures – bending knees, using legs not back to provide strength to lift.	L
	Spreading of Rock salt	Snow Warden			PPE – wearing of gloves while spreading salt.	L
	General Snow clearing duties	Snow Warden			Health and Safety training provided for all Snow Wardens	L



Rutland
County Council

Snow Warden Videos

Courtesy of Medway Council

<https://www.youtube.com/watch?v=VTNeOKRya7E>

Courtesy of Dover District Council

https://www.youtube.com/watch?v=A8s_Znql___k

DRY SALTING (De-icer spread rates in g/m ²)																																								
Frost or forecast frost Road Surface Temperature (RST) and Road Surface Wetness	Matrix Cvrg Traffic Loss	A			B			C			D			E			F			G			H			I			J			K			L					
		PC	HT	NL	PC	HT	HL	PC	MT	NL	PC	MT	HL	PC	HT	NL	FC	HT	HL	FC	MT	NL	FC	MT	HL	GC	HT	NL	GC	HT	HL	GC	MT	NL	GC	MT	HL			
RST at or above -2 °C and dry or damp road conditions		8			8			8			8			8			8			8			8			8			8			8			8			8		
RST at or above -2 °C and wet road conditions		10			13			16			11			13			11			11			11			8			8			8			8			8		
RST below -2 °C and above -5 °C and dry or damp road conditions		15			20			20			17			17			17			14			14			10			10			10			10			10		
RST below -2 °C and above -5 °C and wet road conditions		25			2 x 17			2 x 20			2 x 17			2 x 17			28			28			28			16			16			16			16			16		
RST at or below -5 °C and above -10 °C and dry or damp road conditions		29			2 x 19			2 x 19			2 x 16			2 x 16			32			27			27			18			18			18			18			18		
RST at or below -5 °C and above -10 °C and wet road conditions		2 x 24			2 x 32			2 x 39			2 x 32			2 x 32			2 x 27			2 x 27			2 x 27			30			30			30			30			30		

Please see Table A for variations to the rates given above

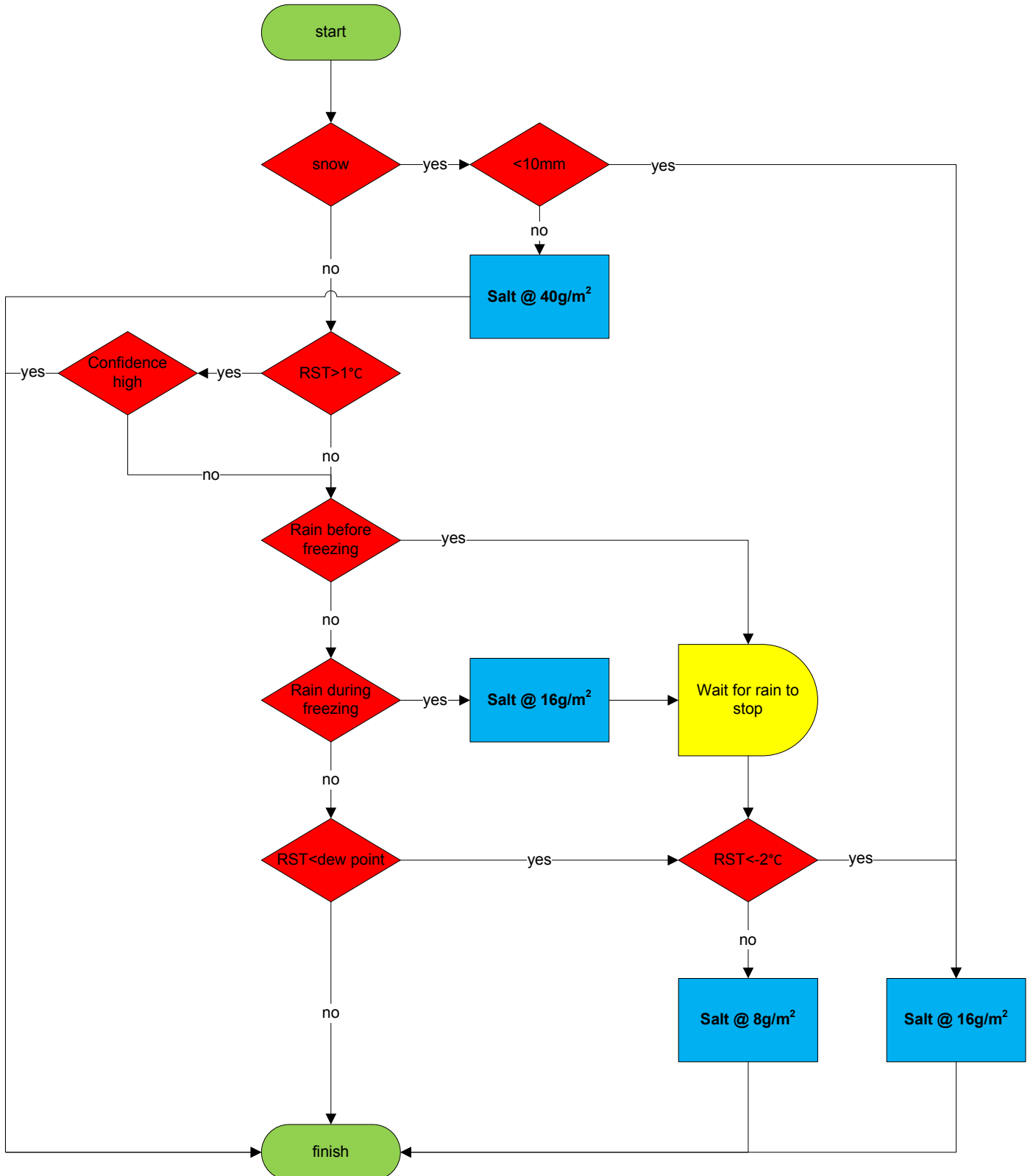
Key:

Cvrg: PC = Poor coverage, FC = Fair coverage, GC = Good coverage

Traffic: HT = High level, MT = Medium Level

Loss: NL = Normal loss, HL = High loss

- Decision Flow Chart





Rutland
County Council

Winter Service Operational Plan 2018/19

Version 1

July 2018

1 Introduction

The Council has a statutory duty under Section 41 of The Highways Act 1980 to 'maintain highways maintainable at public expense'. The Railways and Transport Safety Act 2003 in Section 111, extends the requirements of Section 41 of the Highways Act 1980 to place a specific duty on a Highway Authority 'to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice'. By using the words 'reasonably practicable' the legislation recognises that it is not possible to treat the entire network or to keep the treated parts of the network clear of snow and ice at all times.

This plan has been developed in accordance with the recommendations of Well- Managed Highway Infrastructure: A Code of Practice, published by the UK Roads Liaison Group October 2016.

2 Objectives

The Council aims to provide an effective and efficient winter service to:

- Allow the safe passage of vehicles and pedestrians on priority routes;
- Mitigate delays due to winter weather;
- Promote sustainability by reducing damage caused to the highway network as a result of ice formation;
- Carry out all operations safely.

3 Client and Contractor Responsibilities

The Senior Highways Manager is responsible for implementing the Winter Service Policy.

As Client, the Council will provide road salt and will decide what action is required on a daily basis during the winter risk period.

The term maintenance contractor, Tarmac, will provide gritters, gritter drivers, fuel, loader and any other equipment required to deliver the Winter Service.

The out of hour's duty officer is responsible for the day to day operation of the council's highways winter service. This person is responsible for deploying the winter service when required.

A detailed list of responsibilities is contained in Appendix 1.

4 Operations

Gritting operations will be carried out by the term maintenance contractor using their own gritters. In addition during extreme weather:

- Street cleansing and grounds maintenance contractors will be used to clear snow from footways;
- Farmers will be contracted to clear snow from carriageways as directed.
- Parish/Town Council snow wardens may carry out additional snow clearance duties in times of extreme weather.

5 Routes

5.1 *Carriageways*

To assist in determining which routes should receive precautionary treatment, risk assessments have been carried out in accordance with the Winter Service Policy.

Treatment routes are classified as:

- Precautionary
- Secondary
- Pre-Snow

The risk assessed routes are shown in Appendix 2, and those routes reaching the criteria for treatment, shall be published on the Council's website.

The treated routes will be divided into three areas across the County, defined as Route 1, Route 2 and Route 3 (see Appendix 3), with a vehicle dedicated to treating each route.

The target for their completion will be 4 hours from the instructed time of commencement.

During periods of extreme weather, treatment of additional locations will be determined by prioritisation of requests from the police or the public, subject to resources being available. The defined precautionary routes will always take priority.

5.2 *Footways*

Footways will not normally receive a precautionary treatment, however when snow is forecast precautionary gritting will be carried out on the main footways in Oakham and Uppingham town centre areas only. Where resources are available, treatment of footways after snowfall, other than in Oakham and

Uppingham town centres, will take place on a priority basis. i.e. areas with high numbers of vulnerable users.

In Oakham the town centre is defined as the following roads:

- a) High St
- b) Melton Rd
- c) New St
- d) Church St
- e) Gaol St
- f) Northgate
- g) Market St
- h) Market Place
- i) Mill St
- j) Burley Rd

In Uppingham the town centre is defined as the following roads:

- a) Market Place
- b) High St East
- c) High St West
- d) Orange St
- e) Queen St
- f) North St East
- g) North St West

5.3 Cycleways

Cycleways will not receive a precautionary treatment.

5.4 Car parks

Car parks will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the Council's car parks in Oakham & Uppingham (except Queens Road car park in Uppingham, as this is too small to accommodate a gritter).

The most comprehensive and current summary of roads and footways included in our designated gritting routes are available on the Council's web page and can be accessed by logging on to <https://roadworks.org/> under 'driver information/winter gritting routes'.

6. Grit Bins

To avoid contamination salt will only be provided in bins and not left in heaps. Bins are supplied and installed and maintained in accordance with the Winter Service Operational Policy.

Grit bins will be checked annually and refilled before the start of the winter season.

Grit bins levels shall be recorded in Confirm at the time of re-fill to assess which bins have received use over the previous winter.

Grit bins will be filled with a 50/50 mix of grit/sharp sand.

It is the responsibility of the Parish Council to inform Rutland County Council in a timely manner, as to when grit bin refills are required during the winter period. Requests for re-fills must be submitted to highways@rutland.gov.uk or via <https://rutland.fixmystreet.com/>

Requests will be recorded in Confirm and Town/Parish councils invoiced at the end of the winter season, including a report of all refill requests, detailing the following:

- Date requested
- Requested by
- Date filled
- Salt level at time of re-fill

We will endeavour to re-fill empty grit bins within 5 working days of the request being received.

Grit bins will be filled for free at the start of the winter season. Parishes will receive one further free re-fill. Additional re-fills will be charged at the rate shown in the schedule of Approved Fees and Charges.

The locations of grit bins are shown in Appendix 4 and shall be published on the Council's website.

7 Weather Prediction and Information

7.1 Winter Risk Period

The winter risk period is from 1st October to the 30th April.

7.2 Forecast Arrangements

Weather forecasting services are provided by MetDesk, forecasting accuracy statistics are reviewed on an annual basis. The target for accuracy is 95%.

Weather station maintenance, data management and thermal mapping services are provided by Viasala.

Information collected by the Weather Station and Road Sensor located on the A47 near Uppingham, is used by staff to monitor local conditions. This includes:

- Road Surface Temperature;
- Residual salt level/ expected freezing point;
- Dew point;
- Surface state (i.e. wet/dry/ice).
- Air temperature;
- Precipitation, type and levels;
- Wind speed and direction;
- Relative humidity.

7.3 Decision Making Process

Daily decisions on winter maintenance actions will be made by the duty officer, depending on the forecast in accordance with the Winter Service Policy.

Although there is no specific duty to hold a formal qualification, all winter duty officers will undertake annual refresher training, usually provided by the Council's weather forecasting supplier, or an accredited training organisation.

It should be noted that as the formation of frost is dependent on both temperature and dew point, gritting will not necessarily be carried out when the road surface temperature falls below zero, on a dry road surface, or when residual salt levels are sufficient to deal with the expected conditions.

Salt is spread at either 8, 11, 20, 21, 20x2g/m² or 40 grams per m² in the event of snow, in accordance with the recommendations in the flow chart and spread rates derived from the National Winter Service Research Group Practical Guidance Documents (see Appendix 5).

Rutland will be using Matric K in Appendix 6 with the following criteria being used:

Cvrg: GC = Good Coverage

Traffic: MT Medium Traffic

Loss: NL

The duty officer will make a decision and instruct the contractor by 2pm at the latest, this will include timing of the runs and the salt spread rate.

Taking into account the following:

- Gritting should be completed before the predicted time of snow, ice or frost formation;
- Avoiding gritting during the morning or evening rush hour where possible;
- Maximising output from gritter drivers by avoiding night shifts where possible.

See Appendix 7 for the duty officer rota.

8 Equipment

RCC has the following winter maintenance equipment:

- 1no mini tractor with snow plough (owned by RCC)
- 4no hand gritters for footpaths;
- 1no 5,000T capacity salt barn;
- 1no weather station.

The following equipment will be supplied by the Term Maintenance Contractor, Tarmac:

- 2 x 9m³ gritters
- 1 x 3m³ gritter
- 1 x loading shovel
- 1 x 5000 litre fuel tank (maintained at a resilience level of 1000litres minimum)

All vehicles must be able to accommodate a snow plough attachment, if required.

All vehicles must be able to spread salt in 1 gram increments.

All gritting vehicles must be fitted with electronic tracking devices to monitor location, speed, and spread widths.

In the event of a vehicle breakdown, the contract between Tarmac and Rutland County Council, states that repairs will be carried out within 2 hours and if required replacement vehicles will be provided within 24 hours.

Gritters will be calibrated at the start of the winter period to ensure salt is spread at the required rates.

Gritters will be washed down at the end of each run and parked under cover.

Effluent from washing down will be collected and disposed of to an authorised site.

Fuel for the gritters is supplied by the term contractor and included in the cost of the treatment runs.

Drivers should have the ability to re-fuel at local fuel stations should suppliers not be able to reach the depot in times of extreme weather, and the minimum fuel level is reduced below 500 litres.

9 Salt

Road salt is currently stored in a purpose built salt barn at Ashwell depot, which has a capacity of approximately 5,000 tons.

A minimum of 4,000T of salt will be held in stock at the start of the winter season. This is approximately 25% more than the total amount of salt used in any one of the last 10 winter seasons and would provide resilience in the event of severe winter weather conditions.

This salt level will be monitored through Viasala Manager software, which will be automatically updated from Exactrac once runs have been completed, uploaded and acknowledged by the Duty Officer.

Additional salt may be re-ordered if the level of salt falls below 1500 tons during the winter season.

1500 tons will provide resilience for up to 10 days in the most severe conditions, requiring 24/7 treatment operations.

6mm untreated rock salt will be used for carriageway gritting. The salt will be tested after delivery in accordance with BS 3247:1991 - Salt Spreading on Highways for Winter Maintenance.

The stored salt should have a moisture content of between 2 to 3.5%

Grit bins will be filled with a 50/50 mixture of 6mm rock salt and sharp sand.

10 Health and Safety

All operations are carried out in accordance with the term contractor's (Tarmac) generic risk assessment for winter service operations (and inserted as Appendix 8.

This risk assessment will be completed after a pre-season meeting to be held in September.

11 Cross Border Agreements

As gritters may not be able to turn at the County boundary it is convenient to enter into agreements with neighbouring authorities to treat certain lengths of each other's networks. Responsibility for gritting for these sections of road will be transferred under a Section 8 Agreement (Highways Act 1980).

Electronic records will be kept of all cross-border arrangements.

12 Quality Plan

The winter maintenance system, Vaisala Manager, based on the flow chart in Appendix 5, will be used for recording decisions, instructing the contractor and communicating decisions to third parties.

Gritting operations will be recorded using the Exactrak GPS tracking system, linked automatically to Vaisala Manager.

Weather records will be kept by the data management provider, and provided to RCC through web based applications.

13 Updating

The Winter Service Operational Plan will be reviewed by the Strategic Director for Places, the Senior Highways Manger, and the relevant Portfolioholder on an annual basis.

The Plan may be brought back to Cabinet if changes are proposed which significantly alter the cost or level of service (greater than 10% increase).

14 Information, Communications and Publicity

A winter maintenance leaflet detailing the precautionary gritting routes will be produced at the start of the season (see Appendix 9 for driver guidance and Appendix 10 for Government Guidance on snow clearance).

All winter service information will be provided on the Council's website, including winter advice, winter gritting routes, and details of the Snow Warden scheme.

All winter decisions will be communicated through the Vaisala Winter Manger system, with emails or texts being sent to all stakeholders identified in Appendix 10. This will include all registered Parish and Town Clerks, unless they decide to opt out, or nominate an alternative contact.

Representations to be included on the list shall be made by contacting highways@rutland.gov.uk

All stakeholder contacts shall be stored within Vaisala Manager and updated annually.

Decisions can also be distributed by the Council's communications team via social media channels, such as Facebook and Twitter (these channels will not be monitored out of hours).

All winter service requests will be communicated to the Duty Officer by phone. Service users can contact the Council 24/7 by ringing the officer number 01572 722577. This will divert to an out of hours service, monitored by Lifeline, who will pass service requests to the Duty Officer.

15 Appendices

- Appendix 1 - Client and Contractor Responsibilities
- Appendix 2 - Winter Gritting Routes
- Appendix 3 - Winter Route Splits
- Appendix 4 - Grit Bin Locations
- Appendix 5 - Winter Decision Flowchart
- Appendix 6 - NWSRG_Spread Rate Matrix K
- Appendix 7 - RCC Out of Hours Rota
- Appendix 8 - Contractors Risk Assessment
- Appendix 9 – Winter advice for drivers
- Appendix 10 – Stakeholder list

References

Winter Service Policy

Well Managed Highway Infrastructure: A Code of Practise

<http://www.ukroadsliaisongroup.org/en/codes/>

National Winter Service Group: Practical Guidance Documents

<http://www.nwsrg.org/publications/guidance>

Client and Contractor Responsibilities

A. Client

The management of the Winter Service is the responsibility of the Senior Highways Manager. His responsibilities are to:

- Deliver a service to deal with an average winter but having the capability to be extended to handle more severe winters.
- Arrange for adequate weather forecasts and consultation during the winter period.
- Scrutinize the weather forecasts to assess the winter service required.
- Secure an adequate service from a contractor for the provision of winter service.
- Maintain a rota of duty officers.
- Establish communication networks to allow immediate contact between the duty officer and the contractor, and the duty officer and the Emergency Services
- Fully assess the highway network to identify priority and secondary treatment routes.
- Maintain a list of-treatment routes for carriageways, footways, and cycleways. Identify within these routes which will receive pre-treatments and which will receive post-treatments.
- Ordering appropriate service from the contractor specifying the start time of the treatment, the route number and the salt spread rate.
- Monitor the salt usage and ensure that new supplies are ordered and delivered to maintain an appropriate level of salt.
- Provide a list of salt bins and their location. Maintain the level of salt within the salt bins.
- Respond to calls from the public concerning the provision of winter service. Provide an adequate response where appropriate.
- Recording and logging electronically, all decisions relating to the winter service.
- Establishing a list of contractors with suitable plant for snow clearing purposes and hiring in such plant when necessary.
- Establishing contact numbers for access to emergency service control rooms for public transport operators.
- Liaising with adjoining authorities to ensure that the winter service operational plan is continuous at the boundaries;
- Collection of data for performance measurement.
- Review and update the winter service operational plan each year and implement updates as required.

B. Term Contractor

The delivery of winter operations is the responsibility of the term contractor (Tarmac). Their responsibilities are to:

- Provide and maintain suitable vehicles, adequate to carry out the salting of all routes within the specified response times.
- Provide the Council with salt spreading equipment calibration test records (BS 1622) prior to the start of the winter period.
- Provide skilled mechanical salting vehicle drivers, loading shovel drivers, supervisors, etc. adequate to manage and complete the winter service operations to the specification within the response times.
- Establish a communication networks to allow immediate contact between - The contractor supervisor/manager and the Council's duty officer and the contractor's supervisor/manager and his drivers, workshop operatives, shovel driver and fitter.
- Provide electronic locations and monitoring devices for all winter service vehicles, recording, as a minimum, historic data on location, speed, spread rates, route start and finish times.
- To update the duty officer on road conditions during severe weather (snow or widespread ice).
- Ensuring that all operatives are appropriately trained in winter service operations
- To ensure that workshop facilities and appropriate skilled personnel are available on 24 hour call-out during the winter period to repair and maintain vehicles and to deal with any mechanical breakdowns that may occur.
- Providing the Council with regular information on plant condition; listing any mechanical faults, which would prevent satisfactory operation.

C. Grounds Maintenance and Street Cleaning Contractors

During periods of snow the grounds maintenance contractor and street cleaning contractor will re-deploy their operatives to clear snow from footways. Travel disruption may limit the availability of the contractor's operatives.

D. Farmers

During periods of snow farmers will be contracted to clear snow from carriageways. Prior to the start of the winter risk period the Senior Highways Manager will agree the areas covered by each farmer and provide suitable ploughs that can be attached to the farmers' tractors.

E. Snow Wardens

Parish Council's must nominate designated snow wardens prior to the start of the Winter Season.

Rutland County Council will provide the following equipment for snow wardens to enable them to clear snow and spread the salt evenly across the footway:

- gloves
- snow shovel
- fluorescent waistcoat

The equipment must be collected from the highways depot.

ROUTES TO BE ADDED AFTER CABINET APPROVAL

ROUTES TO BE ADDED AFTER CABINET APPROVAL

LOCATIONS

Parish	Street	Location	No.	Bin Reference	Easting	Northing
Ashwell	Langham Road	Opposite the green	20	ASH1	486383	313468
Ashwell	Brookdene	Next to 1 Swallows Lane	21	ASH2	486135	315395
Ashwell	Cory's Current Depot	On l/h/s under 2nd lamp post	228	ASH3	486103	313881
Ashwell	Church Lane	Opposite Church entrance	237	ASH4	526750	239706
Barleythorpe	Manor Lane	Opposite no 6	13	BAR1	484847	309656
Barleythorpe	Kings Centre					
Barrow	Main Street	Underneath street light	38	BRW1	489209	315134
Barrow	Buttercross	Opposite green triangle	37	BRW2	489098	315155
Barrow	Berkes Cottages	Opposite farm entrance	36	BRW3	489011	315268
Barrow	Main Street/Cottesmore Road junction	On junction next to bus shelter	39	BRW4	489528	315214
Barrowden	Tippings Lane	Opposite Welland View (2a)	128	BWD1	494691	300106
Barrowden	Chapel Lane	Crown Lane junction	129	BWD2	494885	300228
Barrowden	Wheel Lane	Kings Lane junction	130	BWD3	494943	300143
Barrowden	Wakerley Road	In front of 33	211	BWD4	495029	300202
Barrowden	Wakerley Road	Tippings Lane junction	212	BWD5	494673	300331
Barrowden	Back Lane	Wakerley road junction	247	BWD6	494720	300336
Belmesthorpe	Castle Rise	Main Street junction	148	BLM1	504248	310196
Belmesthorpe	Newstead Lane	Opposite Paddock House	230	BLM2	504198	310065
Belmesthorpe	Main Street	Outside Glendower House	149	BLM3	504357	310278
Belton in Rutland	Church Street	Outside no 23	3	BEL1	481611	301310
Belton in Rutland	Chapel Street	Iloddington Lane junction	2	BEL2	481709	301469
Belton in Rutland	Littleworth Lane	Nether Street junction	1	BEL3	481795	301227
Belton in Rutland	New Road (next to bus shelter)	outside The Old Rectory	4	BEL4	481490	301190
Bisbrooke	Main Street	Opposite no 16	32	BIS1	488480	299537
Braunston in Rutland	Church Street	By Memorial	11	BIR1	483323	306585
Brooke	Main Street	Brooke Road junction	206	BRO1	484885	305750
Brooke	Church Lane End	In front of The Lilacs	207	BRO2	368404	202291
Clipsham	Bradley Lane	In front of Clipsham Court Entrance	115	CLP1	49622	316547
Clipsham	New Road	Opp The Paddock	116	CLP2	497029	316224
Cottesmore	Main Street	Near Sun Inn just in entrance to Community Centre	48	COT1	490152	313491
Cottesmore	Main Street	Outside Telephone Exchange	44	COT2	490386	313703
Cottesmore	Mill Lane	Outside School	45	COT3	490108	313897
Cottesmore	Ashwell Road	Junction with Wenton Close	43	COT4	489920	313346
Cottesmore	The Pastures	On Grass area on junction	47	COT5	490561	313654
Cottesmore	Nether Close	Outside no 22	46	COT6	490692	313733
Cottesmore	C A Site	On l/h/s of entrance	224	CCA1	489406	312759
Cottesmore	C A Site	In compound	225	CCA2	489406	312759
Cottesmore	C A Site	In compound	226	CCA3	489406	312759
Cottesmore	C A Site	In compound	227	CCA4	489406	312759
Edith Weston	Rectory Lane	At side of Village Hall	76	EDW1	492640	305359
Edith Weston	Weston Road	Opp Makey's Close	77	EDW2	492396	305348
Edith Weston	Church Lane	St Mary's Close junction	78	EDW3	492814	305366
Edith Weston	Weston Road	School Entrance	79	EDW4	492418	305342
Empingham	Willoughby Drive	Main Street junction	110	EMP4	495225	308737
Empingham	Loves Lane	Next to bench and bin on right hand side	111	EMP2	495280	308855
Empingham	Main Street	Church Street junction	112	EMP1	494968	308641
Empingham	Nook Lane	A606 junction	113	EMP3	494820	308571
Empingham	Nursery Close	Opposite no 16	114	EMP6	495387	308742
Empingham	Exton Road opp Cricket Club	Opposite 1 Highfield Close	229	EMP5	494923	308794
Empingham	Willoughby Drive	Main Street junction	246	EMP7	495221	308732
Essendine	Mallard Close	Opposite no 7	151	ESS3	504622	312765
Essendine	Plover Road	Opposite no 7	150	ESS4	504487	312758
Essendine	Manor Farm Road	A6121 junction	152	ESS1	504682	312712
Essendine	Glen Crescent	Opposite no 7	153	ESS2	504516	321373
Exton	The Brookes	Empingham Road junction	80	EXT1	492789	310758
Exton	Pudding Bag Lane	Outside Lilac Farm	81	EXT2	492429	311350
Glaston	Church Lane	Next to Village Hall entrance	57	GLA1	489671	300474
Great Casterton	College Close	Ryhall Road junction	133	GTC1	500116	309217
Great Casterton	Home Farm Close	Adjacent to The Barn (No. 8)	134	GTC2	500067	308873
Great Casterton	High Crescent	On right hand side of entrance	135	GTC3	499976	309315
Great Casterton	Ermine Rise	On right hand side of entrance	136	GTC4	499859	309222
Greatham	Church Lane		72	GRE1	492399	314626
Greatham	Church Lane	Main Street junction	73	GRE2	492395	314509
Greatham	Pond Lane		74	GRE3	492660	314446
Greatham	Great Lane	Little Lane junction	75	GRE4	492749	314541
Greatham	Little Lane	Main Street junction	194	GRE5	492786	314416
Greatham	Stretton Road	Opposite The Wheatsheaf carpark	195	GRE6	493053	314389
Hambleton	Lyndon Road	Opposite Pinfold	199	HAM1	489822	307399
Hambleton	Oakham Road	Corner of Highfield Cottages	200	HAM2	489971	307494
Hambleton	Lyndon Road	Outside Church entrance	201	HAM4	490019	307574
Hambleton	Oakham Road	Anglers carpark entrance	202	HAM3	489563	307936
Ketton	Spinney Road	Outside no 16	118	KET10	498002	304282
Ketton	High Street	Near the shop	119	KET6	498026	304667
Ketton	Capendale Close	Empingham Road junction	120	KE T2	497785	304381
Ketton	Church Road	A6121 Crossroads	121	KET1	498011	304279
Ketton	Aldgate	Edmonds Drive junction	122	KET3	498378	304318
Ketton	Spinney Road	Northwick Road junction	123	KET4	497655	304200
Ketton	Aldgate	Behind bridge wall	124	KET8	498304	304291
Ketton	Aldgate	Outside Amber Lodge, 44a	124	KET14	498300	304291
Ketton	Geeston	Outside old Doctors Surgery	125	KET7	498465	304002
Ketton	Geeston Road	Opposite Oakhurst	126	KET9	498457	304023
Ketton	Barrowden Road	Station Road junction	127	KET5	498426	304036
Ketton	Empingham Rd	A6121 Crossroads	240	KET11	497970	304301
Ketton	Northwick Road	Opposite Burnhams Road	241	KET12	497712	304126
Ketton	Empingham Rd	Outside no 48	26	KET13	497784	304381
Langham	Squires Close	Grass area in front of no 4	26	LAN1	484052	311074
Little Casterton	Ryhall Road	behind 30 mph sign	138	LTC1		
Lyddington	Colley Rose	Side of no 20	232	LYD1	487244	297400
Lyddington	Main Street	Church Lane junction	233	LYD2	487538	296955

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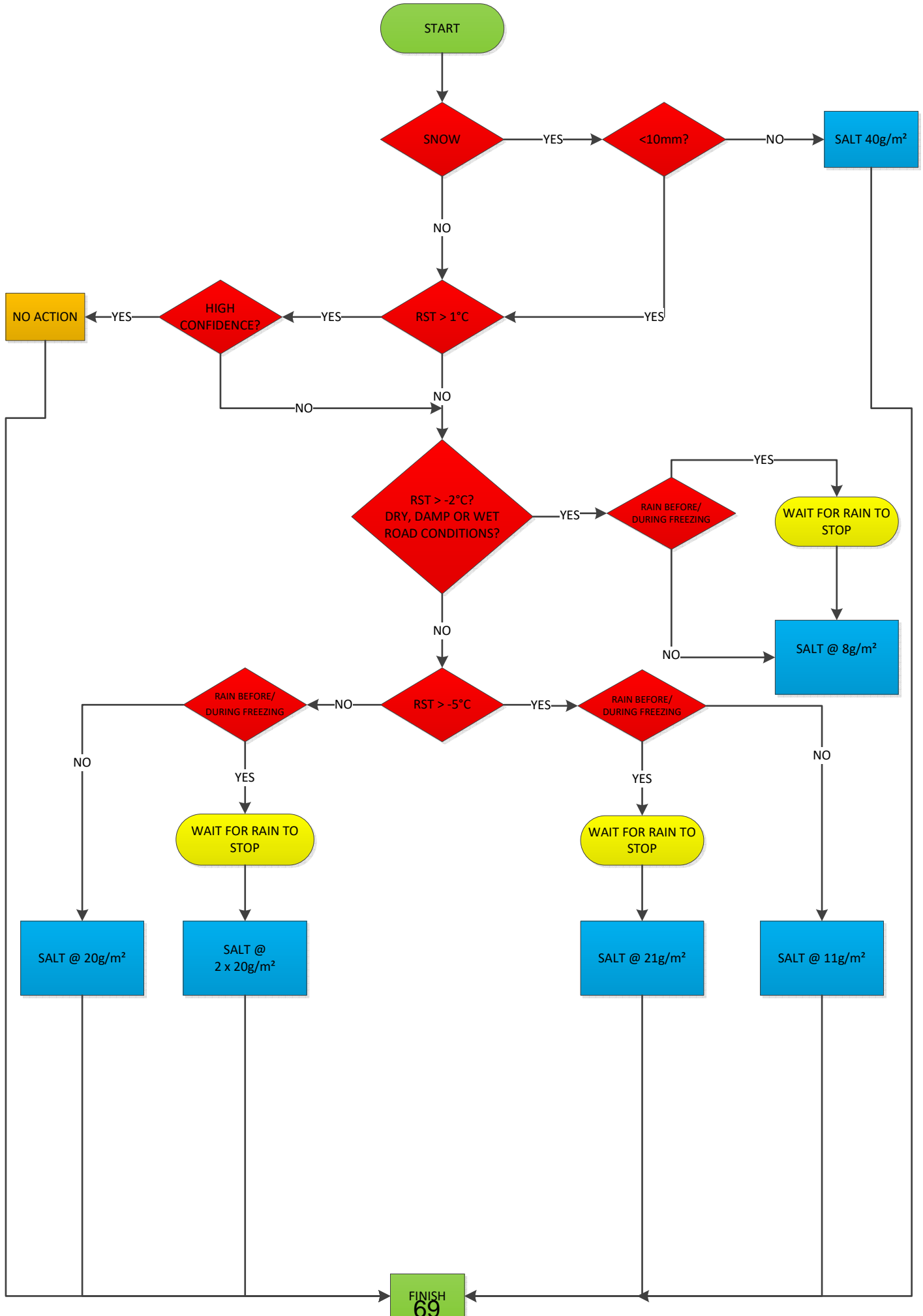
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Lyndon	Church Road	Adjacent to footpath to Church	203	LYN1	490814	304452
Lyndon	Luffenham Road	The Green	204	LYN2	490972	304323
Manton	St Mary's Road	Opposite Hall Cottage	29	MAN2	487924	304631
Manton	Stocks Hill	Outside St Mary's Church	30	MAN1	488047	304656
Manton	St Mary's Road	Opposite Three Wells	31	MAN4	488077	304541
Manton	Priory Road	Opposite no 24	205	MAN3	488189	304784
Manton	Chater Close	On green outside no 8	235	MAN5	488296	304505
Market Overton	Bowling Green Lane	At side of footway entrance to The Finches/The Limes	41	Mar-01	488974	316272
Market Overton	Pinfold Lane/Kings Close junction	At junction on grassy area next to telegraph pole	42	Mar-02	488936	316500
Morcott	Station Road	(Hidden behind bush) LID BROKEN NEEDS REPLACING	64	MOR5	492603	300674
Morcott	School Lane / Pingle Lane	At rear of church	65	MOR4	492493	300810
Morcott	Church Lane	Outside Owls Barn	66	MOR1	492441	300781
Morcott	Willoughby Road	Outside no 1	67	MOR6	492237	300770
Morcott	Mount Pleasant Road	Back Lane junction	68	MOR2	492451	300590
Morcott	High Street	Ajacent to the pub	69	MOR3	492663	300460
Normanton	Normanton	Wytchley Road junction with Normanton Road	95	NOR1	493207	305907
North Luffenham	Pinfold Lane	Wood Yard Corner BROKEN LID	82	NLM12	493448	303697
North Luffenham	Church Street	On junction opposite no 1	83	NLM4	493420	303451
North Luffenham	Newmans Close	By grass	84	NLM13	493775	303366
North Luffenham	Edith Weston Road	Kings Road junction	85	NLM7	493863	303411
North Luffenham	Edith Weston Road	Ancaster Way junction	86	NLM1	493785	303489
North Luffenham	Butt Lane	Edith Weston Road junction	87	NLM2	493685	303579
North Luffenham	Butt Lane	Church Street junction	88	NLM3	493623	303309
North Luffenham	Lyndon Road	By 30mph sign	89	NLM8	493131	303448
North Luffenham	Glebe Road	Opposite Chater Cottage	90	NLM10	493285	303339
North Luffenham	The Jetties	Behind wall on r/h/s	91	NLM9	493322	303438
North Luffenham	Chapel Lane	On corner	92	NLM5	493627	303217
North Luffenham	Kings Road	Digby Drive junction	93	NLM6	493772	303219
North Luffenham	Oval Close	Edith Weston Road junction	94	NLM11	493603	303667
North Luffenham	C A Site	In compound	226	CCA3	489406	312762
North Luffenham	C A Site	In compound	227	CCA4	489406	312762
North Luffenham C A Site	C A Site	On l/h/s of entrance	221	NCA1	492680	301906
North Luffenham C A Site	C A Site	By welfare unit	222	NCA2	492680	301906
North Luffenham C A Site	C A Site	On l/h/s	223	NCA3	492680	301906
Oakham	Edmonton Way	In front of no 51	154	O17	486759	308554
Oakham	Hambleton Close	At side of 2 Brooke Close	155	O9	486999	308980
Oakham	Wensum Close	Side of no 9	156	O14	486814	309025
Oakham	Beech Road	On footpath link to Burley Road	157	O5	486542	309256
Oakham	Willow Crescent	Woodland View junction	158	O18	486555	309134
Oakham	Redwing Close	In front of no 2	159	O13	486644	309417
Oakham	Summerfield	Entrance to POS	160	O19	486366	309622
Oakham	Vicarage Road	In front of no 21	161	O12	486567	308775
Oakham	The Lodge	Near main reception	162	O10	486316	308809
Oakham	The Lodge	Adjacent to 15	163	O11	486296	308747
Oakham	Huntsmans Drive	Opposite Brambles	164	O7	485418	309011
Oakham	Huntsmans Drive	In parking area near to 30	165	O8	485524	309038
Oakham	Hill Road	Parkfield Road junction	166	O20	485291	309096
Oakham	Hectors Way	Cold Overton Road junction	167	O16	484877	308886
Oakham	Hilltop Drive	Cold Overton Road junction	168	O6	484678	308876
Oakham	Chiltern Close	Mendip Road junction	169	O3	484736	308829
Oakham	Ferrers Close	In front of no 10	170	O15	484897	308987
Oakham	Churchill Road	Briars Convenience Store opposite Mountbatten Road	171	O4	485110	308534
Oakham	South Street	Adjacent to Braunston Road footbridge	208	O1	485748	308670
Oakham	The Sidings		209	O2	485765	308591
Oakham	Pickworth Close	Side of 7 Gunthorpe Close	210	O21	487026	309124
Oakham	Irwell Close	Opposite no 40	238	O22	485231	308184
Oakham Enterprise Park 1					486650	311084
Oakham Enterprise Park 1					486650	311084
Oakham Enterprise Park 1					486650	311084
Pickworth	Pickworth Road	Junction Pickworth Road/The Drift		PK1	499452	313709
Pilton	Pinfold Lane	Church Street junction	61	PIL1	491487	302909
Pilton	Crossroads	Morcott Road/Pilton Road junction	62	PIL2	491494	302819
Preston	Church Lane	At rear of village hall	22	PRE1	487113	302397
Preston	Cross Lane	junction with A6003	23	PRE2	487248	302462
Preston	Ridlington Road	In front of no 1	24	PRE3	487156	302281
Preston	South View	In parking area	25	PRE4	487136	302231
Preston	Main Street	Opposite School House		PRE5		
Ridlington	Top Road	On green	15	RID4	485056	302745
Ridlington	Main Street	Church Lane junction	16	RID3	484791	302757
Ridlington	Main Street	West Lane junction	17	RID1	484649	302698
Ridlington	Main Street	East Lane junction	18	RID2	484962	302903
Ryhall	Foundary Road	Opposite The Crescent	140	RYH6	504008	310963
Ryhall	Bridge Street	Foundary Road junction	141	RYH1	503678	311066
Ryhall	Mill Street	A6121 junction	142	RYH2	503510	311222
Ryhall	New Road	Highlands junction	143	RYH11	503360	310809
Ryhall	Lea View	New Road junction	144	RYH5	503475	310864
Ryhall	Church Street	Opposite library in Village Hall carpark	145	RYH3	503611	310703
Ryhall	The Square	behind the butchers	146	RYH7	503657	310918
Ryhall	Rutland Way	Outside Francis Court	147	RYH4	503593	310563
Ryhall	Francis Court	At side of building	147	RYH8	503622	310650
Ryhall	St Eabbas Close	A6121 junction	239	RYH9	503771	311578
Ryhall	Spinney Close	Outside no 6	242	RYH10	503395	310606
Seaton	Main Street	opposite Thompsons Lane	59	SEA1	490382	298300
Seaton	Penns Hill	Moles Lane	60	SEA2	490212	298091
Seaton	Church Lane	Main Street junction	244	SEA3	490458	298276
South Luffenham	Barrowden Lane	Outside no 11	217	SLM1	494266	301602
South Luffenham	Pinfold Close	At side of no 12	101	SLM2	494338	301983
South Luffenham	Back Lane	Outside Coach House Inn	216	SLM4	494166	301766
South Luffenham	Back Lane	Underneath defibrillation unit	218	SLM5	493825	302038
South Luffenham	Back Lane	By bridge	219	SLM6	493916	301864
South Luffenham	Gatehouse Lane	North Luffenham Road junction	97	SLM7	493797	302301
South Luffenham	Hall Lane	Stamford Road junction	248	SLM8	494278	301857
South Luffenham	Pinfold Lane	Opposite Meadow Rise	98	SLM9	493991	302196

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South Luffenham	Pinfold Lane	Near to pond	99	SLM10	494156	302106		
South Luffenham	Pinfold Lane	Opposite The Street	100	SLM11	494261	302080		
South Luffenham	Pinfold Lane	Stamford Road junction	102	SLM12	494440	301984		
South Luffenham	The Street	Church Lane footpath	104	SLM13	494105	301896		
South Luffenham	Church Street		?	SLM3				
Stretton	Stocken Hall Road	Between Wilson Court and Fleetwood Court	105	STR4	495191	317247		
Stretton	Stowe Court	In parking area	106	STR1	495167	317136		
Stretton	Stocken Hall Road	Clipsham Road junction	107	STR2	495034	315996		
Stretton	Manor Road	Near bus stop	108	STR3	494900	315866		
Stretton	Rookery Lane	A1 slip road junction	196	STR7	494724	315751		
Stretton	Manor Road	Near electricity station	197	STR6	495089	315931		
Stretton	Clipsham Road	Manor Road junction	249	STR5	494845	316040		
Teigh	Main Sreet	Near notice board/Village Hall	234	TEI1	486480	316116		
Thistleton	Fosse Lane	At junction with Thistleton Road	70	THI1	491040	317857		
Tickencote	Church Lane	Near Empingham Lane	131	TIC1	499063	309689		
Tinwell	Casterton Lane	Rookery Lane junction	220	TIN1	500451	306757		
Tixover	Ketton Lane	Near to Tixover Grange	243	TIX1	497893	301680		
Uppingham	Elizabeth Way	Opposite play area	172	U16	486809	300121		
Uppingham	Bramble Close	Opposite no 12	173	U3	486708	300209		
Uppingham	Ayston Road	In layby/ Wheatley Av	174	U1	486631	300193		
Uppingham	Gainsborough Road	North Street East junction	175	U5	486833	299795		
Uppingham	Gainsborough Road	The Quadrant junction	176	U17	486851	299932		
Uppingham	Seaton Road	on roundabout	177	U13	487028	299732		
Uppingham	Seaton Road	Ash Close junction	178	U21	487176	299515		
Uppingham	Seaton Road	Brook Close junction	179	U18	487258	299468		
Uppingham	Hornbeam Lane	Opposite Blackthorn Close	180	U23	487329	299471		
Uppingham	Hornbeam Lane	In parking area in front of no. 30	181	U22	487262	299572		
Uppingham	Uppingham Town Council	Adjacent to building	182	U19	486834	299722		
Uppingham	South View		183	U14			CHECK	can't find
Uppingham	Adderly Street	Mount Pleasant Corner	184	U7	486914	299592		
Uppingham	Springback Way	London Road junction	185	U10	486625	299532		
Uppingham	Springback Way	Opposite West Deyne	186	U15	486352	299611		
Uppingham	Rees Close	Lime Tree Avenue junction	187	U20	486131	300089		
Uppingham	Queens Road	On service road	188	U11	486190	299872		
Uppingham	Belgrave Road	Queens Road junction	189	U2				
Uppingham	Johnson Road		190	U8				
Uppingham	Dolphin Court		191	U6				
Uppingham	Gerard Court		192	U24	486465	299947		
Uppingham	Johnson Bungalows	Rear of 37	193	U25	486420	299942		
Uppingham	Branston Road near garages & Metcalf Crescent		213	U4	486394	300152		
Uppingham	Rutland Close	Firs Avenue junction	214	U12	486451	300329		
Uppingham	Linnet Court	Adjacent 17 Siskin Road	215	U9	4862697	300244		
Uppingham	Station Road	Hillside junction	231	U27	486871	299542		
Uppingham	Limetree Avenue	Near to play area	236	U26	486095	300192		
Uppingham	Wheatley Avvenue	Near Ayston Road junction		U28	486624	300216		
Wardley	Main Street	On verge opposite Littlebank	9	WAR1	483229	300223		
Whissendine	Hall Close / Foxhill	On junction	6	WHI1	483298	314191		
Whissendine	Sherrard Close / Harborough Close	On junction	7	WHI2	482551	314496		
Whissendine	Station Road	In bus shelter	8	WHI3	483391	314281		
Whissendine	Mill Grove		250	WHI4			CHECK	can't find
Whitwell	Church Lane	Near Church Lane road sign and church.		WHIT1	492350	308783		
Wing	Reeves Lane	Top Street junction	50	WIN4	489014	302993		
Wing	Bottom Street	Reeves Lane junction	51	WIN1	489024	303195		
Wing	Bottom Street	Middle Street junction	52	WIN5	489203	303158		
Wing	Middle Street	Top Street junction	53	WIN3	489224	302979		
Wing	Church Street	Top Street junction	54	WIN2	489368	303008		
Wing	Glaston Road	Morcott Road junction	55	WIN6	489587	302949		

WINTER DECISION FLOWCHART



DRY SALTING (De-icer spread rates in g/m ²)															
Frost or forecast frost Road Surface Temperature (RST) and Road Surface Wetness	Matrix			A	B	C	D	E	F	G	H	I	J	K	L
	Cvrg	HT	NL	PC	HT	HL	PC	MT	HT	FC	MT	HT	GC	GC	GC
RST at or above -2 °C and dry or damp road conditions	8			8	8	8	8	8	8	8	8	8	8	8	8
RST at or above -2 °C and wet road conditions	10			13	13	13	16	8	11	11	13	8	8	8	10
RST below -2 °C and above -5 °C and dry or damp road conditions	15			20	20	17	20	13	17	14	17	10	13	11	13
RST below -2 °C and above -5 °C and wet road conditions	25			2 x 17	2 x 17	2 x 17	2 x 20	21	28	28	2 x 17	16	21	21	25
RST at or below -5 °C and above -10 °C and dry or damp road conditions	29			2 x 19	2 x 19	2 x 16	2 x 19	24	32	27	2 x 16	18	24	20	24
RST at or below -5 °C and above -10 °C and wet road conditions °	2 x 24			2 x 32	2 x 32	2 x 32	2 x 39	2 x 20	2 x 27	2 x 27	2 x 32	30	2 x 20	2 x 20	2 x 24

Please see Table A for variations to the rates given above

Key:

Cvrg: PC = Poor coverage, FC = Fair coverage, GC = Good coverage

Traffic: HT = High level, MT = Medium Level

Loss: NL = Normal loss, HL = High loss



RUTLAND COUNTY COUNCIL

OUT OF HOURS DUTY ROTA FOR HIGHWAYS

2018/19 24/08/2018

Version: V3

During Office Hours 08:00-16:30 Please Call 01572 758297 or 01572 722577

From	To	RCC Out of Hours Duty Officer
02/04/2018	08/04/2018	Robyn Green
09/04/2018	15/04/2018	James von der Voelsungen
16/04/2018	22/04/2018	Paul Slater
23/04/2018	29/04/2018	Neil Tomlinson
30/04/2018	06/05/2018	Robyn Green
07/05/2018	13/05/2018	James von der Voelsungen
20/08/2018	26/08/2018	Robyn Green
27/08/2018	02/09/2018	James von der Voelsungen
03/09/2018	09/09/2018	Paul Slater
10/09/2018	16/09/2018	Neil Tomlinson
17/09/2018	23/09/2018	Robyn Green
24/09/2018	30/09/2018	James von der Voelsungen
01/10/2018	07/10/2018	Paul Slater
08/10/2018	14/10/2018	Neil Tomlinson
15/10/2018	21/10/2018	Robyn Green
22/10/2018	28/10/2018	James von der Voelsungen
29/10/2018	04/11/2018	Paul Slater
05/11/2018	11/11/2018	Neil Tomlinson
12/11/2018	18/11/2018	Robyn Green
19/11/2018	25/11/2018	James von der Voelsungen
26/11/2018	02/12/2018	Paul Slater
03/12/2018	09/12/2018	Neil Tomlinson
10/12/2018	16/12/2018	Robyn Green
17/12/2018	23/12/2018	James von der Voelsungen
24/12/2018	30/12/2018	Paul Slater
31/12/2018	06/01/2019	Neil Tomlinson
07/01/2019	13/01/2019	Robyn Green
14/01/2019	20/01/2019	James von der Voelsungen
21/01/2019	27/01/2019	Paul Slater
28/01/2019	03/02/2019	Neil Tomlinson
04/02/2019	10/02/2019	Robyn Green
11/02/2019	17/02/2019	James von der Voelsungen
18/02/2019	24/02/2019	Paul Slater
25/02/2019	03/03/2019	Neil Tomlinson
04/03/2019	10/03/2019	Robyn Green
11/03/2019	17/03/2019	James von der Voelsungen
18/03/2019	24/03/2019	Paul Slater
25/03/2019	31/03/2019	Neil Tomlinson
01/04/2019	07/04/2019	Robyn Green
08/04/2019	14/04/2019	James von der Voelsungen
15/04/2019	21/04/2019	Paul Slater
22/04/2019	28/04/2019	Neil Tomlinson

RCC Duty Officer

Robyn Green		
Paul Slater		
Neil Tomlinson		
James von der Voelsungen		

Duties commence at 09:00 each day and are for a 24 hour period

Contractors Winter Service Risk Assessment

To be inserted after pre-season meeting each year

Guidance for Drivers

1. During wintry weather conditions:

- Ask yourself – is your journey essential?
- Check the local and national weather forecasts.
- Listen to local and national radio for travel information.
- Tell someone at your destination what time you expect to arrive.
- Make sure you are equipped with warm clothes, food, boots and a torch. In snowy conditions, take a spade.
- Clear your windows and mirrors before you set out and carry a screen scraper and de-icer.

2. Adjust your driving to the conditions

- Hail, heavy snow and rain reduce visibility.
- Uses dipped headlights and reduce your speed.
- Dazzle from winter sun can be dangerous. Keep a pair of sunglasses handy and slow down.
- Drive with care, even if the roads have been treated.
- Keep well back from the road user in front as stopping distances are ten times longer in ice and snow, than on dry roads.
- Take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle.
- Watch out for snowploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared.
- Be prepared for the road conditions to change over relatively short distances.
- Gentle maneuvers are the key to safe driving in heavy snow. Use all the car's controls - accelerator, brakes, clutch and steering - as gently and progressively as possible.
- Select second gear when pulling away, easing your foot off the clutch gently to avoid wheel-spin.
- Try to maintain a constant speed, choosing the most suitable gear in advance to avoid having to change down while climbing a hill. When driving downhill, choose third or fourth gear to prevent skidding.

3. Vehicle condition

- In winter it is even more important to check your vehicle is well maintained and serviced.
- Keep the lights, windows and mirrors clean and free from ice and snow.
- Keep your battery fully charged.
- Add anti-freeze to the radiator and winter additive to the windscreen washer bottles.
- Make sure wipers and lights are in good working order.
- Check that tyres have plenty of tread depth and are maintained at the correct

