



## Winter Management Guidelines Lancing Business Park (LBP)

Policy/Guidelines	WINTER MAINTENANCE GUIDELINES
Edition:	November 2014
Ratification by LBP Ltd:	November 2014
Author:	Lancing Business Park BID Manager
Review date:	April 2021

***PLEASE NOTE THAT LANCING BUSINESS PARK DO NOT HAVE A STATUTORY DUTY TO DEAL WITH SNOW AND ICE AND WE UNFORTUNATELY DO NOT HAVE THE RESOURCES TO MAKE A COMMITMENT TO PROVIDE A SNOW CLEARING SERVICE***

What we hope to do therefore is to encourage and facilitate self help as far as possible and to liaise with other authorities and agencies. To achieve this we have taken [or will take] the following action:

- Prepare and publish LBP Winter Management Guidelines
- Establish and maintain links with key personnel of principle authorities and publish contact details
- Inform West Sussex County Council (WSCC) of any additional roads that, on the basis of local knowledge, it is considered should be on the treatment route
- Check the Daily Decision made by WSCC during inclement weather and liaise with key personnel and local contacts regarding any action to be taken
- Purchase equipment as appropriate
- Inform WSCC of any severely affected key roads requiring treatment
- Liaise with WSCC for their contractors to treat the WSCC car park, Marlborough Road, LBP
- Review the Winter Management Guidelines annually or following severe weather events and consider further action

Objective responsibility for salting and gritting roads and pavements rests with WSCC. However, they have to prioritise when the weather deteriorates, and depend upon local businesses to take responsibility for maintaining access within LBP.

The focus of the Winter Management Guidelines is on maintaining access to businesses, and ensuring that people can move safely about the main areas of LBP.

LBP is unable to physically undertake snow/ice clearance as its only employee is the LBP BID Manager. However, the BID Manager will liaise between businesses, LBP Grounds Maintenance Team, WSCC and Adur & Worthing Councils when weather conditions are adverse. LBP will however endeavour to help businesses within the business park to maintain access to their businesses.

**LBP Grounds Maintenance Team**

**Tel: 07841482629 Mike Nea – CJS Landscapes Ltd**

**Email: [info@cjslandscapesltd.com](mailto:info@cjslandscapesltd.com)**

**Role:** To hold and distribute salt supplies. To liaise with members/businesses who require additional services above which WSCC can supply.

NB: Some additional services may not be covered by LBP Contract and additional fees may apply.

**Lancing Business Park BID Manager**

**Tel: 07584503729**

**Email: [suzy@lancingbusinesspark.co.uk](mailto:suzy@lancingbusinesspark.co.uk)**

**Role:** The LBP BID Manager will act as a central point of communication between members/businesses on LBP, WSCC, Adur & Worthing Council and LBP Grounds Maintenance Team. To post out information on disruption caused by inclement weather by email to members who are registered on the LBP website, ideally on a daily basis.

All members/businesses are asked to adopt good neighbour behaviour and we want to encourage community spirit to help where we can and suggest the following guidelines:

***A snow-clearer does have a duty to clear with reasonable care  
so as not to create a new and worse risk***

**DO:**

Move snow to a porous surface such as a grass verge

Spread salt/grit evenly and thinly

Clear any excess salt / grit once the snow or ice has melted

**DON'T:**

Use water to melt snow and ice as there is a risk it will refreeze

Move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk

Use excessive salt, grit or other materials so as to create a new or worse risk once the snow/ ice has melted

**LEGAL ADVICE**

Throughout the country people have been hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This was raised at numerous forums during 2010 and the consensus appears to be that common sense should prevail. The Ministry of Justice has stated that "The prospects of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small".

*Direct.gov 2010*

**West Sussex County Council.**

**Tel: 01243 642105**

**Email:**[highways@westsussex.gov.uk](mailto:highways@westsussex.gov.uk)

**Website:** Incident Map <http://westsussex.cdmf.info/incident/map.htm> \*

**Role:** Providing advice and identifying problem areas that require salting/gritting. West Sussex County Council (Roads) West Sussex County Council treats 1,000 miles of the county's roads as part of their precautionary salting network. **See Appendix A.**

**Priority roads for salting:**

Main routes into the Business Park (see incident map above) \*

WSSC does not undertake any of the following:

- Hand treat pavements
- Treat private, third party or non-highway land

**Adur & Worthing Councils**

**Tel:** 01903 239999

**Email:** [helppoint@adur-worthing.gov.uk](mailto:helppoint@adur-worthing.gov.uk)

**Website:** <http://www.adur-worthing.gov.uk/snow-and-ice-updates/>

**Role:** WSSC are not responsible for Winter Maintenance, Worthing and Adur Councils will however provide advice and information on council services that may be affected by inclement weather.

**Winter Management Guidelines.** Lancing Business Park Ltd is responsible for the Plan and its update. Copies of guidelines are held by LBP BID Manager and are available on LBP website. [www.lancingbusinesspark.co.uk](http://www.lancingbusinesspark.co.uk)

**DISCLAIMER**

Whilst every effort has been made to follow official guidance in drafting this Winter Management Guidelines, Lancing Business Park Ltd is not responsible for any event resulting from misinterpretation of or subsequent changes to the guidance.

## **APPENDIX A WEST SUSSEX COUNTY COUNCIL'S COMMITMENT**

### **WSCC undertakes to do the following before or during adverse weather:**

- Prepare an annual service plan approved by the cabinet member, which defines policy and practice Winter Service Plan  
[http://www.westsussexhighways.org/assets/uploads/WMPics/winter\\_service\\_plan\\_2011-2016\\_feb.pdf](http://www.westsussexhighways.org/assets/uploads/WMPics/winter_service_plan_2011-2016_feb.pdf)
- Monitor the daily forecast provided by WSCC's weather forecast provided between October and April and take appropriate actions
- Issue a Daily Decision which is found on their website
- Treat 1,600 km of the County's roads as part of the precautionary salting network (typically this happens 42 times per year)
- Purchase and store at WSCC's five depots at least 10,000 tons of de-icing road salt during the summer months when prices are advantageous
- Liaise with the Government's "Salt Cell" and actively participate in Mutual Aid with adjacent Highway Authorities
- Maintain a fleet of 27 gritters (bulk spreaders) between October and April
- Fill salt bins in October and thereafter they will respond to requests depending on the supply and any limitations put on the use of their stock by Central Government and the severity of any future event
- Deliver Hippo Bags of salt and grit on request when resources permit
- Fund farmers to clear agreed local roads

### **WSCC does not undertake any of the following:**

- Hand treat footways / cycle ways / precincts as a precautionary exercise
- Treat private 3rd party or non highway land
- Refill salt bin or replace when salt / grit stocks are critical
- Fund farmers to clear additional roads over and above the agreed local roads without prior approval
- Precautionary treatment of roads takes place before the predicted event to allow time for salt to turn into brine
- Reactive treatments such as snow ploughing can only take place once snow has accumulated
- The criteria for precautionary treatment are as follows: (see maps for routes treated)

District Distributors (A and B class roads)

Important bus routes i.e. daily-weekday with a service frequency of at least one bus per hour or more, in and between peak periods for schools and work

Access road/s leading to large industrial establishments, as identified by the Highway Network Manager

Access road/s leading to Airports, Hospitals, Ambulance and Fire Stations