



# SANDHURST TOWN COUNCIL

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All Environment Meetings are open to the Public and Press.

Dear Councillors Ms G Kennedy (Chairman), N Allen, Mrs J Bettison, A Blatchford, M Brossard, Mrs S Davenport (Vice Chairman), Mrs H Hill, P Hodge, Mrs P McKenzie, A Shellhorn, P Wallington, Mrs S Warren

You are hereby summoned to attend a meeting of the **Environment Committee** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 13 September 2018 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey  
Executive Officer

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## 1. Apologies for absence

To receive and accept apologies for absence.  
(Procedural item)

## 2. Members' interests

To receive any declaration of interests from Members on the business to be transacted.  
(Procedural item)

## 3. Minutes of Environment Committee meeting

To receive and confirm the Minutes of the proceedings of the Environment Committee Meeting held on 12 July 2018 (pages 0768-0770) as a true and correct record.  
(Decision item)

## 4. Proposed Projects

a. To receive an update following resolution 1580 concerning the installation of small gates at the entrance to the War Memorial. (Information item)

b. To receive an update following resolution 1581 to seek advice from a stonemason about cleaning the War Memorial. (Information item)

c. To receive an update about the coffee pod bench. (Information item)

d. To consider a request made by a Councillor for a new bin to be installed in the Memorial Park next to the bridge that leads into Shepherd Meadows (Annexe 1). (Decision item)

## 5. Britain in Bloom – Chelsea Fringe

To receive an update on the recent Chelsea Fringe events debrief meeting and to consider running the events next year. (Decision item)

**6. Keep Britain Tidy**

To discuss and arrange the date and location for a litter pick in autumn 2018. (Decision item)

**7. Remembrance Service**

To receive an update. (Information item)

**8. Winter Service Plan 2018/19**

To receive and consider the draft service plan from Bracknell Forest Council, suggesting amendments from local knowledge where required (Annexe 2). (Decision item)

**9. Sandhurst Town Council Blue Recycling Bins**

To receive information from Bracknell Forest Council concerning the withdrawal of the waste collection from April 2019. (Decision item)

**10. Condition of the bench at Edgebarrow Rise**

To receive a request from a resident to consider restoring or replacing the bench at Edgebarrow Rise. (Decision item).

**11. Outside Bodies Reports**

a) To receive reports from any representatives on outside bodies. (Information Item)

b) To change the representatives for the Clean Team from Cllr Mrs P McKenzie and Cllr M Brossard to Cllr Ms G Kennedy and Cllr M Brossard. (Decision item)

**12. Footpaths**

To receive feedback on path conditions and actions taken from footpath monitor. (Information item)

**13. Noticeboards**

To receive feedback on notice boards and actions taken from assigned monitor. (Information item)

**14. Press and Publicity**

To consider public messages and timing for release. (Decision item)

**15. Date of next meeting**

To confirm the date of the next meeting as 8th November 2018. (Procedural item)

<b>ANNEXE 1: Proposed Installation of New Bin</b>	
<b>Meeting: Environment Committee</b>	<b>Date: 13<sup>th</sup> September 2018</b>
<b>Agenda item: 4d</b>	<b>Author: Angela Carey</b>

### **1. Purpose of report**

To apprise the councillors of a request that has been received from a councillor to consider the installation of a new bin.

### **2. Background**

A request has been received to consider the installation of a new bin by the bridge that leads into Shepherd Meadows. Cllr Mrs S Davenport is concerned about the amount of litter that she collects on her dog walks in that area as there is no bin to dispose of litter nearby.

The cost of a new bin will be circa £350.00.

There is a dog waste bin next to the bridge.

The Head Groundsman was consulted about the amount of litter on the path from the Balancing Pond down towards the bridge. He has stated that in his opinion there is not a significant amount of rubbish being dropped in this area to need another bin.

There are some existing bins on the park that are in need of replacement. The budget for new bins is £500.

### **3. Recommendation**

To consider the information provided and to make a recommendation to the Leisure Committee if appropriate.

**Delivery Department**  
Highway Asset Management



## **BRACKNELL FOREST COUNCIL**



## **HIGHWAYS WINTER SERVICE PLAN 2018/2019**

**BRACKNELL FOREST COUNCIL**

**HIGHWAYS WINTER SERVICE PLAN  
2018 / 2019**

**Draft VERSION  
July 2018**

**Highways Asset Management  
Delivery Department  
Bracknell Forest Borough Council  
Building C  
The Commercial Centre  
Old Bracknell Lane West  
Bracknell  
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RG12 7QT**

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*Internal*

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# BRACKNELL FOREST COUNCIL

## HIGHWAYS WINTER SERVICE PLAN 2018/2019

### 1 INTRODUCTION

- 1.1 Our highways winter service operation is important in terms of the local and national economy and road safety. The Council seeks to maintain safe road surfaces at all times, so far as the resources available permit.
- 1.2 The Highways Act 1980, Section 41 (1A) places a duty on the authority “to ensure, so far as reasonably practicable, that safe passage along a highway is not endangered by snow or ice”.
- 1.3 The highways winter service involves treating the highway in order to:
- Prevent ice from forming, “precautionary salting”
  - Melt ice and snow already formed, “post salting”
  - Remove accumulations of snow
- 1.4 This Plan seeks to ensure compliance with the statutory duty.
- 1.5 The highways winter service period for the winter 2018/19 runs from:
- Monday 15 October 2018 through to 14 April 2019 with our contractor on standby from 29 October 2018 to 31 March 2019.**
- 1.6 This Plan should be read in conjunction with the Council’s Corporate Severe Weather Plan should the conditions warrant it (see extract as Appendix L). The Assistant Director: Contract Services has specific responsibilities in relation to managing the Councils overall response at times of severe weather.

### 2 SERVICE OBJECTIVE

- 2.1 As the Highway Authority, Bracknell Forest Council has a duty to ensure, “so far as is reasonably practical,” that the highway is not endangered by snow or ice.
- 2.2 This is not an absolute duty, given the qualification of “reasonably practical”. The scale of financial and other resources involved in delivering the highways winter service and the challenges inherent in maintaining high levels of availability of specialist equipment, means it is not practically possible either to:
- Ensure surfaces are kept free of ice or snow at all times, even on the treated parts of the network;
  - Provide the service on all parts of the network.
- 2.3 As a first priority at times of predicted low temperatures the Council aims to provide, as far as is reasonably practical, the safe movement of traffic on all A and B class roads and other pre-defined well trafficked roads throughout the Borough (Primary routes). Secondary routes tend only to be treated when there is a strong possibility of snow falling, at the discretion of the Council officers taking due account of the resources available at the time.
- 2.4 Pre-salting will be carried out based on information received from the weather forecasting service. In certain circumstances, it may be necessary to apply salt after

the formation of ice due to unforeseen circumstances such as burst water mains for example. For precautionary salting, the response and treatment times are 1 hour and 3 hours respectively.

- 2.5 When snow falls and accumulates on highway surfaces, snow ploughs and other appropriate tools will be used to remove snow where physically practicable and salt will be spread to help melt the snow and to prevent ice forming. Roads will be cleared of snow in descending order of priority, and will continue to be given priority, until such time as all the Primary pre-salting routes are cleared. Snow ploughs cannot be used on streets containing traffic calming speed humps, cushions and tables.
- 2.6 When severe weather is predicted efforts will be made to salt the priority footways in town centres, neighbourhood centres, and subway approaches. These areas will be cleared of snow, largely by hand, and post salted as resources permit. These activities are currently undertaken by the Street Cleansing and Grounds Maintenance Contractor.

### **SALT BINS**

- 2.7 Salt bins are provided at predetermined locations where there is a perceived need to undertake regular spot salting of the road or footpaths. The Council also supports 27 salt bins on behalf of the Parish and Town Councils. The following criterion for the provision of additional salt bins has been adopted. Both points have to be met:
- (i) Salt bins will only be placed along roads where there is a continuous steep and/or hazardous gradient of at least 10% (1 in 10) and where there are buildings in regular occupation nearby.
  - (ii) Salt bins will not be located on a Primary salting route unless intended for use on an adjoining road, which is not on the Primary salting route.
- 2.8 The requests for additional salt bins logged during the last winter season have been considered. One was found to meet the eligibility criteria to be added to the network.
- 2.9 The locations of salt bins are set out in Appendix E. No further salt bins will be provided during the season
- 2.10 The contents of salt bins are provided for use on community assets (public roads and paths) and should not be used on private pathways or drives. Evidence of persistent miss-use of the salt may lead to the removal of the salt bin. Salt bins are periodically refilled in response to usage as resources permit.
- 2.11 Salt bins are placed on the network in the weeks leading up to the standby period and are removed into storage at the end of the winter season.

## **3 ANNUAL REVIEW**

- 3.1 This Plan is subject to annual review. One additional salt bin has been added to the network as a result of the annual review along with three recently adopted roads being added to the Secondary salting routes and five further roads added to the Third Tier salting routes. There may be further amendments as the Town Centre re-development project is completed.
- 3.2 In the course of the preparation of this plan the Council has taken into account the DfT's commissioned reports into the "Resilience of England's Transport Systems in Winter" and the UK Roads Liaison Group's Winter Service Guidance documents published in October 2010 and January 2011.

## 4 ROAD HIERARCHY

4.1 The road hierarchy system adopted within the Borough is that recommended in “Well-maintained Highways; Code of Practice for Highway Maintenance Management” published in July 2005, as amended.

Category 2: Strategic Route. Principal "A" roads between strategic Primary Destinations for fast moving long distance traffic with little frontage access or pedestrian traffic.

Category 3a: Main Distributor. Other important Principal "A" roads in the Borough in terms of volume of traffic carried, the proportion of heavy goods vehicles and their strategic function as principal links between settlements or within major urban areas.

Category 3b: Secondary Distributor. Classified "B and C" roads and main distributor roads carrying significant volumes of traffic and public transport services. These are important thoroughfares distributing traffic from the strategic routes to residential or commercial areas.

Category 4a & b: Other roads, being roads providing local access within and between residential and commercial areas.

4.2 The Primary Salting Network comprises all Category 2 and 3a roads and some heavily trafficked Category 3b, 4a and 4b roads, including major bus routes and represents 41% of all highways in the Borough (Appendix A). The total length of the Primary Salting Network is 178 kilometres (111 miles).

4.3 The Secondary Salting Network comprises selected (non primary) Category 4a and 4b residential roads, bus routes, roads leading to schools and lightly trafficked rural roads, which may become hazardous if left untreated during prolonged periods of particularly severe weather conditions. (Appendix B.1.) The total length of the Secondary Salting Network is 56 kilometres (35 miles).

4.4 The Council has also identified a third tier of roads which, due to their particular location or gradient, will be treated with smaller demountable gritters as resources allow in times of snowfall (Appendix B.2). In addition, fourth and fifth tier salting networks have been identified which would only be treated should resources become available and only after the Primary, Secondary and Tertiary Salting Networks are deemed 'clear'.

4.5 The Core Network comprises strategic routes only. Salting of the Core Network will be implemented only in conditions of extreme salt shortages, or as directed by Central Government. At such times no other salting of routes takes place. The Core Network is detailed in Appendix (C). The total length of the Core Salting Network is 118 kilometres (73 miles).

4.6 The Primary Salting Network within the Borough is covered by 3 salting routes. Each route is designed to give a target maximum treatment time of 3 hours. The Secondary salting network is covered by 2 routes. Each route is similarly designed to give a target maximum treatment time of 3 hours. The response time to mobilise salting lorries at any time, night or day, is 1 hour.

4.7 Footways/cycleways are categorised as follows:

- Category 1: Main public shopping areas including neighbourhood centres
- Category 2: Medium usage routes, including footways leading to local shopping centres, large schools and other essential community services/assets.
- Category 3/4: Other less used footways.

Whilst footways/cycleways are not normally pre-salted, the Category 1 and 2 footways are treated in the same way as the Secondary Salting Networks. These are only salted and/or cleared of accumulations of snow, resources permitting, during particularly severe and prolonged hazardous weather conditions. The Council will re-deploy available landscape operatives and in severe weather conditions other Council contractor employees to clear snow from these priority footways.

A list of priority footways to be cleared of accumulations of snow is included as Appendix (D1). A Daily Record Sheet for treatment of these areas is included as Appendix (D2). Location plans of these priority areas are also available.

4.8 There are a number of roads in the Borough which for various reasons are subject to wet conditions. On dry nights when temperatures drop below freezing and frost is not forecast to form on the carriageway then only the wet patches are pre-salted.

4.9 The Highways Asset Management Team hold and maintain details of the:

- Primary Salting Network
- Secondary Salting Network
- Core Network
- Additional roads (Schools, Doctors, inclines, etc.)
- Third, Fourth and Fifth tier Salting Networks.
- Wet patches – updated periodically throughout the winter season
- Priority Footway Salting Network
- Subways and footbridges
- Drawings associated with the routes
- Database of salt bin locations
- Salt stocks

## 5 CLIENT/CONTRACTOR RELATIONSHIP

5.1 The Term Maintenance Works Contract includes for winter maintenance operations. The contractor is Ringway Infrastructure Services (RIS).

5.2 The following table indicates how the principal winter maintenance responsibilities between Bracknell Forest Council and its contractor are split.

Preparation of Highways Winter Service Plan	Bracknell Forest Council
Road hierarchy priorities	Bracknell Forest Council
Routing (salting and snow clearance)	Contractors with guidance from the Council
Vehicles/plant	Contractor
Decision making (primary routes)	Duty Manager (Contractor)

Decision making (secondary routes and other areas)	Bracknell Forest Council (Highways Asset Management Group)
Decision making (Town Centre first priority route)	Street Cleansing Contractor
Decision making (Town Centre second priority route)	Bracknell Forest Council (Highways Asset Management Group)
Day-to-Day operations	Contractors with co-ordination by officers of Bracknell Forest Council
Performance monitoring	Bracknell Forest Council
Opening of Emergency Operational Centre in severe Weather conditions	Bracknell Forest Council
Approval to commence operations in severe snow conditions	Bracknell Forest Council.

## **6 ROSTERING OF SUPERVISORY AND OPERATIONAL STAFF**

- 6.1 Bracknell Forest Council has entered into an agreement with the Contractor to utilise their services for the purposes of decision making and the co-ordination of the winter maintenance operation. The Contractor will provide Duty Managers to carry out this activity in relation to the Primary routes.
- 6.2 Bracknell Forest Council has its own Highways Asset Maintenance Group available for client duties. Duty Managers are rostered to be on standby for decision making duties for the winter period from November to March inclusive. The roster, typical details of which are given in Appendix (F), is finalised during October.
- 6.3 Each Duty Manager is available 24 hours a day, during his/her period on duty. Outside of normal working hours, the officers can be contacted through Forestcare. During normal office hours all winter service enquiries from members of the public should be directed to Bracknell Forest Council's Customer Service Centre. Contact out of hours is through Forestcare.
- 6.4 When on duty, each Duty Manager will be available to make decisions regarding winter service operations on the Primary salting network. Further information concerning weather forecasts and decision making is provided in sections 9, 10 and 11.
- 6.5 Rosters of the contractors' operational staff involved in winter maintenance are requested during October in preparation for commencement of operations in November.

## **7 PLANT, EQUIPMENT AND SPREAD RATES**

- 7.1 The Contractor is responsible for the provision and maintenance of all plant and equipment needed for the performance of this Plan.
- 7.2 To be effective, salt must be spread evenly and at rates to suit prevailing weather conditions. Excessive salt spreading is undesirable on both environmental and

economic grounds. To this end, the spreading equipment is calibrated annually and the controls marked accordingly for the spread rates listed in Appendix H. Any decision to vary this application rate or to use other materials (due to a need to conserve supplies) is a matter for the Council and authority has been given to the Highways Asset Manager to make such changes having regard to the circumstances.

## **8 OPERATIONAL COMMUNICATIONS**

- 8.1 All winter maintenance vehicles have means of contact with the operational depot in order that instructions can be passed to and current information relayed back from the vehicles.

## **9 WEATHER FORECASTS**

- 9.1 During the winter period, the Duty Manager and officers use the 'RoadCast' forecasting service provided by the MeteoGroup from their UK HQ in Victoria, London. The information received each day includes the following:-

- (i) detailed 36-hour forecast
- (ii) evening update forecast
- (iii) site specific temperature graphs (three sites)
- (iv) early morning summary
- (vi) 2 – 5/10 day forecast

In addition radar pictures can be obtained when deemed appropriate.

- 9.2 The 24-hour forecast is issued at approximately 1200 hours each afternoon. The main features of this forecast are as follows:-

- (i) Alert Levels (Readiness colour)  
This is based on the traffic light colours; green, amber or red.  
The definitions are:-  
Green - no snow or ice expected  
Amber - risk of snow or ice  
Red - ice, snow or drifting snow expected.
- (ii) Hazards  
This section includes the hazards causing the red or amber readiness colours as well as other weather hazards such as heavy rain, high winds or fog, which could accompany a green readiness colour. Where possible a qualifying time is given. For example, icy patches expected after 2300 hours.
- (iii) Minimum temperatures  
Minimum air and road temperatures for urban and rural areas are provided.
- (iv) Confidence statements  
This consists of high, moderate or low confidence for each of the hazards described above, together with a qualifying statement. For example: low confidence regarding extent of showers this evening but high regarding road temperatures falling below zero.
- (v) 24 hour weather summary  
This is a general summary of the forecast for the period from midday to midday.

- 9.3 At approximately 1800 hours each evening, a forecast update is issued by MeteoGroup and can be viewed by the Duty Manager. If further information is

required the Duty Manager can make use of the 24 hour consultancy service provided by MeteoGroup when a discussion can be held with the duty forecaster (see section 11 for further information on decision making).

## **10 THERMAL MAPPING AND ICE PREDICTION**

- 10.1 A survey measuring and analysing the thermal characteristics of road surfaces has been undertaken by Vaisala TMI Ltd. The thermal mapping covers approx. 90% of the primary salting network.
- 10.2 The information yielded from thermal mapping is used in conjunction with site specific forecasts to predict accurately the minimum temperature of road surfaces across the road network. This allows accurate decisions to be made not only about whether to salt or not, but whether to salt only those roads that require treatment.
- 10.3 Thermal mapping has been used to produce data, which allows the pre-salting routes to be analysed objectively and to ensure the optimum location of road surface and atmospheric condition sensors. Nine sensors sites have been installed through Berkshire County.
- 10.4 Annual calibration checks on all sensors are undertaken by the appropriate equipment supplier with a full report submitted to West Berkshire Council which currently acts as client manager for the Ice Prediction service on behalf of the Berkshire Unitary Councils.
- 10.5 Every hour, information from these sensors is fed automatically into the Central Processing Unit at Vaisala TMI's offices in Birmingham. The parameters recorded are, air temperature, humidity, precipitation, wind speed and direction, road surface temperature, surface condition (wet or dry) sun-surface temperature and residual salt levels. Forecasts are produced for the Berkshire Unitary Authorities based on this information.

## **11 DECISION MAKING**

- 11.1 Precautionary salting of the Primary network decision making is the responsibility of the Duty Manager. During the winter, the Duty Manager is on standby and has an overview of prevailing conditions in Berkshire. The Duty Manager also has a specific responsibility for liaising directly with the MeteoGroup forecaster and for notifying the media and other organisations as described in Section 14.2 of the intention or otherwise to treat the Primary Salting Network.
- 11.2 Using the forecast data provided the Duty Manager will make his/her decision regarding pre-salting as appropriate. To assist with this process, guidance notes are provided together with call out guidelines as shown in Appendices (G) and (H) respectively.
- 11.3 The Duty Manager's decision is recorded on the Weather forecasting service website Message board by the Duty Manager at the time of making/amending the decision. The client is responsible for compiling/entering the distribution list upon the message board.
- 11.4 Appropriate training is provided regularly for all Duty Managers particularly with regard to technological improvements in forecasting techniques and the ice prediction system.

- 11.5 Decisions to salt the Secondary salting network and other areas will be made by the Council's Highways Asset Management staff.

## 12 SALT

- 12.1 Road de-icing salt will be supplied by the Contractor. The contractor is required to have sufficient salt in place by 30 September each year to meet the recommended level of resilience recommended by recent reviews of winter service operations. (Quarmby et al)
- 12.2 Successful road salting relies on the salt dissolving and lowering the freezing temperature of moisture. Bracknell Forest Council use pre-wetted salt comprising a brine solution of 30% salt and 70% water, spread with dry salt at a ratio of 30% brine to 70% salt. The advantage of this treatment method is that the de-icing action begins to take place almost immediately on contact with the road surface. This in turn reduces the amount of overspill and verge dieback that can occur with the use of dry salt.
- 12.3 Salt bins are normally filled with salt. Footpaths where they are treated may also be treated with salt or a salt/sand mix.

## 13 SNOW CLEARING

- 13.1 For the purpose of this Plan, there are two stages for snow clearing:-
- **Stage 1 - Light falls** of undisturbed accumulations of snow reaching a depth less than 10mm.
  - **Stage 2 – Moderate/Heavy falls** of snow exceeding 10mm
- 13.2 In Stage 1 and 2 conditions, snow clearing operations may be undertaken subject to available resources by the Council's contractor and landscape staff. These operations will be controlled by the Highways Asset Management Team in consultation with our contractors.
- 13.3 The start of snow clearing operations will aim to commence within 1 hour of an instruction being issued by the Highways Asset Management Team. During snow clearing operations priority will normally be given to the Primary Routes followed by other routes in priority order as resources permit. During severe weather conditions, snow clearing operations on footways and cycleways may be undertaken during normal working hours, as prevailing conditions and resources permit, after treatment of higher priority routes.
- 13.4 In Stage 2 conditions, the Council's Emergency Operations Centre (EOC) may be opened and manned until conditions abate. If so, then during this time, all incoming calls relating to winter maintenance operations will be directed to the EOC.
- 13.5 Throughout any of the two stages described the Council may decide to establish its own Corporate Severe Weather Management Team to oversee the response.
- 13.6 The Council also have a Corporate Severe Weather Plan, an extract from which, detailing the Council's Priorities for snow clearance, is attached as Appendix L.

## **14 MEDIA COMMUNICATIONS**

- 14.1 Liaison with the news media, particularly the local radio stations, BBC Radio Berkshire and Heart FM is of the utmost importance and will be maintained during periods of snowfall. This contact will normally be directly via the Council's Communications & Marketing Office.
- 14.2 Thames Valley Police, BBC Radio Berkshire, Heart FM and other organisations as detailed in Appendix J will be advised by email on those occasions when precautionary salting is to be undertaken. Additional information will also be provided as appropriate to the motoring organisations, particularly during periods of snow clearance when it is essential that the travelling public are advised of current road conditions and cleared routes.

## **15 LIST OF APPENDICES**

Appendix A:	Primary Pre-Salting Routes
Appendix B.1:	Secondary Salting Routes
Appendix B.2.	Third Tier Roads List
Appendix C:	Core Salting Network
Appendices D:	Priority Footways, Record Sheet, Location Plans
Appendix E:	Salt Bin Locations
Appendices F:	Duty Manager Rosters and Contact List
Appendix G:	Guidance Notes for Duty Officers
Appendix H:	Call out Guidelines
Appendix I:	Justification Form
Appendix J:	Notification List
Appendix K:	Salting of Footways/Cycleways in Bracknell Town Centre
Appendix L:	Extract from Corporate Severe Weather Plan re snow & ice

**PRIMARY PRE-SALTING ROUTES**

**Sandhurst**

College Road (Speed Humps)  
Crowthorne Road  
Foresters Way (A3095) (Salt in both directions)  
High Street (A321)  
Laundry Lane (incl Surrey CC section through to A30 London Road)  
Marshall Road  
Meadows Roundabout (A30/A321) (treated by Surrey CC under agreement)  
Owlsmoor Road – Rackstraw Road to Yeovil Road (northbound)  
Rackstraw Road  
Tank Road  
Wokingham Road (A321) (incl Wokingham BC section through to Wellingtonia Roundabout)  
Yateley Road (to Hampshire County boundary)  
Yorktown Road  
Yeovil Road

**APPENDIX B.1**

**SECONDARY SALTING ROUTES**

**Sandhurst**

Acacia Avenue (Rackstraw Road to Fakenham Way)  
Branksome Hill Road  
Cambridge Road (Sandhurst)  
Cheviot Road  
Chiltern Road  
Church Road  
Fakenham Way  
Grampian Road  
Harts Leap Road  
Harvard Road  
High Street (Little Sandhurst)  
Longdown Road  
Magdalene Road  
Mickle Hill  
Owlsmoor Road  
Scotland Hill  
Swan Lane (to County boundary)  
Wellington Road (Sandhurst)  
York Way

## THIRD TIER SALTING ROUTES

	From	To
<b>Sandhurst</b>		
Albion Road	Yorktown Road	Wellington Road
Allendale Close	Grampian Road	End
Ambarrow Lane	Wokingham Road	Lower Sandhurst Road
Balliol Way	Harvard Road	Birbeck Place
Beech Ride	Orchard Gate	Kings Keep
Birkbeck Place	Balliol way	End
Caves Farm Close	High Street	End
Cherry Tree Close	Appletree Way	End
Green Ways	Crowthorne Road	Beech Ride
Harvard Road	Magdelene Road	End
Lower Church Road	A321 High Street	St Michaels Church
Maple Close	Perryhill Drive	End
Nuffield Drive	Harvard Road	T Junction
Perryhill Drive	Church Road	End
Wargrove Drive	Owlsmoor Road	End of spine road
Warren Close	Crowthorne Road	T Junction

## CORE PRE-SALTING ROUTES

**Sandhurst**

Crowthorne Road  
 Foresters Way (A3095)  
 High Street (A321)  
 Marshall Road (A321)  
 Meadows Roundabout (A30/A321) (**treated by Surrey CC under agreement**)  
 Rackstraw Road (A3095)  
 Wokingham Road (A321) (**incl Wokingham BC section through to Wellingtonia Roundabout**)  
 Yorktown Road (A321)

## PRIORITY FOOTWAYS

**Sandhurst**

Old Mill Parade, High Street

Yorktown Road (Swan Lane to Railway Station)

Yorktown Road (Swan Lane to The Broadway)

Yorktown Road (College Road to RMA)

Yeovil Road (Shop fronts and Victoria Road to Cambridge Road)

## Priority Footways Checklist

Plan No.	Location	Snow Cleared	Salted / Grittied	Time		Name
				On Site	Off Site	
	<b>Sandhurst</b>					
	Old Mill Parade, High Street					
	Yorktown Road					
	Swan lane to Railway Station					
	Swan lane to The Broadway					
	College Road to RMA					
	Yeovil Road					

## SALT BIN LOCATIONS 2018/19

**Sandhurst**

1. Owlsmoor Road **(P)** Owlsmoor Road between Rackstraw Road and Fakenham Way by Bus stop
2. Grampion Rd O/s New Scotland School
3. Greenways J/w Broom Acres
4. Harts Leap Close J/w Crowthorne Rd
5. High Street J/w Edgbarrow Rise, Little Sandhurst adj. LC14
6. High Street Railway bridge embankment at end of barrier opp. No.8 Laurel Terrace
7. Hone Hill J/w York Way
8. Humber Way **(P)** Against fence inside playing field adj to LC No.2
9. Long Mickle At Jnc, o/s No.12 Long Mickle
10. Mickle Hill (East) J/w Longdown Road
11. Mickle Hill (West) J/w Longdown Road
12. Moffats Close J/w Crowthorne Rd
13. Mountbatten Rise J/w High Street
14. Pinehill Rise **(P)** Top of hill adj to Robin Lane street name plate
15. School Hill J/w High Street
16. Scotland Hill Opp J/w Cock-a-Dobby
17. Scotland Hill J/w A321 High Street
18. St Helens Crescent Side of No.2

## DECISION MAKING BY RINGWAY INFRASTRUCTURE SERVICES

RINGWAY INFRASTRUCTURE SERVICES  
WINTER MAINTENANCE DUTY MANAGER ROSTER 2018/19

Week Commencing	Duty Manager	RESPONSIBILITY
	To be confirmed	
29 October		1. ACTING AS DUTY MANAGER FOR ROADS WITHIN BRACKNELL FOREST COUNCIL
5 November		2. LIAISON WITH THE WEATHER FORECASTER (METEOGROUP)
12 November		3. INFORMING THE COUNCIL'S HIGHWAY MANAGEMENT TEAM OF DECISIONS MADE
19 November		4. ENTERING THE DECISION UPON THE METEOGROUP WEBSITE MESSAGE BOARD
26 November		5. INFORMING THE MEDIA AS REQUIRED
03 December		
10 December		
17 December		
24 December		
31 December		
07 January		
14 January		
21 January		
28 January		
04 February		
11 February		
18 February		
25 February		
05 March		
12 March		
19 March		
26 March		

**Duty Managers:**

Chris Edwards  
Linda Gray  
Kevin Stephens

Duty Managers Telephone Number: 07977 167117

Office: 01344 355160  
Fax: 01344 421695

**Outside of normal working hours, the Duty Manager can be contacted through Forest Care - dial 01344 786500**

**BRACKNELL FOREST COUNCIL**

**HIGHWAYS ASSET MANAGEMENT GROUP**

**Inside Office Hours**

<b>Officer</b>	<b>In Hours Contact</b>
Anthony Radford-Foley	ALL VIA CUSTOMER CONTACT CENTRE 01344 352000
Sebastian Navaranjan	
Jim Naylor	
Gary Cleaver	
Help Desk	

**Management Team – Outside Office Hours**

<b>Contact</b>	
Anthony Radford-Foley Highway Asset Manager	Via Forest Care 01344 786500
Jim Naylor Engineer (Highway Assets)	Via Forest Care 01344 786500

**BRACKNELL FOREST COUNCIL CALL OUT FACILITIES  
OUTSIDE OFFICE HOURS**

**Bracknell Forest Council**  
Forest Care 01344 786500

**GRITTING OPERATION BY RINGWAY INFRASTRUCTURE SERVICES****RINGWAY INFRASTRUCTURE SERVICES  
WINTER MAINTENANCE OPERATIONS ROSTER 2018/19**

<b>Week Commencing</b>	<b>Operations Manager</b>
	To be confirmed
30 October	Paul Christian
6 November	Paul Christian
13 November	Paul Christian
20 November	Paul Christian
27 November	Paul Christian
04 December	Paul Christian
11 December	Paul Christian
18 December	Paul Christian
25 December	Paul Christian
01 January	Paul Christian
08 January	Paul Christian
15 January	Paul Christian
22 January	Paul Christian
29 January	Paul Christian
05 February	Paul Christian
12 February	Paul Christian
19 February	Paul Christian
26 February	Paul Christian
05 March	Paul Christian
12 March	Paul Christian
19 March	Paul Christian
26 March	Paul Christian

<b>RESPONSIBILITY</b>	
1.	ACTING AS OPERATIONS MANAGER FOR ROADS WITHIN BRACKNELL FOREST COUNCIL
2.	LIAISON WITH THE DUTY MANAGER
3.	MOBILISING GRITTERS
4.	REPORTING BACK TO DUTY MANAGER ON COMPLETION: <ul style="list-style-type: none"> <li>• Start Time</li> <li>• Finish Time</li> <li>• Rate of Spread</li> <li>• Tonnes Used</li> </ul>

**Operations Managers:**

Paul Christian

Operations Managers Telephone number: 07834 503427

Office

01344 355160

**Outside of normal working hours, the Operations Manager can be contacted through Forest Care - dial 01344 786500**

**WINTER MAINTENANCE  
GUIDANCE NOTES FOR DUTY MANAGERS**

**1. FORECAST INFORMATION**

- (i) At approximately 1200 hrs obtain and analyse all weather forecast data to assist in making an action decision, if possible.
- (ii) At approximately 1800 hrs obtain and analyse updated forecast to assist in making or amending an action decision, if appropriate.
- (iii) If a decision can still not be made it may be necessary to consult the forecaster at MeteoGroup.

**2. COMMUNICATIONS**

- (i) It is the responsibility of each Duty Manager to record all action taken on the justification forms (Appendix I), complete the Message Board on the MeteoGroup website, and distribute it immediately in accordance with the Notification List (Appendix J) and file for future reference.

**WINTER MAINTENANCE CALL OUT GUIDELINES**

For the purpose of allocating treatments a distinction is made between dry, damp and wet road surfaces. The following definitions should be used when making the treatment decision.

<b>Table H1: Road Surface Wetness</b>	
<b>Dry road</b>	A road that shows no signs of water or dampness at the surface but may be just detectably darker (however it may have moisture contained in pores below the surface that is not 'pumped' to the surface by traffic)
<b>Damp road</b>	A road which is clearly dark but traffic does not generate any spray. This would be typical of a well drained road when there has been no rainfall after 6 hours before the treatment time.
<b>Wet road</b>	A road on which traffic produces spray but not small water droplets. This would be typical of a well drained road when there has been rainfall up to 3 hours before the treatment time.

### Precautionary treatment decision matrix

A decision matrix for precautionary treatments based on road surface conditions and predicted weather conditions is given in Table H2.

Table H2 – Precautionary Treatment Decision Matrix				
Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet/Damp	Wet Patches	Dry
May fall below +1.0°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
Expected to fall below +1.0°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog			
	<u>Expected</u> hoar frost <u>Expected</u> fog	Salt before frost (see note b)		
	<u>Expected</u> rain <u>BEFORE</u> freezing	Salt after rain stops (see note c)		
	<u>Expected</u> rain <u>DURING</u> freezing	Salt before frost , as required during rain and after rain stops(see note d)		
	<u>Possible</u> rain <u>Possible</u> hoar frost <u>Possible</u> fog	Salt before frost	Monitor weather conditions	
Expected snow	Salt before snow fall			
The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture. All decisions should be evidence based, recorded and require continuous monitoring and review.				

#### Notes:

(a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rains, washing off salt previously deposited. Such locations should be closely monitored and may require treating in the evening and morning and possible other occasions.

(b) When a weather warning contains reference to expected hoar frost, considerable deposits of frost are likely to occur. Hoar frost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset, may be dispersed before it can become effective. Close monitoring is required under this forecast condition which should ideally be treated just as the hoar frost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to and as close as possible to the expected time of the condition. Hoar frost may be forecast at other times in which case the timing of salting operations should be adjusted accordingly.

(c) If, under these conditions, rain has not ceased by early morning, crews should be called out and action initiated as rain ceases.

(d) Under these circumstances rain will freeze on contact with running surfaces and full precautionary treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.

(e) Where there is any hint of moisture being present, a pessimistic view of the forecast should be taken when considering treatment to negatively textured surfaces.

## RECOMMENDED TREATMENT

<b>Table H3: Spread Rates for Reasonable Spreading Capacity</b>		
<b>Weather Condition</b>		<b>Salting (g/m<sup>2</sup>)</b>
Frost or frost forecast RST at or above -2 °C		8
Frost or frost forecast RST below -2 °C and above -5 °C and dry or damp road conditions		15
Frost or frost forecast RST below -2 °C and above -5 °C and wet road conditions		20
Frost or frost forecast RST at or below -5 °C and above -10 °C and dry or damp conditions		20
Frost or frost forecast RST at or below -5 °C and above -10 °C and wet road conditions		2 x 20
<b>Snow forecast</b>		
	Less than 10mm	20
	10mm or more	2 x 20
Treatment during snowfall – to provide a debonding layer		20 - Dry Salt (see notes 2 and 3)
Treatment for slush when freezing conditions forecast		2 x 20 – Dry salt (see note 4)
<b>Treatments for thin layers of ice &lt; 1mm</b>		
	Lower of air or RST > -5°C	2 x 20 - dry salt 2 x 20 – salt/abrasive mix (see notes 5, 6, )
	Lower of air or RST < -5°C	2 x 20 – salt/abrasive mix (see notes 5 and 6)
<b>Treatment for layers of compacted snow and ice</b>		
Medium layer thickness (1 – 5mm)	Initial treatment	2 x 20 – salt/abrasive mix (see notes 5, 6, 7 and 9)
	Successive treatment	20 – salt/abrasive mix (see notes 5, 6, 7 and 9)
High layer thickness (greater than 5mm)	Initial treatment	2 x 20 – abrasives only (see notes 5, 6, 8, 9 and 10)
	Successive treatments	20 – abrasives only (see notes 5, 6, 8, 9 and 10)
	After traffic started to break up layer	20 – salt/abrasive mix (see notes 5, 6, 7 and 9)

<b>DUTY MANAGER TO DETERMINE TIMING OF SALTING RUNS AND RATES OF SPREAD DEPENDING ON FORECAST DETAILS</b>
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**THE ABOVE TABLES ARE FOR GUIDANCE ONLY**

DUTY FORECASTER SHOULD BE CONSULTED AS NECESSARY.

**NOTES:**

Note 1: Spread rates quoted make an allowance for the network having porous, negative textured and dense surfacing and take into account the spreading capacities of the plant utilised. Spread rates for pre-wetted salting are the combined weight of dry salt and brine combined in proportion 70:30 by weight with brine of concentration 20 to 23%.

Note 2: During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly.

Note 3: A de-icer should not be spread alone without abrasives to anything other than a thin layer of ice or compacted snow when snowfall has ceased or future snowfall will be less than 10mm. Applying salt alone to compacted snow and ice can produce dangerously slippery conditions if a weak brine film is formed on top of the ice/snow layer.

Note 4: After snowfall, and when there will be no further ploughing but some slush remains on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

Note 5: Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used, drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

Note 6: Care is needed when salt is mixed with abrasives with a high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

Note 7: For medium thicknesses of compacted snow and ice, treatments without abrasives should only be used when earlier precautionary treatments have successfully established a debonding layer, and there is sufficient traffic to break up the layer of ice quickly.

Note 8: For high thickness of compacted snow and ice (greater than 5mm), treatments with a significant amount of salt should not be considered because they may leave the surface uneven. Any brine formed on the surface may collect in hollows and deepen them further, which can lead to a very uneven surface.

Note 9: When there are layers of snow, compacted snow, or ice of medium or high thickness on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

Note 10: A small amount of salt should be added to the abrasive to prevent freezing of the water within it. If the moisture content of the abrasive is 7%, 25g of salt per tonne of abrasive is sufficient to prevent freezing if thoroughly mixed.



BRACKNELL FOREST COUNCIL

**DAILY RECORD FORM FOR WINTER MAINTENANCE**

DATE : ..... TIME DECISION TAKEN .....

1. FORECAST:- RED/AMBER/GREEN

HAZARD	YES	NO	POSSIBLE
ICE			
HOARFROST			
SNOW/SLEET			
FOG			

MINIMUM FORECAST TEMPERATURE:-

AIR .....

ALL ROADS .....

URBAN ROADS.....

2. PROPOSED ACTION

ROUTES	NO ACTION	FULL PRESALT		WET AREAS	
		Time	Rate	Time	Rate
1					
2					

JUSTIFICATION:-

SIGNED ..... MANAGER

(Agents to Bracknell Forest Council)

## NOTIFICATION LIST

No	Name	Organisation	Tel.	Email
1	Bracknell Forest BC	Highways Asset Management Group	01344 352000	
2	Bracknell Forest BC	Forest Care	01344 786500	<a href="mailto:Forest.Care@Bracknell-Forest.gov.uk">Forest.Care@Bracknell-Forest.gov.uk</a>
3	Bracknell Forest BC	Customer Services	01344 352000	<a href="mailto:Customer.Services@Bracknell-Forest.gov.uk">Customer.Services@Bracknell-Forest.gov.uk</a>
4	Bracknell Forest BC	Communications and Marketing Team	01344 352000	<a href="mailto:Communications.Marketing@Bracknell-Forest.gov.uk">Communications.Marketing@Bracknell-Forest.gov.uk</a>
5	Thames Valley Police		08458 505505	<a href="mailto:hbi@thamesvalley.pnn.police.uk">hbi@thamesvalley.pnn.police.uk</a>
6	RBWM	Engineering and Transport	01628 685736	<a href="mailto:engineering@rbwm.gov.uk">engineering@rbwm.gov.uk</a> or <a href="mailto:vikki.roberts@rbwm.gov.uk">vikki.roberts@rbwm.gov.uk</a>
7	Wokingham Borough Council	Highways,	0118 908 8301	<a href="mailto:WBCWinter.maintenance@wokingham.gov.uk">WBCWinter.maintenance@wokingham.gov.uk</a>
8	Mouchel	Highways Agency Area 3		<a href="mailto:WinterService.Area3@enterprisemouchel.com">WinterService.Area3@enterprisemouchel.com</a> and <a href="mailto:area3ncc@enterprisemouchel.com">area3ncc@enterprisemouchel.com</a>
9	MeteoGroup			Via message board
10	Heart FM		0118 928 8800	<a href="mailto:Thamesvalley.news@heart.co.uk">Thamesvalley.news@heart.co.uk</a>
11	BBC Radio Berkshire		0118 946 4200	<a href="mailto:Radio.berkshire.news@bbc.co.uk">Radio.berkshire.news@bbc.co.uk</a>
12	Surrey County Council	West Area Highways		<a href="mailto:wah@surreycc.gov.uk">wah@surreycc.gov.uk</a>
13	Hampshire County Council			<a href="mailto:roads@hants.gov.uk">roads@hants.gov.uk</a>

**WINTER SERVICE 2018-2019  
FOOTWAYS/CYCLEWAY SALTING  
IN BRACKNELL TOWN CENTRE**

**1.0 General Procedure**

- 1.1 The Council aims to provide a winter service enabling, as far as is reasonably practicable, the safe movement of pedestrian and cycle traffic on the first and second priority routes within the town centre.
- 1.2 Town centre footways and cycleways will not be pre-salted. They will be salted and/or cleared of accumulations of snow during particularly severe and prolonged hazardous weather conditions. Salt will be applied after the formation of ice on the footway and cycleway surface.
- 1.3 The area comprising the Town Centre first priority salting route shall be checked at day break and not later than 0630 hours Monday to Saturday and 0730 hours on Sunday for the presence of surface icing. Treatment of ice patching or general icing over the whole area shall be completed by 0745 hours Monday to Saturday and by 0845 Sunday.
- 1.4 The area comprising the second priority salting routes shall be treated on the instruction of Highway Asset Management staff. Treatment of the Second priority areas will generally comprise post treatment following reports of the deposition of snow.

**2.0 Plant**

- 2.1 All plant and vehicles used to perform the winter service shall be provided and maintained by the Contractor.

**3.0 Decision Making**

- 3.1 Whilst the forecast used to make the decision to salt the main highway network treatment routes may indicate the formation of ice overnight, the temperature conditions within the Town Centre may vary. The decision to treat the Town Centre first priority salting routes shall be made by the contractor responsible for treatment of the Town Centre only on the basis that the early morning inspections of the prescribed areas reveal the presence of surface icing.
- 3.2 The Contractor shall inform the client of the decision to salt the prescribed routes by 12 noon each day using Appendix I above.
- 3.3 Decisions to salt the Town Centre Secondary salting network and other areas will be made by the Council's Highways Asset Management staff. Areas for salting in the Town Centre may be subject to amendment as the Town Centre re-development progresses.

**4.0 De-icing materials**

- 4.1 When choosing de-icing materials for use in the Town Centre consideration needs to be given to the surface material being treated.

## APPENDIX L

### Extract from the Corporate Severe Weather Plan re Snow & Ice

These priorities have been established as a result of learning from previous year's snow events and would relate to similar severe cold weather / snow situations. This plan comes into effect and resources will be redeployed when contractor services such as Landscape and Waste Collection cannot or are at risk of not being able to operate as normal.

The corporate aim is to seek to ensure the overarching principles of (1) ensuring movement and public health (2) employment and (3) leisure within the borough and in that order.

#### Priority One

- Maintaining an operational priority road network (the Highways Contractor will already be doing this as part of the Highways Winter Service plan).
- Clearing sufficient access to the Depot site (to allow access and egress of Contractors vehicles).
- Clearing sufficient access to Time Square and Easthampstead House car parks / main entrances (to be undertaken from 6.30am whilst crews are waiting further direction).
- Footpath clearance and adequate access to neighbourhood shopping areas (as part of the Highways Winter Service Plan).

#### Priority Two

- Ensure that waste collections continue.
- Sufficient access to the Cemetery and Crematorium site and Longshot Lane waste disposal site.
- Sufficient access to Council owned residential care homes.

#### Priority Three

- Sufficient access to Council owned schools (drop off points only).
- Sufficient access to fee earning Council buildings and car parks.

#### Priority Four

- Sufficient access to non-fee earning Council car parks.
- Support to non BFC community facilities including Doctors surgeries.

Independent of the above priorities Leisure centre sites will be cleared by the Downshire golf tractor capability.

Where the severe weather plan is in operation to respond to a snow event, all relevant services and contractors will attend the corporate severe weather management team. The main point of contact with the highways management team will undertake day to day co-ordination directly with the contractor representatives to task activities and deploy resources.

## **16. CIRCULATION LIST**

### **16.1 Internal**

Highways Asset Management  
Customer Services  
Forest Care  
Communications  
Departmental Directors  
Ringway Infrastructure Services  
Environmental Services

### **16.2 Adjoining Councils**

Hampshire County Council  
Royal Borough of Windsor & Maidenhead  
Surrey County Council  
Wokingham Borough Council

### **16.3 Highways Agency's Agents**

Mouchel

### **16.4 Emergency Services**

Thames Valley Police  
Royal Berkshire Fire and Rescue  
South Central Ambulance Service

### **16.5 Parish and Town Councils**

Binfield Parish Council  
Bracknell Town Council  
Crowthorne Parish Council  
Sandhurst Town Council  
Warfield Parish Council  
Winkfield Parish Council

### **16.5 Media Organisation**

BBC Radio Berkshire  
Heart FM

## 17. REFERENCES

- i) Well-maintained Highways - Code of Practice for Maintenance Management July 2005, as amended. (18 September 2013)
- ii) Highways Act 1980
- iii) Lessons from the Severe Weather February 2009. UKRLG
- iv) The Resilience of England's Transport Systems in Winter – An Independent Review – Report October 2010.
- v) Winter Service Guidance for Local Authority Practitioners – Recommended Precautionary Treatments and Post Treatments Including Revised Salt Spread Rates. (January 2011)