



# 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, B Brooks, M Brossard, Mrs S Davenport (Vice Chairman), P Hodge, Mrs P McKenzie, Mrs M Mossom, R Mossom, P Panesar, M Sanderson, S Thomas, M Vandersluis, P Wallington, Mrs N York.

You are hereby summoned to attend a meeting of the **Environment Committee** to be held via **Zoom** on **Thursday 12<sup>th</sup> November 2020 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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Join Zoom Meeting

<https://us02web.zoom.us/j/83521611283?pwd=Z3RSN29tUkFmcXBPVjk1bUEzaENodz09>

Meeting ID: 835 2161 1283  
Passcode: 086390

## 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 10th September 2020 (pages 1044-1046) as a true and correct record.  
(Decision item)

## 4. Remembrance Service

To receive an update following the Remembrance Service. (Information item)

## 5. Litter Warden

To consider a suggestion received from a Councillor to appoint a litter warden, equipped with bodycam, to prosecute those responsible. (Decision item)

## **6. Christmas Lights Event**

To receive an update on the Christmas Lights Event and the erection of the Christmas trees and lights in the town. (Information item)

## **7. Winter Service Plan**

To receive and consider the draft service plan from Bracknell Forest Council, suggesting amendments from local knowledge where required (Annexe 1). (Decision item)

## **8. Action Plan 2020-2022**

To discuss any actions that the Environment Committee would like to include in the STC Action Plan for 2020-2022 (Annexe 2). (Decision item)

## **9. Budget Review**

To review the Environment Committees budget ahead of the budget setting discussions in the next Environment Committee Meeting (Annexe 3). (Information item)

## **10. Outside Bodies Reports**

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

## **11. Footpaths**

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

## **12. Noticeboards**

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

## **13. Press and Publicity**

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

## **14. Date of next meeting**

To confirm the date of the next meeting as 14<sup>th</sup> January 2021.  
(Procedural item)



Bracknell  
Forest  
Council

# Highways winter service plan 2020/2021



# HIGHWAYS WINTER SERVICE PLAN

2020 / 2021

Final Version

October 2020

Highways and Transport

Place, Planning & Regeneration

Bracknell Forest Borough Council

Time Square

Market Street

Bracknell

Berkshire

RG12 1JD

Tel: (01344) 352000

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# BRACKNELL FOREST COUNCIL

## HIGHWAYS WINTER SERVICE PLAN 2020/2021

### 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 2020/21 runs from:  
Monday 26 October 2020 through to Sunday 25 April 2021.
- 1.6 This Plan supports the Council’s approach to managing extreme weather conditions during Winter. The Council’s priorities for managing severe winter weather events are summarised in Appendix F. The Director: Place, Planning and Regeneration has specific responsibilities in relation to managing the Councils overall response at times of severe weather.

### 2 SERVICE OBJECTIVES

- 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 (the Primary routes). Secondary routes tend only to be treated when there is snow, 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 occurs 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 28 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 winter season will be considered and if found to meet the eligibility criteria will be added to the network as soon as reasonably practicable.
- 2.9 The locations of salt bins are set out in Appendix E.
- 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. The review following the 2019/20 winter season has concluded that all routes and processes are still appropriate. Two requests for additional salt bins have been investigated and do not meet the criteria for placing a salt bin but 'Quintillis' does qualify to be added to the Third-Tier salting list in appendix B.2. There may be further amendments to the Town Centre routes as the Town Centre re-development project continues.
- 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 2012 and March 2019.

### 4 ROAD HIERARCHY

The road hierarchy system currently adopted within the Borough is that recommended in Well Managed Highway Infrastructure; Code of Practice for published in October 2016, as amended.

Category 2: Strategic route – Trunk and some Principal "A" roads between Primary Destinations. Routes for fast moving, long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.

Category 3a: Main Distributor - Major Urban Network and Inter-Primary Links. Short-medium distance traffic. Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.

Category 3b: Secondary Distributor - Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions. In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built-up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons.

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

In accordance with the new Code Of Practice, Well Managed Highway Infrastructure, 2016, the road hierarchy is under continuing review and changes to designations may be made during the life of this Winter Service Plan. This is not expected to affect treatment routes during the life of this plan.

- 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 180 kilometres (112 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 Resilient Network comprises strategic routes only. Salting of the Resilient 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 Resilient Network is detailed in Appendix (C). The total length of the Resilient 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 & Transport Division hold and maintain details of the:

Primary Salting Network  
Secondary Salting Network  
Resilient 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)	Contractor with guidance from Bracknell Forest Council
Vehicles / Plant	Contractor
Decision making (primary routes)	Contractor (Duty Manager)
Decision making (secondary routes and other areas)	Bracknell Forest Council (Traffic Manager or Deputy)
Decision making (Town Centre first priority route)	Street Cleansing Contractor
Decision making (Town Centre second priority route)	Bracknell Forest Council (Traffic Manager or Deputy)
Day-to-day Operations	Contractors with co-ordination by Bracknell Forest Council officers
Performance Monitoring	Bracknell Forest Council
Opening of Emergency Operation 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 Mangers to carry out this activity in relation to the Primary routes.
- 6.2 Bracknell Forest Council has its own Highways & Transport Division available for client duties. Duty Managers are rostered to be on standby for decision making duties for the winter period from October to April inclusive. The roster 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 at the start of October in preparation for commencement of operations at the end of October.

## 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 appropriate spread rates. 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 Traffic 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 'RoadMaster' 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 day. 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 (H) and (I) 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 & Transport Division staff.

## 12 SALT

- 12.1 Road de-icing salt will be supplied by the Contractor. The contractor is required to have enough 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 & Transport Division in consultation with contractors.
- 13.3 The start of snow clearing operations will aim to commence within 1 hour of an instruction being issued by the Highways & Transport Division. 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 F.

## 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 key stakeholder organisations 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

- A: Primary Pre-Salting Routes
- B.1: Secondary Salting Routes
- B.2: Third Tier Roads List
- C: Resilient Salting Network
- D: Priority Footways, Record Sheet, Location Plans
- E: Salt Bin Locations
- F: 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

## 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

Sandhurst		
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

## APPENDIX C

## RESILIENT 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)

## APPENDIX D.1

## 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 Roa)

APPENDIX D.2

Priority Footways Checklist

Plan No.	Location	Snow Cleared	Salted / Gritted	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					

APPENDIX E

SALT BIN LOCATIONS 2019/20

Sandhurst

- |     |                    |  |
|-----|--------------------|--|
| 58. | Owlsmoor Road (P)  | Owlsmoor Road between Rackstraw Road and Fakenham Way bus stop       |
| 59. | Grampion Rd        | O/s New Scotland School  |
| 60. | Greenways          | J/w Broom Acres  |
| 61. | Harts Leap Close   | J/w Crowthorne Rd  |
| 62. | High Street        | J/w Edgbarrow Rise, Little Sandhurst adj. LC14                       |
| 63. | High Street        | Railway bridge embankment at end of barrier opp. No.8 Laurel Terrace |
| 64. | Hone Hill          | J/w York Way   |
| 65. | Humber Way (P)     | Against fence inside playing field adj to LC No.2                    |
| 66. | Long Mickle        | At Jnc, o/s No.12 Long Mickle  |
| 67. | Mickle Hill (East) | J/w Longdown Road  |
| 68. | Mickle Hill (West) | J/w Longdown Road  |
| 69. | Moffats Close      | J/w Crowthorne Rd  |
| 70. | Mountbatten Rise   | J/w High Street  |
| 71. | Pinehill Rise (P)  | Top of hill adj to Robin Lane street name plate                      |
| 72. | School Hill        | J/w High Street  |
| 73. | Scotland Hill      | Opp J/w Cock-a-Dobby   |
| 74. | Scotland Hill      | J/w A321 High Street   |
| 75. | St Helens Crescent | Side of No.2   |

Notes:

- (P) Salt bin sponsored by Parish or Town Council

## Extract from the Corporate Severe Weather Plan Vs 8 2018

These priorities have been established as a result of learning from previous years 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 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.

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 & Transport Division 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 & Transport Division  
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) .



## SANDHURST TOWN COUNCIL ACTION PLAN 2018/19

The following Action Plan summarises and prioritises the Council's activities and projects it will continue or complete over 2018/19.

The top five Council-wide priorities are as follows:

	<b>Committee</b>	<b>Activity</b>
1	Strategy & Policy	Obtain Foundation status in Local Council Award Scheme.
2	Strategy & Policy	Develop a social media presence for STC
3	Leisure	Delivering / facilitating a programme of community events including the Sandhurst Freedom March.
4	Environment	Deliver and maintain a high standard environment.

Each committee's priorities for the financial year 2018/19 are shown below:

<b>Strategy &amp; Policy Committee</b>		
<b>Priority</b>	<b>Activity</b>	<b>Information / Status</b>
<b>2018/19 Activities</b>		
High	Development of social media presence for STC	Explore options for development.
High	Achieve Foundation status under the Local Council Award Scheme.	Striving to achieve Foundation status.
<b>On-Going Activities</b>		
Business As Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	All Council finances, end of year accounts, payroll and audit	Administration. A review of banking procedures to be undertaken. Ensure finances are within budget.
	Personnel matters and staff management	Administration
	Annual Report	Preparation and Publication
	Action Plan	Annual Review and Publication
	Annual Town Meeting	Arrangements and Administration
	Council Policies	Review and Administration
	Council Website	Continued Maintenance and Update
	Grants	Administration, Finance and Agreement
	Civic Matters	Mayoral Support and Administration
	IT & Office Equipment	Administration and Supply
	Data Controller	New GDPR role taken on by the Personnel Sub Committee
	Staff and Councillor Training	Ongoing
	Any other matters within the committee's remit	

Leisure Committee		
Priority	Activity	Information / Status
<b>2018/19 Activities</b>		
High	Facilitating / delivering a programme of events including the annual fireworks display	Administration, Execution, Monitoring, Safeguarding
<b>On-Going Activities</b>		
Business As Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Continual review of all events	Review of all events to ensure continued and improved quality and best value
	Maintain Green Flag Award	Full assessment due in June 2018.
	Park Checks and Maintenance	Regular Checks and Maintenance
	Open Spaces	Maintenance
	Green Spaces Equipment	Maintenance and Renewal of Essential Equipment
	Any other matters within the committee's remit	

Environment Committee		
Priority	Activity	Information / Status
<b>2018/19 Activities</b>		
High	Litter Pick twice annually	Community involvement
High	Remembrance Service	Administration, Execution, Monitoring
<b>On-Going Activities</b>		
Business As Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Provision of bins throughout the town	Maintain and review
	Bus Shelters	Maintain and review
	Christmas Lights	Review and Inspection
	Footpaths	Maintenance
	Clean Team	Provide & support employee
	Notice Boards	Maintenance
Any other matters within the committee's remit		

Planning Committee		
Priority	Activity	Information / Status
<b>2018/19 Activities</b>		
High	Planning training for councillors	Records to be kept on all councillor training
<b>On-Going Activities</b>		
Business As Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Any other matters within the committee's remit	



## Detailed Income &amp; Expenditure by Budget Heading 04/11/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Environment</u>								
1278 Sponsorship Income	1,083	0	0	0			0.0%	
Environment :- Income	<u>1,083</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
2203 Notice Boards Maintenance	0	0	100	100		100	0.0%	
2205 Seats Maintenance	0	0	900	900		900	0.0%	
2206 Christmas Lights Event	3,515	0	3,620	3,620		3,620	0.0%	
2208 Vandalism	1,078	228	1,500	1,272		1,272	15.2%	
2211 Dog Fouling	0	0	500	500		500	0.0%	
2213 Clean Team	11,537	6,991	15,000	8,009		8,009	46.6%	
2216 Bulbs	69	67	100	33		33	66.7%	
2220 Remembrance Service	904	0	1,900	1,900		1,900	0.0%	
2221 Remembrance Book	0	0	100	100		100	0.0%	
2222 War Memorial Maint	0	0	250	250		250	0.0%	
2223 Grit Bins	323	0	800	800		800	0.0%	
2224 Bus Shelter Maintenance	93	0	2,000	2,000		2,000	0.0%	
2229 Chelsea Fringe	132	0	0	0		0	0.0%	
2230 Town bins	1,011	0	2,400	2,400		2,400	0.0%	
Environment :- Indirect Expenditure	<u>18,663</u>	<u>7,286</u>	<u>29,170</u>	<u>21,884</u>	<u>0</u>	<u>21,884</u>	<u>25.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(17,580)</u>	<u>(7,286)</u>	<u>(29,170)</u>	<u>(21,884)</u>				
Grand Totals:- Income	<b>1,083</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>	
Expenditure	<b>18,663</b>	<b>7,286</b>	<b>29,170</b>	<b>21,884</b>	<b>0</b>	<b>21,884</b>	<b>25.0%</b>	
<b>Net Income over Expenditure</b>	<u>(17,580)</u>	<u>(7,286)</u>	<u>(29,170)</u>	<u>(21,884)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(17,580)</u>	<u>(7,286)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 04/11/2020

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Environment reserves</u>								
9101 Dog (Fouling) Act reserve	0	0	5,500	5,500		5,500	0.0%	
9102 Remembrance Book reserve	0	0	100	100		100	0.0%	
9103 War Memorial Maint reserve	0	5,000	5,500	500		500	90.9%	
9104 Seats (Env) reserve	0	0	488	488		488	0.0%	
9105 Christmas lights reserve	0	0	3,857	3,857		3,857	0.0%	
9106 Bus shelter reserve	0	0	4,974	4,974		4,974	0.0%	
Environment reserves :- Indirect Expenditure	0	5,000	20,419	15,419	0	15,419	24.5%	0
Net Expenditure	0	(5,000)	(20,419)	(15,419)				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	0	5,000	20,419	15,419	0	15,419	24.5%	
Net Income over Expenditure	0	(5,000)	(20,419)	(15,419)				
Movement to/(from) Gen Reserve	0	(5,000)						