

## HARTLEY WINTNEY PARISH COUNCIL

**PLAN NAME** Winter Weather Emergency Plan  
**PLAN NO/REF** HWPC/17 2023  
**EFFECTIVE DATE/FC APPROVAL** NOVEMBER 2023 (E&A approved)  
**DATE OF LAST REVISION** NOVEMBER 2023  
**VERSION NUMBER** 7  
**LEAD COMMITTEE** Environment and Amenities

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Initial Issue as Interim Policy and adopted by Full Council – 26 January 2014			
2	Initial Issue as Interim Policy – 20 March 2017 Adopted by Full Council – 03 April 2017	Reviewed at Policy Committee meeting – 08 October 2018		
3	Adopted by Full Council – 05 November 2018	Reviewed at E&A Committee – 22 October 2020 Approved at Policy Committee – 25 January 2021		
4	Adopted by Full Council – 01 February 2021	Reviewed at E&A Committee – 21 October 2021 Agreed at Policy Working Group – 15 November 2021		
5	Adopted by Full Council – 06 December 2021	Reviewed at E&A Committee – 10 October 2022		
6	Agreed at E&A Committee – 21 November 2022	Reviewed at E&A Committee – 20 November 2023		
7	Agreed at E&A Committee – 20 November 2023			

## APPROVAL AND REVIEW

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## ADDITIONAL NOTES

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## POLICY STATEMENT

This policy will be reviewed annually each November after guidance has been issued from the District and County Councils.

## TERMS AND DEFINITIONS

TERM	DEFINITION
HAO	Horticulture and Amenities Officer
HCC	Hampshire County Council
HDC	Hart District Council
HWPC	Hartley Wintney Parish Council

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## POLICY CONTENT

### 1. Responsibilities

1.1 Clearance of ice and snow from priority 1 and 2 highway routes – HCC  
[www.hants.gov.uk/transport/roadmaintenance/severeweather](http://www.hants.gov.uk/transport/roadmaintenance/severeweather)

1.2 Clearance of ice and snow from HDC priority areas, e.g. Schools, Doctors Surgery, Care Homes and priority footways including Hartley Wintney High Street – HDC assisted by HWPC where appropriate.  
[www.hart.gov.uk/weather-advice](http://www.hart.gov.uk/weather-advice)

1.3 Clearance of designated Prepared Rest Centre located at the Victoria Hall (Priority 1 HDC)

1.4 Clearance of Central Car Park – HDC responsibility.

1.5 A list of local contractors will be held in the office and be accessible to the Executive Clerk, Deputy Clerk and HAO. In the event of snow, the Executive Clerk will make the initial contact. If only a light dusting, this can be done by a designated member of HWPC staff. For heavier snow, a contractor will be asked to clear and grit.

1.6 The location of HCC grit boxes (blue boxes) can be found using this link <https://maps.hants.gov.uk/highwayssaltroutes> or by visiting their website, should the link no longer be valid.

1.7 The location of HWPC grit boxes (yellow/beige boxes) can be found in the appendix.

1.8 Levels in HWPC grit boxes will be checked annually in November by the HAO to ensure they are at least 50% full. Thereafter, they will be checked once a week when snow or icy conditions prevail.

1.9 The HAO will review the number and locations of grit boxes in and around the Parish on an annual basis.

1.10 There is a small quantity of salt together with snow clearing equipment for use in emergencies at the toilets in the central car park. The key for the toilet's service corridor is held in the Parish Office.

1.11 The Executive Clerk is authorised to hire any plant / equipment to respond to severe weather.

1.12 Collation and dissemination of information regarding disruption of services, gritting and HCC/ HDC updates will be shared via email, the Parish Council's website and social media.

1.13 Residents are asked to keep an eye on the levels in the salt bins around the Parish. A reminder will be put on social media and in Contact around September/October time to ask residents to check the bins near their houses. To obtain a refill:

- Blue HCC bins - have a number / website listed inside the lid to contact. All new blue bins also have stickers on the inside which also give guidance on how much salt to use, e.g. 1 heaped tablespoon of salt can treat 1 square metre - people tend to think one needs a shovel full to treat the same area!
- Beige / yellow HWPC bins - e-mail the Parish Office to request a top up of salt. Please be aware that if the office is closed over the festive break answerphone messages may not be picked up.

## **2. Information**

2.1 There are a number of useful websites available to raise awareness of emergency risks in your area:

The Get Ready for Winter website provides information and advice on how to prepare for winter weather including health and wellbeing advice:

[www.metoffice.gov.uk/barometer/get-ready-for-winter](http://www.metoffice.gov.uk/barometer/get-ready-for-winter)

Hart District Council has a snow plan in place, which shows how they manage a snowfall event and their areas of priority. Please visit their website for more information:

[www.hart.gov.uk](http://www.hart.gov.uk)

Your local resilience forum has a community risk register outlining the risks in your local police force area. Contact details for your local resilience forum:

[www.gov.uk/guidance/local-resilience-forums-contact-details](http://www.gov.uk/guidance/local-resilience-forums-contact-details)

Check your local flood risks including coastal, river and rainfall /surface water:

<https://flood-warning-information.service.gov.uk/long-term-flood-risk>

Sign up for flood warnings and weather alerts:

<https://www.gov.uk/sign-up-for-flood-warnings>

<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>

The British Red Cross has developed an emergency app that provides local alerts for severe weather and other emergencies near you, and provides practical advice on how to prepare, respond and recovery from a range of emergencies including severe weather

[www.redcross.org.uk/What-we-do/Emergencyresponse/Emergency-app-landing](http://www.redcross.org.uk/What-we-do/Emergencyresponse/Emergency-app-landing)

## 2.2 Useful names and numbers:

Hampshire County Council – 0300 555 1375 (switchboard)

Hart District Council 01252 622122

Parish Council Office 01252 845152, email both [admin@hartleywintney-pc.gov.uk](mailto:admin@hartleywintney-pc.gov.uk)

Police, Fire & Rescue and Ambulance Service - 999 or 101

Gas – National Gas Emergency Service (24hr) 0800 111 999

Water - South East Water 0333 000 0365, Castle Water 01250 718700 (office hours)

Electricity – emergency service 105

Environmental Incident (Pollution) - Environment Agency 0800 80 70 60

HCC web self-service facility enables residents to report empty, missing or broken blue salt bins online. Those without internet facilities can still contact HCC by telephone in the usual way [www.hants.gov.uk](http://www.hants.gov.uk)

2.3 For residents who are having difficulty with access to services during periods of severe weather, if it is safe to do so the Community Bus may be able to arrange door to door collections to take people to the shops. Alternatively, the village has excellent Milk and More service, which can supply essential groceries three times a week. Either leave your order with the milkman in the usual way or order online at [www.milkandmore.co.uk](http://www.milkandmore.co.uk)

2.4 For further information, please contact the Executive Clerk or the Deputy Clerk.

## RELATED POLICIES AND OTHER REFERENCES

## APPENDIX

### HWPC grit boxes (yellow / beige)

- Whitewater Health Surgery (residents own bin but HWPC refill)
- Monachus Lane (opposite main entrance to Rosefield Court)
- Haywarden Place entrance
- Park Corner by Causeway Pond
- Hartford Terrace (opposite bottom of Mount Pleasant)
- Mildmay Terrace (by Catholic Church gate)
- Church Lane (outside entrance to burial ground)
- Sandy Lane / St John's Road junction)
- Football Club car park
- Mabbs Lane / Weir Road junction
- West Green Common/Thackhams Lane junction
- Victoria Hall (own bin but HWPC refill)
- Kiln Gardens (residents own bin but HWPC re-fill)
- Vicarage Hill (Church Lane near Cottage Green)
- Weatherby Gardens / A30 junction
- Franklin Avenue (top of the road near Bracknell Lane)
- Heather Grove (x 2) by no.23 and no.53
- Springfield Avenue (turning head opposite no.37)