

**ST ALBANS CITY AND DISTRICT COUNCIL
WINTER TREATMENT OPERATIONAL PLAN
November 2020 – April 2021**

[version 1.0]

Statement Of Intent

St Albans City and District Council will:

- (a) maintain property in St Albans City and District Council's ownership and control
- (b) assist with the operational management of public highway footways across the City and District, acting for and on behalf of Hertfordshire County Council (HCC); and
- (c) assist with the operational management of the publicly accessible private land footways at train stations, acting on behalf of the train operating company (TOC).

All of these elements will be delivered in a safe, economical manner as far as is reasonably practicable and the resources available allow.

Purpose:

This Winter Treatment Operational Plan provides guidance and direction for the effective management of the winter treatment across the District. It identifies practices, resources, activities, controls and procedures to be used in that regard. Treatment coverage applies to paved areas maintained at public expense and other pedestrian areas under the control or ownership of the council. The overall objective is to deliver customer satisfaction and comply with corporate management systems.



RECORD OF REVIEW / REVISIONS

This management plan shall be reviewed during the summer period (between winter maintenance periods) and updated accordingly. The reviews, including nil returns, shall be noted below.

| Date | Topic of Change | Section(s) Changed | Rev No. | Approved | Agreed |
|----------|--------------------------------------------------|----------------------------------------------------|---------|--------------|--------|
| 12/10/20 | Annual document review awareness raising meeting | None. Some areas for change or updating identified | N/A | Joe T | |
| 04/11/20 | Start of document finalisation process | In Progress | v0.2 | Joe T | |
| 10/12/20 | Release of Operational version, 2020/21 | Release version | v1.0 | CEXB members | CEXB |
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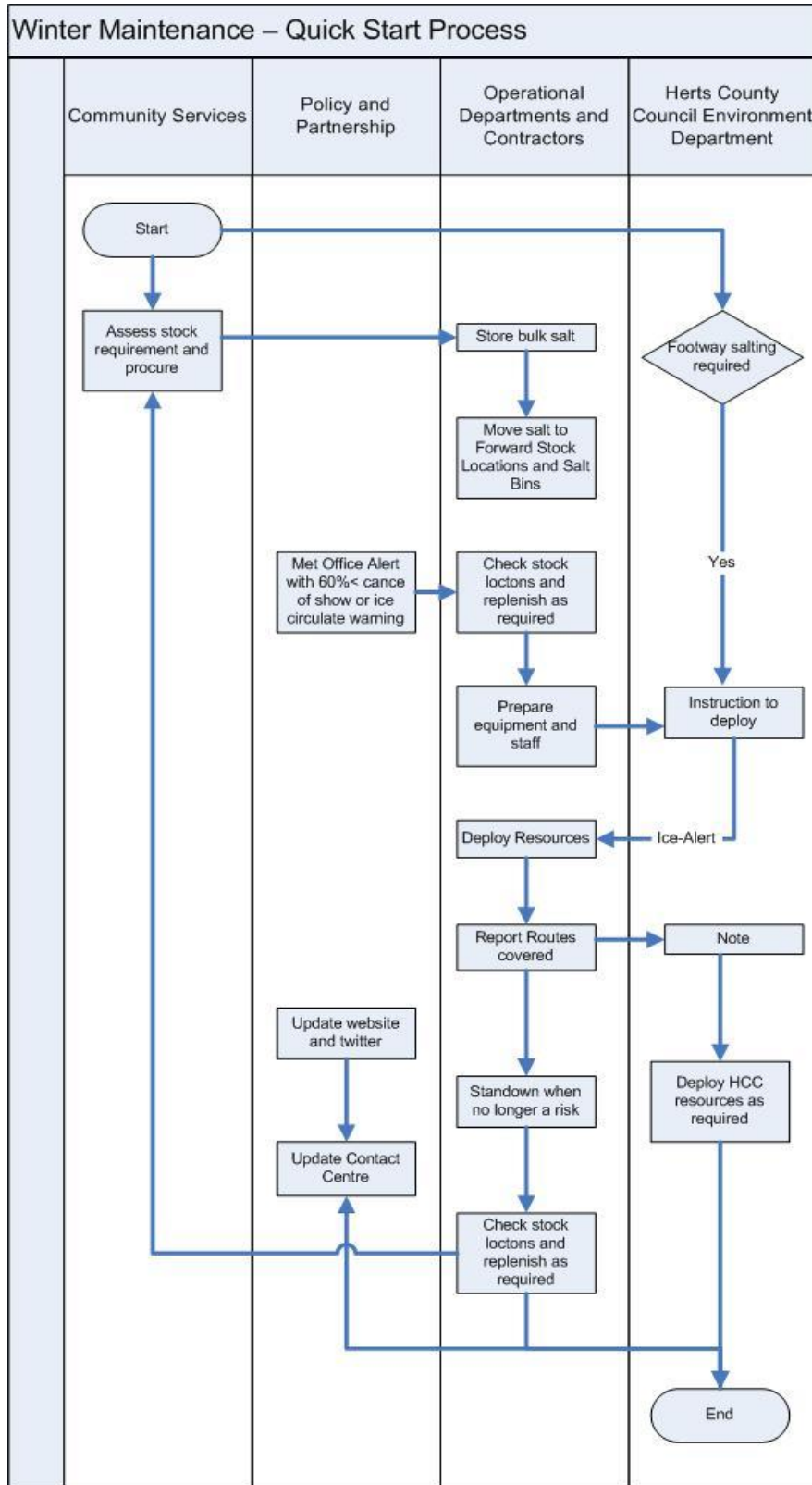
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4. QUICK START GUIDE – HCC Initiated



5. INTRODUCTION AND BACKGROUND

The winters of 2008/9 and 2009/10 were a challenge to all agencies and were the worst winters in 18 and 30 years respectively. As a result of the scrutiny of the response by St Albans City and District Council (the Council) a review was held which suggested creating a Winter Treatment Operational Plan to reduce the risk and impact from the conditions of ice and snow on pavements and roads. The findings within the Local Government report “Weathering the Storm II” have also been considered. The Council’s Winter Treatment Operational Plan was implemented in the winters of 2010-11 and 2011-12 and was generally found to be effective when subject to both debriefs and scrutiny. That plan remains the base document of the current plan.

This plan informs the responsibilities of the Council in respect of public highway and paved areas on land owned or managed by the Council (Council Land).

Public highway includes roads, footways, and footpaths that are maintained at public expense and are managed by Hertfordshire County Council (HCC) in its capacity as Highway Authority. From 1st October 2012 the Network Management team within HCC’s Highways and Environment Department became responsible for managing the County’s 3,000 miles of road network. HCC provides the winter treatment service for the public highway. However, it may seek assistance of the Council to provide additional resource during extreme or prolonged severe weather events. When providing this assistance, the Council works in a support role to HCC, who ultimately retains responsibility.

The Council has responsibility for maintaining Council Land that does not form part of the highway e.g. amenity land, parks, sports centres, cemeteries, museum forecourts, etc.

In this document reference to “Highway Footways” will relate to those footways and footpaths that are the responsibility of HCC.

There are approximately 213 days during the winter period 1st October to 30th April. When looking back over past years, there was a mean average of 39 days when HCC undertook precautionary gritting of public highway roads. In the exceptional winter of 2009/10 there were 78 days when gritting was required. It is estimated by HCC that to manually treat highway footways would cost in the order of £110 per kilometre.

Winter treatment could include the following elements of maintenance during periods of ice and/or snow:

- Precautionary gritting before ice has formed or snow has fallen;
- Gritting when ice has formed, or snow has fallen;
- Post gritting on hard packed snow and ice;
- Snow and ice clearance, either manually or mechanically.

This plan is for the use of operational managers in the event of severe weather.

6. SCOPE OF PLAN

This plan is limited to the treatment of footways and other paved areas as a result of:

- A voluntary agreement with Hertfordshire County Council that the Council treats priority footways on highways within the District;
- A responsibility of the Council to treat Council Land.

The plan does not generally include the treatment of private land to which the public have access.

7. STATEMENT OF POLICIES AND RESPONSIBILITIES

This document describes the Winter Treatment Operational Plan for highway footways on behalf of HCC, and their priorities. It also describes the plan for those paved areas that are Council Land.

The footways and other paved areas covered by the plan are shown in Appendices A1 to A9.

Every employee and contractor who is involved with delivering the winter treatment is required to be fully acquainted with and have access to this plan.

The Council aims to provide an efficient and effective winter plan which as far as possible allows the safe movement of pedestrians, keeping delays and accidents caused by adverse weather conditions to a minimum.

The Community Services Department has overall responsibility for invoking, managing and coordinating the Council's Winter Treatment Operational Plan. Responsibility for implementing particular aspects of the plan, and undertaking the associated key tasks within each department, are shown below:

| Department | Task | Resource |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Community Services (CS) | Implementation and coordination of corporate Winter Treatment Operational Plan activity; Policy on Winter Treatment; Consultation with Councillors; Budget forecasting and management; Liaison with HCC to ensure the District's highways are treated | Head of Community Services |
| | Take delivery of salt and distribute. | Veolia Environmental Services ("Veolia") |
| | Treat: Markets areas, Amenity Land, | Veolia J O'Conner (Grounds Maintenance) Limited ("JOC"), Urbaser |
| | On-street Public Toilet areas. | |

| | | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Supply & Treat: St Albans Museum and Gallery (frontage is public highway so gritting will be done via Veolia, as with the shop fronts.</p> <p>Verulamium museum (using the grit from the yellow bin at the side of the building opposite St Michaels). JOC Park Ranger may help with initial grit of staff entrance.</p> <p>Cemeteries, Public Toilets areas in parks Parks & Gardens.</p> <p>Supply & treat Civic Centre car park Supply & treat general surface car parks</p> | <p>Veolia</p> <p>Museum Service</p> <p>JOC JOC JOC</p> <p>Parking Services Parking Services</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

| Department | Task | Resource |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commercial & Development (C&D) | <p>Procurement and delivery of salt to Sandridge Gate Depot.</p> <p>Take delivery of salt and distribute.</p> <p>Treat: Leisure Centre frontages Sports facilities Alban Arena Theatre</p> | <p>Estate Services (Infrastructure Team) Main Contractors 1Life SLM Veolia</p> <p>Morgan Sindall, Caretakers</p> |
| Housing (H) | Treat elderly people's homes and other council housing areas. | |

Highway Footways

If resources allow, the Council will support HCC by treating priority footways using street cleansing operational staff employed by Veolia, and Grounds Maintenance staff from John O'Conner. These will be supplemented by refuse and recycling staff when the refuse and recycling treatment is cancelled due to severe weather.

Council Land

The Council will utilise and combine its resources wherever possible to continue day to day operations but also to implement the plan. Therefore, Council contractors may be available from Monday to Friday (Excluding Bank Holidays) between 07:00 and 18:00.

8. OBJECTIVES

The objectives of this plan are split into two elements each of which are considered separately below:

8.1 Duty Of The Highway Authority (HCC)

To comply with the general duty imposed by Section 41 of the Highways Act 1980: to maintain those highways including footways maintainable at public expense in a safe condition. This duty is owned by Hertfordshire County Council as the Highway Authority

Maintenance and safe condition are not defined, but case law and further sections of the Act assist. They are generally regarded as being fit for the level and type of use that can be anticipated on the particular road or footway in question.

Section 150 imposes a duty to remove obstructions such as snow and ice and it should be noted that this duty applies not just to highways maintained at the public expense but also to private streets (i.e. those over which the public has right of way).

In seeking to meet both Section 41 and Section 150 duties, Hertfordshire County Council undertakes to implement its relevant Winter Operational Service Plan which as far as reasonably practicable will permit safe movement and minimise delays and accidents directly attributable to adverse weather conditions.

The courts have recognised that it is impossible for all roads to be salted or cleared and that, when the danger from the elements is transient, the existence of danger for a short time is not necessarily evidence of a failure to maintain the highway. However, the existence and implementation of an appropriate weather checking and response system is essential if liability for damage is to be avoided.

8.2 Duty of the Council

Legislation imposes similar duties on owners and occupiers of land. In seeking to meet these obligations the Council undertakes to provide a winter treatment operational plan which, as far as reasonably practicable, will permit safe movement and minimise accidents on Council Land directly attributable to adverse weather conditions.

9. OPERATIONAL PERIODS AND PRIORITIES

9.1 Highway Footways

HCC applies guidance from “Well-Managed Highways - A Code of Practice” and National Winter Service Research Group, in establishing its priorities.

Weather in Hertfordshire, like the rest of the country, is difficult to predict and the occurrence and extent of wintry conditions varies considerably throughout the season and from year to year.

The Winter Treatment season is from 1st October to 30th April. This period may be altered should weather patterns dictate.

In order to achieve a reasonable balance between the need for winter treatment and operational costs, the season can be broken down into three main periods. These periods are shown in the table below.

9.1.1 Operational Periods

| Period | Time (Months) | Weather Conditions |
|--------|-----------------------------|-----------------------|
| High | December, January, February | Severe - Probable |
| Medium | November and March | Severe - may occur |
| Low | October and April | Severe - not expected |

For practical operational purposes there is no distinction between High, Medium and Low periods. However, they do serve to highlight the need for a greater degree of availability of resources during the High period.

9.2 Council Land

The Council will adopt the same operational periods as set out above when referring to the treatment of Council Land.

10. PRIORITIES

Winter Treatment operations are geared to safe movement of traffic. To achieve this there must be some distinction between the relative importance of one location or area compared with another.

10.1 Highway Footways - Priorities

The following are the criteria applied by HCC when deciding priority footways:

| Priority Number | Description |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | High Traffic Town and City centre and outside local community shops plus footways linking transport interchanges |
| 2 | Medium Traffic Busy urban footways leading from housing estates to town and city centres. Frequently used public amenities. Main streets in villages |
| 3 | Low traffic (High Risk) Housing estates with high incidence of defects due to age of footway extensive utility trenches or vandalism. Lengths where there are significant high numbers vulnerable users e.g. outside old people's homes |
| 4 | Low Traffic-Urban Housings Estates and other urban footways |

| | | |
|---|-------------------|----------------------------|
| 5 | Low Traffic Rural | Little used rural footways |
|---|-------------------|----------------------------|

Liaison arrangements between HCC and the Council will be organised and undertaken on behalf of the Council by the Community Services department. This may include consultation with Councillors when HCC consults on changes to gritting priorities and routes. HCC had previously canvassed views about priorities within the District. Terms of Reference used are shown in Appendix D.

10.2 Claim Management and Liability

Claims handling of reports of accidents or injuries as a result of snow and ice on the highway are the responsibility of HCC.

The Council may become liable for claims on the highway if the Council has agreed to support HCC in the treatment of ice and snow, and the Council, or its contractors, have been grossly negligent in some manner.

The Council is responsible for any claims which arise from injury or accident on Council Land.

10.3 Council Land Priorities

The following priorities have been agreed for Council Land:

| Priority Number | | Description |
|-----------------|---------------------|-------------------------------------------------------------------------------------------------------------------|
| 1 | High Traffic | Town and City centre pedestrian areas and significant (high usage volume) car parks |
| 2 | Medium Traffic | Council footways where there are significant high numbers of vulnerable users e.g. around elderly people's homes. |
| 3 | Medium Traffic | Public buildings e.g. leisure and sports centres, theatres and other car parks. |
| 4 | Low Traffic - Urban | Housings Estates |
| 5 | Low Traffic - Other | Parks, Cemeteries, etc. |

These priorities were agreed by Councillors in August 2010 and have been the subject of public scrutiny. They have not been changed as part of this review.

11. ROUTE PLANNING

Locations to be treated are included in Appendices A1 to A9. These include areas proposed by Councillors, identified during a consultation in August 2010. Locations shown in these appendices will be used as the basis of communication updates to residents and customers during operation of the plan

HCC undertake an annual review of their Winter Operational Service Plan.

12. ASSESSMENT OF NEED

The Council uses Met Office (metoffice@service.govdelivery.com) alerts, plus intelligence from other sources including, where available, the Local Resilience Forum, and Hertfordshire County Council.

Frost may form when the road surface temperature reaches 0°C. In many instances road surface temperatures can differ significantly from air or ground temperatures and the appearance of frost on grass and car windows can be a misleading guide whether action is required. As a general rule, precautionary salting should be considered whenever road surface temperatures are forecast to be + 1°C or below to allow for the inconsistency in weather forecasts.

Some of the difficult considerations facing officers when deciding whether to implement winter treatment includes:

- Frost forecasts after rain - salting too early could result in the salt being washed away, but salting too late could result in widespread formation of ice
- Freezing conditions coinciding with rain - this almost inevitably results in ice forming. Salting prior to rain will delay the effect, but unless temperatures rise quickly following commencement of rainfall the Duty Officer is left with an impossible task
- Rapid falls in temperature due to changing cloud conditions - this is very difficult to predict and unless salting has been carried out in anticipation, mobilisation times are too long for salting to be effective until sometime after ice has formed.

During heavy snow falls the resources available and the reliance on up to date information limit the effectiveness of any operation to keep roads clear. Hindrance by the rapid build-up of traffic also has a significant influence on the effectiveness of any plan of action.

13. RESPONSE AND TREATMENT TIMES

The effectiveness of any winter maintenance action relies on response at the right time and completion within a time that is practical.

During High, Medium and Low periods decisions are required on a daily basis. HCC's target time for reaching a decision is 15:00 hours. This ensures their crews are aware of any potential action that night before they go home. HCC's operational decisions are made available to the Council for information but also as an aid to decision making. These are in the form of alerts from "no-reply@icelert.net", which give an indication of expected road surface temperatures and thus the likelihood of ice or snow forming/remaining.

Under most circumstances frost on the footway surface does not form until late evening or early morning. Where earlier frost is forecast, salting may be carried out during the afternoon before the evening peak.

Treatment routes and contract arrangements will be organised to achieve defined standards of response and treatment times on the specified priorities.

13.1 Definitions:

Response Time is defined as the time taken from the decision to begin precautionary treatment until the winter maintenance vehicles are loaded, manned and ready to commence actual salting.

Treatment Time is defined as the time taken from leaving the depot in order to begin treatment of the network, through to completion of the treatment.

14. PLANT, VEHICLES, EQUIPMENT AND MATERIAL RESOURCES

14.1 Existing Equipment Available To St Albans City & District Council

The Council's current methods of spreading salt is by hand using shovels from a barrow or a vehicle, or by hand push grit spreaders. The gritting equipment held by the Council consists of:

- 5 x two-wheeled drive, 3.5 tonne caged tipper vehicles, plus additional 7.5 tonne all-purpose tipper vehicle (Veolia Contract for Waste Management etc. contract)
- Shovels (metal and plastic)
- Barrows (x5 deployed and x2 spare)
- Hand push grit spreaders (x5)

To facilitate a culture of self-help and community resilience, 11 hand push salt spreaders were acquired and made available to Parish Councils. HCC also make an annual allocation of salt available to Parish and Town Councils.

14.2 Motorised Equipment

There are advantages of using motorised equipment suitable for use on footways and other paved areas to both spread salt and to plough snow when it is more than 40mm thick. The advantages are generally speed of delivery, accuracy of spread and efficiency. There are of course risks in mixing moving vehicles and pedestrians.

A tractor previously used in the St Albans Charter Market set-up operation has been repurposed as a winter treatment vehicle. It has the capability of being fitted with a snow plough and salt spreader attachment. The vehicle and attachments are stored by Veolia at Sandridge Gate Depot. Veolia staff have been trained to use the vehicle and ancillary snow management equipment. Only staff trained by Veolia will fit and operate the snow plough and salt spreader.

This equipment is subject to an inspection by operators and an inspection by trained maintenance staff in accordance with the manufacturer's instructions. Veolia will store and manage the maintenance of the ancillary equipment. Community Services Department (Public Realm) will be responsible for the maintenance of the tractor.

15. SALT

Salt will generally be acquired from Hertfordshire County Council in September/October.

Highway Footways

Salt for use by the Council on the highway is issued free by HCC to the Council. Up to 30 tonnes of salt is available annually and when required is delivered into Sandridge Gate Depot for this purpose. In the event that the salt stock is exhausted because of severe and prolonged weather the Council may not be able to continue to treat footways when asked to do so by HCC.

Council Land

Salt for use on Council Land will be purchased by the Council solely for that purpose. This salt will not be used on the highway other than in extreme circumstances and with the consent of the Head of Community Services.

Where possible the Council will use a “prill” product (or equivalent) on its major car parks which have a significant concrete infrastructure. Such products are much less harmful to concrete.

Between 25kgs and 200 kgs of grit is used per visit per car park dependent on the size of the car park. For example, Adelaide CP ~ 25kgs; Westminster Lodge ~ 200kgs; London Road ~ 120kgs.

15.1 General

Fine Rock Salt to BS 3247:1989 (minimum 6mm) with a Safecote additive has been used County-wide since 2008/2009 as the prime material for combating snow and ice. It is recognised that salt is also environmentally unfriendly. Therefore, to gain the most economic and environmentally satisfactory solution; the minimum amount of salt will be used to obtain the best effect.

Salt shall not contain any other substances that will cause hazard to human beings, animals, fish or plant life under normal conditions of use of the salt.

Salt acquired from HCC will be certificated by a National Measurement Accreditation Service (NAMAS) approved laboratory. HCC receive certificates from their supplier for every 500 tonnes of salt supplied. The Council can request a copy of the certificate.

The target rates of spread of salt will be set. Spread patterns and widths of spread will be checked to avoid wastage.

Salt will be purchased and supplied by HCC from Salt Union Ltd, De-Icing Business, Winsford Rock Salt Mine, Winsford, Cheshire, CW7 2PE

15.2 Storage – HCC Stock

Subject to suitable storage being made available at Sandridge Gate Depot, the Council will hold a stock of 30 tonnes of salt at the start of the winter season, for sole use by the Council on the highway. This stock will enable the prompt deployment of gritting teams.

The salt stock will be stored in covered barns, in impermeable bags on pallets, so they can be efficiently moved and lifted by Veolia’s high lift equipment.

15.3 Storage – St Albans City & District Council

Salt stockpiles will be stored under cover at the Sandridge Gate Depot in the former bus workshop. The initial stock will be 40 tonnes in 25kg bags.

| Storage Location | Required Stock Levels for Commencement of 2017/18 Season (tonnes) | Minimum Stock (Tonnes) | | | Maximum Stock (Tonnes) |
|-----------------------------------|-------------------------------------------------------------------|------------------------|-----|-----|------------------------|
| | | Oct - Feb | Mar | Apr | |
| Community Services Sandridge Gate | 70 | 70 | 20 | 10 | 70 |

Bagged salt will also be stored in a locked cupboard in the Civic Centre car park, at John O'Conner site at Hixberry Lane, and in Council grit bins on Council Land.

The Council will not generally supply salt to Town and Parish Councils because each has been offered their own stocks of salt, supplied free of cost by HCC.

15.4 Allocation Of Council Stock

Subject to suitable storage being made available the initial allocation of salt will be as follows:

| Locations | Number of 25 kg bags | Tonnes |
|-----------------------------|----------------------|-------------|
| Grit bins (non-Housing) | 6 per bin | 0.25 |
| Hixberry Lane | 16 | 0.40 |
| Civic Centre Car Park Store | 48 | 1.20 |
| Total | | 1.85 |

15.5 Delivery And Replenishment Of Council Stock

The Infrastructure Manager is responsible for recording the precise location of grit bins and for ensuring they are stocked.

This list will be consolidated and forwarded to Veolia, when during the first two weeks of October, Veolia will distribute salt.

Replenishment will only be made at the authorisation of the Infrastructure Manager or Head of Community Service. This will be either immediately after use or after the stock check when a severe weather warning is received.

Salt may be distributed to key forward storage locations as determined for local spreading as required and replenished when used.

Salt - Environmental Issues

Salt will be stored in accordance with legislation to ensure that it does not leach into the ground with an adverse impact on the environment.

When clearing snow and ice, with shovel or snow plough, care will be taken to ensure that any salt or snow and ice that has been treated with salt that is removed is not placed on or against trees, shrubs or plants that may be adversely affected by the high concentrations of salt.

Market managers are to inform traders of the need to ensure treated snow or stocks of salt are not placed around trees.

16. TREATMENT METHODS

16.1 Precautionary Salting

The general philosophy behind Winter Treatment operations is, wherever possible, to carry out pre-salting before ice forms or snow settles. To enable this to be undertaken effectively depends on a mixture of local knowledge and experience, good local weather forecasts and knowledge of the state of the road at the time (i.e. is it wet or dry, salt covered or not etc).

The Council will only undertake precautionary salting on the top deck of the Civic Centre car park. However, precautionary salting is unlikely to be carried out in instances where the Council is assisting HCC (or TOCs). The reason for this is that the resources used to support HCC (TOCs) are usually made available for snow/ice clearance after onset of snow or ice.

Essentially, precautionary salting is planned as a result of weather forecasts to pre-set target spread rates. It is recognised that the spreading of salt manually using a shovel is inaccurate and is generally excessive. The spread rates below relate to the use of HCC's calibrated spreading machinery only.

16.2 Rates Of Spread For Precautionary Salting

For frost, salt shall be spread at 8-15 grams/m².

When frost is expected after rain the rate of salt spread shall be for heavy salting i.e. 15-30 grams/m², delayed as late as possible to reduce the salt loss by run off unless freezing conditions coincide with rainfall.

When continuous snow is forecast, salt shall be spread at 15-30 grams/m² according to the anticipated severity of the snowfall. Every effort will be made to ensure enough salt is applied before snow starts to stick to the road to melt the initial snowfall and to provide a wet surface.

16.3 Treatment Of Ice Already Formed

When ice has formed on surfaces a salt spread rate of 15-30 grams/m² should be used.

16.4 Treatment Of Snow

Snow ploughing by HCC shall be undertaken as soon as snow depths exceed 40mm. Each pass of a plough shall be supplemented with a salt spread of 15-30 grams/m² depending on the prevailing conditions. Where the Council undertakes snow ploughing activities, it will aim to meet a similar intervention standard.

Should the temperature continue to drop and the need for ploughing continues, salt spread rates should be increased to 30 grams/m²

Where heavy or prolonged snowfalls accumulate on well-used footways, arrangements will be made to clear a route for pedestrians as soon as practical. If freezing conditions persist, footways cleared of snow should be given a light salting to melt the ice.

Clearance of snow from less heavily used footways will depend upon the anticipated duration of freezing conditions. Provided the more heavily used footways have been cleared and freezing conditions are expected to persist, then these footways may be cleared

16.5 Treatment Of Hard-Packed Snow And Ice

If hard packed snow and ice conditions exist at temperatures down to -5°C and provided that this layer is no more than 20mm thick, removal shall be by successive salt spreads at 15-30 grams/m².

At temperatures between -5°C and -10°C where hard packed snow and ice is more than 20mm thick it may be necessary (in exceptional circumstances) to complete two runs. The first run will involve spreading 5mm down sand or grit. The second run will be at the required salt spread at 15-30 grams/m².

17. ORGANISATIONAL ARRANGEMENTS AND PERSONNEL

All works associated with winter maintenance operations will be carried out in accordance with Health and Safety Plans approved by the Council.

Training

Operatives employed on salting operations will be trained in the safe system of work and a schedule of trained operatives maintained.

Only people trained and certified to a standard agreed between Veolia and the Council will be authorised to use or otherwise operate the tractor mounted spreaders and ancillary equipment.

Staff Availability

Currently, Council staff and contractors are only available during the normal operational hours of Monday to Friday between 07:00 to 18:00. There is no existing arrangement for general office-based staff to be available for callout, standby at home, standby at depot, to work additional hours to normal shifts or continuous shifts.

Because of the large number of disparate locations, it is not feasible to employ a single dedicated contractor for winter treatments. As a result of this, existing resources will be used wherever possible.

Generally contracted staff deployed during their normal operational hours can be redeployed as a part of the contract, these coming from Veolia and John O'Conner. Such deployment will mean that their normal duties will not be covered. It will not be policy to redeploy refuse and recycling operatives unless their service has been terminated for other reasons. Street cleaning staff may be redeployed if they are available.

Appendix E provides details on how staff would catch up on refuse and recycling services after major/severe disruptions. It must also be noted that if additional hours are worked by staff that are subject to driver hours restrictions, this will have an adverse effect on their duties in the following week. For example, it will not be possible to employ refuse collection

drivers on winter treatment duties over the weekend without reducing their availability to drive refuse vehicles later in the week.

If the conditions are so disruptive that the contractor's staff cannot attend work, or if they are able to attend but the roads are impassable for the contractor's vehicles, the effectiveness of this plan will be severely reduced.

Because of the limitations on staff availability, an option of employing trained agency staff at short notice to cover deficiencies in staff availability would be explored.

Additional Staff Costs

If through agreement, additional hours are worked, the Council would be obligated to pay for the resource.

17.1 Definitions:

- **Call out** is defined as off duty personnel available for duty as demand arises but without any prior commitment to be available.
- **Stand by** is defined as personnel committed to be available to report to the depot or direct to a route within 1 hour of being called out from elsewhere or home.
- **Normal shift** is defined as personnel on duty at the depot or at a work place during normal working hours.

18. DECISION MAKING

When snow and ice conditions are forecast, decisions will be made by HCC in respect of highways, and the Council, in respect of Council Land.

18.1 HCC

HCC's Duty Officer will inform Ringway's Duty Operational Manager by 3pm each day during the operational winter period, of the decision regarding action. The decision is then cascaded to crews and recorded. The most recent salting decision are available on the County Council website; <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/gritting-and-salting-routes.aspx>

The Council's nominated contact officers are also informed of weather predictions and decisions, by email.

Decision-making will be made along the guidelines shown in Appendices B&C, Winter Decision-Making Process and Records.

18.2 The Council

On receipt of a weather prediction of snow and/or ice conditions from HCC, which includes a request to salt highway footways, the Council's responsible manager will decide if treatment of Council Land is required.

Using the information provided from HCC and the knowledge of existing road conditions, the Head of Community Services or a nominated manager with delegated authority will be responsible for determining the appropriate action for the Council, see Appendix B. The

Officer will clearly state if salting and or snow clearing should commence. Managers responsible for the deployment of staff will be promptly informed of the decision.

18.3 Town and Parish Councils

The following Councils received salt spreader equipment from the Council:

Colney Heath
Harpenden Town Council
Harpenden Rural
London Colney
Redbourn
Sandridge
St Michael
St Stephen
Wheathampstead

The Town and Parish Councils will be informed of severe weather warnings and may self-deploy the spreaders and free issue salt when there is disruptive snow or ice.

19. DEPLOYMENT PROCESS

19.1 Process Trigger/Alert Stage

On receipt of a severe weather warning predicting a greater than 60% chance of disruptive snow, a CEXB member will be notified through email, text and 'WhatsApp' group. In turn, they will cascade the warning to operational managers and relevant contractors.

On receipt of the message the responsible managers and contractors responsible for the winter treatment delivery will check staff availability, equipment and salt stocks. Grit bins will be replenished as required and as salt stock allows.

A meeting of responsible managers, either face to face or by conference call, will be held to report status and review plans. That meeting will be initiated by the Community Services department or a CEXB member.

19.2 Deployment Of Resources

On receipt of a request from HCC to commence treating footways on the highway the Head of Community Services or a nominated manager with delegated authority will consider the request, authorise deployment and notify the appropriate contractors.

In the event the treatment of footways is authorised the managers responsible for paved areas on Council Land will be informed and will also consider commencing treatment of the property under their control.

If disruptive snow falls and there has been no request from HCC to commence treatment of highway footways, the managers responsible for Council Land will be informed and will consider commencing treatment under their control. The general presumption will be that if disruptive snow or ice occurs without a warning then staff responsible for Council Land will deploy automatically if salt is available and a review meeting held as early as possible.

A set of nine plans are included in the Appendices A1 to A9. In the first instance the deployment will be in accordance with the appropriate plan. If there are reasons why the plan cannot be implemented, e.g. lack of salt, lack of staff, roads not passable etc., the plan will be reviewed by the responsible manager and the plan adapted to the circumstances. The variation and the reason for it will be recorded.

The Community Services Department will as early as practicable inform HCC of the footways on the highways that are to be treated by the Council's resources in order that HCC can consider directing any resources that they may have to those footways that are not being treated by the council.

Throughout the snow clearance and treatment of the priority footways the managers of the staff deployed will ensure that the Head of Community Services is kept informed of progress at a maximum of 2-hour intervals unless another time limit is agreed at a local level.

There are two principal risks that may prevent gritting of footways. These are:

- Salt is not available, or stocks cannot be replenished.
- As a result of the lack of salt the salting on the road network is reduced and this prevents staff from attending work or the roads to the footways to be treated are impassable preventing deployment of staff.

Generally, salt will be distributed from the tractor mounted spreader and manually from vehicles by hand, hand push salt spreaders or using shovels. Compacted snow and ice may be removed using shovels. Care will be taken to ensure that salt, snow or ice that is removed is not placed on or against trees, shrubs or plants that may be adversely affected by the high concentrations of salt.

Grit bins are provided by HCC for use on the highway. HCC is responsible for the replenishment of these bins.

The Council also has a number of grit bins on Council Land and is responsible for the replenishment of these bins.

Those delivering the winter treatment will report progress to the responsible manager who will inform Community Services Department (Public Realm Manager). The reports will be collated for the information of the Head of Community Services. All records and reports will be retained.

19.3 Reporting

Progress against the plan will be reported by the Head of Community Services Department to CEXB.

20. SNOW CLEARANCE

Generally laying snow over 40mm in depth could be cleared by ploughing or using shovels. Snow that is less than 40mm in depth can normally be treated by salting.

20.1 HCC's Response

When a call is received by HCC regarding the build-up of snow from a member of the public, the caller would be informed that all available resources have been deployed in the deliverance of the Winter Operational Service Plan, and all roads will be treated according to their priority rating. These priority roads have been predetermined and will be treated in the order as stated in the plan. This may mean that once all main routes are clear and resources allow attendance at the lesser priority roads, the thaw may have already set in.

When attending to the network in priority order, should reports of ice or snow be received on a priority already treated, then that priority may be revisited.

20.2 Snow Treatment

The method of dealing with snow will be dependent on the depth of snow and the temperature.

20.3 Snow Fall Of Less Than 40mm

Snow fall of less than 40mm will not normally require any further action than precautionary salting unless prolonged sub-zero temperatures are forecast.

20.4 For Snow Falls In Excess Of 40mm

For snow falls in excess of 40mm or when drifting occurs, post salting should take place as soon as is practicable. This allows a programmed approach to dealing with ice on non-precautionary salting routes.

HCC's general message to the public would say "Hertfordshire County Council will deal with snow on the highway with the reasonably expected resources as required by the Winter Operational Service Plan, treating the highest priority roads first".

These priorities have been predetermined and will be treated in the order as stated in their plan. This may mean that by the time all main routes are clear, and resources allow attendance at the lesser priority roads, the thaw may already have set in.

Additional salting resources may be used during this period.

20.5 The Council's Response

Snow will be cleared in the same priority order as treatment of ice. When a call is received by the Council regarding the build-up of snow from a member of the public, the caller should be informed if and which available resources have been deployed in the deliverance of the Winter Treatment Operational Plan. Paved areas will be treated in predetermined priority order. This may mean that once all main routes are clear and resources allow, attendance at the lesser priority areas may result.

21. REPORTS OF ICE ON THE PUBLIC HIGHWAY

21.1 Routes To Schools

Whilst it is recognised that walking routes to schools are increasing, it is not practical to undertake salting on footways, or roads, to all schools in the County. Those schools serving

the highest numbers of pupils are those most likely to be served by scheduled bus or high usage footways. HCC may undertake post salting as resources allow. Where it is felt that untreated roads or footways leading to a school (or indeed the untreated areas within the school itself) pose a significant risk to pupils, the head-teacher may decide that it is a safer option to close the school during severe weather. The head-teacher will also be considering other pressures affecting the operation of the school, such as advice from police or motoring organisations that journeys should not be made. These factors may affect the availability of teaching staff and would influence the head-teacher's decision.

21.2 Post Salting

When prolonged sub-zero temperatures are forecast for a period greater than 48 hours, post salting may take place. This allows a programmed approach to dealing with ice not on precautionary salting routes.

Additional salting resources may be used during this period.

21.3 Reports Of Ice Not On The Highway or Council Land

- No action will be taken by HCC to treat ice or snow on private roads or footways (i.e. where there are no public rights of way)
- The Council will consider acting to treat ice or snow on the private access footways to train stations. This will only be the case if:
 - (i) a heavily used untreated footway presents an obvious high risk to the public; and
 - (ii) it is clear the train operating company will not be able to clear the footway within a reasonable time scale.

22. Salt Bins

HCC has over 1000 salt bins at locations across the county for 'self-help' during icy conditions. If the reported site is near a salt bin, self-help may provide a more effective response than adding the site to a prioritised list. Salt bins may be refilled after a prolonged period of snow or ice.

The locations of salt bins can be found on HCC's website at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/salt-bins/salt-bins.aspx>.

A link to HCC's web site is also available through the Council's website.

23. OPERATIONAL COMMUNICATIONS

23.1 Communication

Two-way communication between all parties involved in the implementation of the Winter Treatment Operational Plan activities is always essential. Due to the wide range of personnel and activities involved, modes of communication will include but not be limited to mobile phones; landline phones; emails and SMS messages.

23.2 **Weather Forecast Provider**

HCC's winter maintenance Duty Officer has access to the professional weather forecasting centre, but summary alerts will be issued to the Council.

23.3 **Communications Between HCC and The Council**

Operational communication between HCC and the Council will normally be between respective agreed contacts, usually for the council this will be a nominated officer in the Community Services Department or the Infrastructure Manager.

Currently, the Community Services Department and Veolia receive a daily message from HCC by email, which gives a synopsis of the forecast weather, road conditions and informs their decision with regards 'Action'.

The Council communication team will liaise with the HCC communication team as appropriate during extreme weather events.

23.4 **Joint Manning of Control Desk**

During severe weather conditions, a control desk for joint manning of operations will be set up at County Hall unless otherwise agreed between the County Duty Officer and the HCC's Highways Winter Treatment Manager.

During severe conditions, the police may request that the control desk be set up at Police HQ where both the County Duty Officer and the Winter Treatment Manager will be present. The Highways Agency may also have a control desk at Police HQ.

The Council's officers will normally liaise with the joint manning or Control Desk by telephone or email as required.

24. **Communication Plan**

HCC and the Council will actively seek to communicate with the Council Cabinet, councillors, the media, the public and staff to provide situation updates.

Media Enquiries

All media enquiries in relation to public highway will be led and coordinated by HCC.

All media enquiries relating to Council Land will be led and coordinated by the Council's Chief Executive and Policy Department.

Public

The primary method of communication with the public will be via the Council's website, through appropriate liaison with the local media outlets (in extreme weather conditions) and through the Telephone Contact Centre.

There will be a dedicated page on St Albans District Website in the Emergency Support Section.–The page will include links to information such as the following:

Winter weather

Preparing for winter

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/severe-weather.aspx>

Gritting and salting routes

Find out how Hertfordshire County Council keeps the roads clear of ice and snow in winter.

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/gritting-routes.aspx>

Winter self help

Find out how to grit your road.

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/winter-self-help-gritting-your-road/winter-self-help-gritting-your-road.aspx>

Salt bins

Find out where your nearest salt bin is or report a missing salt bin.

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/salt-bins/salt-bins.aspx>

Refuse and recycling

Where to get updates in snow and ice (<https://www.stalbans.gov.uk/recycling-and-rubbish>)

Schools information

Find out if your school is open.

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/emergency-school-closures/emergency-school-closures.aspx>

Hertfordshire County Council's Winter Operational Plan

Read HCCs winter plan.

<https://www.hertfordshire.gov.uk/media-library/documents/highways/plans-and-strategies/appendix-1-winter-service-operational-plan-2020-2021-partly-accessible.pdf>

Reporting a fault on the road or pavement to Hertfordshire County Council

How to report a fault.

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/highways-roads-and-pavements.aspx>

Sign up for Hertfordshire County Council email updates

Find out how to sign up for updates.

<https://www.hertfordshire.gov.uk/about-the-council/get-email-updates-with-update-me.aspx>

Report a leak to Affinity Water

Find out how to report a leak.

<https://myonlineaccount.affinitywater.co.uk/ReportaLeak/Index>

Govia Thameslink Railway (GTR) updates

<https://www.thameslinkrailway.com/travel-information/plan-your-journey/service-updates>

Both HCC and the Council use social media networks to tweet and re-tweet winter maintenance information under the guise of "gritter twitter". The Council has over 10,000 followers on twitter.

Variable Message Signs

Hertfordshire County Council operates a number of on-street traffic variable message signs around the District on its primary road network. Weather and gritting information and warnings are displayed on these boards when severe weather is forecast.

The Council Contact Centres and Customer Desk will also be available to assist the public by answering queries or signposting the enquirer to the appropriate source of information. Where there may be a delay in answering the telephone or the offices are closed, an answering message will inform and direct people to the Council's website.

Sandridge Gate Depot

All visitors to Sandridge Gate Depot seeking information or resources will be referred to the Council's website, Contact Centres or Help Desk where information is available and requests can be managed.

Cabinet and Councillors

The Cabinet and Councillors will be kept up to date by email from CEXB or an appointed nominee.

Staff

Staff will be kept informed of predicted severe weather events through email by Human Resources Team and through STAN.

25. APPENDIX A1 – FOOTWAYS ON THE HIGHWAY

| | |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Plan No. | 1 |
| Description | Priority highway footways |
| Responsible | Hertfordshire County Council |
| Accountable Manager | Public Realm Manager |
| Responsible Manager | Principal Waste Contract Officer |
| Delivery Manager | Contract Manager, Veolia |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | On request of Hertfordshire County Council, authorisation or from Head of Community Services or from a manager with delegated responsibility |
| Route Planning | Contract Manager, Veolia |
| Reporting | Contract Manager, Veolia |
| Salt Supplier | Hertfordshire County Council |
| Salt Stock | Held in Sandridge Gate Depot |
| Standard expected | 1.5 metre wide cleared area with passing places |
| Comments | Instances where waste collection routes require gritting, Veolia may carry out gritting of those routes on their own accord. |

Schedule of Footpaths on the Highway – Approved by Hertfordshire County Council Environment Department

| Road name | Community | Map | Between | Covered by: |
|-------------------|----------------|-----|------------------------------------------------|-------------|
| Black Boy Wood | Bricket Wood | 50 | Shops near Hunter Ride | Veolia |
| Claremont | Bricket Wood | 50 | All | Veolia |
| Old Watford Road, | Bricket Wood | 50 | All | Veolia |
| Station Road, | Bricket Wood | 50 | All | Veolia |
| Station Road, | Bricket Wood | 50 | Smug Oak Lane to Pleasant Lane | Veolia |
| Watford Road | Chiswell Green | 50 | Ragged Hall Lane to A 405 | Veolia |
| Fellowes Lane, | Colney Heath | 52 | Tollgate Road to No 52 including around green. | Veolia |
| High Street, | Colney Heath | 52 | Church Lane to Roestock Lane | Veolia |
| Bowers Parade, | Harpenden | 44 | All | Veolia |
| Bowers Way, | Harpenden | 44 | All | Veolia |
| Church Green, | Harpenden | 44 | All | Veolia |
| Hay Lane, | Harpenden | 44 | Access Road | Veolia |
| High Street, | Harpenden | 44 | Station Road to Sun Lane | Veolia |

| Road name | Community | Map | Between | Covered by: |
|----------------------|---------------|-----|--------------------------------------------------------------------------------------|-------------|
| Leyton Road, | Harpenden | 44 | Leyton Green and Bull Road | Veolia |
| Leyton Road, | Harpenden | 44 | Footpaths between Leyton Road and High Street near Public Halls | Veolia |
| Luton Road (A1081), | Harpenden | 44 | Sun Lane to and including shops between Kennel Lane and The Common, Kinsbourne Green | Veolia |
| Milton Road, | Harpenden | 44 | Station Road to Shakespeare Road | Veolia |
| Piggots Hill, | Harpenden | 44 | All | Veolia |
| Rothampstead Avenue, | Harpenden | 44 | Leyton Road to High Street | Veolia |
| Southdown Road, | Harpenden | 44 | Piggots Hill and Walker Road | Veolia |
| Station Road (B652), | Harpenden | 44 | High Street to Granary Lane | Veolia |
| Station Road (B652), | Harpenden | 44 | Granary Lane to Lower Luton Road | Veolia |
| Steward Road, | Harpenden | 44 | All | Veolia |
| Thompson Close, | Harpenden | 44 | All | Veolia |
| Vaughan Road, | Harpenden | 44 | All | Veolia |
| Park Street Lane, | How Wood | 50 | Hyde Lane to Balmoral Close | Veolia |
| Penn Road, | How Wood | 50 | Grovelands to Ringway Road | Veolia |
| Ringway Road, | How Wood | 50 | By shops | Veolia |
| Haseldine Road, | London Colney | 52 | High Street to Caledon Road | Veolia |
| High Street, | London Colney | 52 | Cotlandswick to Meadow Close | Veolia |
| Beech Road | Marshalswick | 51 | Shops near Valley Road | Veolia |
| Sherwood Avenue | Marshalswick | 51 | Marshalswick Lane and Kingshill Lane | Veolia |
| The Ridgeway | Marshalswick | 51 | Marshalswick Lane and Hughenden Road | Veolia |
| A 5183, Park Street | Park Street | 50 | Mount Drive to Curo Park | Veolia |
| High Street, | Redbourn | | Fish Street to Harpenden Road | Veolia |
| High Street. | Sandridge | 51 | | Veolia |
| House Lane, | Sandridge | 51 | High Street to Anson Close | Veolia |

| Road name | Community | Map | Between | Covered by: |
|--------------------|-----------------------|-----|------------------------------------------------------------------------|-------------|
| Station Road, | Smallford | 52 | All | Veolia |
| Abbey Avenue | St Albans | 49 | All | Veolia |
| Abbots Avenue West | St Albans | 49 | All | Veolia |
| Camp Road | St Albans | 46 | Hatfield Road to Dellfield | Veolia |
| Camp Road | St Albans | 46 | Ely Road to Windemere | Veolia |
| Cell Barnes Lane | St Albans | 46 | All | Veolia |
| Central Drive | St Albans | 46 | All including shops | Veolia |
| High Oaks | St Albans | 47 | All (including shops) | Veolia |
| Hill End Lane | St Albans | 46 | Camp Road to Highfield Lane (including shops) | Veolia |
| New House Park | St Albans | 46 | All (including shops) | Veolia |
| Normandy Road | St Albans | 45 | Folly Lane to Waverley Road | Veolia |
| Prospect Road | St Albans | 45 | All | Veolia |
| Vesta Avenue | St Albans | 49 | All | Veolia |
| Waverley Road | St Albans | 47 | From Normandy Road to Batchwood Drive (Hospital entrance and shops x2) | Veolia |
| Adelaide Street | St Albans Town Centre | 45 | Catherine Street and St Peter's Street including the car park | Veolia |
| Alma Road | St Albans Town Centre | 45 | All | Veolia |
| Beaconsfield Road | St Albans Town Centre | 45 | All | Veolia |
| Catherine Street | St Albans Town Centre | 45 | St Peter's Street and Church Street | Veolia |
| Chequer Street | St Albans Town Centre | 45 | High Street and Victoria street | Veolia |
| Cross Street | St Albans Town Centre | 45 | All | Veolia |
| Drovers Way | St Albans Town Centre | 45 | All | Veolia |
| Folly Lane | St Albans Town Centre | 45 | Church Street and Normandy Road | Veolia |
| George Street | St Albans Town Centre | 45 | High Street and Romeland | Veolia |
| Grimston Road | St Albans Town Centre | 45 | Alma Road to Stanhope Road | Veolia |

| Road name | Community | Map | Between | Covered by: |
|----------------------|-----------------------|-----|---------------------------------------------------------------------|-------------|
| Grosvenor Road | St Albans Town Centre | 45 | Hatfield Road to Dellfield | Veolia |
| Hatfield Road | St Albans Town Centre | 45 | St Peter's Street and Colney Heath Lane (including Wynchland Shops) | Veolia |
| High Street | St Albans Town Centre | 45 | Holywell Hill and George Street | Veolia |
| Holywell Hill | St Albans Town Centre | 45 | Griffin Way and High Street | Veolia |
| Lattimore Road | St Albans Town Centre | 45 | All | Veolia |
| London Road | St Albans Town Centre | 45 | Holywell Hill and Grosvenor Road | Veolia |
| Market Place | St Albans Town Centre | 45 | All (Hertfordshire Highways) | Veolia |
| Marlborough Road | St Albans Town Centre | 45 | All | Veolia |
| Ridgemont Road | St Albans Town Centre | 45 | London Road to London Road | Veolia |
| St Peter's Street | St Albans Town Centre | 45 | Victoria Street and Stonecross | Veolia |
| Stanhope Road | St Albans Town Centre | 45 | All | Veolia |
| Stonecross | St Albans Town Centre | 45 | St Peter's Street and Sandpit Lane | Veolia |
| Upper Dagnall Street | St Albans Town Centre | 45 | All | Veolia |
| Verulam Road | St Albans Town Centre | 45 | George Street to Hill Street | Veolia |
| Victoria Street | St Albans Town Centre | 45 | All | Veolia |
| Brewhouse Hill, | Wheathampstead | 51 | All | Veolia |
| Church Street, | Wheathampstead | 51 | All | Veolia |
| Conquers Hill, | Wheathampstead | 51 | All | Veolia |
| East Lane | Wheathampstead | 51 | All | Veolia |
| East Lane | Wheathampstead | 48 | All | Veolia |
| High Street, | Wheathampstead | 48 | Millbridge to disused railway line | Veolia |
| Marford Road, | Wheathampstead | 51 | High Street to the Hill | Veolia |
| Mill Bridge, | Wheathampstead | 51 | Marford Road to Mill Bridge | Veolia |

| Road name | Community | Map | Between | Covered by: |
|---------------|----------------|-----|-----------------------------------------------|-------------|
| Station Road, | Wheathampstead | 51 | Spencer Place to Hopkins Crescent (North End) | Veolia |
| The Hill. | Wheathampstead | 51 | Marford Road to Butterfield Road | Veolia |

APPENDIX A1E – List of Polling Stations

(list may not be up to date)

| | | |
|----|-----------------------------------|-----------------------------------------------------------------------|
| 1 | 17th St Albans Scout Group Hall | Everlasting Lane, St Albans, Herts, AL3 5TJ |
| 2 | All Saints Church Hall | Station Road, Harpenden, AL5 4UU |
| 3 | Batchwood School | Townsend Drive, St Albans, Herts, AL3 5RP |
| 4 | Batchwood Sports Centre | Batchwood Drive, St Albans, Hertfordshire, AL3 5XA |
| 5 | Batford Memorial Hall | Tallents Crescent, Harpenden, AL5 5BS |
| 6 | Bernards Heath Infant School | Sandridge Road, St Albans, AL1 4AP |
| 7 | Camp Primary School | Camp Road, St Albans, AL1 5PG |
| 8 | Charles Morris Hall | Tytenhanger Green, St Albans, AL4 0RN |
| 9 | Community Room | St Albans Community Fire Station, 153 London Road, St Albans, AL1 1TQ |
| 10 | Community Room | Village Hall, High Street, Colney Heath, AL4 0NS |
| 11 | Crabtree JM School | Crabtree Lane, Harpenden, AL5 5PU |
| 12 | Cricket Pavilion | Pegrum Drive, Napsbury Park, London Colney, AL2 1GE |
| 13 | Fleetville Community Centre | Royal Road, St Albans, AL1 4LQ |
| 14 | Frogmore Church Hall | Radlett Road, Park Street, AL2 2JU |
| 15 | Greenwood Park Community Centre | Tippendell Lane, Chiswell Green, St Albans, AL2 3HW |
| 16 | Harpenden Public Hall | Southdown Road, Harpenden, Herts, AL5 1PL |
| 17 | Jersey Farm Community Centre | St Brelades Place, Jersey Farm, St Albans, AL4 9RG |
| 18 | Jubilee Centre | Catherine St/Church St, St Albans, Herts, AL3 5BU |
| 19 | London Colney Baptist Church Hall | 30 Kings Road, London Colney, AL2 1EN |
| 20 | London Colney Community Centre | Caledon Road, London Colney, St Albans, AL2 1PU |
| 21 | London Colney Family Centre | Alexander Road, London Colney, AL2 1JG |
| 22 | Maple Primary School | Hall Place Gardens, St Albans, AL1 3SW |

| | | |
|----|------------------------------------------------------|--------------------------------------------------------------------------------|
| 23 | Marlborough Road Methodist Church Hall | Marlborough Road, St Albans, Herts, AL1 3XG |
| 24 | Marshalswick Community Centre | The Ridgeway, St Albans, AL4 9TU |
| 25 | Mobile Polling Station at Verulamium Museum Car Park | St Michaels Street, St Albans, AL3 4SW |
| 26 | Oakwood Primary School | Oakwood Drive, St Albans, AL4 0XA |
| 27 | Parish Church of St Mary | Sherwood Avenue, Marshalswick, St Albans, AL4 9QA |
| 28 | Park Hall | Leyton Road, Harpenden, AL5 2LX |
| 29 | Park Street Village Hall | Oliver Close, Park Street, St Albans, AL2 2PX |
| 30 | Prae Wood Nursery School | King Harry Lane, St Albans, AL3 4HZ |
| 31 | Redbourn Parish Centre | The Park, Redbourn, Herts, AL3 7LR |
| 32 | Redbourn Primary School | Long Cutt, Redbourn, AL3 7EX |
| 33 | Sandridge Village Hall | 39 High Street, Sandridge, St Albans, AL4 9DD |
| 34 | Scout Hut | Rear of 29/31, Birchwood Way, Park Street, St Albans, AL2 2SF |
| 35 | St Alban & St Stephen Infant School | Vanda Crescent, St Albans, AL1 5EX |
| 36 | St Albans Christ Church | High Oaks, St Albans, AL3 6DJ |
| 37 | St Albans Rugby Club | Oaklands Lane, Smallford, AL4 0HR |
| 38 | St John`s Church Hall | St Johns Road, Harpenden, AL5 1DJ |
| 39 | St Julians Church Hall | Abbots Avenue, St Albans, AL1 2HY |
| 40 | St Luke`s Church | The Crescent, Bricket Wood, AL2 3NF |
| 41 | St Lukes Church Hall | Cell Barnes Lane, St Albans, AL1 5QJ |
| 42 | St Nicholas Church Hall | Church Green, Harpenden, AL5 2TP |
| 43 | St Peter`s Parish Centre | Riverside, London Colney, AL2 1QA |
| 44 | The Parish Centre | St Bartholomew`s Church, Vesta Avenue, St Albans, AL1 2PE |
| 45 | Trinity Building | Nicholas Breakspear School, Colney Heath Lane, St Albans, AL4 0TT |
| 46 | Trinity United Reformed Church Hall | 1 Beaconsfield Road, St Albans, Herts, AL1 3RD |
| 47 | United Reformed Church | Homewood Road, St Albans, AL1 4BH |
| 48 | Wadley Hut | 1st St Albans Scout Group, Wadley Hut, Watford Road, St Albans, Herts, AL1 2AF |
| 49 | Wheathampstead Memorial Hall | Marford Road, Wheathampstead, AL4 8AY |
| 50 | Wood End School | Yeomans Avenue, Harpenden, AL5 3EF |

26. APPENDIX A2 – COUNCIL LAND, ST ALBANS TOWN CENTRE

| | |
|----------------------------------------|--------------------------------------------------------------------------------------------|
| Plan No. | 2 |
| Description | Amenity Land, St Albans Town Centre |
| Responsible | Commercial and Development Department |
| Accountable Manager | Head of Commercial & Development |
| Responsible Manager | Estate Services Manager |
| Delivery Manager | Contract Manager, Veolia |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Authorisation of the Head of Community Services or a manager with delegated responsibility |
| Route Planning | Contract Manager, Veolia |
| Reporting | Contract Manager, Veolia |
| Salt Supplier | St Albans City & District Council |
| Salt Stock | Local grit bins, Civic Centre lock-up, supplemented from Sandridge Gate Depot |
| Standard expected | 1.5 metre wide cleared area with passing places |

Schedule of Locations

| | Covered by: |
|-------------------------------------------------------------------------------------------------|--------------------|
| Area from Civic Centre Car Park to St Peter's Street (Upper-to front entrance of Civic Offices) | Veolia |
| Area from Civic Centre Car Park to St Peter's Street (Lower) | Veolia |
| From Alban Arena to St Peter's Street | Veolia |
| Footpath between Alban Arena and Victoria Street (to side of Waterend Barn) | Veolia |
| Area in front of St Albans Arena, including steps and slopes | Veolia |
| Civic Close and Charter Close | Veolia |

27. APPENDIX A3 - ELDERLY PERSONS HOMES AND ESTATES

| | |
|----------------------------------------|------------------------------------------------------------------|
| Plan No. | 3 |
| Description | Elderly Persons Homes and Estates |
| Responsible | Housing Department |
| Accountable Manager | Head of Housing |
| Responsible Manager | Estate Services Team Leader |
| Delivery Manager | Estate Services Team Leader and Estate Services Operatives |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | Estate Services Team Leader |
| Reporting | Estate Services Team Leader |
| Salt Supplier | Morgan Sindall |

| | |
|-------------------|---------------------------------------------------------------------------------------|
| Salt Stock | Housing grit bins |
| Comment | 4 Elderly Persons Homes 7 Estates with refuse chutes 36 grit bins to be managed |

Properties Covered by Estate Services Officers and Housing Department Contractor.

| Council Retirement Housing Scheme | Address | The details of paths/areas cleared at each site? | Access to Bin Shed cleared Y/N | Number of Grit Bins |
|------------------------------------------|--------------------------------|---------------------------------------------------------|---------------------------------------|----------------------------|
| Breadcroft | Breadcroft Lane, Harpenden | Internal paths | Y | 1 |
| Cyril Dumbleton House | Haseldine Rd London Colney | Front and rear paths | Y | 1 |
| Gertrude Peake Place | High Street, Redbourn | Front and rear paths | Y | 1 |
| Masefield Court | Masefield Road Harpenden | Front and rear paths | Y | 1 |
| Warner House | Cell Barnes Lane St Albans | Front and rear paths | Y | 1 |
| Sparrow Court | Brewhouse Hill, Wheathampstead | Front and rear paths | Y | 1 |

Properties with Rubbish Chutes to be cleared to allow safe removal of refuse.

| Name of Estates with Rubbish Chutes | Address | Number of Grit Bins on the estate |
|--------------------------------------------|----------------|------------------------------------------|
| Chiltern Rd Flats | Chiltern Rd | 1 |
| Cotlandswick | London Colney | 3 |
| Malvern Close Flats | Malvern Rd | 1 |
| Queens Court | Hatfield Rd | 0 |
| Riverside Rd Flats | Riverside Rd | 2 |
| Thirlestane | Lemsford Road | 1 |
| Telford Court | Alma Rd | 2 |

Estates with grit bins available for the use by residents

| Location of grit bins not at retirement accommodation or estates with rubbish chutes | Address | Number of Grit Bins |
|---------------------------------------------------------------------------------------------|----------------|----------------------------|
| Drakes Drive Mobile Home Site | Drakes Drive | 4 |
| Flats 39 to 109 | Pickford Hill | 6 |
| Grindcobbe Flats & Houses | Grindcobbe | 2 |
| Jubilee Court | Pickford Hill | 2 |

| | | |
|--------------------------------|---------------|---|
| Meadow Close Mobile Home Site | Meadow Close | 3 |
| Northfield Rd Flats | Northfield Rd | 2 |
| Park Homes Mobile Home Site | Aubrey Avenue | 1 |
| Woodvale Park Mobile Home Site | Sutton Rd | 2 |

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28. APPENDIX A4 - CAR PARKS

| | |
|----------------------------------------|------------------------------------------------------------------|
| Plan No. | 4 |
| Description | Priority Car Parks |
| Responsible | Community Services |
| Accountable Manager | Head of Community Services |
| Responsible Manager | Regulatory Services Manager |
| Delivery Manager | Parking Services Manager |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | Respective Contracts Managers |
| Reporting | Parking Services Manager or a delegated officer |
| Salt Supplier | Respective Contract Provider |
| Salt Stock | Respective Contract Provider |
| Comment | WPC to use free issue salt from HCC |

Schedule of Car Park Locations

| | Responsible | Grit Bins |
|----------------------------------------|--------------------|------------------|
| Adelaide Street | Parking Services | 0 |
| Amenbury Lane | Parking Services | 0 |
| Batchwood Golf Course & Sports Centre | 1Life | 0 Hall |
| Bowers Way East | Parking Services | 0 |
| Bowers Way West | Parking Services | 3 |
| Bricket Road North | Parking Services | 0 |
| Civic Centre Basement | Parking Services | 1 |
| Civic Centre Ground Level | Parking Services | 1 |
| *Civic Centre Top Floor | Parking Services | 1 |
| Clarence Park | John O'Conner | 1 |
| Drovers Way - Access road | Parking Services | 0 |
| Drovers Way - Multi-storey - Top Floor | Parking Services | 1 |
| East Lane, Wheathampstead | Wheathampstead PC | 0 |
| London Road | Parking Services | 1 |
| Russell Avenue | Parking Services | 0 |
| Verulamium | Parking Services | 0 |
| Westminster Lodge | Parking Services | 1 |

*Clearway Gritting shall undertake the day-to-day weather forecasting for the Civic Centre car park top deck between 1st Nov and 31st Mar using the Met Office 'Open Road' forecast with a 'red alert' as the trigger point to carry out precautionary salting. Parking Services Manager or a delegated officer to make the decision whether to close the top deck of civic centre due to ice or snow

29. APPENDIX A5 – MARKETS

| | |
|----------------------------------------|-------------------------------------------------------------------------------------------------|
| Plan No. | 5 |
| Description | All Markets |
| Responsible | Community Services Department |
| Accountable Manager | Head of Community Services |
| Responsible Manager | Public Realm Manager |
| Delivery Manager | Contract Manager, Veolia |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | Markets Manager |
| Reporting | Markets Manager |
| Salt Supplier | Hertfordshire County Council |
| Salt Stock | Sandridge Gate Depot |
| Comment | The market tractor with adaptations is available and can be operated by Veolia staff |

Schedule of locations:

| | | |
|-------------------------------|------------------------------------|--------|
| St Peters Street Service Road | Catherine Street to Spencer Street | Veolia |
| Market Place | Spencer Street to High Street | Veolia |

30. APPENDIX A6 - PUBLIC TOILETS – ON STREET

| | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plan No. | 6 |
| Description | Public Toilets – On Street |
| Responsible | Community Services Department |
| Accountable Manager | Head of Community Services |
| Responsible Manager | Principal Waste Contract Officer |
| Delivery Manager | Account Manager, Veolia |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager |
| Route Planning | Account Manager, Veolia |
| Reporting | Account Manager, Veolia |
| Salt Supplier | HCC |
| Salt Stock | Sandridge Gate Depot |
| Standard required | 3 metres from each entrance/exit cleared to allow safe exit from toilets before patrons commence onward journey. Extend to cleared footway if nearby. |

Schedule of Locations

| | | |
|------------------|--------------------------------------|----------------|
| High Street | Opposite King's Road | London Colney |
| Ridgeway | Near the library | Marshalswick |
| Park Street Lane | Near playing fields | Park Street |
| High Street | Car Park | Redbourn |
| High Street | Car Park | Sandridge |
| Drovers Way | Car Park - ground floor | St Peters |
| Civic Close | Civic Centre Car Park - ground floor | St Peters |
| Spicer Street | Junction with George Street | Verulam |
| East Lane | Near car park | Wheathampstead |

31. APPENDIX A7 - PUBLIC TOILETS – OFF STREET

| | |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Plan No. | 7 |
| Description | Public Toilets – Off Street |
| Responsible | Community Services Department |
| Accountable Manager | Head of Community Services |
| Responsible Manager | Principal Waste Contract Officer |
| Delivery Manager | John O’Conner/Urbaser |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | John O’Conner/Urbaser |
| Reporting | John O’Conner/Urbaser |
| Salt Supplier | John O’Conner/Urbaser |
| Salt Stock | Hixberry Lane Depot |
| Standard required | 3 metres from each entrance/exit cleared to allow safe exit from toilets before patrons commence onward journey. |

Schedule of Locations

| | | |
|---------------------------|---------------------------------------------------------|-----------------------|
| Abbey Mill Lane | Verulamium Park, causeway near Fighting Cocks P.H | John O’Conner/Urbaser |
| Clarence Park | Clarence Park, St. Albans Bowling Green (York Road end) | John O’Conner/Urbaser |
| Clarence Park | Clarence Park, near football ground | John O’Conner/Urbaser |
| Hatfield Road | Cemetery opposite St Paul’s Place | John O’Conner/Urbaser |
| Holywell Hill | Westminster Lodge, Running track past bottom car park | John O’Conner/Urbaser |
| London Road | Cemetery opposite Birklands | John O’Conner/Urbaser |
| St Michaels Street | Verulamium Car Park, Changing rooms | John O’Conner/Urbaser |
| Westfield Road, Harpenden | Cemetery near Lindley Close | John O’Conner/Urbaser |

32. APPENDIX A8 - PRIORITY FOOTPATHS – PARKS AND CEMETERIES

| | |
|----------------------------------------|-------------------------------------------------------------------------------------|
| Plan No. | 8 |
| Description | Priority Footpaths – Parks and Cemeteries |
| Responsible | Community Services Department |
| Accountable Manager | Head of Community Services |
| Responsible Manager | Green Spaces and Cemeteries Manager |
| Delivery Manager | John O'Conner |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | John O'Conner |
| Reporting | John O'Conner |
| Salt Supplier | St Albans Council for use by Veolia John O'Conner – Provide salt as per contract |
| Salt Stock | Sandridge Gate Depot |

Schedule of Locations

| | |
|---------------------------------------------------------------------------------|---------------|
| Hatfield Road Cemetery to office and toilets | John O'Conner |
| Hay Lane and footpath from Amenbury Lane to Sport Hall and Swimming Pool | Veolia |
| Mud Lane - Access road to Westminster Lodge and car park | Veolia |
| Rothampsted Park footpath from Leyton Road from to Sport Hall and Swimming Pool | Veolia |
| Routes to burial sites | John O'Conner |
| Westminster Lodge – Footpaths to Sports Centre from Mud Lane and Car Park | Veolia |

33. APPENDIX A9 - SPORTS AND LEISURE FACILITIES

| | |
|----------------------------------------|------------------------------------------------------------------|
| Plan No. | 9 |
| Description | Sports and Leisure Facilities |
| Responsible | Commercial and Development Department |
| Accountable Manager | Head of Commercial & Development |
| Responsible Manager | Leisure Services Manager |
| Delivery Manager | 1 LIFE & SLM |
| Trigger for process/Alert Stage | Severe Disruptive Snow Forecast 60%+ |
| Action | Prepare staff and equipment |
| Deployment of resources | Visible disruptive snow or Authorisation of responsible manager. |
| Route Planning | 1 LIFE & SLM |
| Reporting | 1 LIFE & SLM |
| Salt Supplier | 1 LIFE & SLM |
| Comment | Responsibilities defined in contract |

Schedule of Locations

| | Covered by: |
|-------------------------------------------------------------|--------------------|
| Batchwood Golf and Tennis Centre, car park and access roads | 1 LIFE |
| Harpenden Public Halls frontage and car park. | 1 LIFE |
| London Colney Leisure Centre and car park | 1 LIFE |
| Rothamstead Park - Sports Hall (Curtilage only) | 1 LIFE |
| Rothamstead Park - Swimming Pool (Curtilage only) | 1 LIFE |
| St Albans Arena (Curtilage only) | 1 LIFE |
| Westminster Lodge Sports Centre (Curtilage only) | SLM |

34. APPENDIX B - WINTER DECISION MAKING PROCESS AND RECORDS

| Table B1 - Decision Matrix Guide | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------|
| Road Surface Temperature | Precipitation | Predicted Footway Conditions | | |
| | | Wet | Wet Patches | Dry |
| May fall below 1°C | No rain No hoar frost No fog | Salt before frost | Salt before frost (see note a) | No action likely, monitor weather (see note a) |
| Expected to fall below 1°C | No rain No hoar frost No fog | | | |
| | Expected hoar frost Expected fog | Salt before frost (see note b) | | |
| | Expected rain BEFORE freezing | Salt after rain stops (see note c) | | |
| | Expected rain DURING freezing | Salt before frost, as required during rain and again after rain stops (see note d) | | |
| | Possible rain Possible hoar frost Possible fog | Salt before frost | Monitor weather conditions | |
| Expected snow | Salt before snow fall | | | |
| The decision to undertake precautionary treatments should, if appropriate, be adjusted to take account of residual salt or surface moisture. All decisions require continuous monitoring and review. | | | | |

- (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 possibly on other occasions.
- (b) When a weather warning contains reference to expected to hoarfrost, considerable deposits of frost are likely to occur. Hoarfrost 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 hoarfrost 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. Hoarfrost 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 pre-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) Weather warnings are often qualified by altitudes in which case differing action may be required from each depot.

| Table B2 - Treatment Matrix Guide | | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------|------------------|
| Weather Conditions Road Surface Conditions Road Surface Temperature (RST) | Treatment | | |
| | Air Temperature | Salting (g/m²) | Ploughing |
| Frost or forecast frost RST at or above -2°C | | 8 | No |
| Frost or forecast frost RST below -2°C and above -5°C | | 15 | No |
| Frost or forecast frost RST at or below -5°C and above -10°C and dry or damp road conditions | | 15 | No |
| Frost or forecast frost RST at or below -5°C and above -10°C and wet road conditions (existing or anticipated) | | 2 x 15 | No |
| Light snow forecast (< 10mm) | | 15 | No |
| Medium/heavy snow forecast | | 2 x 15 | No |
| Ice formed (minor accumulations) | Above -5°C | 15 | No |
| Ice formed | At or below -5°C | 2 x 15 | No |
| Snow covering exceeding 30mm | | 15-30 (successive) | Yes |
| Hard packed snow/ice | Above -8°C | 15-30 (successive) | No |
| Hard packed snow/ice | At or below -8°C | Salt/abrasive (successive) | No |
| Rate of spread for precautionary treatments may be adjusted to take account of residual salt or surface moisture | | | |

35. APPENDIX C WEATHER & SALTING ACTION RECORD

Duty Officer:- _____ Month _____ Day _____ Date _____ Time _____

Last Night's Weather:- (Morning Summary of previous 18 hours)

| | | | | | | | | | | | |
|------------------|-----|----|--------------|-----|-----|-------------------|-----|----|-------------------|-----|----|
| Cloudy | yes | no | Rain | yes | no | Sleet | yes | no | Snow (mm) | yes | no |
| Clear Sky | yes | no | Roads | wet | dry | Frost Air | yes | no | Frost Grnd | yes | no |
| Roads min | °C | | | | | Blkd Roads | yes | no | Ice on Rds | yes | no |

Comments:-

Today's Forecast _____ Confidence Level - low / medium / high

| |
|----------------|
| 24 Hour |
| 2-5 Day |

| | | |
|-------------------------------|--------------------------------|---------------------------------|
| Min Air Temp. _____ °C | Min Road Temp. _____ °C | Min Bridge Temp _____ °C |
|-------------------------------|--------------------------------|---------------------------------|

ACTION DECIDED AT _____ **hrs** (Note any Duty Manager / Secondary Duty Officer checks)

| <u>Routes</u> | <u>Proposed Action</u> | <u>Time</u> |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| All routes | Salt at 8gms from all depots (15g on A41/A505) Salt at 15gms from all depots Salt at 2 x 15gms, or 30gms from all depots Standby at home Standby in the depots No Action | |

Informed:- Works Team Out of Hours Reception (yes/no)
 Message sent to ICELERT (yes/no)

Action amended to at _____ **hrs**

| <u>Routes</u> | <u>Proposed Action</u> | <u>Time</u> |
|---------------|------------------------|-------------|
| | | |

Informed:- Works Team Out of Hours Reception (yes/no)
 Message sent to ICELERT (yes/no)

Useful Telephone Nos. Forecaster (PA WeatherCentre) 0845 603 0563
 Out of Hours Reception 01707 356510

Additional information/records of telephone conversations may be detailed on reverse of this sheet.

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36. ~~APPENDIX D – TERMS OF REFERENCE FOR MEETINGS BETWEEN HERTFORDSHIRE COUNTY COUNCIL ENVIRONMENT DEPARTMENT AND THE COUNCIL TO AGREE WINTER MAINTENANCE SCHEDULES~~

~~WINTER MAINTENANCE LIAISON MEETING~~

~~Membership~~

~~The meeting will be attended by senior officers from both Hertfordshire County Council and St Albans City and District Council including responsible officers, contact centre manager and communications manager.~~

~~Frequency~~

~~The meetings will be held as follows:~~

~~May/June ————— To debrief operation activity in the previous winter season
————— To agree the priority routes for the treatment of roadways and footways
————— within the district~~

~~September ————— Pre-winter season update~~

~~Other meeting may be held as required.~~

~~Purpose~~

~~The purpose of the meeting is to:~~

~~Allow all parties to represent the views of the organisations that they represent and their members and to~~

~~Reach an agreement by consensus on the appropriate priorities for the treatment of roadways and footways that can be achieved within the resources available to both parties.~~

[Suspended for this Plan]

37. APPENDIX E - WINTER DECISION MAKING PROCESS AND RECORDS

CATCH UP AFTER DISRUPTIONS TO REFUSE AND RECYCLING SERVICES

1. Catch up following suspension of between one or two consecutive days full service

If disruption lasts for a day or two, collections will roll on one day until crews catch-up. Crews will work on Saturdays until the backlog is cleared.

2. Catch up following suspension of between three to five consecutive days full service (Major Disruption to Services)

Where disruption is more severe, lasting three days or more, a 'take-all' policy will be implemented. Food waste collections will be suspended for those roads that were missed. All brown bin and food waste will be collected together and sent to landfill. Residents will be pre-warned of this arrangement.

Recycling collections are **not** included. These bins and containers will be emptied on the next scheduled collection day, weather permitting.

For example; if normal collections take place on a Monday and Tuesday but due to severe weather cannot take place on Wednesday, Thursday or Friday, then the following week, weather permitting, scheduled collections will take place as normal for Monday and Tuesday but the take all policy will apply for Wednesday, Thursday and Friday with collections rolling into Saturday if required. The recycling collections will continue as per the schedule.

Dealing with excess waste after disruption to service

Brown bins

All excess waste (that could be reasonably be expected in the circumstances) that cannot be contained within the brown, green bins or recycling containers, will be collected in the first catch up collection following disruption of the service.



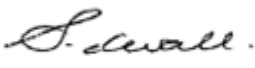
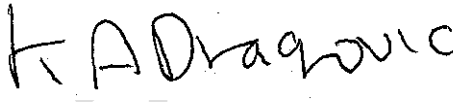


Green bins

If disruption goes on for more than three days then all green (Garden) waste bins missed during disruption will be collected with the first catch up refuse collection. It is unlikely that green bins will be overflowing due to the time of year the disruption would be taking place.

Recycling bins and boxes

If disruption goes on for more than three days then all recycling collections will be suspended until the next scheduled collection day from when the disruptions end and all recyclables will be collected.

CEXB Sign-Off Sheet

| | Name | Signature | Date |
|--|------------------|--------------------------------------------------------------------------------------|----------|
| | Amanda Foley |  | 3/12/20 |
| | Colm O'Callaghan |  | 08/12/20 |
| | Simonne deVall |  | 3/12/20 |
| | Karen Dragovic |  | 3/12/20 |
| | Tracy Harvey | T Harvey | 4/12/20 |
| | Tony Marmo |  | 3.12.20 |
| | Joe Tavernier |  | 09/12/20 |
| | | | |