



Extreme Weather Plan 2014

Author: Head of Resources

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1. Introduction

- 1.1. Extreme and enduring extreme weather may affect the provision of services, staff attendance and threaten public safety.
- 1.2. This is a co-ordinated plan that will enable the council, with its partners, to be ready if severe weather threatens to disrupt services.
- 1.3. This plan must be read in conjunction with the council's Emergency Plan (which will take precedence if activated). It must also take account of the council's business continuity plans, especially where it relates to the attendance of employees.
- 1.4. This plan is a result of an ongoing co-ordinated approach and will be reviewed regularly.

2. When is the plan implemented?

- 2.1. The plan will be implemented when there is evidence of weather patterns which are likely to continue for 24 hours or more, and which would have a significant adverse effect on people's normal daily routine. This would include:
 - 2.1.1. snow on the ground (appendices 1 to 4);
 - 2.1.2. flooding of areas which include housing (appendix 5);
 - 2.1.3. high winds which cause damage to property or trees in built up areas/across roads (appendix 6).

3. Weather reporting/decision making

- 3.1. Long term weather forecasts will be monitored by an appointed officer within Wellingborough Norse. If there is a risk of extreme weather conditions the appointed officer will contact the relevant senior manager at the council (usually the Chief Executive or the council's Wellingborough Norse liaison officer) to seek a decision as to whether the Extreme Weather Plan should be implemented. The council's emergency planning lead will also pass on to Wellingborough Norse relevant information and briefings provided by the Local Resilience Forum.
- 3.2. The council will advise the General Manager of the decision by 14:30, and he will arrange for relevant action to be taken. If Wellingborough Norse is unable to contact a senior manager before 14:30, the Managing Director will make the decision.
- 3.3. If extreme weather is expected over a weekend the decision must be made to implement the plan prior to 11:30 on a Friday to allow sufficient time to arrange cover around normal shift patterns.
- 3.4. The General Manager will liaise with the county council highways service and the emergency planning team to avoid duplication.

4. Human resources

- 4.1. When severe weather conditions, as outlined above, have been declared, any Wellingborough Norse employees who cannot carry out their day to day duties will be redeployed to assist with emergency operations.
- 4.2. If all services can be carried out to a greater or lesser extent, Wellingborough Norse will redeploy employees in the following services to assist: Grounds Maintenance, Street Cleansing, Mobile Recreation Attendants, Caretakers, Car Parks/Markets. Redeployment will be effective during normal working hours (07:30 – 15:30).

5. Out of hours cover

- 5.1. There is no policy provision for out of hours or standby arrangements/payments. The implementation of this plan is dependent on the workforce being transferred from their regular duties during normal working hours. Out of hours or overtime payments would have to be authorised separately by the council (the Chief Executive or the S151 Officer), but only once all regular evening and weekend employees had been redeployed to carry

out the necessary work. A pre-agreed limit on overtime payments would be agreed at the point the decision was made.

- 5.2. Alternative work locations and meeting places for commencement of work may be required, either during the day or out of hours. These will be notified to employees by the General Manager or their deputy.
- 5.3. Amendments to standard working hours may be considered, depending on circumstances, but the total working day will not be extended unless overtime has been agreed.

6. Health and safety/training

- 6.1. Any specific training related to snow clearing/gritting, use of specific plant and equipment, or personal safety will form part of employee training plans and provided in advance.
- 6.2. Risk assessments will be completed in conjunction with Wellingborough Norse's Health and Safety arrangements.
- 6.3. The following equipment will be provided as part of the standard personal protective equipment issue: salt-resistant boots and gloves. Other tools, including spreaders and vehicles will be provided in the usual way.

7. Budget

- 7.1. If the need arises for additional financial resources for overtime, additional plant, equipment, materials (including grit/salt and sandbags), or additional media/advertising, this will be agreed in advance between Wellingborough Norse and the Council's S151 Officer. In exceptional situations eg where an emergency arises, as determined by emergency planning arrangements, the provisions of the emergency plan will take precedence.
- 7.2. Grit/salt from county council supplies will only be utilised on P1 footpaths being treated by the borough council by prior agreement with NCC. Additional supplies will be purchased by Wellingborough Norse.

8. Communication

- 8.1. Wellingborough Norse will appoint a key contact to provide regular daily updates to the council's Communications Officer and Emergency Planning Officer when extreme weather is threatened.
- 8.2. The Wellingborough Norse contact will provide information on the following, two to three times daily: which standard services will continue to be provided, and how they will be affected; what special arrangements have been put in place to deal with the current weather conditions; when the next update will be.
- 8.3. The council, together with Wellingborough Norse, will publish telephone numbers which explain clearly who to contact for help, either in respect of standard services or the short-term services being provided to deal with weather conditions.
- 8.4. The council's website and social media channels will be updated regularly by the Communications Officer to ensure that the local community can access information.

9. Contacts

Name	Position	Organisation	Tel/Email
Nicola Holden	General Manager	Wellingborough Norse	nicola.holden@ncsgrp.co.uk 01933 254525 07740 401136
John Casserly	Managing Director	Wellingborough Norse	jcasserly@ncsgrp.co.uk 01933 234523
Kevin Watts	Cemeteries	Wellingborough Norse	01933 234526 07740 401138
Steve	Cleansing	Wellingborough Norse	01933 234546

Dunkley			07771 344652
Freddy McCreery	Tree Services Manager	Wellingborough Norse	01933 234526 07740 401126
Steve Benamore	Grounds Manager	Wellingborough Norse	01933 234529 07740 401146
Robert Badcock	Facilities Manager	Wellingborough Norse	07933 234538 07740 401130
David Grindley	Highways	Northamptonshire County Council	dgrindley@northamptonshire.gov.uk 01604 364366
Richard Woodhouse	Highways	MGWSP	rwoodhouse@mgwsp.co.uk 01604 889987
David Haynes	Emergency Planning	Borough Council of Wellingborough	dhaynes@wellingborough.gov.uk 01933 231961
John Campbell	Chief Executive	Borough Council of Wellingborough	01933 231501
Liz Elliott	Head of Finance	Borough Council of Wellingborough	01933 231697 07920 819015
Bridget Lawrence	Head of Resources	Borough Council of Wellingborough – Wellingborough Norse Liaison Officer	01933 231816 07557 191025
Paula Whitworth	Corporate Communications Officer	Borough Council of Wellingborough	01933 231836

Appendix 1

Snow

Borough Council of Wellingborough

The council prioritises snow clearance on its own land as follows:

Priority 1	Priority 2 (on completion of priority 1)	Priority 3 (on completion of priorities 1 & 2)	Confirmation required
Trafalgar House Depot and car park: to allow movement of operational vehicles	Footpaths in Croyland Gardens: Burystead Place to Morrisons only	Swanspool Pavilion (if required)	Castle Theatre/ Redwell Leisure Centre
Market place footpath: from church yard to Market Street, plus vehicle parking, exit and egress points	Cemeteries: London Road Doddington Road Wollaston Gates will be closed to general public. This will be raised to P1 at times of high use eg funerals/Christmas	Multi storey car park roof (if required)	The Tithe Barn: if there is a booking
Swanspool House Car Park and connecting footpaths with other central offices	Waendel Leisure centre car park	Wedding area, Swanspool House if required	Finedon Town Hall: if there is a booking
Tithe Barn Car Park and connecting footpaths with other central offices	Remainder of Market Place	Glamis Hall Car Park, and paths in vicinity of hall	
All Hallows Church Yard Footpaths			

Only in specific circumstances would other footpaths be cleared, and only by prior agreement and notification from the county council. Such circumstances would include:

- When the human resource is redeployed or available due to the inability to perform normal duties;
- When the category 1 BCW areas have been completed;
- When other priority areas identified in the plan have been completed.

Northamptonshire County Council

The county council is responsible for clearing roads and Category 1 footpaths (see attached list at Appendix 2). As the NCC priority is to clear roads first, they may not get to P1 footpaths for up to 72 hours following snow.

County council priorities:

- P1 Roads;

- P2 Roads;
- Category 1 Footpaths (Note: this is low priority so may not be dealt with for 72 hours)

Sources of salt/grit

The Environment Agency will not allow storage of grit on the ground at Trafalgar House due to the permeable surface. Grit will be collected directly from the county council depot on Finedon Road Industrial Estate.

Gritting facts and additional information

- Salt is only activated when driven or walked in.
- Filling of grit bins: these are provided by the county council for use on roads and footpaths; their position depends on gradient/ usage.
- Liability: formal arrangements with the county council are required if BCW carries out gritting on their behalf. Formal agreements have been arranged but NCC accepts no liability in relation to works carried out by BCW other than for P1 footpaths which are treated by prior agreement.

Refuse collection during snowy weather

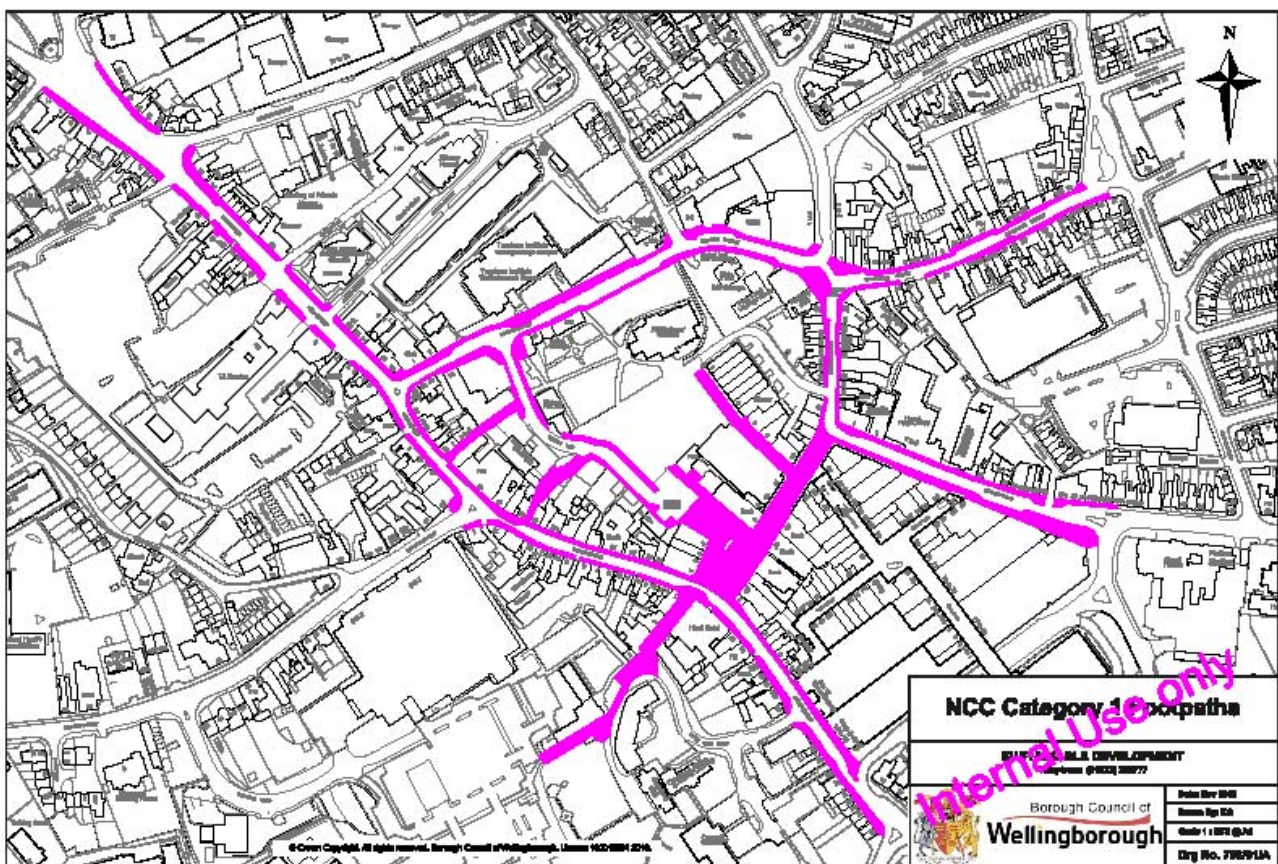
Refuse/recycling collections will continue during snowy weather, unless a risk assessment has indicated that the health and safety of employees or local people was a concern. The other consideration would be whether crews could successfully carry out collections without damage to vehicles or other property.

If the refuse and recycling service is withdrawn Wellingborough Norse, working with the council's Communication Officer, will make every attempt to publicise the arrangements and provide regular updates.

Appendix 2

Northamptonshire County Council Category 1 Footpaths (Subject to confirmation from NCC)

Angel Lane
Burystead Place
Cambridge Street
Church Way
Church Street
High Street
Market Square
Market Street
Midland Road (Between Market Street and Commercial Way)
Orient Way
Pebble Lane
Sheep Street
Silver Street



Appendix 3

Salting (Gritting)

Extract from Northamptonshire County Council Web site

Which roads are salted?

If ice and/or snow are forecast, we prioritise all “A” roads together with certain “B” roads and other roads for treatment. These roads are called the **precautionary network (P1)**.

The **adverse network (P2)** covers certain links to villages not on the precautionary network (P1) and also certain bus routes and industrial estates.

Trunk/major roads (e.g. M1, A14, A45, A5) are gritted by the Highways Agency.

Please note

Very occasionally salting arrangements will not go to plan, so you should never assume that a road has been treated but should drive in accordance with the prevailing conditions. Please remember that the majority of minor roads will receive no treatment at all.

When are they salted?

The aim is to treat Priority 1 (P1) roads before the morning peak traffic time, though the target time for action otherwise depends on forecast and conditions. The P1 precautionary treatment network is 45% of the total road network.

Where the forecast weather is that conditions are unlikely to improve for at least 48 hours, that is the temperature is unlikely to rise above freezing within that period, salting will be carried out on the Priority 2 (P2) network, but only if the Priority 1 (P1) network does not require treatment.

We receive a daily specialised winter weather forecasting service based on local information from the ice prediction system and weather stations around the county. The forecast gives predictions of the possibility of freezing road temperatures, snow etc, and the time those conditions may occur.

In addition, throughout the winter season when temperatures are marginal inspectors patrol certain routes to check the accuracy of the forecast by measuring road surface temperatures. This enables decisions to be made if, or when salting is necessary.

Latest updates of the salting decision can be obtained on Twitter by following on @nnhighways

Salt bins

How many salt bins are in the county?

There are currently in excess of 2000 salt bins throughout the county. These are in areas not normally subject to precautionary treatment, at hilly, exposed locations and potentially dangerous road junctions.

How do we get ours restocked?

They are restocked with salt when needed. If you require your salt bin to be restocked please report it using our online streetdoctor reporting system or call 0845 601 1113.

Can we request a salt bin?

Requests for provision of a salt bin are assessed and the location judged against the following criteria:

- Must be on the public highway
- at sharp or difficult bends
- junctions where there is an approach on a gradient from the side road
- on particularly steep gradients elsewhere (of 10% or greater)
- proximity of existing bins
- only access road to a community
- at known problem sites
- not on roads included in the precautionary treatment network

Can a salt bin be removed?

Often salt bins become the focus of vandalism or the meeting place for youths. If this becomes an unbearable nuisance, a request for the bin to be removed can be made. The agreement of other residents in the area, often the local council, would be needed before the facility is withdrawn.

Damaged salt bin

If a salt bin is damaged, before being replaced the location will be assessed against the criteria. If the site does meet the criteria then the bin may not be replaced.

Are pedestrian routes salted?

In very severe weather conditions, especially when snow or ice may remain for some days, consideration is given, in priority order, to the treatment of pedestrian routes.

Cross-border arrangements

We have arranged reciprocal agreements with some adjacent Authorities whereby they will carry out precautionary treatment on certain roads in Northamptonshire and vice versa. These roads are treated on the decision of the salting Authority and thus there may be a difference in the timing of the treatment.

This arrangement has allowed greater efficiency in the winter service operation and permits a more extensive network to be treated.

Street Doctor Contact Information

Telephone: 0845 601 1113

e-mail: Streetdoctor@northamptonshire.gov.uk

On the web at www.northamptonshire.gov.uk

Click on 'Report a Highway Problem' on the right hand side of the page.

Write to: Street Doctor, PO Box 179, John Dryden House, 8-10, The Lakes, Northampton. NN4 7DA

Appendix 4

Borough Council of Wellingborough: Priority highlighted areas for gritting/snow clearance

These areas are highlighted as priorities by councillors and officers, but only gritted with prior NCC approval and sufficient resources.

Village/Ward	Priority footway
Finedon	Wellingborough Rd south side (shops, post office) High Street north side (shops) Berry Green Road both sides (Town Hall and library) Orchard Road south side (infants school other entrance) Irthlingborough Road east side (shops)
Great Doddington	The footpaths and roads around the school, the Memorial Hall, the Village Shop, the church and the chapel and the bus stops. The bins require replenishment to allow parishioners to deal with other areas of the village that require gritting.
Wilby	Church Lane - road and footpath. Main Road North side from Playing Field to bus stop.
Swanspool	Medical Centre Queens Street Shopping precinct: Swinburne Road Shopping precinct: Broad Green Shopping precinct: Olympic Way
Queensway	
Croyland	Shopping precinct: Croyland Road Shopping precinct: Kingsway
	Berrymoor Road shops
Redwell East	Shopping precinct: Grafton Close
	Medical Centre
Brickhill	Queensway
Castle	Shopping precinct: Mill Road Shopping precinct: Cannon Street Hemmingwell Square (Nest Farm Crescent) Farm Road (Ock 'n' Dough)
Hemmingwell	
	Medical Centre
Other Town Centres	Irchester Earls Barton Fairfield Road to Bust Stop
Isham	Church St, Middle St, South St to Bus Stop

This is not a definitive list and may be altered following further investigation and consultation.

This list is a register of priority locations set by the council but, if resources are not available, the work may not be carried out.

Appendix 5

Flooding

Roles

Environment Agency:

Provides warnings: details of which areas are likely to be affected, and how severely, the use of strategic defences and together with the Police initiate evacuation.

County Council:

Emergency Planning team provides reception centres

Borough Council of Wellingborough:

Assist with re-housing, where required, and recovery.

The provision and use of sandbags

- Sandbags and other defences may be deployed strategically to prevent flooding of an area, group of properties etc. The Environment Agency would lead the work and provide resources although they are likely to ask for assistance from local authority employees.
- Sandbags could also be provided to individual members of the public and businesses, by delivering them to a location for self deployment or with assistance. Whether this is of a significant benefit will depend upon circumstances, and a decision will be made by the Chief Executive (or his deputy) when and whether to supply sandbags. Decisions on the deployment and supply of sandbags in specific areas, and to properties based upon imminent risk will be taken by a nominated WBC officer.
- Wellingborough Norse will store, supply and deliver sandbags as directed by the Chief Executive.
- In the aftermath the Environment Agency or the council will be responsible for removal of defences from the area. Individuals who had received sandbags would be advised to retain them for future use, subject to considerations of contamination.

Key risk areas

Flood maps produced by the Environment Agency which use 1 in 100 year events to identify areas at risk.

The following local events have taken place between 2012-14, and may therefore be considered risk areas in future:

- risk to the isolated properties sited on the River Nene such as Hardwater Mill, but occupiers are well aware of the risks and precautions are taken without agencies' assistance;
- River flooding October and December 2012 when 170 properties (Senwick Drive, Irthlingborough Road) in Wellingborough were identified by the EA as

being at risk of flooding and door to door advice was passed by the EA and police to residents. There was no flooding but if repeated this may be a scenario where sandbags could be appropriate.

- Various incidents of groundwater run off from roads and fields, flooding properties in Grendon, Sywell and Irchester during 2012.
- Flooding at Blackmile Lane Grendon in 2012 when around 8 properties were flooded following prolonged heavy rainfall affecting streams and ditches. Other isolated properties in that area and in Easton Maudit are reported to have flooded that day.

Appendix 6

High winds

The primary risk from high winds is damage to trees or properties.

Trees on council land

Trees owned by the council, and on council land, are inspected and maintained regularly. Any damage caused by high winds will be dealt with by Wellingborough Norse promptly, based on a risk analysis, with risk to health and safety being the major consideration.

Trees on highway land

The council (via Wellingborough Norse) has a contractual arrangement to inspect and maintain highway trees in Wellingborough and Finedon. Any damage caused by high winds will be dealt with by Wellingborough Norse promptly, based on a risk analysis, with risk to health and safety being the major consideration.

Trees on other highway land will be dealt with by Northamptonshire County Council via Street Doctor:

Telephone: 0845 601 1113

e-mail: Streetdoctor@northamptonshire.gov.uk

Report a Highway Problem: www.northamptonshire.gov.uk

Damage to buildings:

Damage to a building is the responsibility of the owner, so the council will take action to ensure that damage to its own buildings (both operational and commercial) is dealt with promptly.

Buildings whose structures have become unsafe – either as a result of high winds or for other reasons – will be inspected by Building Control Officers and necessary remedial action taken.