

## **Winter Maintenance Procedure for Car Parks**

### **Frost & Ice**

- During periods of prolonged frost and icy conditions, where conditions are not expected to improve naturally, a salt/grit mix will be applied to areas around ticket machines and main pedestrian access points.
- Where frost/ice is expected to thaw within a reasonable time the District Council will not routinely treat its car parks.
- The vehicle running areas and parking bays will not be treated.
- Car parks will be treated in priority groups as set out below.
- Never assume that a car park has been treated.

### **Snow**

- Car parks may not be cleared of snow if conditions are expected to improve naturally within 24 hours. Clearance will be prioritised and therefore not all car parks will be cleared at the same time.
- At times of heavy snow, where conditions are not expected to improve naturally within 24 hours, accumulations of snow will be cleared from car parks at the earliest opportunity, once snow stops falling.
- Areas which have been cleared will be treated with a salt/grit mix.
- Car parks will be treated in priority groups as set out below.
- Cleared snow will be stockpiled at appropriate positions within the car park.
- Icy areas may remain after snow has been cleared and it is important not to assume that car parks which have been cleared of snow will not still be icy.

### **Priority Groups for treatment**

#### **Priority 1**

Central - Petersfield, including adjacent pedestrian walkways  
– Bakers Lane, Bakers Alley and Folly Lane  
Festival Hall - Petersfield  
Swan Street - Petersfield  
Ladyplace - Alton  
Bank - Alton  
Civic Offices Disabled Bays

## Priority 2

Turk Street – Alton  
Penns Place – Petersfield  
Lith View – Clanfield  
Blendworth Road – Horndean  
Manor – Alton  
Mount Pleasant – Alton  
Church Street - Alton  
Victoria Road – Alton  
Castle Yard - Petersfield

## Priority 3

Vicarage Hill – Alton  
Rogers Court – Alton  
Fourmarks  
Crossways Road - Grayshott  
Glen Road - Grayshott  
Headley Road - Grayshott  
Midhurst Road - Liphook  
Haslemere Road - Liphook  
Station Road - Liphook  
Hill Brow - Liss  
Station Road- Liss  
Village Centre - Liss  
Bedford Road - Petersfield  
Sutton Field – Whitehill  
Guadaloupe - Whitehill  
Chawton  
Chalton  
East Meon  
Selborne

## **Winter Maintenance Implementation Plan for Car Parks**

### **Stage one (Frost/Ice)**

- During prolonged periods of frost and icy conditions the normal procedure will be salting around pay and display machines and main pedestrian access points.
- This work is carried out by the parking team as soon as possible during the normal working day.
- Depending on staffing levels, work rotas and the predicted weather conditions, salting around some of the pay and display machines may be carried out the day before depending on conditions. This may be performed by Environmental Services Op Techs or Contracted services.
- The Parking team members will be trained in the gritting process.
- Some of the main car parks are on or close to the highways gritting routes; vehicles using these parts of the highway system will carry salt into the car parks.

The list of priority sites is provided below.

### **Salt and grit stocks**

- A supply of one tonne of salt in bags is to be maintained at the Penns Place Depot
- Each parking vehicle will need to carry one bag of salt during the winter, with tools (Shovels and trowels) to spread the salt.

### **Stage two (Snow)**

- Action to be taken when snow prevents normal use of pay and display car parks and conditions are not expected to clear naturally within 24 hours.
- Snow and ice is to be cleared by mechanical means if possible (Merlot) or if not by hand.
- Pedestrian and vehicle traffic routes are to be cleared first.

- Areas that are cleared of snow and ice are to be salted or gritted with material available.
- Cleared snow to be stockpiled at appropriate locations in the car park.
- When snow ice prevents collection of waste and delays other services from Penns Place and causes the suspension of parking services staff from the Parking team, Cleansing team, Open spaces team and Street sweeping crews may be directed to assist in clearing snow and ice from specific car parks.
- Clearance of car parks should take precedence over requests from other authorities to use council resources in clearing snow.

The list of priority sites is provided below.

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## **APPENDIX C**

Guidance Note from the Regional Resilience Team ,Government Office for the South East

### **CLEARING SNOW AND ICE FROM PAVEMENTS AND PUBLIC SPACES**

This guide is designed to help you to act in a neighbourly way by safely clearing snow and ice from pavements and public spaces.

#### **Will I be held liable if someone falls on a path I have cleared?**

There is no law preventing you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces.

It is very unlikely that you would face any legal liability, as long as you are careful, and use common sense to ensure that you do not make the pavement or pathway clearly more dangerous than before. People using areas affected by snow and ice also have responsibility to be careful themselves.

#### **What can I do to help clear snow and ice from pavements and public spaces?**

Practical advice from highway engineers is given below. This is not a comprehensive list.

- Start early: it is much easier to remove fresh, loose snow compared to compacted ice that has been compressed by people walking on it.
- **Do not use hot water.** This will melt the snow, but may replace it with black ice, increasing the risk of injury.
- Be a good neighbour: some people may be unable to clear snow and ice on paths leading to their property or indeed the footway fronting their property. Snowfall and cold weather pose particular difficulties for them gaining access to and from their property or walking to the shops.
- If shovelling snow, consider where you are going to put it, so that it does not block people's paths, or block drainage channels. This could shift the problem elsewhere.
- Make a pathway down the middle of the area to be cleared first, so you have a clear surface to walk on. Then you can shovel the snow from the centre to the sides.
- Spreading some salt on the area you have cleared will help to prevent any ice forming. Table salt or dishwasher salt will work, but avoid spreading on plants or grass as they may be damaged by it. A few grams (a tablespoon)

for each square metre you clear should work. The salt found in salting bins will be needed for keeping roads clear.

Particular care and attention should be given to steps and steep gradients to ensure snow and ice is removed. You might need to apply additional salt to these areas.

- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath; however you will need to cover any ice with salt to stop it refreezing overnight.
- If there is no salt available, then a little sand or ash is a reasonable substitute. It will not have the same de-icing properties as salt but should offer grip under foot.

### **Where can I find out more information about what I can do in an emergency?**

The Preparing for Emergencies web pages on DirectGov contain useful information on how you can prepare for the impacts of all emergencies. The pages can be found at [www.direct.gov.uk/preparingforemergencies](http://www.direct.gov.uk/preparingforemergencies)

### **Why is the Government publishing this information?**

During the severe winter in 2009/10, many people across the country worked very hard to keep our transport network open. This included many members of the public who cleared pavements and public spaces around their homes. Some people, however, were deterred from taking action to clear pavements and other public spaces because they feared that they might be sued.

An independent review of the transport sector's response to the severe weather of 2009/10 recommended that the Department for Transport should publish this note on good practice for members of the public in clearing snow and ice from footways and other public spaces. The Local Government Association published a report on behalf of Councils which reached the same conclusion. The Government is committed, as a key part of the Big Society agenda, to remove the barriers which may unnecessarily prevent people from helping themselves and those around them.