



NOTICE OF MEETING

**Environment, Culture and Communities Overview & Scrutiny Panel
Tuesday 18 September 2018, 7.30 pm
Council Chamber - Time Square, Market Street, Bracknell,
RG12 1JD**

**To: Environment, Culture and Communities Overview & Scrutiny
Panel**

Councillor Angell (Chairman), Councillor Porter (Vice-Chairman), Councillors Mrs Angell, Brossard, Finnie, Mrs Ingham, Mrs McKenzie, Mrs McKenzie-Boyle and Mrs Mattick

cc: Substitute Members of the Panel

Councillors Dudley, Kennedy, Leake, Ashman and Virgo

Gill Vickers
Interim Executive Director, Delivery

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Published: 11 September 2018



**Environment, Culture and Communities Overview & Scrutiny
Panel
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Council Chamber - Time Square, Market Street, Bracknell,
RG12 1JD**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made..

AGENDA

Page No

1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS

To receive apologies for absence and to note the attendance of any substitute members.

2. MINUTES AND MATTERS ARISING

To approve as a correct record the minutes of the meeting of the Environment, Culture and Communities Overview and Scrutiny Panel held on 3 July 2018. The actions arising from the previous panel meeting are appended to the minutes.

5 - 12

3. DECLARATIONS OF INTEREST AND PARTY WHIP

Members are asked to declare any disclosable pecuniary or affected interests and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

Any Member with an Affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.

4. URGENT ITEMS OF BUSINESS

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. **PUBLIC PARTICIPATION**

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

6. **LEISURE TRANSFORMATION REVIEW**

The Panel are asked to consider the update regarding the progress of the Leisure Transformation project and the contract management of Everyone Active.

13 - 16

7. **HIGHWAYS WINTER SERVICE PLAN 2018/19**

Members are asked to note 'The Highways Winter Service Plan' which is an operational document detailing the Councils' actions for treating the highway network in response to winter weather conditions.

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8. **LED LIGHTING TASK & FINISH GROUP**

Members are asked to note the programme of work to be undertaken by the LED Lighting Task & Finish Group.

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9. **QUARTERLY SERVICE REPORT (QSR)**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the QSR for the first quarter of 2018/19 (April to June) relating to Environment, Culture and Communities.

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In addition, members will receive a demonstration on the new process for reporting performance, led by the Business Intelligence Team.

Please bring the previously circulated Quarterly Service Report to the meeting. The QSR is attached to this agenda if viewed online.

10. **EXECUTIVE FORWARD PLAN**

To consider whether any of the forthcoming executive member and officer decisions should be discussed by the Portfolio Review Group prior to determination.

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DATE OF NEXT MEETING

The next scheduled meeting of the Environment, Culture and Communities Overview & Scrutiny Panel will be held on 8 January 2019.

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**ENVIRONMENT, CULTURE AND
COMMUNITIES OVERVIEW & SCRUTINY
PANEL
3 JULY 2018
7.00 - 9.03 PM**



Present:

Councillors Angell (Chairman), Porter (Vice-Chairman), Mrs Angell, Brossard, Mrs Ingham, Kennedy (Substitute), Mrs Mattick and Mrs McKenzie-Boyle

Apologies for absence were received from:

Councillor Finnie

Executive Members in attendance:

Councillors Mrs Hayes, McCracken and Turrell

Also Present:

Andrew Hunter, Chief Officer: Planning, Transport & Countryside
Damian James, Head of Performance and Resources
Steve Loudoun, Chief Officer: Environment & Public Protection
Vincent Paliczka, Director of Environment, Culture & Communities

1. Election of Chairman

RESOLVED that Councillor Angell be appointed Chairman of the Environment, Culture and Communities Overview and Scrutiny Panel for the Municipal Year 2018 – 2019.

2. Appointment of Vice-Chairman

RESOLVED that Councillor Porter be appointed Vice-Chairman of the Environment, Culture and Communities Overview and Scrutiny Panel for the Municipal Year 2018 – 2019.

3. Minutes and Matters Arising

RESOLVED that the minutes of the meeting of the Panel held on 30 April 2018 be approved as a correct record, and signed by the Chairman.

4. Declarations of Interest and Party Whip

There were no declarations of interest or indications that members would be participating while under the party whip.

5. Urgent Items of Business

There were no items of urgent business.

6. **Public Participation**

No submissions had been made by members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

7. **LED Project Review**

An LED light was set up in advance of the meeting for members to inspect and ask questions of Osmond Faleiro, Street Lighting Engineer.

Steve Loudoun, Chief Officer for Environment & Public Protection, gave an overview of the LED project to date and issues which had arisen including the identification of some units located on private properties which were once Council owned. These issues were being worked through with private owners. He went on to explain how lighting was dimmed according to patterns of use in a particular area, as per Annex 1 on the Agenda. Members queried if this was per light, per street or per area and it was clarified each unit (light) could be dimmed separately but currently all lights were dimmed according to which street they were on unless there was a footway or staircase, etc. The system also allowed for change according to use rather than time of day. For example, if traffic was bad on a particular road lighting could be adjusted to take this into account. Any change to the current system could impact on the original principles and savings target though. There was an outstanding issue of how to resolve Heritage Lights within the borough and it was noted that a temporary solution fix for a Heritage Light in Binfield had been carried out. It was also acknowledged there had been some complaints around the impact on private garage blocks, which had previously benefitted from light pollution, but that this was an issue for private landowners rather than the project. The project end date was the end of the calendar year. Steve Loudoun, Chief Officer for Environment & Public Protection, highlighted two other areas which would need to be addressed in the future - street signage and revisiting areas of concern.

Members asked about the warranty of the lights and maintenance contract. Osmond Faleiro, Street Lighting Engineer, confirmed there was a 25 year warranty with Phillips and a maintenance contract in place that was working well. Members thanked Osmond Faleiro for his swift response to issues they had raised already following representation by their constituents.

Members indicated they had a number of further questions so it was agreed this should be the topic of a Task and Finish Group. All members present indicated they would like to be part of the T&F Group and agreed Cllr Porter would be the Chairman. Scope would include a night visit to assess whether any difference was noticeable when the light was dimmed.

Actions

- **LED Lighting Review Task and Finish Group to be set up and completed by February 2018. All members invited to join.**

8. **Library Technology Rollout**

Diksha Vyas, ICT Business Partner and Fiona Atkinson, Library Services Manager presented an update on the technology rollout at libraries in the Borough. There was a £400k savings target which was on track to be achieved. This was going to be achieved by management of stock; use of volunteers; access using technology and self-assistance. The first phase of the rollout included paying fines; releasing printing and checking in/out books. Binfield Library was the first to go live on 2 July and no problems had been identified. It was the intention to roll out this technology to all nine

libraries by mid-November. The second phase would be technology assisted opening. People would be asked to register for a card which would allow them access to a library before and after opening as well as lunchtimes when unmanned. Security systems were in place to prevent theft/destruction of property. The rollout of self-service facilities would culminate with Bracknell Library, due to complexity of the building, but would be finished by week beginning 15th October.

Members thanked the support the team had given in assisting with recruitment in Harmans Water but raised the issue of recruiting volunteers in other localities, in particularly Whitegrove. It was acknowledged there had been a variety of issues which had contributed to the problem. Fiona Atkinson agreed to send Cllr Ingham specific dates/times when volunteers in Whitegrove were required to try and assist with recruitment.

Actions

Fiona Atkinson to send Cllr Ingham specific dates/time when volunteers were required in Whitegrove Library.

9. Leisure Transformation - Project Closure Report

Vincent Paliczka, Director of Environment, Culture and Communities provided a summary of the project and it was reported the initial Gateway Review was the most important part of the process as it helped set the direction of travel. There had been engagement with the public and staff throughout the project and monthly board meetings along with weekly internal meetings which had kept the project on track. Lessons learnt included the need in the future to consider shortening the length of reports; hiring a dedicated lawyer; having an officer from the property team on the implementation team and collating lessons learnt as they went along rather than at the end. The HR team were applauded for their work on outsourcing, which was a huge task.

Whilst potential savings of £900k had been realised there was acknowledgement there had been a drop in level of service at Leisure Centres across the Borough and this was being addressed in partnership with the contractors 'Everyone Active'. Specifically, members queried the level of service at one site where there were numerous issues, including showers not working due to asbestos potentially being present. Officers confirmed they were aware of the issues at this site and were working to confirm if asbestos was present and were working with the contractors to resolve the problems. In response to concerns raised about the risk to savings being realised it was clarified that if there continued to be a drop in service there were a list of options which could be used to ensure contractors fulfilled their obligations.

10. Environment, Culture and Communities Update

Vincent Paliczka, Director of Environment, Culture and Communities provided the Panel with a departmental update. He drew members' attention to the department budget and any variances. Members were asked to note £519k worth of savings would look less in the end of year accounts due to the way Coral Reef contingency funding was recorded. 89% of the funding available for Capital projects was spent this year and the reason for this underspending was due to the level of complexity of some of the projects. It was noted that £14m of the departmental budget was for the delivery of contracts so it was important contracts were well managed.

Members enquired about car parking contracts and parking enforcement and it was agreed that the delayed review of highways and transportation would be useful once

the Adult Social Care and Children, Young People & Learning transformation projects had taken place.

Members also raised the issue of impact of maintenance and cleaning within the new Town Centre and specifically the pavement tiles within the current budget. It was recognised that cleaning had been a problem and staff had liaised with the manufacturers to try to find a solution. However, the problem was ongoing due to the granite surface and placing of eateries in the Town Centre. This could have an impact on the cost of the cleaning contract.

A restructure of the department had been undertaken and the implementation date was September. Members thanked Vincent Paliczka, Director of Environment, Culture and Communities and Steve Loudoun, Chief Officer for Environment & Public Protection for their invaluable advice and dedicated service as it was noted they would both shortly be leaving the Council. They wished them well in the future.

11. Panel Work Programme 2018-19

The Chairman summarised that Members had agreed the LED Lighting Review would be the focus of a future Task & Finish Group and noted that the HMO Working Group would be completed by the end of October 2018. The list of issues raised by members in the Work Programme would be reviewed when these reviews had been completed and would be available for consideration as topics of Task & Finish Groups, if still relevant, for the next Municipal Year.

12. Houses in Multiple Occupation Working Group Update

Members noted the report and Cllr Brossard updated members about the next stage which included a visit to a HMO and an Estate Agent. Members requested the Task & Finish Group also considered the design element for waste/recycling during planning applications for HMOs, which was agreed.

13. Quarterly Service Report (QSR)

Vincent Paliczka, Director of Environment, Culture and Communities, informed members about variances on the Department's budget, as outlined in Agenda Item 14. Current pressures on the budget included funding for Highways and a decrease in income from car parking permits. It was suggested a review of the uptake of car parking permits be carried out after the scheme had been in place 12 months. The Council had also received an additional amount of funding from central Government to repair pot holes in March this year and allocation of this funding was being agreed, although it was noted the Council tried to repair whole roads rather than just potholes. Members were also asked to note that the waste collection target of 45% was unlikely to be achieved.

Members queried when the new facility at Easthampstead Cemetery and Crematorium was due to open and Steve Loudoun, Chief Officer for Environment & Public Protection, confirmed it was expected to be in use by the end of September.

The Director of Environment, Culture and Communities also outlined potential pressures in the future including the sale of Easthampstead Park Conference Centre; the Local Plan and services at Martins Heron roundabout not being far enough underground.

Members asked if there was an intention move away from QSR reports in the future and Governance & Scrutiny Officers informed members a technical solution was being explored to allow members to view information in a timely manner.

Actions

- **A review of car parking permits 12 months after implementation to be brought to a future meeting.**

14. **Executive Key and Non-Key Decisions**

Members received and noted the scheduled Key and Non-Key Executive Decisions of a corporate nature.

CHAIRMAN

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**Actions Arising from Children, Young People and Learning Overview and Scrutiny Panel
Panel Minutes.
Meeting 18 September 2018**

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Action/Information Request	Response
3 rd July 2018 Minutes	
7. LED Lighting Review Task and Finish Group to be set up and completed by February 2018. All members invited to join.	LED T&F Group held first meeting on 25 July and scoping document completed.
8. Fiona Atkinson to send Cllr Ingham specific dates/time when volunteers were required in Whitegrove Library.	
9. A review of car parking permits 12 months after implementation to be brought to a future meeting.	
6th March 2018 Minutes	
191. Minutes and Matters Arising Details of the income received from events, book reading, etc run at local libraries was outstanding and officers were asked to investigate and circulate a response to members.	Members were emailed a response in relation to income received on 23/03/18.
196. Library Service Update	Members were emailed a response from officers in relation to volunteers in libraries on 23/03/18.

Action/Information Request	Response
Officers were requested to circulate members with details of which branches were in need of volunteers and the range of hours needed to be covered. Such information could also usefully be passed on to Town and Parish Councils for inclusion in local newsletters, bulletins, etc. Applications to volunteer from students and young people were very welcome.	This had also been passed on to the Volunteer Co-ordinator to be actioned.
196. Library Service Update A question was raised about the public offering nearly new hardback books to add to library stock (a previously acceptable practice). Officers agreed to look into this.	Members were emailed a response in relation to income received on 23/03/18.
196. Library Service Update A further report on progress be made to the Panel at its meeting in September 2018.	Incorporated into agenda item 9 for 3 July meeting.
199. Quarterly Service Report Some issues relating to use of Bracknell Leisure Centre were raised and the Head of Performance & Resources undertook to investigate these.	Incorporated into agenda item 10 for 3 July meeting.

Key

Unshaded box means task has not yet been completed.

Shaded box means task has been completed.

**TO: ENVIRONMENT, CULTURE AND COMMUNITIES OVERVIEW & SCRUTINY
SEPTEMBER 2018**

LEISURE PARTNERSHIP UPDATE Executive Director of Delivery

1 PURPOSE OF REPORT

- 1.1 To provide the Overview & Scrutiny Panel with an update regarding the progress of the Leisure Transformation project and the contract management of Everyone Active.

2 RECOMMENDATION

- 3.1 **That the Panel note the measures in place to effectively manage the contract with Everyone Active.**

3 REASONS FOR RECOMMENDATION

- 3.1 The Environment, Culture and Communities Overview and Scrutiny Panel has requested a report on the status of the Leisure partnership with Everyone Active.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable

5 SUPPORTING INFORMATION

- 5.1 The management and operation of Bracknell Leisure Centre (BLC), Coral Reef Waterworld (CR) and Downshire Golf Complex (DGC) transferred to Everyone Active (EA) on 1st March 2018, following a rigorous transformation review and procurement process.
- 5.2 The outsourcing of the management of these three sites eliminates the Leisure subsidy and avoids potential service cuts as a result. The Council now receives a guaranteed monthly management fee from Everyone Active for the duration of the contract.
- 5.3 Following the recently agreed capital investment at BLC of £2.8m there will be an increase in the management fee from April 2019 which is in excess of the council's "invest to save" criteria. This means not only will the proposals greatly increase the quality at Bracknell Leisure Centre but the council will be in a beneficial revenue position once all capital costs have been accounted for.
- 5.4 The investment at BLC will improve the centre's fitness offer with a larger gym, all new gym equipment, additional studio space, plus refurbished changing, café and reception areas, and exterior improvements to the appearance of the building.
- 5.6 Early performance of the contract has been varied. In the main the transition to EA management was relatively smooth at CR & DGC. A key challenge at CR related to EA's software system which required adapting for the operation. EA have since gone live with a different online ticketing solution for Coral Reef which is much more

advanced. This should mean less online booking queries are directed to site, leading to a reduction of telephone calls to site. DGC has continued to perform well although as expected is very susceptible to the weather.

- 5.7 EA experienced more challenges at Bracknell Leisure Centre than anticipated, which resulted in some negative feedback from customers. As a result the Director of EC&C raised the council's concerns directly with EA's Managing Director. The contributing factors to these challenges have been varied, and not all under EA's control, but at the time of writing EA have made progress in a number of areas which is starting to have a more positive impact on the customer experience, customer feedback and staff morale.
- 5.8 Additional measures were introduced in order to respond to the challenges being experienced, which included:
- Weekly update meetings held between EA's Area Contract Manager and BFC's Head of Leisure
 - Summary of complaints received by EA being shared with BFC on a weekly basis
 - EA engaging more directly with dissatisfied customers
 - Engagement sessions (7 sessions) provided during July to introduce and discuss the BLC improvement works with customers. These sessions also gave the opportunity for customers to directly feedback their views to EA regarding operational issues and concerns
 - Introduction of more robust Head of Department meetings at BLC to ensure the team has more buy-in to what EA expect from their colleagues on site
 - With the General Manager of BLC having left post, EA utilised a number of experienced General Managers and Contract Managers from other sites to support BLC. This support will continue until a new Contract Manager is recruited by EA
 - EA increased their pro-active use of social media in order to keep BLC customers updated of issues and plans
- 5.9 The contract between BFC and EA to manage the three leisure sites makes provision for monitoring the performance of the operator. This is achieved in a number of ways, including:
- Regular meetings between the council and EA to discuss performance and any issues
 - Site monitoring visits by the council to assess areas such as cleanliness, programming, operational procedures
 - Quality Assurance standards that EA will be required to achieve (such as the Quest quality scheme for leisure)
 - Self-monitoring by the operator against service standards stated within the contract
 - Mystery Visits and reports organised by the council to assess the customer experience
 - Quarterly Reports provided by EA providing performance information required by the contract
 - Sight of customer complaints made to EA via their Single Customer View system
 - Annual Reviews and forward planning for the services
 - Access to EA's WAM (Workplace Asset Management) system to have sight of planned and reactive maintenance activities.

A mechanism is also in place to recognise when the operator fails to meet the requirements of the Performance Standards. Failure points can be awarded for a range of specified failures on both a quarterly and annual basis. An accumulation of

performance failures could ultimately lead to a termination of the contract, subject to and in accordance with the provisions of the agreement.

- 5.10 The contract requires a number of performance standards/indicators to be met. The majority of these are quality based, to ensure that management and operations are delivered to specified levels, and that information is provided to the council as required to demonstrate compliance with required standards. EA has also been provided with historic visitor figures, and an aim of the contract is for EA to ensure that participation levels increase year on year. There will need to be an element of establishing baseline figures in this regard, especially for CR in its refurbished guise, and for BLC where the offering will alter as a result of the investment works.
- 5.11 A split of responsibilities is in place within the contract with EA. This determines what the council retains responsibility for, and what EA are responsible for. In simple terms the council retains responsibility for the structure of the buildings, and for the planned/reactive replacement or repair of major items of plant and equipment. EA assumes responsibility for the full management and operation of the facilities, including staffing, programming, utilities and maintenance. Major items of plant and equipment that the council retain responsibility for need to be suitably maintained by EA, to ensure that replacement of any such items by the council is not due to EA's omission to maintain. Hence the council needs to ensure it is suitably planning and budgeting to undertake planned maintenance works on an ongoing basis. Failure by the council to complete works or respond to reactive issues under its responsibility could lead to additional cost to the council if the failure to repair/replace effects provision of services.
- 5.12 As part of the council's agreed Internal Audit Programme, the way in which the council manages the leisure management contract will be audited during Q3 of the current year, scheduled for October. The outcome of this audit will enable the council to ensure that it is progressing in the right direction at a relatively early stage of the contract period with EA.
- 5.13 In terms of visitor numbers, EA submitted within their bid that they would achieve 850,491 visits to BLC, 718,198 visits to CR and 134,021 visits to DGC in year one of the contract. These are very ambitious figures which are notably higher than previous visitor totals.
- 5.14 Overall visitor numbers for each site during Q1 April to June 2018 were:
- Bracknell Leisure Centre 208,703 (184,599)
 - Coral Reef Waterworld 128,943 (n/a)
 - Downshire Golf Complex 29,697 (30,246)
- Figures in brackets are from the same period last year, at which point Coral Reef was still closed for refurbishment.
- 5.15 Attendances on junior courses (both wet & dry courses) for each site during Q1 April to June 2018 were:
- Bracknell Leisure Centre 23,502 (26,225)
 - Coral Reef Waterworld 1,413 (n/a)
 - Downshire Golf Complex 1,625 (1,717).

Figures in brackets are from the same period last year, at which point Coral Reef was still closed for refurbishment.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

N/A

7 CONSULTATION

N/A

Contact for further information

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**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
18 September 2018**

**HIGHWAYS WINTER SERVICE PLAN 2018-19
Interim Executive Director: Delivery**

1 INTRODUCTION

- 1.1 The Highways Winter Service Plan is an operational document detailing the Councils actions for treating the highway network in response to winter weather conditions

2 SUPPORTING INFORMATION

- 2.1 The Highways Winter Service Plan 2018/19 is attached as Appendix 1

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 Not applicable.

4 STRATEGIC RISK MANAGEMENT ISSUES

- 4.1 Our highways winter service operation is important in terms of the local and national economy and road safety. The Council seeks to maintain safe road surfaces at all times, so far as resources permit.

Background Papers

Highways Winter Service Plan 2018/19

Contacts for further information

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BRACKNELL FOREST COUNCIL



HIGHWAYS WINTER SERVICE PLAN 2018/2019

BRACKNELL FOREST COUNCIL

**HIGHWAYS WINTER SERVICE PLAN
2018 / 2019**

**Draft VERSION
July 2018**

**Highways Asset Management
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Internal

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BRACKNELL FOREST COUNCIL

HIGHWAYS WINTER SERVICE PLAN 2018/2019

1 INTRODUCTION

- 1.1 Our highways winter service operation is important in terms of the local and national economy and road safety. The Council seeks to maintain safe road surfaces at all times, so far as the resources available permit.
- 1.2 The Highways Act 1980, Section 41 (1A) places a duty on the authority “to ensure, so far as reasonably practicable, that safe passage along a highway is not endangered by snow or ice”.
- 1.3 The highways winter service involves treating the highway in order to:
- Prevent ice from forming, “precautionary salting”
 - Melt ice and snow already formed, “post salting”
 - Remove accumulations of snow
- 1.4 This Plan seeks to ensure compliance with the statutory duty.
- 1.5 The highways winter service period for the winter 2018/19 runs from:
- Monday 15 October 2018 through to 14 April 2019 with our contractor on standby from 29 October 2018 to 31 March 2019.**
- 1.6 This Plan should be read in conjunction with the Council’s Corporate Severe Weather Plan should the conditions warrant it (see extract as Appendix L). The Assistant Director: Contract Services has specific responsibilities in relation to managing the Councils overall response at times of severe weather.

2 SERVICE OBJECTIVE

- 2.1 As the Highway Authority, Bracknell Forest Council has a duty to ensure, “so far as is reasonably practical,” that the highway is not endangered by snow or ice.
- 2.2 This is not an absolute duty, given the qualification of “reasonably practical”. The scale of financial and other resources involved in delivering the highways winter service and the challenges inherent in maintaining high levels of availability of specialist equipment, means it is not practically possible either to:
- Ensure surfaces are kept free of ice or snow at all times, even on the treated parts of the network;
 - Provide the service on all parts of the network.
- 2.3 As a first priority at times of predicted low temperatures the Council aims to provide, as far as is reasonably practical, the safe movement of traffic on all A and B class roads and other pre-defined well trafficked roads throughout the Borough (Primary routes). Secondary routes tend only to be treated when there is a strong possibility of snow falling, at the discretion of the Council officers taking due account of the resources available at the time.
- 2.4 Pre-salting will be carried out based on information received from the weather forecasting service. In certain circumstances, it may be necessary to apply salt after

the formation of ice due to unforeseen circumstances such as burst water mains for example. For precautionary salting, the response and treatment times are 1 hour and 3 hours respectively.

- 2.5 When snow falls and accumulates on highway surfaces, snow ploughs and other appropriate tools will be used to remove snow where physically practicable and salt will be spread to help melt the snow and to prevent ice forming. Roads will be cleared of snow in descending order of priority, and will continue to be given priority, until such time as all the Primary pre-salting routes are cleared. Snow ploughs cannot be used on streets containing traffic calming speed humps, cushions and tables.
- 2.6 When severe weather is predicted efforts will be made to salt the priority footways in town centres, neighbourhood centres, and subway approaches. These areas will be cleared of snow, largely by hand, and post salted as resources permit. These activities are currently undertaken by the Street Cleansing and Grounds Maintenance Contractor.

SALT BINS

- 2.7 Salt bins are provided at predetermined locations where there is a perceived need to undertake regular spot salting of the road or footpaths. The Council also supports 27 salt bins on behalf of the Parish and Town Councils. The following criterion for the provision of additional salt bins has been adopted. Both points have to be met:
- (i) Salt bins will only be placed along roads where there is a continuous steep and/or hazardous gradient of at least 10% (1 in 10) and where there are buildings in regular occupation nearby.
 - (ii) Salt bins will not be located on a Primary salting route unless intended for use on an adjoining road, which is not on the Primary salting route.
- 2.8 The requests for additional salt bins logged during the last winter season have been considered. One was found to meet the eligibility criteria to be added to the network.
- 2.9 The locations of salt bins are set out in Appendix E. No further salt bins will be provided during the season
- 2.10 The contents of salt bins are provided for use on community assets (public roads and paths) and should not be used on private pathways or drives. Evidence of persistent miss-use of the salt may lead to the removal of the salt bin. Salt bins are periodically refilled in response to usage as resources permit.
- 2.11 Salt bins are placed on the network in the weeks leading up to the standby period and are removed into storage at the end of the winter season.

3 ANNUAL REVIEW

- 3.1 This Plan is subject to annual review. One additional salt bin has been added to the network as a result of the annual review along with three recently adopted roads being added to the Secondary salting routes and five further roads added to the Third Tier salting routes. There may be further amendments as the Town Centre re-development project is completed.
- 3.2 In the course of the preparation of this plan the Council has taken into account the DfT's commissioned reports into the "Resilience of England's Transport Systems in Winter" and the UK Roads Liaison Group's Winter Service Guidance documents published in October 2010 and January 2011.

4 ROAD HIERARCHY

- 4.1 The road hierarchy system adopted within the Borough is that recommended in “Well-maintained Highways; Code of Practice for Highway Maintenance Management” published in July 2005, as amended.

Category 2: Strategic Route. Principal "A" roads between strategic Primary Destinations for fast moving long distance traffic with little frontage access or pedestrian traffic.

Category 3a: Main Distributor. Other important Principal "A" roads in the Borough in terms of volume of traffic carried, the proportion of heavy goods vehicles and their strategic function as principal links between settlements or within major urban areas.

Category 3b: Secondary Distributor. Classified "B and C" roads and main distributor roads carrying significant volumes of traffic and public transport services. These are important thoroughfares distributing traffic from the strategic routes to residential or commercial areas.

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

- 4.2 The Primary Salting Network comprises all Category 2 and 3a roads and some heavily trafficked Category 3b, 4a and 4b roads, including major bus routes and represents 41% of all highways in the Borough (Appendix A). The total length of the Primary Salting Network is 178 kilometres (111 miles).

- 4.3 The Secondary Salting Network comprises selected (non primary) Category 4a and 4b residential roads, bus routes, roads leading to schools and lightly trafficked rural roads, which may become hazardous if left untreated during prolonged periods of particularly severe weather conditions. (Appendix B.1.) The total length of the Secondary Salting Network is 56 kilometres (35 miles).

- 4.4 The Council has also identified a third tier of roads which, due to their particular location or gradient, will be treated with smaller demountable gritters as resources allow in times of snowfall (Appendix B.2). In addition, fourth and fifth tier salting networks have been identified which would only be treated should resources become available and only after the Primary, Secondary and Tertiary Salting Networks are deemed 'clear'.

- 4.5 The Resilient Network comprises strategic routes only. Salting of the Resilient Network will be implemented only in conditions of extreme salt shortages, or as directed by Central Government. At such times no other salting of routes takes place. The Resilient Network is detailed in Appendix (C). The total length of the Resilient Salting Network is 118 kilometres (73 miles).

- 4.6 The Primary Salting Network within the Borough is covered by 3 salting routes. Each route is designed to give a target maximum treatment time of 3 hours. The Secondary salting network is covered by 2 routes. Each route is similarly designed to give a target maximum treatment time of 3 hours. The response time to mobilise salting lorries at any time, night or day, is 1 hour.

- 4.7 Footways/cycleways are categorised as follows:

- Category 1: Main public shopping areas including neighbourhood centres
- Category 2: Medium usage routes, including footways leading to local shopping centres, large schools and other essential community services/assets.
- Category 3/4: Other less used footways.

Whilst footways/cycleways are not normally pre-salted, the Category 1 and 2 footways are treated in the same way as the Secondary Salting Networks. These are only salted and/or cleared of accumulations of snow, resources permitting, during particularly severe and prolonged hazardous weather conditions. The Council will re-deploy available landscape operatives and in severe weather conditions other Council contractor employees to clear snow from these priority footways.

A list of priority footways to be cleared of accumulations of snow is included as Appendix (D1). A Daily Record Sheet for treatment of these areas is included as Appendix (D2). Location plans of these priority areas are also available.

4.8 There are a number of roads in the Borough which for various reasons are subject to wet conditions. On dry nights when temperatures drop below freezing and frost is not forecast to form on the carriageway then only the wet patches are pre-salted.

4.9 The Highways Asset Management Team hold and maintain details of the:

- Primary Salting Network
- Secondary Salting Network
- Resilient Network
- Additional roads (Schools, Doctors, inclines, etc.)
- Third, Fourth and Fifth tier Salting Networks.
- Wet patches – updated periodically throughout the winter season
- Priority Footway Salting Network
- Subways and footbridges
- Drawings associated with the routes
- Database of salt bin locations
- Salt stocks

5 CLIENT/CONTRACTOR RELATIONSHIP

5.1 The Term Maintenance Works Contract includes for winter maintenance operations. The contractor is Ringway Infrastructure Services (RIS).

5.2 The following table indicates how the principal winter maintenance responsibilities between Bracknell Forest Council and its contractor are split.

Preparation of Highways Winter Service Plan	Bracknell Forest Council
Road hierarchy priorities	Bracknell Forest Council
Routing (salting and snow clearance)	Contractors with guidance from the Council
Vehicles/plant	Contractor
Decision making (primary routes)	Duty Manager (Contractor)

Decision making (secondary routes and other areas)	Bracknell Forest Council (Highways Asset Management Group)
Decision making (Town Centre first priority route)	Street Cleansing Contractor
Decision making (Town Centre second priority route)	Bracknell Forest Council (Highways Asset Management Group)
Day-to-Day operations	Contractors with co-ordination by officers of Bracknell Forest Council
Performance monitoring	Bracknell Forest Council
Opening of Emergency Operational Centre in severe Weather conditions	Bracknell Forest Council
Approval to commence operations in severe snow conditions	Bracknell Forest Council.

6 ROSTERING OF SUPERVISORY AND OPERATIONAL STAFF

- 6.1 Bracknell Forest Council has entered into an agreement with the Contractor to utilise their services for the purposes of decision making and the co-ordination of the winter maintenance operation. The Contractor will provide Duty Mangers to carry out this activity in relation to the Primary routes.
- 6.2 Bracknell Forest Council has its own Highways Asset Maintenance Group available for client duties. Duty Managers are rostered to be on standby for decision making duties for the winter period from November to March inclusive. The roster, typical details of which are given in Appendix (F), is finalised during October.
- 6.3 Each Duty Manager is available 24 hours a day, during his/her period on duty. Outside of normal working hours, the officers can be contacted through Forestcare. During normal office hours all winter service enquiries from members of the public should be directed to Bracknell Forest Council's Customer Service Centre. Contact out of hours is through Forestcare.
- 6.4 When on duty, each Duty Manager will be available to make decisions regarding winter service operations on the Primary salting network. Further information concerning weather forecasts and decision making is provided in sections 9, 10 and 11.
- 6.5 Rosters of the contractors' operational staff involved in winter maintenance are requested during October in preparation for commencement of operations in November.

7 PLANT, EQUIPMENT AND SPREAD RATES

- 7.1 The Contractor is responsible for the provision and maintenance of all plant and equipment needed for the performance of this Plan.
- 7.2 To be effective, salt must be spread evenly and at rates to suit prevailing weather conditions. Excessive salt spreading is undesirable on both environmental and

economic grounds. To this end, the spreading equipment is calibrated annually and the controls marked accordingly for the spread rates listed in Appendix H. Any decision to vary this application rate or to use other materials (due to a need to conserve supplies) is a matter for the Council and authority has been given to the Highways Asset Manager to make such changes having regard to the circumstances.

8 OPERATIONAL COMMUNICATIONS

- 8.1 All winter maintenance vehicles have means of contact with the operational depot in order that instructions can be passed to and current information relayed back from the vehicles.

9 WEATHER FORECASTS

- 9.1 During the winter period, the Duty Manager and officers use the 'RoadCast' forecasting service provided by the MeteoGroup from their UK HQ in Victoria, London. The information received each day includes the following:-

- (i) detailed 36-hour forecast
- (ii) evening update forecast
- (iii) site specific temperature graphs (three sites)
- (iv) early morning summary
- (vi) 2 – 5/10 day forecast

In addition radar pictures can be obtained when deemed appropriate.

- 9.2 The 24-hour forecast is issued at approximately 1200 hours each afternoon. The main features of this forecast are as follows:-

- (i) Alert Levels (Readiness colour)
This is based on the traffic light colours; green, amber or red.
The definitions are:-
Green - no snow or ice expected
Amber - risk of snow or ice
Red - ice, snow or drifting snow expected.
- (ii) Hazards
This section includes the hazards causing the red or amber readiness colours as well as other weather hazards such as heavy rain, high winds or fog, which could accompany a green readiness colour. Where possible a qualifying time is given. For example, icy patches expected after 2300 hours.
- (iii) Minimum temperatures
Minimum air and road temperatures for urban and rural areas are provided.
- (iv) Confidence statements
This consists of high, moderate or low confidence for each of the hazards described above, together with a qualifying statement. For example: low confidence regarding extent of showers this evening but high regarding road temperatures falling below zero.
- (v) 24 hour weather summary
This is a general summary of the forecast for the period from midday to midday.

- 9.3 At approximately 1800 hours each evening, a forecast update is issued by MeteoGroup and can be viewed by the Duty Manager. If further information is

required the Duty Manager can make use of the 24 hour consultancy service provided by MeteoGroup when a discussion can be held with the duty forecaster (see section 11 for further information on decision making).

10 THERMAL MAPPING AND ICE PREDICTION

- 10.1 A survey measuring and analysing the thermal characteristics of road surfaces has been undertaken by Vaisala TMI Ltd. The thermal mapping covers approx. 90% of the primary salting network.
- 10.2 The information yielded from thermal mapping is used in conjunction with site specific forecasts to predict accurately the minimum temperature of road surfaces across the road network. This allows accurate decisions to be made not only about whether to salt or not, but whether to salt only those roads that require treatment.
- 10.3 Thermal mapping has been used to produce data, which allows the pre-salting routes to be analysed objectively and to ensure the optimum location of road surface and atmospheric condition sensors. Nine sensors sites have been installed through Berkshire County.
- 10.4 Annual calibration checks on all sensors are undertaken by the appropriate equipment supplier with a full report submitted to West Berkshire Council which currently acts as client manager for the Ice Prediction service on behalf of the Berkshire Unitary Councils.
- 10.5 Every hour, information from these sensors is fed automatically into the Central Processing Unit at Vaisala TMI's offices in Birmingham. The parameters recorded are, air temperature, humidity, precipitation, wind speed and direction, road surface temperature, surface condition (wet or dry) sun-surface temperature and residual salt levels. Forecasts are produced for the Berkshire Unitary Authorities based on this information.

11 DECISION MAKING

- 11.1 Precautionary salting of the Primary network decision making is the responsibility of the Duty Manager. During the winter, the Duty Manager is on standby and has an overview of prevailing conditions in Berkshire. The Duty Manager also has a specific responsibility for liaising directly with the MeteoGroup forecaster and for notifying the media and other organisations as described in Section 14.2 of the intention or otherwise to treat the Primary Salting Network.
- 11.2 Using the forecast data provided the Duty Manager will make his/her decision regarding pre-salting as appropriate. To assist with this process, guidance notes are provided together with call out guidelines as shown in Appendices (G) and (H) respectively.
- 11.3 The Duty Manager's decision is recorded on the Weather forecasting service website Message board by the Duty Manager at the time of making/amending the decision. The client is responsible for compiling/entering the distribution list upon the message board.
- 11.4 Appropriate training is provided regularly for all Duty Managers particularly with regard to technological improvements in forecasting techniques and the ice prediction system.

11.5 Decisions to salt the Secondary salting network and other areas will be made by the Council's Highways Asset Management staff.

12 SALT

12.1 Road de-icing salt will be supplied by the Contractor. The contractor is required to have sufficient salt in place by 30 September each year to meet the recommended level of resilience recommended by recent reviews of winter service operations. (Quarmby et al)

12.2 Successful road salting relies on the salt dissolving and lowering the freezing temperature of moisture. Bracknell Forest Council use pre-wetted salt comprising a brine solution of 30% salt and 70% water, spread with dry salt at a ratio of 30% brine to 70% salt. The advantage of this treatment method is that the de-icing action begins to take place almost immediately on contact with the road surface. This in turn reduces the amount of overspill and verge dieback that can occur with the use of dry salt.

12.3 Salt bins are normally filled with salt. Footpaths where they are treated may also be treated with salt or a salt/sand mix.

13 SNOW CLEARING

13.1 For the purpose of this Plan, there are two stages for snow clearing:-

- **Stage 1 - Light falls** of undisturbed accumulations of snow reaching a depth less than 10mm.
- **Stage 2 – Moderate/Heavy falls** of snow exceeding 10mm

13.2 In Stage 1 and 2 conditions, snow clearing operations may be undertaken subject to available resources by the Council's contractor and landscape staff. These operations will be controlled by the Highways Asset Management Team in consultation with our contractors.

13.3 The start of snow clearing operations will aim to commence within 1 hour of an instruction being issued by the Highways Asset Management Team. During snow clearing operations priority will normally be given to the Primary Routes followed by other routes in priority order as resources permit. During severe weather conditions, snow clearing operations on footways and cycleways may be undertaken during normal working hours, as prevailing conditions and resources permit, after treatment of higher priority routes.

13.4 In Stage 2 conditions, the Council's Emergency Operations Centre (EOC) may be opened and manned until conditions abate. If so, then during this time, all incoming calls relating to winter maintenance operations will be directed to the EOC.

13.5 Throughout any of the two stages described the Council may decide to establish its own Corporate Severe Weather Management Team to oversee the response.

13.6 The Council also have a Corporate Severe Weather Plan, an extract from which, detailing the Council's Priorities for snow clearance, is attached as Appendix L.

14 MEDIA COMMUNICATIONS

- 14.1 Liaison with the news media, particularly the local radio stations, BBC Radio Berkshire and Heart FM is of the utmost importance and will be maintained during periods of snowfall. This contact will normally be directly via the Council's Communications & Marketing Office.
- 14.2 Thames Valley Police, BBC Radio Berkshire, Heart FM and other organisations as detailed in Appendix J will be advised by email on those occasions when precautionary salting is to be undertaken. Additional information will also be provided as appropriate to the motoring organisations, particularly during periods of snow clearance when it is essential that the travelling public are advised of current road conditions and cleared routes.

15 LIST OF APPENDICES

Appendix A:	Primary Pre-Salting Routes
Appendix B.1:	Secondary Salting Routes
Appendix B.2:	Third Tier Roads List
Appendix C:	Resilient Salting Network
Appendices D:	Priority Footways, Record Sheet, Location Plans
Appendix E:	Salt Bin Locations
Appendices F:	Duty Manager Rosters and Contact List
Appendix G:	Guidance Notes for Duty Officers
Appendix H:	Call out Guidelines
Appendix I:	Justification Form
Appendix J:	Notification List
Appendix K:	Salting of Footways/Cycleways in Bracknell Town Centre
Appendix L:	Extract from Corporate Severe Weather Plan re snow & ice

PRIMARY PRE-SALTING ROUTES

Binfield

Binfield Road (B3018)
 Church Hill
 Church Lane
 Forest Road (B3034)
 Howe Lane (end at junction with Westley Mill (north exit))
 John Nike Way
 London Road (B3408) (incl Wokingham BC section through to Coppid Beech Roundabout)
 Popeswood Road
 St. Marks Road (Popeswood Road to Terrace Road South)
 Temple Way
 Terrace Road South
 Terrace Road North
 Twyford Road

Bracknell

Bagshot Road (A322)
 Berkshire Way (A329) (to Borough boundary)
 Binfield Road (B3018)
 Birch Hill Road
 Bracknell Bus Station
 Broad Lane
 Church Road (A3095)
 Crowthorne Road (Part – Wildridings Road to Downshire Way Bus Crossing)
 Crowthorne Road (Part – Wildridings Road to Rectory Lane)
 Crowthorne Road North
 Crowthorne Road (A3095)
 Deepdale – to bus turn round
 Doncastle Road (West, including Link Road to Berkshire Way)
 Downshire Way (Bagshot Road to Wokingham Road)
 Easthampstead Road
 Ellesfield Avenue
 Ellesfield Avenue Bus Link to Wildridings Road
 Great Hollands Road
 Great Hollands Square bus turn round
 Hanworth Road
 Harmans Water Road
 High Street (The Ring to Skimped Hill Lane)
 London Road (A329)
 Market Street and Bus Station Ramp
 Millennium Way (A329)
 Mill Lane (A3095)
 Mill Lane / Wildridings Road Link Road (Both carriageways)
 Nine Mile Ride
 Old Wokingham Road
 Opladen Way
 Park Road
 Peacock Lane
 Ralphs Ride
 Rectory Lane (Speed Cushions)
 Ringmead (Sump Traps)
 Skimped Hill Lane

South Hill Road
The Ring (Easthampstead House to High Street including Police Station Loop)
Vigar Way
Warfield Road (A3095)
Western Road (through route only)
Wildridings Road
Wokingham Road (B3408)

Crowthorne

Bracknell Road (B3348)
Dukes Ride (incl Wokingham BC section through to Wellingtonia Roundabout) (Speed Cushions)
High Street (Speed Tables)
New Wokingham Road
Nine Mile Ride
Old Wokingham Road
Sandhurst Road

Sandhurst

College Road (Speed Humps)
Crowthorne Road
Foresters Way (A3095) (Salt in both directions)
High Street (A321)
Laundry Lane (incl Surrey CC section through to A30 London Road)
Marshall Road
Meadows Roundabout (A30/A321) (treated by Surrey CC under agreement)
Owlsmoor Road – Rackstraw Road to Yeovil Road (northbound)
Rackstraw Road
Tank Road
Wokingham Road (A321) (incl Wokingham BC section through to Wellingtonia Roundabout)
Yateley Road (to Hampshire County boundary)
Yorktown Road
Yeovil Road

Warfield

Ascot Road (A330)
Bracknell Road (B3022)
County Lane
Forest Road (B3034)
Harvest Ride
Jigs Lane North
Jigs Lane South (Park Road to Harvest Ride)
Kingscroft Lane
Maidenhead Road (A3095)
Newport Drive
Newell Green (A3095)
Warfield Street (B3034)
Westmorland Drive (Speed Cushions)

Winkfield

Bagshot Road (A322 – to borough boundary))
Bagshot Road (B3020) (treated by Surrey under agreement)
Bracknell Road (B3022)
Chavey Down Road (B3017)
Church Road (A330)
Cocks Lane (A330)
Drift Road (North Street to Borough boundary)
Fernbank Road
Forest Road (B3034) (incl RBW&M section through to Hatchet Lane)
Harvest Ride
Hatchet Lane (Forest Road incl RBW&M section through to A330 Lovel Road)
Kings Ride (Swinley road to Borough boundary 80m east of Prince Albert Drive)
Locks Ride (B3017 - Priory Road to Chavey Down Road)
London Road (A329 - end at junction with Gainsborough Drive)
Longhill Road
Lovel Lane
Lovel Road (A330)
Maidens Green (A330)
Mounts Hill (B383) (incl RBW&M section)
New Forest Ride (Salt Martins Heron railway bridge in both directions)
New Road
North Street
Pigeonhouse Lane
Priory Road (B3017)
Sheet Street Road (A332) (end at Borough boundary 650m east of Peanut Roundabout)
Sunninghill Road (B383)
Swinley Road (A332)
Swinley Road (B3017)
Windsor Road (A332) (end at junction with Woodside Road)
Winkfield Lane
Winkfield Road (B383) (end at Borough boundary 500m east of Cranbourne Roundabout)
Winkfield Row (B3017)

SECONDARY SALTING ROUTES

Binfield

Beehive Road
 Benetfeld Road (to Wiggett Grove)
 Billingbear Lane
 Bottle Lane
 Cain Road
 Carters Hill (Church Hill to Billingbear Lane)
 St. Marks Road (London Road to Popeswood Road)
 Turnpike Road

Bracknell

Babbage Way (Inc. full loop)
 Bay Drive
 Bay Road
 Braybrooke Road
 Bull Lane
 Bullbrook Drive
 Calfridus Way
 Cannon Hill
 Crowthorne Road
 Deepfield Road
 Doncastle Road (part)
 Downmill Road
 Downshire Way (Wokingham Road to Binfield Road)
 Dukes Hill Road
 Eastern Road
 Farningham
 Folders Lane
 Holly Spring Lane
 Hopper Vale
 Horsneile Lane (Dukes Hill Road to Shepherds Lane)
 Kennel Lane
 Kingsmere Road
 Lily Hill Road
 Lily Hill Drive
 Longshot Lane (to Civic Amenity Site)
 Longwater Road
 Lovelace Road and Bus Link
 Manston Drive
 Moordale Avenue
 Nightingale Crescent
 Nuneaton
 Oareborough (and Bus link to Mendip Road)
 Osprey Avenue
 Pondmoor Road
 Priestwood Avenue
 Reeds Hill
 Redvers Road
 Sandy Lane (Warfield Road to Bull Lane – Key required for gate)
 Shepherds Lane

Bracknell Cont.

South Road (Nine Mile Ride to the Cem & Crem.)
Sparrowhawk Way (Peacock Lane to Osprey Avenue)
Staplehurst
Stoney Road
Turing Drive (Crowthorne Road to Hopper Vale)
Waterloo Road
Wellington Drive
Wildridings Road Link (to Downshire Way)
Windlesham Road
Windmill Road
Woodenhill
Woolhampton Way (Harmans Water Road to Wellington Drive)
Wordsworth

Crowthorne

Brookers Row
Cambridge Road (Crowthorne)
Chaplains Hill
Church Street (Waterloo Road to High Street)
Edgcumbe Park Drive (Dukes Ride to Parkway)
Furze Hill Crescent
Grant Road (Pinehill Road to Edgbarrow School)
Lower Broadmoor Road
Napier Road
Pinehill Road (Sandhurst Road to Grant Road)
School Hill
Upper Broadmoor Road
Waterloo Road (Crowthorne)
Wellington Road (Crowthorne)

Sandhurst

Acacia Avenue (Rackstraw Road to Fakenham Way)
Branksome Hill Road
Cambridge Road (Sandhurst)
Cheviot Road
Chiltern Road
Church Road
Fakenham Way
Grampian Road
Harts Leap Road
Harvard Road
High Street (Little Sandhurst)
Longdown Road
Magdalene Road
Mickle Hill
Owlsmoor Road
Scotland Hill
Swan Lane (to County boundary)
Wellington Road (Sandhurst)
York Way

South Ascot

Coronation Road (end junction with Fir Tree Close)

Warfield

All Saints Rise
Atte Lane
Darby Vale
Hebbecastle Down
Horatio Avenue
Huson Road
Julius Hill
Mareshall Avenue
Shakespeare Way
Sopwith Road (Harvest Ride to roundabout)
Total Rise

Winkfield

Braziers Lane
Bowland Drive
Church Road
Hatchet Lane (end at junction with Mounts Hill B383)
Hope Avenue (Nuneaton to Bowland Drive)
Locks Ride
Mendip Road
North Road
Savernake Way
Watersplash Lane
Winkfield Row (link)

THIRD TIER SALTING ROUTES

	From	To
Ascot		
Ranelagh Crescent	Mill Ride	Mill Ride
Rhododendron Walk	New Road	Ascot Heath School gate
St Christopher Gardens	Fernbank Road	End
Binfield		
Springfield Road	Beehive Road	Turning point
Bracknell		
Ambassador	Ringmead	End
Berrycroft	Field Park	End
Bishopdale	Wildridings Road	End of spine road
Boole Heights	Turing Drive	T Junction
Brownrigg Crescent	Bullbrook Drive	Bullbrook Drive
Bywood	Hanworth Road	End
Coningsby	Rectory Lane	Brakenhale School gate
Cotterell Close	Braybrooke Road	End
Crossfell	Wildridings Road	End
Crown Row	Opladen Way	End
Donnybrook	Birch Hill Road	End of spine road
Dryden	Birch Hill Road	End of spine road
Earlswood	Ringmead	End
Epping Way	New Forest Ride	Upshire Gardens
Fitzroy Close	Babbage Way	T-Junction
Frensham	Opladen Way	Junction on right
Garswood	Opladen way	End
Goughs Lane	Hollyspring Lane	End
Grange Road	Warfield Road	End
Hawkins Close	Longhill Road	End
Hazel Hill	Station Roundabout	The Ridgeway
Jameston	Ringmead	End of spine road
Keldholme	Wildridings Road	End
Ladybank	Birch Hill Road	T Junction
Larges Lane	London Road	Gipsy Lane
Leppington	Birch Hill Road	Birch Hill Primary School gate
Ludlow	Birch Hill Road	End
Lydney	Birch Hill Road	End of spine road
Lynwood Chase	Goughs Lane	Old Farm Drive
Makepiece Road	Braybrooke Road	Braybrooke Road
Merryhill Road	Shepherds Lane	Horsneile Lane
Mount Lane	Church Road	Mount Pleasant
Netherton	Crowthorne Road	End
Nutley	Ringmead	2nd Junction on left
Oakengates	Ringmead	T Junction
Octavia	Ringmead	End of spine road
Old Bracknell Lane West	Downshire Way	Exit Gate of Council Depot
Ollerton	Ringmead	2nd Junction on right
Pembroke	Hanworth Road	St Margaret Clitheroe

		School gate
Bracknell (Cont.)		
Prescott	Birch Hill Road	End
Ranelagh Drive	Broad Lane	Ranelagh CE School gate
Ringwood	Ringmead	1st Junction on Left
Skimped Hill Lane	High Street	Bond Way
Southlynn Crescent		
Spinis	Wooden Hill	End of spine road
The Ridgeway	Hazell Hill	End
Turing Drive	Turing Drive	End
Warwick	Nuneaton	End
Westbrook Gardens	Warfield Road	End
Whistley Close	Ralphs Ride	Doctors Surgery on right
Crowthorne		
Byron Drive	Sandhurst Road	Chaucer Road
Heath Hill Road South	High Street	Kings Road
Kingsley Close	Sandhurst Road	T Junction
Sandhurst		
Albion Road	Yorktown Road	Wellington Road
Allendale Close	Grampian Road	End
Ambarrow Lane	Wokingham Road	Lower Sandhurst Road
Balliol Way	Harvard Road	Birbeck Place
Beech Ride	Orchard Gate	Kings Keep
Birkbeck Place	Balliol way	End
Caves Farm Close	High Street	End
Cherry Tree Close	Appletree Way	End
Green Ways	Crowthorne Road	Beech Ride
Harvard Road	Magdelene Road	End
Lower Church Road	A321 High Street	St Michaels Church
Maple Close	Perryhill Drive	End
Nuffield Drive	Harvard Road	T Junction
Perryhill Drive	Church Road	End
Wargrove Drive	Owlsmoor Road	End of spine road
Warren Close	Crowthorne Road	T Junction
Warfield		
Antony Wall	Horatio Avenue	T Junction
Cooke Rise	Mareshall Avenue	End
Gloucestershire Lea	Essex Rise	End
Jigs Lane North	County Lane	Roundabout at Tesco Entrance
Malt Hill	A330	Bracknell Road
Plantagenet Park	Roman Way	End
Rachels Lake View	Walsh Avenue	End
Shropshire Gardens	Norfolk Chase	End
Target Hill	Top Common	End
Viola Croft	Julius Hill	End
Walsh Avenue	Harvest Ride	End
Westwates Close	Field park	End
Yorkshire Place	County Lane	End of spine road

RESILIENT PRE-SALTING ROUTES

Binfield

Binfield Road (B3018)
 Church Hill (B3018)
 Church Lane (B3018)
 Forest Road (B3034)
 London Road (B3408) (**incl Wokingham BC section through to Coppid Beech Roundabout**)
 Twyford Road B3018)

Bracknell

Bagshot Road (A322)
 Berkshire Way (A329) (to Borough boundary)
 Binfield Road (B3018)
 Church Road (A3095)
 Crowthorne Road (A3095)
 Doncastle Road (West, including Link Road to Berkshire Way)
 Downshire Way (A322)(Bagshot Road to Berkshire Way)
 Ellesfield Avenue
 High Street (The Ring to Skimped Hill Lane)
 London Road (A329)
 Market Street and Bus Station Ramp
 Millennium Way (A329)
 Mill Lane (A3095)
 Nine Mile Ride (B3430)
 Skimped Hill Lane (A329)
 The Ring (Easthampstead House to High Street including Police Station Loop)
 Warfield Road (A3095)
 Wokingham Road (B3408)

Crowthorne

Bracknell Road (B3348)
 Dukes Ride (B3348) (**incl Wokingham BC section through to Wellingtonia Roundabout**)
 (Speed Cushions)
 High Street (Speed Tables)
 Nine Mile Ride (B3430)
 Sandhurst Road

Sandhurst

Crowthorne Road
 Foresters Way (A3095)
 High Street (A321)
 Marshall Road (A321)
 Meadows Roundabout (A30/A321) (**treated by Surrey CC under agreement**)
 Rackstraw Road (A3095)

Wokingham Road (A321) (**incl Wokingham BC section through to Wellingtonia Roundabout**)
Yorktown Road (A321)

Warfield

Ascot Road (A330)
County Lane (Harvest Ride to Jigs Lane north)
Forest Road (B3034)
Harvest Ride (Warfield Road to County Lane)
Kingscroft Lane (A330)
Maidenhead Road (A3095)
Newell Green (A3095)
Warfield Street (B3034)

Winkfield

Bagshot Road (A322 – to borough boundary))
Chavey Down Road (B3017)
Church Road (A330)
Cocks Lane (A330)
Forest Road (B3034) (**incl RBW&M section through to Hatchet Lane**)
Hatchet Lane (**Forest Road incl RBW&M section through to A330 Lovel Road**)
Kings Ride (Swinley road to Borough boundary **80m east of Prince Albert Drive**)
Locks Ride (B3017 - Priors Road to Chavey Down Road)
London Road (A329 - **end at junction with Gainsborough Drive**)
Longhill Road
Lovel Lane
Lovel Road (A330)
Maidens Green (A330)
Mounts Hill (B383) (**incl RBW&M section**)
New Forest Ride
Pigeonhouse Lane (A330)
Sheet Street Road (A332) (**end at Borough boundary 650m east of Peanut Roundabout**)
Sunninghill Road (B383)
Swinley Road (A332)
Windsor Road (A332) (**end at junction with Woodside Road**)
Winkfield Road (B383) (**end at Borough boundary 500m east of Cranbourne Roundabout**)

PRIORITY FOOTWAYS

Binfield

Terrace Road North (Forest Road to Binfield House access)

Bracknell Town Centre

Broadway (Library to The Ring)

Charles Square

Footway - from Railway station through Bus Station to Stanley Walk

High Street

Market Street (Railway Station to Time Square)

New temporary pedestrian route from High Street to Broadway through Service Yard C

New temporary pedestrian route from High Street to Waitrose through Service Yard G

Stanley Walk

Station Road (Market Street to Stanley Walk)

Subway Approaches as shown on Town Centre Plan

Bracknell

Bay Road, Bullbrook, Shop frontages

Birch Hill Road, Ladybank to Birch Hill shops

Birch Hill Shops

Bywood, Hanworth Road

Deepdale, Wildridings

Great Hollands Road, Great Hollands Square to Ringmead

Great Hollands Square

Crown Row, Opladen Way, Crown Wood

Priestwood Square, Windlesham Road

Harmans Water Road / Ralphs Ride (Oareborough to Lowbury)

Rectory Row

Whitton Road, Martins Heron (New Forest Ride to Community Centre)

Crowthorne

High Street

Church Street (shops)

Dukes Ride (shopping areas)

North Ascot

Fernbank Road Fronting shops

New Road – Fronting Shops

Warren Row

Sandhurst

Old Mill Parade, High Street

Yorktown Road (Swan Lane to Railway Station)

Yorktown Road (Swan Lane to The Broadway)

Yorktown Road (College Road to RMA)

Yeovil Road (Shop fronts and Victoria Road to Cambridge Road)

Priority Footways Checklist

Plan No.	Location	Snow Cleared	Salted / Grittled	Time		Name
				On Site	Off Site	
	Bracknell Town Centre					
	Primary Route					
	Secondary Route					
	<u>Binfield</u>					
	Terrace Road North					
	<u>Bracknell</u>					
	Bullbrook Row, Bay Road					
	Birch Hill Road and Shops					
	Bywood					
	Wildridings Square, Deepdale					
	Great Hollands Square					
	Crown Row, Opladen Way					
	Priestwood Square, Windlesham Road					
	Harmans Water Square					
	Harmans Water Road/Ralphs Ride					
	Rectory Row, Rectory Lane					
	Whitton Road					
	<u>Crowthorne</u>					
	High Street / Church Street					
	Station Parade, Dukes Ride					
	<u>North Ascot</u>					
	Fernbank Road					
	New Road					
	Warren Row					
	<u>Sandhurst</u>					
	Old Mill Parade, High Street					
	Yorktown Road					
	Swan lane to Railway Station					
	Swan lane to The Broadway					
	College Road to RMA					
	Yeovil Road					

SALT BIN LOCATIONS 2018/19

Binfield

1.	Beehive Road (P)	J/w Beehive Lane
2.	Boltons Lane (P)	J/w Dunfold Place
3.	Chase Gardens (P)	J/w Terrace Road North
4.	Cressex Close (P)	Opp. 7 Cressex Close
5.	Emmets Nest (P)	To the side of 1 Albert Cottage
6.	Emmets Park (P)	J/w Forest Road
7.	Fletcher Gardens (P)	Opp No.2
8.	Knox Green (P)	J/w Terrace Road North
9.	Mill Green (P)	Opp. Samian Place
10.	Murrell Hill Lane (P)	J/w Foxley Lane
11.	Nash Park (P)	Nash Park entrance
12.	Red Rose	J/w Rose Hill
13.	Stevenson Drive (P)	Adj to field gate near No.65
14.	Tilehurst Lane (P)	J/w Terrace Road
15.	Tilehurst Lane (P)	Opp. Coote Close
16.	Turnpike Road (P)	J/w Farley Copse
17.	Wiggett Grove (P)	On Benetfeld Road opp. junction
18.	York Road (P)	J/w Forest Road

Bracknell

19.	Arncliffe	Opp No.66 on footpath
20.	Avebury	Opp No.38 Avebury
21.	Babbage Way	On Central island opp junction by nos.31/38
22.	Beech Glen	J/w Crowthorne Road
23.	Town Square	Near Royal Mail Post Box beside subway ramp
24.	-	
25.	Bus Station	Bracknell – Nr Office
26.	Calfridus Way (P)	O/s The Wayz
27.	-	
28.	Crowthorne Road	Adj Mill Lane footbridge
29.	Greenham Wood	J/w Ringmead
30.	High Street	O/s McDonalds nr The Ring
31.	High Street	Bank Square
32.	Jevington	J/w Ringmead
33.	Juniper	J/w Ringmead
34.	Kimberley	On footpath about 10m from Ringmead
35.	Leppington	Opp entrance to Community Centre
36.	Lingwood	On verge to side of 56 Manston Drive
37.	Liscombe	End of footway at junction with Birch Hill Road
38.	Lynwood Chase	On footway to side of no.10 Avon Grove, opp. no. 16
39.	Neuman Crescent	Adj to LC 11 on grass verge Opp no. 26
40.	Orion	J/w Ringmead
41.	Quintilis (P)	O/s No.69 Quintilis
42.	Sylvanus	J/w Woodenhill
43.	Tawfield	O/s No.13 Tawfield
44.	Wokingham Road	O/s No.14
45.	Worlds End Hill	Opp No.50

Chavey Down

- | | | |
|-----|-------------|--|
| 46. | Church Road | J/w Longhill Road adj. One Way Sign o/s Bakehouse Ct |
| 47. | North Road | J/w Priory Road |

Crowthorne

- | | | |
|-----|---------------------|--|
| 48. | Byron Drive (P) | Footway adj. to Give Way sign 59 yds ahead |
| 49. | Grant Road | J/w Pinehill Road on verge |
| 50. | Pine Hill Road (P) | Outside No.74 |
| 51. | South Meadow (P) | South verge opp first garage block |
| 52. | South Meadow | At junction on verge o/s 77 next to LC |
| 53. | Furze Hill Crescent | J/w Cambridge Road |

North Ascot

- | | | |
|-----|----------------|------------------------------------|
| 54. | Bracken Bank | Side of No.55 Bracken Bank |
| 55. | Fernbank Place | On central Island j/w Bracken Bank |
| 56. | Mill Ride (P) | J/w Whitelands Drive |
| 57. | The Grove | J/w Asher Drive |

Sandhurst

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

Warfield

- | | | |
|-----|----------------|---|
| 76. | Juliet Gardens | J/w Shakespeare Way |
| 77. | Dorset Vale | At end of footway at side of No.6 Wiltshire Grove |

Winkfield

- | | | |
|-----|---------------------|---|
| 78. | Micheldever Way (P) | Adj. LP 4 on verge opposite Woodmancott Close |
|-----|---------------------|---|

Notes:

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

DECISION MAKING BY RINGWAY INFRASTRUCTURE SERVICES

RINGWAY INFRASTRUCTURE SERVICES
WINTER MAINTENANCE DUTY MANAGER ROSTER 2018/19

Week Commencing	Duty Manager
	To be confirmed
29 October	
5 November	
12 November	
19 November	
26 November	
03 December	
10 December	
17 December	
24 December	
31 December	
07 January	
14 January	
21 January	
28 January	
04 February	
11 February	
18 February	
25 February	
05 March	
12 March	
19 March	
26 March	

RESPONSIBILITY
1. ACTING AS DUTY MANAGER FOR ROADS WITHIN BRACKNELL FOREST COUNCIL
2. LIAISON WITH THE WEATHER FORECASTER (METEOGROUP)
3. INFORMING THE COUNCIL'S HIGHWAY MANAGEMENT TEAM OF DECISIONS MADE
4. ENTERING THE DECISION UPON THE METEOGROUP WEBSITE MESSAGE BOARD
5. INFORMING THE MEDIA AS REQUIRED

Duty Managers:

Chris Edwards
Linda Gray
Kevin Stephens

Duty Managers Telephone Number: 07977 167117

Office: 01344 355160
Fax: 01344 421695

Outside of normal working hours, the Duty Manager can be contacted through Forest Care - dial 01344 786500

BRACKNELL FOREST COUNCIL

HIGHWAYS ASSET MANAGEMENT GROUP

Inside Office Hours

Officer	In Hours Contact
Anthony Radford-Foley	ALL VIA CUSTOMER CONTACT CENTRE 01344 352000
Sebastian Navaranjan	
Jim Naylor	
Gary Cleaver	
Help Desk	

Management Team – Outside Office Hours

Contact	
Anthony Radford-Foley Highway Asset Manager	Via Forest Care 01344 786500
Jim Naylor Engineer (Highway Assets)	Via Forest Care 01344 786500

**BRACKNELL FOREST COUNCIL CALL OUT FACILITIES
OUTSIDE OFFICE HOURS**

Bracknell Forest Council
Forest Care

01344 786500

GRITTING OPERATION BY RINGWAY INFRASTRUCTURE SERVICES**RINGWAY INFRASTRUCTURE SERVICES
WINTER MAINTENANCE OPERATIONS ROSTER 2018/19**

Week Commencing	Operations Manager
	To be confirmed
30 October	Paul Christian
6 November	Paul Christian
13 November	Paul Christian
20 November	Paul Christian
27 November	Paul Christian
04 December	Paul Christian
11 December	Paul Christian
18 December	Paul Christian
25 December	Paul Christian
01 January	Paul Christian
08 January	Paul Christian
15 January	Paul Christian
22 January	Paul Christian
29 January	Paul Christian
05 February	Paul Christian
12 February	Paul Christian
19 February	Paul Christian
26 February	Paul Christian
05 March	Paul Christian
12 March	Paul Christian
19 March	Paul Christian
26 March	Paul Christian

RESPONSIBILITY	
1.	ACTING AS OPERATIONS MANAGER FOR ROADS WITHIN BRACKNELL FOREST COUNCIL
2.	LIAISON WITH THE DUTY MANAGER
3.	MOBILISING GRITTERS
4.	REPORTING BACK TO DUTY MANAGER ON COMPLETION: <ul style="list-style-type: none"> • Start Time • Finish Time • Rate of Spread • Tonnes Used

Operations Managers:

Paul Christian

Operations Managers Telephone number: 07834 503427

Office

01344 355160

Outside of normal working hours, the Operations Manager can be contacted through Forest Care - dial 01344 786500

**WINTER MAINTENANCE
GUIDANCE NOTES FOR DUTY MANAGERS**

1. FORECAST INFORMATION

- (i) At approximately 1200 hrs obtain and analyse all weather forecast data to assist in making an action decision, if possible.
- (ii) At approximately 1800 hrs obtain and analyse updated forecast to assist in making or amending an action decision, if appropriate.
- (iii) If a decision can still not be made it may be necessary to consult the forecaster at MeteoGroup.

2. COMMUNICATIONS

- (i) It is the responsibility of each Duty Manager to record all action taken on the justification forms (Appendix I), complete the Message Board on the MeteoGroup website, and distribute it immediately in accordance with the Notification List (Appendix J) and file for future reference.

WINTER MAINTENANCE CALL OUT GUIDELINES

For the purpose of allocating treatments a distinction is made between dry, damp and wet road surfaces. The following definitions should be used when making the treatment decision.

Table H1: Road Surface Wetness	
Dry road	A road that shows no signs of water or dampness at the surface but may be just detectably darker (however it may have moisture contained in pores below the surface that is not 'pumped' to the surface by traffic)
Damp road	A road which is clearly dark but traffic does not generate any spray. This would be typical of a well drained road when there has been no rainfall after 6 hours before the treatment time.
Wet road	A road on which traffic produces spray but not small water droplets. This would be typical of a well drained road when there has been rainfall up to 3 hours before the treatment time.

Precautionary treatment decision matrix

A decision matrix for precautionary treatments based on road surface conditions and predicted weather conditions is given in Table H2.

Table H2 – Precautionary Treatment Decision Matrix				
Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet/Damp	Wet Patches	Dry
May fall below +1.0°C	<u>No</u> rain <u>No</u> hoar frost <u>No</u> fog	Salt before frost	Salt before frost (see note a)	No action likely, monitor weather (see note a)
	<u>Expected</u> hoar frost <u>Expected</u> fog			
Expected to fall below +1.0°C	<u>Expected</u> rain <u>BEFORE</u> freezing	Salt after rain stops (see note c)		
	<u>Expected</u> rain <u>DURING</u> freezing	Salt before frost , as required during rain and after rain stops(see note d)		
	<u>Possible</u> rain <u>Possible</u> hoar frost <u>Possible</u> fog	Salt before frost		Monitor weather conditions
Expected snow		Salt before snow fall		
The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture. All decisions should be evidence based, recorded and require continuous monitoring and review.				

Notes:

(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 possible other occasions.

(b) When a weather warning contains reference to expected hoar frost, considerable deposits of frost are likely to occur. Hoar frost 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 hoar frost 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. Hoar frost 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 precautionary 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) Where there is any hint of moisture being present, a pessimistic view of the forecast should be taken when considering treatment to negatively textured surfaces.

RECOMMENDED TREATMENT

Table H3: Spread Rates for Reasonable Spreading Capacity		
Weather Condition		Salting (g/m²)
Frost or frost forecast RST at or above -2°C		8
Frost or frost forecast RST below -2°C and above -5°C and dry or damp road conditions		15
Frost or frost forecast RST below -2°C and above -5°C and wet road conditions		20
Frost or frost forecast RST at or below -5°C and above -10°C and dry or damp conditions		20
Frost or frost forecast RST at or below -5°C and above -10°C and wet road conditions		2 x 20
Snow forecast		
	Less than 10mm	20
	10mm or more	2 x 20
Treatment during snowfall – to provide a debonding layer		20 - Dry Salt (see notes 2 and 3)
Treatment for slush when freezing conditions forecast		2 x 20 – Dry salt (see note 4)
Treatments for thin layers of ice < 1mm		
	Lower of air or RST > -5°C	2 x 20 - dry salt 2 x 20 – salt/abrasive mix (see notes 5, 6,)
	Lower of air or RST < -5°C	2 x 20 – salt/abrasive mix (see notes 5 and 6)
Treatment for layers of compacted snow and ice		
Medium layer thickness (1 – 5mm)	Initial treatment	2 x 20 – salt/abrasive mix (see notes 5, 6, 7 and 9)
	Successive treatment	20 – salt/abrasive mix (see notes 5, 6, 7 and 9)
High layer thickness (greater than 5mm)	Initial treatment	2 x 20 – abrasives only (see notes 5, 6, 8, 9 and 10)
	Successive treatments	20 – abrasives only (see notes 5, 6, 8, 9 and 10)
	After traffic started to break up layer	20 – salt/abrasive mix (see notes 5, 6, 7 and 9)

DUTY MANAGER TO DETERMINE TIMING OF SALTING RUNS AND RATES OF SPREAD DEPENDING ON FORECAST DETAILS

THE ABOVE TABLES ARE FOR GUIDANCE ONLY

DUTY FORECASTER SHOULD BE CONSULTED AS NECESSARY.

NOTES:

Note 1: Spread rates quoted make an allowance for the network having porous, negative textured and dense surfacing and take into account the spreading capacities of the plant utilised. Spread rates for pre-wetted salting are the combined weight of dry salt and brine combined in proportion 70:30 by weight with brine of concentration 20 to 23%.

Note 2: During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly.

Note 3: A de-icer should not be spread alone without abrasives to anything other than a thin layer of ice or compacted snow when snowfall has ceased or future snowfall will be less than 10mm. Applying salt alone to compacted snow and ice can produce dangerously slippery conditions if a weak brine film is formed on top of the ice/snow layer.

Note 4: After snowfall, and when there will be no further ploughing but some slush remains on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

Note 5: Abrasives should ideally be 5-6mm and angular, but gradings down to 1-5mm should be reasonably effective. After abrasives have been used, drainage systems should be checked and cleared if necessary. Recovered material, which will be contaminated with road oil, must be disposed of safely.

Note 6: Care is needed when salt is mixed with abrasives with a high moisture content. Checks should be made that the mixture remains free flowing, does not clump and can be spread effectively.

Note 7: For medium thicknesses of compacted snow and ice, treatments without abrasives should only be used when earlier precautionary treatments have successfully established a debonding layer, and there is sufficient traffic to break up the layer of ice quickly.

Note 8: For high thickness of compacted snow and ice (greater than 5mm), treatments with a significant amount of salt should not be considered because they may leave the surface uneven. Any brine formed on the surface may collect in hollows and deepen them further, which can lead to a very uneven surface.

Note 9: When there are layers of snow, compacted snow, or ice of medium or high thickness on the road surface, it may be necessary to change the settings normally used for precautionary treatment to ensure a satisfactory distribution is achieved over the target spread width.

Note 10: A small amount of salt should be added to the abrasive to prevent freezing of the water within it. If the moisture content of the abrasive is 7%, 25g of salt per tonne of abrasive is sufficient to prevent freezing if thoroughly mixed.

BRACKNELL FOREST COUNCIL

DAILY RECORD FORM FOR WINTER MAINTENANCE

DATE : TIME DECISION TAKEN

1. FORECAST:- RED/AMBER/GREEN

HAZARD	YES	NO	POSSIBLE
ICE			
HOARFROST			
SNOW/SLEET			
FOG			

MINIMUM FORECAST TEMPERATURE:-

AIR

ALL ROADS

URBAN ROADS.....

2. PROPOSED ACTION

ROUTES	NO ACTION	FULL PRESALT		WET AREAS	
		Time	Rate	Time	Rate
1					
2					

JUSTIFICATION:-

SIGNED MANAGER

(Agents to Bracknell Forest Council)

NOTIFICATION LIST

No	Name	Organisation	Tel.	Email
1	Bracknell Forest BC	Highways Asset Management Group	01344 352000	
2	Bracknell Forest BC	Forest Care	01344 786500	Forest.Care@Bracknell-Forest.gov.uk
3	Bracknell Forest BC	Customer Services	01344 352000	Customer.Services@Bracknell-Forest.gov.uk
4	Bracknell Forest BC	Communications and Marketing Team	01344 352000	Communications.Marketing@Bracknell-Forest.gov.uk
5	Thames Valley Police		08458 505505	hbi@thamesvalley.pnn.police.uk
6	RBWM	Engineering and Transport	01628 685736	engineering@rbwm.gov.uk or vikki.roberts@rbwm.gov.uk
7	Wokingham Borough Council	Highways,	0118 908 8301	WBCWinter.maintenance@wokingham.gov.uk
8	Mouchel	Highways Agency Area 3		WinterService.Area3@enterprisemouchel.com and area3ncc@enterprisemouchel.com
9	MeteoGroup			Via message board
10	Heart FM		0118 928 8800	Thamesvalley.news@heart.co.uk
11	BBC Radio Berkshire		0118 946 4200	Radio.berkshire.news@bbc.co.uk
12	Surrey County Council	West Area Highways		wah@surreycc.gov.uk
13	Hampshire County Council			roads@hants.gov.uk

**WINTER SERVICE 2018-2019
FOOTWAYS/CYCLEWAY SALTING
IN BRACKNELL TOWN CENTRE**

1.0 General Procedure

- 1.1 The Council aims to provide a winter service enabling, as far as is reasonably practicable, the safe movement of pedestrian and cycle traffic on the first and second priority routes within the town centre.
- 1.2 Town centre footways and cycleways will not be pre-salted. They will be salted and/or cleared of accumulations of snow during particularly severe and prolonged hazardous weather conditions. Salt will be applied after the formation of ice on the footway and cycleway surface.
- 1.3 The area comprising the Town Centre first priority salting route shall be checked at day break and not later than 0630 hours Monday to Saturday and 0730 hours on Sunday for the presence of surface icing. Treatment of ice patching or general icing over the whole area shall be completed by 0745 hours Monday to Saturday and by 0845 Sunday.
- 1.4 The area comprising the second priority salting routes shall be treated on the instruction of Highway Asset Management staff. Treatment of the Second priority areas will generally comprise post treatment following reports of the deposition of snow.

2.0 Plant

- 2.1 All plant and vehicles used to perform the winter service shall be provided and maintained by the Contractor.

3.0 Decision Making

- 3.1 Whilst the forecast used to make the decision to salt the main highway network treatment routes may indicate the formation of ice overnight, the temperature conditions within the Town Centre may vary. The decision to treat the Town Centre first priority salting routes shall be made by the contractor responsible for treatment of the Town Centre only on the basis that the early morning inspections of the prescribed areas reveal the presence of surface icing.
- 3.2 The Contractor shall inform the client of the decision to salt the prescribed routes by 12 noon each day using Appendix I above.
- 3.3 Decisions to salt the Town Centre Secondary salting network and other areas will be made by the Council's Highways Asset Management staff. Areas for salting in the Town Centre may be subject to amendment as the Town Centre re-development progresses.

4.0 De-icing materials

- 4.1 When choosing de-icing materials for use in the Town Centre consideration needs to be given to the surface material being treated.

Extract from the Corporate Severe Weather Plan re Snow & Ice

These priorities have been established as a result of learning from previous year's snow events and would relate to similar severe cold weather / snow situations. This plan comes into effect and resources will be redeployed when contractor services such as Landscape and Waste Collection cannot or are at risk of not being able to operate as normal.

The corporate aim is to seek to ensure the overarching principles of (1) ensuring movement and public health (2) employment and (3) leisure within the borough and in that order.

Priority One

- Maintaining an operational priority road network (the Highways Contractor will already be doing this as part of the Highways Winter Service plan).
- Clearing sufficient access to the Depot site (to allow access and egress of Contractors vehicles).
- Clearing sufficient access to Time Square and Easthampstead House car parks / main entrances (to be undertaken from 6.30am whilst crews are waiting further direction).
- Footpath clearance and adequate access to neighbourhood shopping areas (as part of the Highways Winter Service Plan).

Priority Two

- Ensure that waste collections continue.
- Sufficient access to the Cemetery and Crematorium site and Longshot Lane waste disposal site.
- Sufficient access to Council owned residential care homes.

Priority Three

- Sufficient access to Council owned schools (drop off points only).
- Sufficient access to fee earning Council buildings and car parks.

Priority Four

- Sufficient access to non-fee earning Council car parks.
- Support to non BFC community facilities including Doctors surgeries.

Independent of the above priorities Leisure centre sites will be cleared by the Downshire golf tractor capability.

Where the severe weather plan is in operation to respond to a snow event, all relevant services and contractors will attend the corporate severe weather management team. The main point of contact with the highways management team will undertake day to day co-ordination directly with the contractor representatives to task activities and deploy resources.

16. CIRCULATION LIST

16.1 Internal

Highways Asset Management
Customer Services
Forest Care
Communications
Departmental Directors
Ringway Infrastructure Services
Environmental Services

16.2 Adjoining Councils

Hampshire County Council
Royal Borough of Windsor & Maidenhead
Surrey County Council
Wokingham Borough Council

16.3 Highways Agency's Agents

Mouchel

16.4 Emergency Services

Thames Valley Police
Royal Berkshire Fire and Rescue
South Central Ambulance Service

16.5 Parish and Town Councils

Binfield Parish Council
Bracknell Town Council
Crowthorne Parish Council
Sandhurst Town Council
Warfield Parish Council
Winkfield Parish Council

16.5 Media Organisation

BBC Radio Berkshire
Heart FM

17. REFERENCES

- i) Well-maintained Highways - Code of Practice for Maintenance Management July 2005, as amended. (18 September 2013)
- ii) Highways Act 1980
- iii) Lessons from the Severe Weather February 2009. UKRLG
- iv) The Resilience of England's Transport Systems in Winter – An Independent Review – Report October 2010.
- v) Winter Service Guidance for Local Authority Practitioners – Recommended Precautionary Treatments and Post Treatments Including Revised Salt Spread Rates. (January 2011)

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**TO: ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL
18 September 2018**

WORKING GROUP UPDATE REPORT Task & Finish Group Lead Member

1 PURPOSE OF REPORT

- 1.1 This report sets out the programme of work to be undertaken by the Task & Finish Group of the Panel reviewing LED Lighting in the Borough.

2 RECOMMENDATION(S)

- 2.1 **That the Panel notes the programme.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To keep the Panel up to date regarding the activities of its Task and Finish Group reviewing LED Lighting in the Borough.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 A Task and Finish Group of the Panel, comprising Councillors John Porter (Chairman), Angell, Mrs Angell, Brossard, Ingham, Leake, Mattick, McKenzie-Boyle, Virgo and Sebastian Navaranjan, Principal Engineer, to review LED Lighting in the Borough.
- 5.2 The Task and Finish Group was set up to review the implementation of the LED Lighting project in 2018 and ensure it is fit for purpose. This includes scrutinising the potential to provide a range of benefits including substantial financial savings to the Council, reduced carbon emissions and reduced light pollution against the context of the important role that road lighting plays in terms of assisting traffic safety and helping to reduce crime.
- 5.3 At the next meeting of the Group members will analyse all previous documents relating to the project design and implementation of LED lighting in Bracknell. Further work includes site visits to carry out observations of whether or not LED lighting is significantly different when dimmed; comparisons with other authorities; workshops groups with community groups and a meeting with the suppliers, Phillips.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION

- 6.1 Not applicable.

Background Papers

None.

Contact for further information

Louise Connelly – 01344 354047

e-mail: louise.connelly@bracknell-forest.gov.uk

ENVIRONMENT, CULTURE AND COMMUNITIES

Quarterly Service Report
1st Quarter 2018 - 2019



Revenue Finance

	Original Budget	Current Budget	Change
Gross Revenue Budget	29,873,000	30,238,000	365,000
Income	11,529,000	11,529,000	(0)
Net Revenue Budget	18,344,000	18,730,000	365,000
Current Out-turn		18,315,000	
Major Variances – revenue		(394,000)	

Major Variances on Revenue (+/- £25k and above)

65

	£000's
Concessionary Fares - There has been a continuing decline in trip rates over the past few years	(225)
Environmental Services – increase in contract costs due to addition of new adopted land	41
Coral Reef – meter reading errors have led to backdated gas charges	91

Major Variances on Revenue (+/- £25k and above)

66

	£000's
Waste Management – recovery of prior years vat from pro-forma invoices has led to an underspend of £212k. In addition income from Brown Bins is £53k above initial estimate and the contracted services costs are £33k below budget.	(297)



Emerging Issues Revenue (+/- £25k and above)

	£000's
The 18-19 budget made an assumption that the savings to be realised from the sale of EHPCC would mean that a budget was only required for the first 3 months of the financial year.	176
<p>Visits to the Council's car parks are less than those estimated pre-opening, at this stage an overspend of £260k is a potential.</p> <p>Costs of administering Residents car parking scheme are not met by the income resulting in an overspend of £60k</p> <p>Income from parking enforcement penalty charge notices is expected to be £25k below budget.</p>	345

Emerging Issues Revenue (+/- £25k and above)

	£000's
In prior years the Local Development Framework budget had been consistently reduced. Of the current budget of £111k, £61k is required for the contract with Reading Borough Council, the remaining budget is insufficient to meet commitments to deliver the framework resulting in an anticipated pressure of £150k.	150

Capital Finance

Capital Programme 2018-19

£15,936,850

%Spent

10%

£ Spent

£1,665,947

69

%Committed

12%

£ Committed

£1,967,020

%(Under)/Overspend

0%

£ (Under)/Overspend

0

%carry forward

0%

£ carry forward

£0



Key Highlights

- Self-service continues to be implemented across library sites to be followed by technology assisted opening.
- New SPA strategy working well.
- EPCC sale progressing well.
- Investment at BLC approved and due to commence work imminently.
- Planning appeals performance to be investigated.
- Thanks to the dedicated Waste and Recycling team for their continued efforts in trying to attain the challenging national targets.
- The new chapel is expected to open in September at the Cemetery and Crematorium.
- Green Flag awards for 6 of the Council's parks.
- Final QSR for Vincent.

“Forward” Look

- New structure
- EPCC.
- Next stages of Local Plan development
- Martin’s Heron Roundabout conversion
- Continuation of implementation of self–service technology within the Library service
- Development of Country Park proposal
- Suez extension

Questions?

ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE:	I076414
TITLE:	Award of Refuse Collection Contract Extension
PURPOSE OF REPORT:	To consider the award of an extension of the Refuse Collection Contract
DECISION MAKER:	Executive
DECISION DATE:	25 Sep 2018
FINANCIAL IMPACT:	Details of the financial impact are set out in the report.
CONSULTEES:	None.
CONSULTATION METHOD:	Not applicable.

REFERENCE:	I078324
TITLE:	Community Centre and Health Care Hub at Blue Mountain
PURPOSE OF REPORT:	To seek approval for the delivery strategy for the co-located community centre and health care hub for the site at Blue Mountain.
DECISION MAKER:	Executive
DECISION DATE:	25 Sep 2018
FINANCIAL IMPACT:	Land for the hub is available as part of the agreement with the land owner/developer of the residential site. The proposal requires capital funding (c. £9m) for the proposed new facilities including contribution from the NHS. The report also sets out the principles of the ongoing maintenance/service charge.
CONSULTEES:	Binfield Parish Council, Binfield Surgery, East Berkshire CCG and Corporate Management Team.
CONSULTATION METHOD:	Meetings and email consultation with key partners and Corporate Management Team

REFERENCE:	I076298
TITLE:	Designation of a new Conservation Area at Wick's Green, Binfield.
PURPOSE OF REPORT:	This report is to enable the Executive Member for Planning and Transport to consider the designation of a new Conservation Area at Wick's Green, Binfield under section 69(1) of Planning (Listed Buildings and Conservation Areas) Act 1990.
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	25 Sep 2018
FINANCIAL IMPACT:	Within existing budget.
CONSULTEES:	Binfield Parish Council All residents and organisations living and operating within the area to be considered for designation.
CONSULTATION METHOD:	Letter.

REFERENCE:	I076114
TITLE:	Warfield Neighbourhood Plan – Publicise plan for consultation and appoint Examiner
PURPOSE OF REPORT:	To agree to publicise and undertake public consultation on the Warfield Neighbourhood Plan and to appoint an Examiner
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	8 Oct 2018
FINANCIAL IMPACT:	Cost of Examination estimated to be in the region of £6,000
CONSULTEES:	N/A
CONSULTATION METHOD:	None for report, but the report seeks authorisation to undertake a 6 week public consultation on the submission version of the Warfield Neighbourhood Plan (statutory Regulation 16 consultation)

REFERENCE:	I078572
TITLE:	Bracknell Forest Local Plan - Submission Version
PURPOSE OF REPORT:	<p>To consider recommending to Council, the publication of the Draft Submission version of the Bracknell Forest Local Plan Document together with related changes to the Policies Map and supporting evidence, for a six week consultation in November – December 2018. To subsequently submit the Bracknell Forest Local Plan to the Secretary of State for independent examination.</p> <p>The Bracknell Forest Local Plan will guide the location, scale and type of future development up to 2035 as well as providing detailed development management policies to be used in determining planning applications.</p>
DECISION MAKER:	Executive
DECISION DATE:	16 Oct 2018
FINANCIAL IMPACT:	Covered by the Local Plan Budget.
CONSULTEES:	Public Statutory Consultees Further details contained within the report
CONSULTATION METHOD:	Public consultation will take place for 6 weeks in November/December

REFERENCE:	I078849
TITLE:	Harmans Water Library
PURPOSE OF REPORT:	To create a new library
DECISION MAKER:	Executive Member for Culture, Resources and Public Protection, Director of Resources
DECISION DATE:	19 Oct 2018
FINANCIAL IMPACT:	Within the capital expenditure already approved.
CONSULTEES:	Borough Solicitor Borough Treasurer Procurement
CONSULTATION METHOD:	By report

REFERENCE:	I075157
TITLE:	Pre-submission consultation response on the draft Winkfield Neighbourhood Plan
PURPOSE OF REPORT:	To agree the Council's response to the draft Winkfield Neighbourhood Plan Consultation (Regulation 14 pre-submission)
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	5 Nov 2018
FINANCIAL IMPACT:	None at this time. Grant funding from central government can be claimed at later stages.
CONSULTEES:	In producing a response, colleagues from affected services have been consulted.
CONSULTATION METHOD:	Bracknell Forest is being consulted by Winkfield Parish Council

REFERENCE:	I077385
TITLE:	Locally Listed Buildings Designation
PURPOSE OF REPORT:	To inform Members of buildings and structures considered to have local architectural or historic interest which merit inclusion on a local list which will sit alongside the Bracknell Forest Local Plan and be a material consideration in the assessment in decision making.
DECISION MAKER:	Executive
DECISION DATE:	13 Nov 2018
FINANCIAL IMPACT:	The costs associated with the call for nominations for Locally Listed buildings and the review of the outcome can be met from within the existing local plan budget.
CONSULTEES:	National Amenity bodies Berkshire Amenity bodies Bracknell Amenity bodies Parish Councils
CONSULTATION METHOD:	E - mail sent to relevant consultation bodies

REFERENCE:	I077197
TITLE:	Parks and Countryside Transformation Review
PURPOSE OF REPORT:	To approve the implementation of the new strategy for the parks and countryside service and to agree the Procurement Plans.
DECISION MAKER:	Executive
DECISION DATE:	13 Nov 2018
FINANCIAL IMPACT:	To be confirmed
CONSULTEES:	None.
CONSULTATION METHOD:	Not applicable.

REFERENCE:	I076115
TITLE:	Consultation response on the submission version of the Warfield Neighbourhood Plan
PURPOSE OF REPORT:	To agree the response to the consultation on the submission version of the Warfield Neighbourhood Plan (Regulation 16 submission consultation)
DECISION MAKER:	Executive Member for Planning & Transport
DECISION DATE:	16 Nov 2018
FINANCIAL IMPACT:	Central Government grant. Within existing budget.
CONSULTEES:	Bracknell Forest Council can provide comments on this consultation which will be sent to the independent Examiner. In producing the response, colleagues from affected service areas have been consulted for comments.
CONSULTATION METHOD:	This is a public consultation on the submission version of the Warfield Neighbourhood Plan (statutory Regulation 16 consultation)

REFERENCE:	I079177
TITLE:	Bracknell Town Centre Regeneration Committee Update Report
PURPOSE OF REPORT:	To update the Committee on the regeneration of Bracknell Town Centre
DECISION MAKER:	Bracknell Town Centre Regeneration Committee
DECISION DATE:	10 Dec 2018
FINANCIAL IMPACT:	Contained within the report.
CONSULTEES:	Not applicable.
CONSULTATION METHOD:	None

REFERENCE:	I077134
TITLE:	Review of Statement of Gambling Principles
PURPOSE OF REPORT:	The purpose of this item is to review the Council's Statement of Gambling Principles in accordance with the Gambling Act 2005. The document is required to be reviewed and republished following Council approval by the end of January 2019.
DECISION MAKER:	Executive
DECISION DATE:	18 Dec 2018
FINANCIAL IMPACT:	No financial implications
CONSULTEES:	Various statutory consultees, trade bodies, gamblers advice organisations, parish and town councils, Police
CONSULTATION METHOD:	Public consultation portal - notification to be sent to interested parties via email

REFERENCE:	I074933
TITLE:	Highway Maintenance Works Programme 2019-20
PURPOSE OF REPORT:	The Council makes provision for highway maintenance schemes as part of its overall budget allocation. The funding is then targeted according to highway condition. In order to ensure most effective use of resource and the early booking of the plant and equipment, approval is sought annually to approve the targeting of funding to a those roads identified on a rolling list as being in greatest need.
DECISION MAKER:	Executive
DECISION DATE:	12 Mar 2019
FINANCIAL IMPACT:	The approved 2019/20 capital programme includes budgets for Highway Maintenance . Spend against these budgets will be monitored on a monthly basis and reported on in line with the 2019/20 capital budget monitoring timetable
CONSULTEES:	Not applicable
CONSULTATION METHOD:	Not applicable

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