

MINUTES of the CRIME AND COMMUNITY SAFETY COMMITTEE MEETING OF STANLEY TOWN COUNCIL held at Stanley Civic Hall, Front Street, Stanley on Wednesday 13th January 2016 at 6.30pm

PRESENT: Cllr C Bell* Cllr C Thompson Cllr D Walker Cllr G Graham
Cllr J Nicholson Cllr J Charlton Cllr W Nixon

*Chair

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)
James Harper (Community Development Manager)

ABSENT: Cllrs L Elliott and R Ferris

IN ATTENDANCE: Dave Clarke (Stanley Police) 18.39

467 APOLOGIES

None

468 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council.
Cllr Bell declared an interest as a member of the Traders.

469 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

None.

470 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

471 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr Graham, seconded by Cllr Nixon and **RESOLVED** that the Committee approve the minutes of the Crime and Community Safety Committee meeting held on 4th November 2015.

472 BLOOMING GOOD FUN

Members considered the proposal from James Harper for the project in 2016/17.

Members **RESOLVED** that:

- (i) the judging be done earlier this year, at the end of June or beginning of July.
- (ii) The working group for the project be made up of James Harper and Cllrs Thompson, Nicholson, Bell, Harrison, Nixon and Clegg.

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UPDATE FROM LOCAL PARTNERS

PS Dave Clarke gave the following updates:

- Offenders responsible for car break ins at Catchgate have been arrested.
- Offenders responsible for the burglaries in Tantobie have been arrested.
- There have been some funds made available to allow police officers to work with youths in the bus station at night.

Cllr G Graham requested that the committee consider funding light batons for the police. The Clerk noted that these batons were a non authorised implement so therefore could not be used by the police under the highway code.

Mini Police – The Clerk noted that the launch for the mini police was to be on Thursday 14th. The Lieutenant and 80 children from 4 local schools will be doing a walk on the front street up to the Civic Hall.

PACT House – The PACT House launch will be on Thursday 14th between 4-6pm as an introduction for people to have a look around.

Electrical work is being carried out. A brand new kitchen may be available from Byker. There are lots of volunteers and companies volunteering to help do work to PACT House.

Dave Clarke has formed a not for profit organisation and is waiting for Companies House registration. Once this arrives, PACT House can be constituted as a charitable company. The Trustees are currently Darren McMahon, Dave Clarke, Tina Parry, Kevin Howe and Debbie Hugil. Cllr G Graham volunteered to be on the board of trustees.

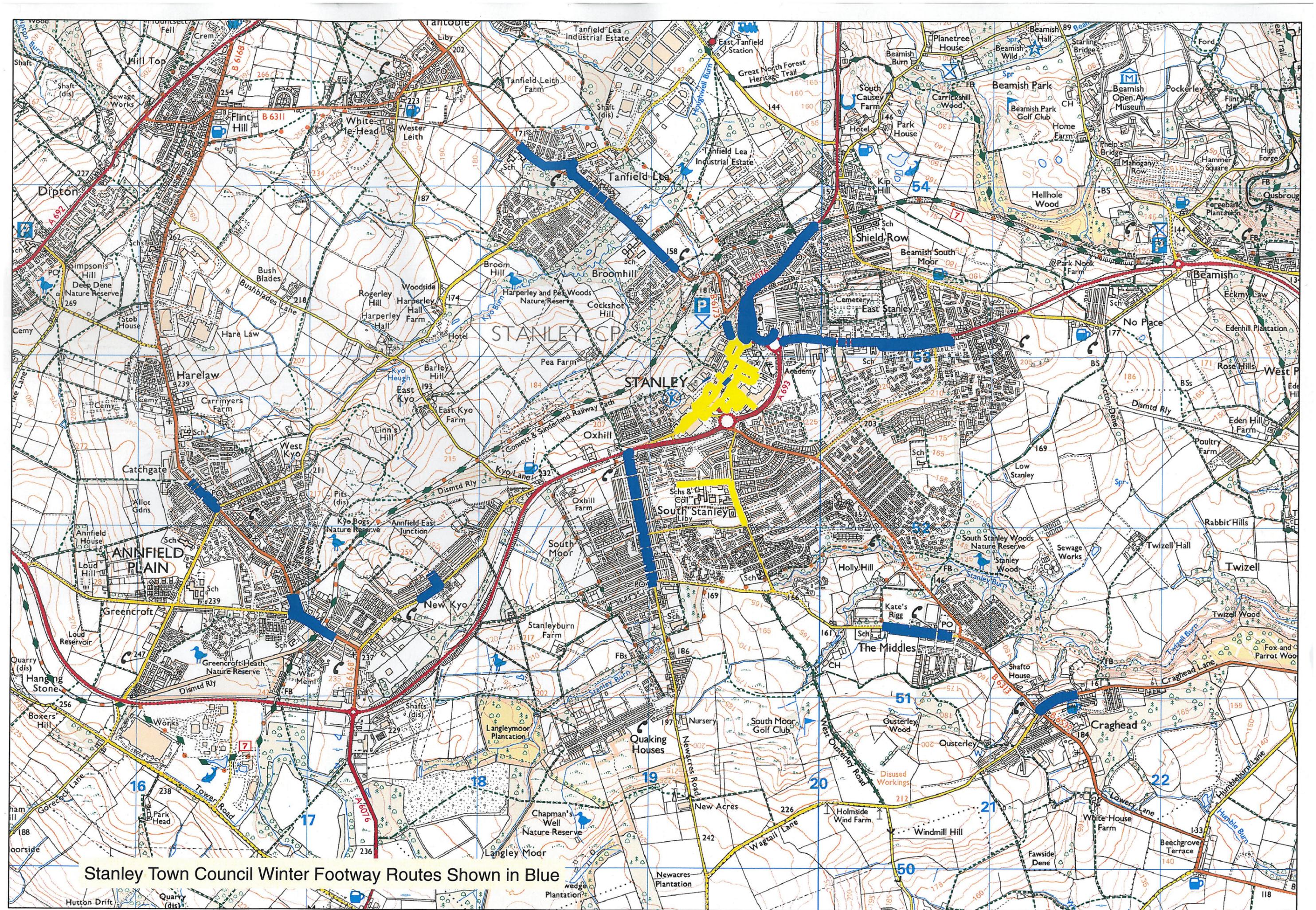
The Clerk noted that there is no lease available to sign yet. PACT House hopes to open mid-late March and there needs to be a planning application submitted to change the use of the building in order to sell food.

Members **NOTED** the update on Mini Police and PACT House.

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DATE, TIME AND VENUE OF NEXT MEETING

3rd February 2016, 6.30pm at Stanley Education Centre



Stanley Town Council Winter Footway Routes Shown in Blue

Winter Maintenance Policy



Date	30th September 2015
Status	Final
Approved by	Technical Services Management Team

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1. Introduction

- 1.1 This Winter Maintenance Policy details the service levels of where and when the Council will provide winter maintenance on the adopted highway in accordance with the national code of practice “Well-Maintained Highways – Code of Practice for Highway Maintenance Management” (the “Code”).
- 1.2 The Code has recently been updated in respect of winter maintenance with a number of medium and long term recommendations. These recommendations will be implemented on a phased basis as soon as reasonably practicable.
- 1.3 The purpose of winter maintenance is to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.
- 1.4 Winter maintenance involves:
- Pre-treatment - “precautionary” salting before the formation of ice;
 - Post-treatment - continuing salting following the formation of ice;
 - Clearance of ice and snow;
 - Dealing with continuous severe conditions; and
 - Provision of salt and grit bins/heaps.
- 1.5 For the purposes of this policy the overall winter period runs from:
- High Pennines and Low Pennines - From the beginning of October until the end of April in the following year;
 - Central and Coastal - From mid-October until mid-April in the following year; and
 - The core winter period runs from mid-November until mid-February in the following year.
- 1.6 This policy should be read in conjunction with the public information leaflet Winter Salting Routes or by referencing the [online maps](#).
- 1.7 Following the severe winter of 2008/09 a comprehensive review of winter maintenance was undertaken by a Working Group formed from the Environment and Sustainable Communities Overview & Scrutiny Committee. The recommendations contained in their report have been incorporated within this Policy and our Operational Plan to further improve resilience.

2. Legal Responsibility and Duty

- 2.1 As the Local Highway Authority, the Council is responsible for ensuring the highway network is managed and maintained for the safe and convenient movement of people and goods.
- 2.2 The Highways Act 1980 sets out the main duties of the Local Highway Authority in respect of highway maintenance. Section 41(1A) of the Highways Act 1980 (c. 66) (duty of Highway Authority to maintain highway) states:

“In particular, a Highway Authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.”

- 2.3 The Highways Act does not specify the level of winter maintenance although the Code offers guidance in line with national best practice.
- 2.4 Given the scale of commitment and other resources involved in delivering winter maintenance the Code recognises that it is not reasonable either to:
- Provide the service on all parts of the adopted highway; or
 - Ensure running surfaces are kept free of ice or snow at all times, even on the treated parts of the adopted highway.
- 2.5 Rather the Code expects the Local Highway Authority to formally approve and adopt policies and priorities for winter maintenance and this is the purpose of this Policy.

3. Objectives

- 3.1 Winter maintenance is essential to keep the highway network open for the safe and convenient movement of people and goods.
- 3.2 The objectives of winter maintenance are as follows:

Objectives	Description
Customer	Meeting user needs and expectations through an efficient, effective and proportionate service
Safety	Complying with statutory obligations
	Meeting user's needs for safety
Serviceability	Ensuring availability
	Maintaining reliability
Sustainability	Minimising whole life costs
	Maximising value to the community
	Minimising environmental impact

4. Treatment Routes

- 4.1 It is not practical to treat all parts of the adopted highway. Therefore, in accordance with the Code the Council prioritises adopted highway routes for treatment as follows:

Treatment Routes	Treatment
Carriageways	Priority 1 - Precautionary Salting and Post Treatment
Carriageways	Priority 2 - Post Treatment
Carriageways	Snow Clearance
Carriageways	Resilience Network
Footways	Snow Clearance
Cycleways	Snow Clearance

- 4.2 Please visit www.durham.gov.uk/winterroads for the Winter Salting routes for Priority 1, Priority 2 and Snow routes.

4.3 The above routes are also available as interactive maps on our website at the following link:

www.durham.gov.uk/winterroads

4.4 **Carriageways – Priority 1**

4.4.1 Priority 1 routes include all the key carriageways in the County based on the carriageway network hierarchy as detailed in Appendix 1 which reflects the relative importance of the carriageway.

4.4.2 Priority 1 routes include all carriageways in Categories 2 & 3a and the majority of Category 3b carriageways. In addition, other carriageways in Categories 3b, 4a and 4b have been added to take account of known problem areas.

4.4.3 All Category 1 Motorway and Category 2 Trunk Roads are treated by the Highways Agency.

4.4.4 Priority 1 routes comprise 45% or 1,733 km of the carriageway network. This is one of the highest proportions in the UK and reflects that winter maintenance is a top priority for the Council.

4.5 **Carriageways – Priority 2**

4.5.1 Priority 2 routes are additional to Priority 1 routes and include important roads for post-treatment in times of prolonged winter weather. Priority 2 routes are treated after the Priority 1 network has been treated subject to available resources.

4.5.2 For the purposes of the Priority 2 routes, prolonged winter weather is defined as either extended frost conditions (road surface temperatures remain below zero for a period exceeding 48 hours) or snow events (snow settles and is expected to remain for a period exceeding 24 hours)

4.5.3 Priority 2 routes are routes which have some strategic importance but not enough to include them as Priority 1 routes. They also include known problem areas.

4.5.4 Priority 2 routes comprise 10% or 387 km of the carriageway network.

4.6 **Carriageways - Snow Routes**

4.6.1 During and after major snowfall more intensive resource is required to keep carriageways clear. Therefore, resources have to be concentrated on a smaller network of more strategic Priority 1 routes known as Snow Routes.

4.6.2 The Snow Routes are prioritised as follows based on the carriageway network hierarchy:

- Bus routes on Principal (Class A) carriageways (Categories 2 & 3a) between major centres of population and links to major industrial estates including work within these estates. Restore accesses to emergency service buildings and depots;

- Category 3a and 3b carriageways prioritised based on traffic flow on bus routes and links to smaller industrial estates and communities; and
- Important public transport routes and emergencies on unclassified carriageways (Category 3b).

4.6.3 Once Snow Routes are clear then the remainder of the Priority 1 routes and Priority 2 routes will be cleared in priority order.

4.6.4 Other routes will be cleared at the request of the Emergency Services as appropriate.

4.6.5 The public may request for other carriageways to be cleared by contacting Customer Services whose contact details are at Section 9. However, these requests can only be considered once the Priority 1 and Priority 2 routes are cleared and are prioritised subject to available resources.

4.7 **Carriageways - Resilient Network**

4.7.1 The Resilient Network is a subset of the Priority 1 winter maintenance pre-treatment routes and is designed to provide a minimum essential service to the public, including links to the strategic network, access to key facilities, critical infrastructure and other transport needs.

4.7.2 For winter maintenance purposes the Resilient Network is a contingency that is only implemented if there is a shortage of resources such as salt.

4.8 **Footways**

4.8.1 Footway routes are based on the footway network hierarchy as detailed in Appendix 2 which reflects the relative importance of the footway. Footway treatment is prioritised as follows:

Footway Category	Overnight Frost Conditions <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	Daytime Frost Conditions <i>(forecast temperatures below zero extending beyond 10.00am)</i>	Extended Frost Conditions <i>(forecast temperatures remaining below zero for a period exceeding 48 hours)</i>	Snow Events <i>(snow expected to settle and remain for a period exceeding 24 hours)</i>
1a	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
1	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
2	No treatment	No treatment	Treatment will be undertaken in those areas listed below	Treatment will be undertaken in those areas listed below
3	No treatment	No treatment	No treatment	No treatment
4	No treatment	No treatment	No treatment	No treatment

4.8.2 In times of severe weather the Council will undertake treatment of footpaths in accordance with the table detailed above in the following locations countywide:

- Category 1 and 1a footways (town centres);
- Public transport interchanges;
- Hospitals;
- Doctors surgeries/health centres;
- Selected Category 2 footpaths (small village shopping streets);
- Sheltered accommodation; and
- Care homes.

4.9 **Cycleways**

4.9.1 Cycleway routes are based on the cycleway network hierarchy as detailed in Appendix 3 which reflects the relative importance of the cycleway. Cycleway treatment is prioritised as follows:

Cycleway Category	Overnight Frost Conditions <i>(overnight forecast temperatures below zero but not extending beyond 10.00am)</i>	Daytime Frost Conditions <i>(forecast temperatures below zero extending beyond 10.00am)</i>	Extended Frost Conditions <i>(forecast temperatures remaining below zero for a period exceeding 24 hours)</i>	Snow Events <i>(snow expected to settle and remain for a period exceeding 24 hours)</i>
A	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway	Treatment as per adjacent carriageway
B	No treatment	No treatment	Treatment will be undertaken as and when resources become available	Treatment will be undertaken as and when resources become available
C	No treatment	No treatment	No treatment	No treatment

5. **Provision of Salt and Grit Bins**

5.1 The Council undertakes precautionary salting on only a proportion of the adopted highway network and many minor roads are not treated. In these areas the Council will provide salt and grit bins for the public to use themselves based on the following objective criteria:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Roads: <ul style="list-style-type: none"> - Steep gradients; - Severe bends; - Traffic category; - Bus route; and - Accident history. | <ul style="list-style-type: none"> ▪ Footways: <ul style="list-style-type: none"> - High pedestrian activity; - Gradients; - Pedestrians with reduced mobility; - Health centres; and - Local services. |
|---|--|

5.2 The public may request a salt bin assessment via Customer Services whose contact details are at Section 9.

- 5.3 Please see Appendix 4 for the salt bin assessment form.
- 5.4 The Council provides over 2,300 salt and grit bins countywide.
- 5.5 Please note that the salt and grit must only be used on the adjacent carriageway and footway. It must not be used on private drives and paths or taken to another location.
- 5.6 The Council regularly re-fills the salt and grits bins however some bins may be emptied before the next scheduled re-fill. If a bin is empty the public may request a re-fill via Customer Services whose contact details are at Section 9.

6. **Provision of Salt and Grit Heaps**

- 6.1 Salt and grit heaps are provided in rural locations on steep banks and bends for the public to use themselves on a case by case basis.
- 6.2 The Council regularly replenishes the salt and grits heaps however some heaps may be depleted before the next scheduled replenishment. If a heap is depleted the public may request a replenishment via Customer Services whose contact details are at Section 9.

7. **Deployment and Response Times**

7.1 ***Precautionary Salting – Priority 1 Routes and Resilient Network***

- 7.1.1 The decision whether to precautionary salt on an evening or the next morning is taken by trained and experienced Duty Managers based on specialist winter weather forecasts and local knowledge. This decision is normally taken before 14:00 hours. Once this decision has been made the precautionary salting is carried out at the optimum time to maximise the effectiveness of the treatment.
- 7.1.2 The weather forecast and actual conditions are closely monitored by the Duty Managers and actions changed as appropriate. Actual conditions are monitored using 12 roadside weather monitoring stations across the county and feedback from operational staff on the ground.
- 7.1.3 The response time, which is the period between a decision being taken to begin treatment and vehicles leaving their depots, is one hour, applying both within and outside normal working hours.
- 7.1.4 The target treatment time for precautionary salting, which is the period between vehicles leaving the depot and the completion of treatment on a particular route, is 2½ hours.
- 7.1.5 For early morning treatment of carriageways this treatment should normally be completed by 07:30 hours on weekdays and Saturdays and by 08:30 hours on Sundays and Bank Holidays. In general, no treatment will take place between 23:00 hours and 05:00 hours unless specific forecast conditions dictate it to be necessary.
- 7.1.6 Effective precautionary salting relies on accurate weather forecasts and good decision making. Whilst the accuracy of weather forecasts has greatly improved

due to advances in technology in recent years the accuracy can never be guaranteed and actual conditions can be better or worse than forecast. If conditions are worse than forecast then there is a risk that precautionary salting will not be completed in time before ice forms on the carriageway.

7.1.7 Further even if precautionary salting is completed on time there is no guarantee that it will be fully effective as it relies on the effects of traffic to crush the salt to form a brine solution but once in solution it can be washed away by rain.

7.1.8 Therefore, it is important that highway users are aware that there are no guarantees that routes will be free of snow and ice and travel appropriately to the prevailing weather conditions at all times.

7.2 ***Post Treatment and Clearance of Ice and Snow – Priority 1 Routes and Resilient Network***

7.2.1 Where ice has formed or ice and snow settled resources will continuously be deployed until routes are clear and likely to remain clear.

7.3 ***Post Treatment and Clearance of Ice and Snow – Priority 2 Routes***

7.3.1 Priority 2 routes will only be treated during times of prolonged severe weather and when the Priority 1 routes are clear and likely to remain clear subject to available resources.

7.4 ***Snow Routes***

7.4.1 Resources will continuously be deployed until routes are clear and likely to remain clear.

8. **Resilience**

8.1 Following recent severe winters the Council has improved resilience by increasing salt stocks to 42,000 tonnes at the start of the winter maintenance season. This provides enough salt for all but the most severe winters without any re-supply. This mitigates the risk of any salt supply shortages during the winter maintenance season.

8.2 The salt stock of 42,000 tonnes provides the following resilience for the normal treatment networks compared to that recommended by the Code:

Resilience - Salt Stocks	Code – Recommended	Durham County Council
Runs	48	160
Days	12	40

8.3 The Council places orders for salt deliveries during the winter maintenance season to replenish stocks as they are used to maintain resilience.

9. **Customer Services**

9.1 ***Durham County Council***

9.1.1 All emergencies (which are defined as any issue deemed to be an immediate danger to public safety) must be reported by telephone number 03000 261000 which is staffed 24 hours every day of the week to ensure that they are treated as a priority.

9.1.2 Other issues may be reported by either:

- Telephone number: 03000 261000
- Email: help@durham.gov.uk
- Website: www.durham.gov.uk/winterroads

9.1.3 For general winter maintenance information please see the website:

www.durham.gov.uk/winterroads

9.1.4 Emails are only monitored during normal working hours.

9.1.5 All reports will be assessed by Customer Services and then directed to the appropriate team for action.

9.2 ***Highways Agency***

9.2.1 For enquires on the A1(M) and A66 call the Highways Agency Information Line (HAIL) on 0300 123 5000.

9.2.2 For enquires on the A19 call Autolink on 01642 560538.

10. **Feedback**

10.1 The Council welcomes feedback on any aspect of this Policy. If you would like to provide feedback please provide via Customer Services using the contact details above.

Appendix 1 - Carriageway Network Hierarchy

Category	Hierarchy Description	Type of Road - General Description	Detailed Description
1	Motorway	Limited access. Motorway regulations apply.	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	Trunk and some Principal 'A' roads between primary destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary links. Short – Medium distance traffic.	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C Class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the strategic and main distributor network. In built up areas these roads have 30mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On street parking is generally unrestricted except for safety reasons.
4a	Link Road	Roads linking between the main and secondary distributor network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial inter-connecting roads with 30mph speed limits, random pedestrian movements and uncontrolled parking.
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGV. In urban areas they are often residential loop roads or cul-de-sacs.

Appendix 2 - Footway Network Hierarchy

Category Number	Category Name	Brief Description
1a	Prestige Walking Zone	Very busy areas of towns and cities with high public space and streetscene contribution
1	Primary Walking Route	Busy urban shopping and business areas and main pedestrian routes
2	Secondary Walking Route	Medium usage routes through local areas feeding into primary routes, local shopping centres, etc.
3	Link Footway	Linking local access footways through urban areas and busy rural footways
4	Local Access Footway	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs

Appendix 3 - Cycleway Network Hierarchy

Category	Description
A	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access).
B	Cycle track; a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths; either segregated by a white line or other physical segregation, or un-segregated.
C	Cycle trails; leisure routes through open spaces. These are not necessarily the responsibility of the Highway Authority but may be maintained by an Authority under other powers or duties.

Appendix 4 – Salt Bin Assessment Form

DURHAM COUNTY COUNCIL

SALT BIN REQUEST (Valid from December 2014)

Location:	Date:	Assessor:
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	Characteristic	Description / Severity	Scores	Score (road)	Score (footways)	
1	Description of gradients	Steep	60			
		Moderate	30			
		Slight / level	Nil			
2	Description of bends	Sharp / many	50			
		Moderate / few	20			
		Slight / straight	Nil			
3	Traffic type	Domestic / housing est	20			
		Industrial	10			
		Rural	Nil			
4	Traffic flow	Heavy	20			
		Light	10			
5	Pedestrian activity	Elderley / less mobile	40			
		Heavy (town, large village)	30			
		Light (small village)	10			
6	On a treated route	Yes	Priority 1	-80		
			Priority 2 / other	20		
		No	0			
7	Salt bin / heap nearby	Yes	-80			
		No	20			
8	Proximity of health centre / surgery	Near	40			
		Distant	Nil			
9	Other important local services - pharmacy, schools, comm centre, shops etc.	Near	30			
		Distant	Nil			
10	Bus route	Untreated	20			
		Treated	10			
11	Accident history	Yes	20			
		No	Nil			
TOTAL						
				150 to qualify	150 to qualify	

Signed
Assessor

Signed
Highways Superintendent

Date

Contact: Pauline Walker
Direct Tel: 03000 266056
email: litterfreedurham@durham.gov.uk



17 December 2015

LitterFree Durham's Big Spring Clean

Thank you for your interest in being involved with LitterFree Durham's Big Spring Clean.

Durham County Council sees this campaign as an opportunity for communities to come together to help improve their local neighbourhoods and is eager to assist wherever possible.

From your Booking Form and recent conversations(s), it now seems that it is not possible for the Council to attend or take part in your litterpicking activity.

As we cannot take part in your litterpick, the organisation of the event is solely your responsibility, and as such, you should ensure that the event is covered by insurance through your own group or through a separate organisation. The Health and Safety of any volunteers should always be paramount, and we recommend that you read your insurance details carefully as you may be expected to carry out Health and Safety Risk Assessments prior to any activity taking place and consider your wider responsibilities to ensure the health and safety of all participants. The Council will accept no liability for any incident arising from the event.

As stated previously, Durham County Council is willing to assist by lending litterpicking equipment to your group, but it is your responsibility to ensure that is used correctly by volunteers. We enclose additional information which may be of assistance in planning your event.

If you require any further information, please contact me at any time.

Yours sincerely,

Pauline Walker
Senior Civic Pride Officer

Direct Services, Neighbourhood Services

Durham County Council, Service Direct, Meadowfield, County Durham, DH7 8XQ
Main Telephone 03000 261000

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www.durham.gov.uk



LitterFree Durham's Big Spring Clean

Group Name	
Group Contact or Leader's Name	
Contact Address	
Telephone Numbers	
Email	
Preferred Litter Picking Date(s)	
Preferred Time(s)	
Meeting Point Location	
How Much Litter Picking Equipment Do You Require (adults and children's litter picks are available)	
Do you have Insurance?	<input type="checkbox"/> yes <input type="checkbox"/> No
Where will you leave litter bags for collection?	
Can we advertise your litter pick to other volunteers who may want to participate?	<input type="checkbox"/> yes <input type="checkbox"/> No
We may want to share your information with LitterFree Durham, so they may contact you about events and activities throughout the year, please select yes if you agree.	<input type="checkbox"/> yes <input type="checkbox"/> No
Signed	

All Information provided will be treated in the strictest confidence and in accordance with the Data Protection act 1998





Information for Volunteers Organising a Litter Pick

Introduction

Whilst the Council tries to keep its own land free of litter, there will always be areas of public land where litter accumulates faster than expected or privately owned land that has accumulations on it. For this reason, the Civic Pride Team is eager to work alongside local communities who are keen to help improve the quality of their local area.

The demand for help from Civic Pride is always high, which means we are not able to personally attend all litter picks. Despite this, we will always endeavour to support your litter pick and we ask that you contact us as soon as possible so that you can be booked in and allocated loan equipment.

About this Guide

This pack has been produced to help you ensure that your event is successful and enjoyable for everyone taking part and that it has a positive impact upon the community. The information within is not exhaustive; therefore, if you have any questions about the pack or if you require any assistance, please do not hesitate to contact the team on 03000 261 000 or by email at civicpride@durham.gov.uk.

Organising your own litter pick isn't difficult but it does need you to think through a number of issues. This guide is specifically designed to help you think about what organising and carrying out a litter pick entails, the responsibilities you have and the arrangements you will need to put into place to help maintain the safety of your volunteers, residents and the wider community.

Organisers should be aware that they owe a duty of care to volunteers, staff and members of the public. As an organiser of an event, you have a duty to ensure that all taking part are kept as safe as possible and that their health and safety is properly considered to protect all from risk, harm, loss and damage.

The guide is broken down into distinctive sections to give a clear guide on how to organise a litter picking event.

Sections One, Two and Three (pages 2 – 8) give details of the tasks that need to be undertaken before, during and after the litter pick.

Section Four (page 9) contains useful contact numbers.

Section Five (page 10 – 14) provides a template for an activity site assessment.

Section One – Pre Litter Pick

Activity	Responsibility	
Choose location, date and time	Co-ordinator	<p>It is important to choose the location of your litter pick carefully. As well as making sure the area has a litter problem, it is also essential that you know who owns the land you wish to pick on. If it is Durham County Council or Parish council land, gaining permission should be fairly straight forward, but if it is private land you will have to locate the landlord to make sure the litter pick can go ahead.</p> <p>As organiser you will also need to think about the best time for your litter pick. Morning, afternoon, weekday or weekend will all affect who can come along to the event.</p>
Meeting point – location, parking, and disabled access	Co-ordinator	<p>Try and pick a place which is safe to park and is easily accessible.</p>
Carry out site survey	Co-ordinator	<p>It is always advisable to take a look at the area to be litter picked before the event takes place. This will give an idea of any potential hazards and whether or not some areas are entirely unsuitable for litter picking. The Site and Activity Assessment form in this pack will help you to consider the main hazards that each site might present as well as providing suggestions of measures that could be put in place to protect participants and the public from those risks.</p> <p>In some circumstances it would be advisable that only the local authority remove the litter. For example, in the case of fly-tips or drug paraphernalia. If any of these items are discovered please contact the number from the key contacts list in this pack. It is advisable that if these items are found, you should reassess whether the area is still suitable for a litter pick.</p>

Activity	Responsibility	
Get help from local volunteers	Co-ordinator	<p>Contact all those in your community who may be able to help. Useful groups to contact include schools, colleges, community groups, resident associations, Neighbourhood Watch and “In Bloom” groups.</p>
Advertise	Co-ordinator	<p>It is important that the litter pick is well advertised, so designing and displaying posters may be useful to inform residents that it is taking place. Also use local newsletters, websites and notice boards to bring the litter pick to public notice.</p> <p>It is important to ask people to register before the event; this enables you to know how many people will be there on the day. From a practical point of view it is important to know volunteer numbers to establish how much equipment you will need and if you will need extra support to supervise the event.</p> <p>Stay in touch with the volunteers to update them on progress, including what they need (if anything) to bring with them. Also remember to keep in touch with the Civic Pride and/or Clean and Green teams.</p>

Activity	Responsibility	
Insurance	Co-ordinator Parish Councils Community Groups Schools	<p>Litter pickers taking part in an event that is not directly supervised by a Council member of staff are not working for, or on behalf of, Durham County Council and, therefore, are not covered by the Council's insurance.</p> <p>Obtaining public liability insurance is very important and strongly recommended. This will provide cover for your legal liability arising from accidental damage or injury that may occur during the event, including damage or injury to a member of the public or their property.</p> <p>If you are an individual organising a tidy up, your current household insurance may cover you for public liability. You must check your policy to ensure you are covered. If not, you will need to take out a separate public liability insurance.</p> <p>If you do not have or want to use your own private insurance, contact an organisation such as a local parish council, school or community partnership as it is possible that they may already have insurance in place. It is important to check that the litter picking activity is covered under such insurance. If not, a suitable extension should be made to the policy. If you are unable to obtain public liability insurance for your event, please contact Civic Pride for further guidance.</p>
Funding	Co-ordinator	<p>As Durham County Council have equipment for litter picking activities and can help with the collection and disposal of the waste, the amount of funding you need should be small. If however, you feel there is a need to look for further long term funding then Civic Pride may be able to assist in directing you to appropriate funders.</p>

Activity	Responsibility	
Equipment	Co-ordinator Civic Pride	<p>Durham County Council can usually help with litter picking equipment on a first come first served basis. It includes:</p> <ul style="list-style-type: none"> • Litter pickers. • Bags for litter and recycling. • High visibility jackets. • Litter bag hoops for holding the rubbish bags. • Gloves for protection only (heavy and unmovable items should be reported to DCC for correct disposal and never be lifted by hand).

Section 2 – On the Day of the Litter Pick

Activity	Responsibility	
Signing in and mobile numbers	Co-ordinator	Make sure everyone has signed an attendance list and that mobile telephone numbers are exchanged. This will ensure that everyone is contactable if the need arises (for example, checking if someone has left early without informing anyone).
Health and safety talk to all taking part to include: start time; end time; meeting up at end; leaving early; adult to child ratio; black sacks and heaviness; lone working; and hazardous waste	Co-ordinator	<p>Carry out a safety talk to all taking part. During this you should briefly explain all the hazards you identified on your site inspection and the measures you have put in place to protect the participants from them. You should also explain that some substances such as needles and dog faeces should never be touched.</p> <p>Ask everyone taking part to make a note of the location of any hazardous materials so that the local authority can be notified and arrangements made to have them safely removed. Again, it is advisable that if these items are found you reassess whether the area is still suitable for a litter pick.</p> <p>Rubbish sacks can become heavy and if they become difficult to move they should be tied securely and left in an area to be picked up at a later time.</p> <p>Set a finishing time and location for people to meet at the end.</p>
Checking personal equipment (clothing / footwear)	Co-ordinator All	Ensure everyone is suitably dressed for the weather - hot, sunny, windy or raining. Correct footwear is essential.

Activity	Responsibility	
Checking equipment and explaining how to use it	Co-ordinator All	<p>Explain how to use the litter picking equipment, focusing especially on the safety aspects such as the need for gloves and litter pickers. It is important to highlight that volunteers should not under any circumstances pick up litter with their hands and should use the litter pick provided.</p> <p>It may be necessary to highlight the need to be careful with litter picking sticks as they should always be pointed down and never waved about or run with.</p>
What to do in an accident/incident, first aid kit (additional contact numbers)	Co-ordinator All	Have contact details of the nearest hospital and walk-in centre (<i>page 9</i>). If possible carry a small first aid kit and cleansing gel or hand wipes.
Supervising activities	Coordinator All	<p>Children under the age of 18 must always be accompanied by an adult. If children are present, the ratio of adults to children is dependent upon age. Further information on this can be found at: www.nspcc.org.uk</p> <p>As the coordinator of the event you should ensure that control to protect the health and safety of all participants are being adhered to and that no one is putting themselves or others at risk in any way. If you feel that this is not the case, it is reasonable to ask the person/persons to leave the event.</p>

Section 3 – At the End of the Litter Pick

Activity	Responsibility	
Storage and collection of waste	Co-ordinator All	Ensure that all the bags are securely tied and they are in a safe place either for overnight storage or for immediate collection. You can contact Civic Pride or Clean & Green to arrange the removal of rubbish bags (<i>page 9</i>).
Gratitude and signing out	Co-ordinator All	Ensure everyone who started the litter pick is accounted for. Some people taking part may not be able to stay until the end. If anyone does have to leave early, ask them to let you know with a quick phone call by mobile.

Section 4 Useful Contact Numbers

<p>Accident and Emergency: Heart Attacks Strokes Fits Asthma Attacks Head, Neck and Spinal Injuries Major Bone Injuries Road Traffic Accidents</p>	<p>Call 999 immediately</p>	
<p><u>Local Hospitals</u></p>		
<p>University Hospital of North Durham</p>	<p>North Road, Durham, DH1 5TW</p>	<p>0191 3332333</p>
<p>Darlington Memorial Hospital</p>	<p>Hollyhurst Road, Darlington, DL3 6HX</p>	<p>01325 380100</p>
<p>North Tees Hospital</p>	<p>Hardwick Estate, Stockton, TS19 8PE</p>	<p>01642 617617</p>
<p><u>Urgent Care Centres</u> (for fevers, cuts, sprains, strain, minor allergic reactions, etc)</p>		
<p>Bishop Auckland Hospital</p>	<p>Cockton Hill Road, Bishop Auckland, DL14 6AD</p>	<p>01388 455000</p>
<p>Shotley Bridge Community Hospital</p>	<p>Shotley Bridge, Consett, DH8 0NB</p>	<p>0191 3332333</p>
<p>Peterlee Community Hospital</p>	<p>O'Neill Drive, Peterlee, SR8 5UQ</p>	<p>0191 5863474</p>
<p>Titheburn House, Stockton</p>	<p>High Newham Road, Hardwick, Stockton, TS19 8RH</p>	<p>01642 525480</p>
<p>For removal of general waste generated by your litter pick, please contact the Civic Pride Team by phoning 03000 26 1000 (please note this information is required at the time of booking your loan of equipment). If your litter pick is to take place over a weekend, a safe secure area for storage of the rubbish will be required until our Clean & Green Team can collect the rubbish.</p> <p>For emergency removal of hazardous waste found during your site inspection or on the day of the litter pick please contact 03000 261 000.</p>		

Section 5 – Activity and Site Assessment

Activity	
Location	
Date	
Participants	

Below is a list of hazards that the group may be faced with when carrying out an activity and some suggested control measures (neither list is exhaustive). Prior to conducting the activity it is advisable that assessments are completed to identify all likely hazards and the corresponding control measures necessary to minimise the risk to participants. If the risk cannot be reduced to a reasonable level the activity should not take place. Where the control measures allow a reduction in risks to an acceptable level for the activity to go ahead, ensure all participants are briefed on the risks identified and explain the control measures which need to be complied with.

IF IN DOUBT PLEASE CONTACT THE CIVIC PRIDE TEAM

Hazards

- Site conditions including broken / uneven ground and overhanging ground resulting and slips, trips, falls, etc.

- Manual handling (e.g. from overfilling rubbish bags, moving large objects, etc).

Control Measure Used

- Participants instructed to wear suitable footwear for the type of activity being undertaken.
- Dangerous areas cordoned off and participants instructed not to enter.
- Participants advised of to stay at least m from base or top of steep slopes.
- Other:

- Participants instructed not to lift any items that they cannot comfortably manage by themselves.
- Participants advised to refer heavy items that need to be moved to the activity supervisor.
- Area(s) for participants to place items for collection identified and marked as close to activity area as possible.
- Other:

- Water deeper than 5cm
 - Participants instructed to stay at least 5m from any water.
 - Supervisor instructed to ensure they are the closest person to the water
 - Other:

- Vehicles on roads and car parks
 - Participants instructed to stay at least 5m from any roads / car parks.
 - Activity supervisor to ensure they are the closest person to the road / car park.
 - Participants all required to wear hi-vis tabards.
 - Dangerous areas cordoned off and participants instructed not to enter.
 - Other:

- Aggression and violence from the general public
 - Participants instructed to refer any questions or complaints from the general public to the activity supervisor.
 - Participants instructed not to challenge members of the public they see committing offences (e.g. dropping litter).
 - Other:

- Improper use of equipment
 - Participants given demonstration on correct use of equipment.
 - Participants instructed to consider location of other participants / members of the public when moving position and using equipment.
 - Other:

Collision with other participants or members of the public.

Participants instructed to consider location of other participants / members of the public when moving about.

Very high footfall areas closed to public using cones, bunting, etc to create safe working space.

Additional activity supervisors nominated to direct people away from area.

Other:

Exposure to the elements

Participants instructed to adjust clothing to suit the weather conditions.

Participants instructed to keep skin covered and to use sun cream.

Participants instructed to keep themselves properly hydrated during activities.

Suitable locations to take shelter from severe weather identified.

Other:

Cuts, lacerations and puncture wounds.

Pre-activity site check completed to remove sharp objects.

Participants instructed to contact activity supervisor if they find any sharp objects.

Participants instructed to use litter picking devices to lift and move items.

Other:

Exposure to harmful substances

Participants provided with appropriate PPE (e.g. disposable coveralls, nitrile gloves, gardening gloves, goggles, etc).

Participants instructed to protect any cuts / grazes.

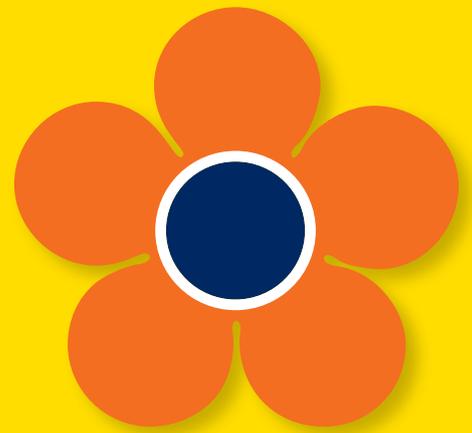
Participants instructed to wash hands before eating and drinking.

- Exposure to harmful substances (cont..)
 - Participants briefed on manufacturers safety procedures for any products that are to be used (e.g. paint).
 - Participants issued with dust masks.
 - Participants instructed to immediately wash any skin that may have been exposed to contamination using hot, soapy water and to seek immediate medical care if there is any sign of a reaction.
 - Participants instructed to seek immediate medical care if there is any contamination of eyes or if they ingest anything.
 - Other:

Non-Standard Hazards and Control Measures

- | | | | |
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Come and join
Litterfree Durham's



Big Spring Clean 2016



Every day from
29 February to 17 April there will
be litterpicks happening throughout
County Durham and Darlington



To clean up your village or town
Email: litterfreedurham@durham.gov.uk
Call: 03000 261 000
Visit: www.litterfreedurham.org

STOP
DROP
LITTER & FLY-TIPPING

CPRE

Campaign to Protect
Rural England
Standing up for your countryside

LitterFree
DURHAM

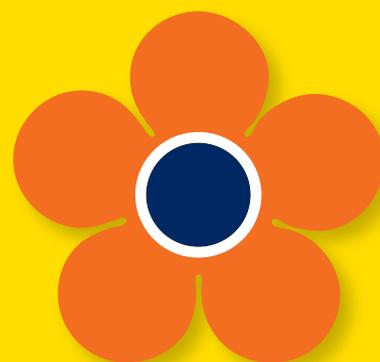
Love
where
you
Live.org

County Durham
Association of Local Councils

DARLINGTON
BOROUGH COUNCIL

Durham
County Council

Come and join Litterfree Durham's



Big Spring Clean 2016

Every day from **29 February to 17 April**
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STOP the DROP
LITTER & FLU-TIPPING

CPRE
Campaign to Protect
Rural England
Working for the government

LitterFree
DURHAM

Love
where
you
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County Durham
Association of Local Councils

DARLINGTON
BOROUGH COUNCIL

Durham
County Council

OTIS analysis update

- Following the OTIS reconvene meeting I attended New Kyo and Oxhill Partnership meeting on Thursday 26 November 2015.
- I explained the back ground to the OTIS project in New Kyo and explained the survey I then went over the results of the survey analysis with the committee. Everyone was interested in the results and appreciative of efforts to consult with the community.
- There was agreement that communication with all agencies could be improved on and ideas such as notice boards, newsletters, etc. were discussed. There was some scepticism about the comments calling for more meetings due to the low attendance at community meetings.
- I informed the committee that our next intention was to hold a public meeting locally, probably again at Kyo Laws, (which is staying open now for at least 3 years!) the committee thought this was a good idea but asked that it not be done before Christmas, and preferably in good weather so people would turn out.
- Further ideas discussed from the consultation feed back were:
 - Noticeboards
 - Play area
 - Community news letter
 - Civic pride projects such as planters, baskets, and cultivating waste land

The Committee asked to be informed about further OTIS developments

Brian Hall

Community Services Officer

Stanley Town Council