

Essex County Council  
Business Services  
Parish Partnership  
E Block  
County Hall  
Market Road  
Chelmsford  
CM1 1QH



Date:  
Our Ref: ZA.15/19/5  
Your Ref: Salt Bag ONLINE Invite

Dear Clerk,

### Invitation to participate in the 2016/17 Winter Salt Bag Partnership Scheme

**- Closing date 22<sup>nd</sup> July 2016 -**

This letter is to invite Town and Parish Councils across Essex to participate in the 2016/17 Winter Salt Bag Partnership Scheme.

To support local communities to help themselves during periods of heavy snow and build on community resilience, Essex County Council (ECC) would like to make available to each participating Town and Parish Council a one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway. ECC is offering this free of charge this year.

This year we again have an **Online application form** to make the process of applying simpler and much more efficient. You can complete this by providing your details on the application form accessed via the link below. You can also print it out when you have finished for your records if you should wish.

You will be asked if you want to participate and if yes, provide a delivery name and address if you need salt for this winter or have sufficient from last year to run the scheme in your area.

Please click on the link (or copy the address below into your search engine i.e. Google etc.) to open the form:

<http://surveys.essexinsight.org.uk/TakeSurvey.aspx?PageNumber=1&SurveyID=m2KK8m42&Preview=true>

Please note that responses **MUST** be received by 22<sup>nd</sup> July 2016 to allow us to procure the correct quantity of bagged salt needed and arrange delivery for those who want salt this year. Therefore, responses received after the closing date cannot be accepted onto the scheme for Winter 2016/17.

If you are signing up and need salt, the delivery of the salt is programmed to arrive in September to early October to allow you time to allocate to your Volunteers. Please note we will not be making ad-hoc or additional re-stock deliveries throughout Winter and **we will not be able to**

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**collect any unused salt. You will need to carefully consider this when requesting new salt bags.**

The salt will be delivered by a large lorry (a bit bigger than a dustbin lorry) and the salt will be removed from the lorry via a tail lift and then moved on a trolley to its final destination. Please note that **the trolley does not go over uneven or loose ground (grass, pebbles etc) or steep inclines. The location you identify for delivery must be able to accommodate this.**

If you are new to the scheme and would like to know how to set up the scheme for your area, the following points should be considered:

- Identify the priority areas for your local community (these must be on the public highway and not for any other area such as private driveways) such as footpaths outside local shops, doctors, access routes to main bus stops etc which are not *already* salted by ECC. The salting network is mapped on our Website here: <http://www.essexhighways.org/transport-and-roads/roads-and-pavements/winter-travel/salting-routes.aspx>
- Recruit volunteers in and around these areas – local businesses, nearby home owners, residents associations etc. Feedback indicates direct engagement is the most effective way to recruiting volunteers.
- Confirm that the volunteers are confident they are physically able to manually remove snow and then spread a thin layer of salt when required and provide them with Snow Clearance Guidance and Manual Handling information.
- Keep a record of these priority areas and the details of the volunteers who are nominated to clear snow/salt for each chosen location.
- Give each volunteer a bag/supply of salt to store in preparation for when it snows.

A free Support Pack is available to help you organise your scheme. The online form contains this pack and it is also available on our Website here: <http://www.essexhighways.org/Transport-and-Roads/Roads-and-Pavements/Winter-travel/Salt-Bag-Partnership.aspx>. If it is your preference to produce your own you may, just simply run whatever version is decided upon through your insurers for Public and Employee Liability purposes. The pack contains:

- **A Volunteer Briefing Sheet – Snow Clearing Guidance** for your volunteers on how to clear snow and some things they should consider for their own safety and security.
- **A Winter Plan** – To set out details of your scheme, put on noticeboards or parish website (if you have one) and **A Risk Assessment form** - for the volunteer to complete with the Town or Parish Council.
- **Manual Handling information**

During the winter you can also keep up to date with our winter service please visit <http://www.essexhighways.org/Transport-and-Roads/Roads-and-Pavements/Winter-travel.aspx>

Yours sincerely

**The Salt Bag Partnership Scheme**