



# Folkestone and Hythe Local Winter Service Plan 2021/22

**Distribution:**

**Highway Manager  
Senior Highway Manager  
District Manager  
Highway Engineer  
Highway Stewards  
HMC Manager  
Hub  
Amey Depot Agent  
Incident Response Officers  
Senior Duty Officers  
Winter Duty Officers  
Borough / District Council**

**Appendices:**

- 1) Engineers Instruction Sheet (attached)**
- 2) Maps of Primary & Secondary Salting Routes (attached)**
- 3) Salt Bin Locations (attached)**
- 4) Farmer Snow Plough Agreements (internal use only)**
- 5) Hand Clearance & Salting of Key Pedestrian Areas (internal use only)**
- 6) Incident Response Officer (IRO) Rota (internal use only)**
- 7) Senior Duty Officer (SDO) Rota (internal use only)**
- 8) Winter Duty Officer (WDO) Rota (internal use only)**
- 9) Amey Out of Hours Rota (internal use only)**

## Winter Service Plan for Folkestone and Hythe

### Contents

#### 1. KCC Highways' Winter Service Policy Statement

1 (1) Kent County Council Highways, Transportation & Waste (KCC HTW) takes its winter service responsibilities very seriously and is proactive as well as reactive to winter weather conditions. Winter service costs KCC in the region of £3,498,800.m every winter and needs careful management to achieve safety for the travelling public and to be efficient. The Highways Operations teams in HTW work to ensure that the winter service standards and decisions made are consistent across the whole county.

1(2) HTW prepares an annual Winter Service policy and plan which are used to determine actions that will be taken to manage its winter service operations. The policy was presented to the Environment and Transport Cabinet Committee on 8<sup>th</sup> September 2021 and subsequently approved by the Cabinet Member.

#### 2. District Based Local Winter Service Plans

2.1 The Local Winter Service Plan is a working document which will evolve and be revised as necessary throughout the year. This document complements the KCC Winter Service Policy and Plan mentioned above and comes into effect when a snow / ice emergency is declared by the Highway Manager (HM).

2.2 Following successful work in previous years with district councils, arrangements have again been put in place this year whereby labour from district councils can be used during snow days. Additionally, HT&W will supply a quantity of a salt/sand mixture to district councils to use on the public highway network. The details are contained in the plan which enhances the work that HT&W will continue to do in providing a countywide winter service.

#### 3. Winter Service Procedure

3.1 During normal working hours, the District Manager, (DM), and Highway Engineer for the area will deal with all Winter Service matters, excluding primary and secondary salting route decisions which are made by the Winter Duty Officer. Any local action instructed should be recorded on an Engineers Instruction Sheet (see **Appendix 1**) and issued to the Contractor.

3.2 The Standby Officer, (SO), will assume control out of hours, seeking advice as appropriate, from the Winter Duty Officer, (WDO), and Senior Duty Officer (SDO). The Standby Officer will commence duty at 16.00 hours on Friday until 08.00 the following Friday and will be responsible for all the actions below out of hours.

3.3 During the operational winter service period the Kent Road Weather Forecast will be issued every day, (between 1300 & 1400 hours), details of which will be sent to the Highway Management Centre (HMC) and the DM. The daily weather forecast / information will be available on 03000 413111.

The District Manager and/or Highway Engineer will review the forecast and any action instructed.

3.4 In a declared snow emergency, the priorities are primary routes. It is unlikely that any other actions, save safety critical issues, will be taken initially until KCC is on top of keeping primary routes clear. In the event that all primary routes are clear, secondary routes will be instructed for treatment by the WDO.

3.5 Any requests to spot salt locations or clear snow will be triaged, prioritised and actioned where necessary as resource allows. It is expected that the Contact Centre and Hub staff will be able to resolve most enquiries by referring to the Winter Service Policy linked in Section 1 of this document.

3.6 Reporting back information to Duty Officers on the conditions in their local area during a snow/ice emergency is essential and the District Update Report (Appendix J of the annual Winter Service Policy and Plan) is due to be completed by 09:30 and 15:30 every day.

## 4. Plans of Primary and Secondary Routes

4.1 Maps showing the primary and secondary salting routes are attached at **Appendix 2**. Primary salting routes can also be seen and searched online at <http://www.kent.gov.uk/roads-and-travel/what-we-look-after/winter-service>

4.2 Primary and Secondary routes will not be amended mid-season. Instead any requests to change these routes will be considered next summer. Most bus routes will be covered by these routes but not all. Appendix 2 includes details of traffic calming measures on these routes.

## 5. Salt Bin Locations

5.1 Current salt bin locations are listed in **Appendix 3** and can be found on the website at the following address:  
<http://webapps.kent.gov.uk/KCC.MyNearestGIS.Web.Sites.Public/Default.aspx?lyrs=36&xmin=510905&xmax=671095&ymin=91716&ymax=191284&bg=osColour>

5.2 Salt bins will be filled once at the beginning of the winter season with further refills only if there is severe weather and time and resources permit. During the winter period, no additional salt bins will be deployed (unless funded through the Combined Members Grant). Any other requests will be considered during the following summer if considered at all.

## 6. Farmer Snow Plough Agreements

6.1 Farmers local to the area are contracted to plough snow on the more rural routes when necessary. Staff will be familiar with the farmers that have agreements and the roads they cover. Each farmer will have details of the roads to be ploughed. The farmer uses his own tractor, often with a KCC plough, which is serviced every year and maintained by KCC.

6.2 When snow reaches a depth of 50mm on roads in their areas the farmers will commence ploughing. They should email confirmation of start and stop times and advise of any issues with this. Farmers are paid by the hour when ploughing.

6.3 Contact details and maps showing the farmers who have been contracted to carry out snow clearance and the areas they cover are in **Appendix 4**. However, these areas are flexible, and the farmers may be instructed to plough any adopted road.

### **7. Hand Clearance and Salting of Key Pedestrian Areas.**

7.1 Hand clearance and salting of priority pedestrian areas and routes (including bridges and underpasses if appropriate) will be carried out using Amey operatives or District Council operatives during snow emergencies.

A list of priority areas for hand salting with associated plans at **Appendix 5**.

7.2 Inclusion in the Local Winter Service Plan does not guarantee that action will be taken at these locations. The crews will be directed to areas as the situation demands but staff will target resources to areas of higher risk such as approaches to emergency services, public transport stations and shopping centres and local shops.

7.3 In addition to this, Parish Councils will have been provided with bulk bags of salt/sand for use on the highway if requested, prior to the winter season.

### **8. Clearing Snow and Ice Guidance for the Public**

8.1 The Department for Transport 'Snow Code' gives guidance for members of the public relating to the risks and liability of clearing snow and ice on the public highway <https://www.gov.uk/clear-snow-road-path-cycleway>

### **9. Incident Response Officer (IRO) rota**

**Appendix 6 INTERNAL USE ONLY.**

### **10. Senior Duty Officer (SDO) rota**

**Appendix 7 INTERNAL USE ONLY.**

### **11. Winter Duty Officer (WDO) Rota**

**Appendix 8 INTERNAL USE ONLY.**

### **12. Amey's Out of Hours rota**

**Appendix 9 INTERNAL USE ONLY.**

**Appendix 1  
Engineers Instruction**

<b>Engineer's Instruction</b>	
<b>WAMS Job No: - #####</b>	
<b>Contract: Winter Service 2021/22</b>	<b>Contractor: Amey</b>
<b>The contractor is instructed to act on or carry out work in accordance with the undernoted instruction</b>	<b>Instruction No: FOLK001</b> <b>Date: #####</b> <b>Time: #####</b>

**ACTION:**

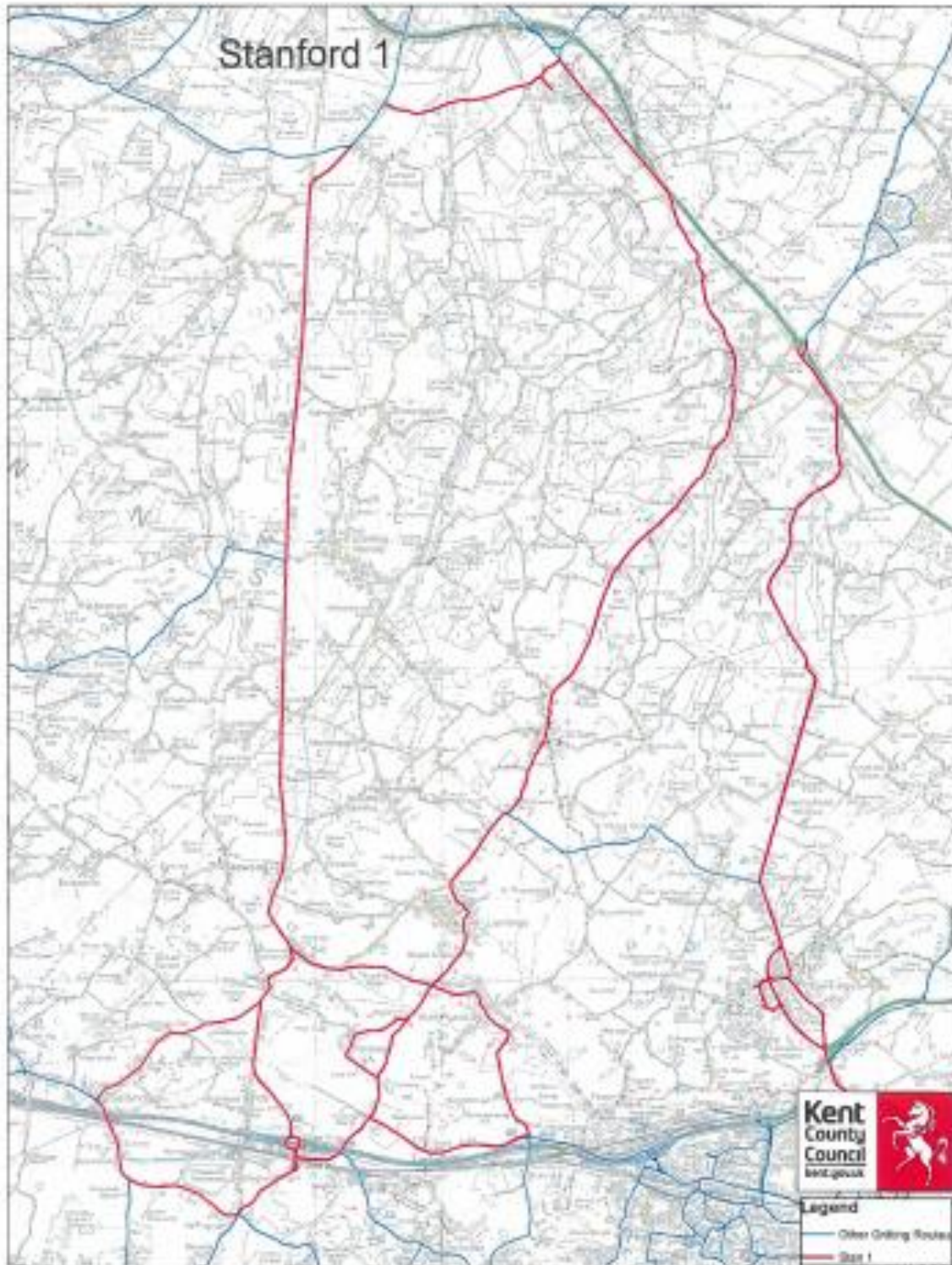
**#####**

**Engineer's**

<b>James Bowen</b>
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**Representative**

Appendix 2  
Primary Salting Routes



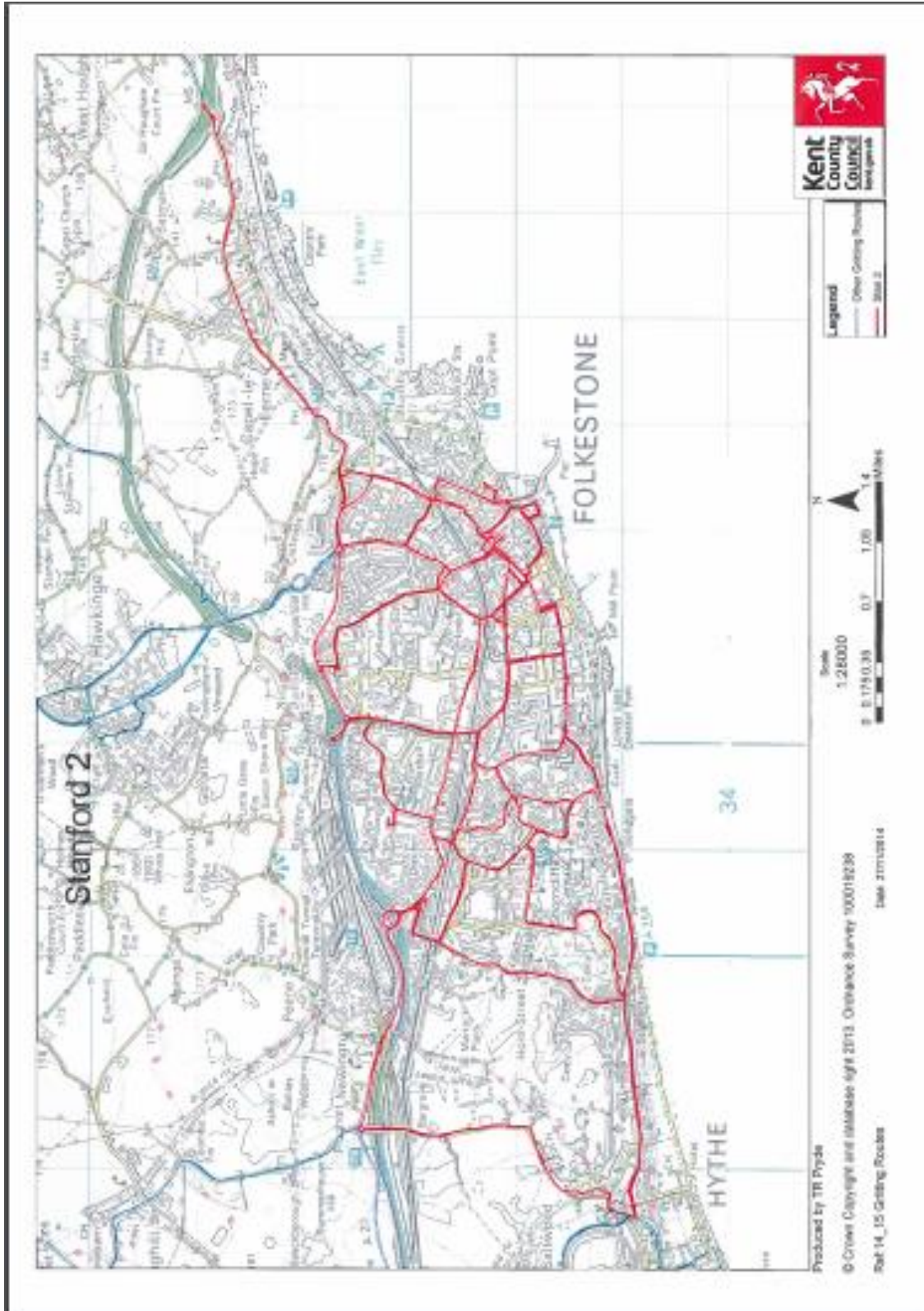
Produced by TR Pryde

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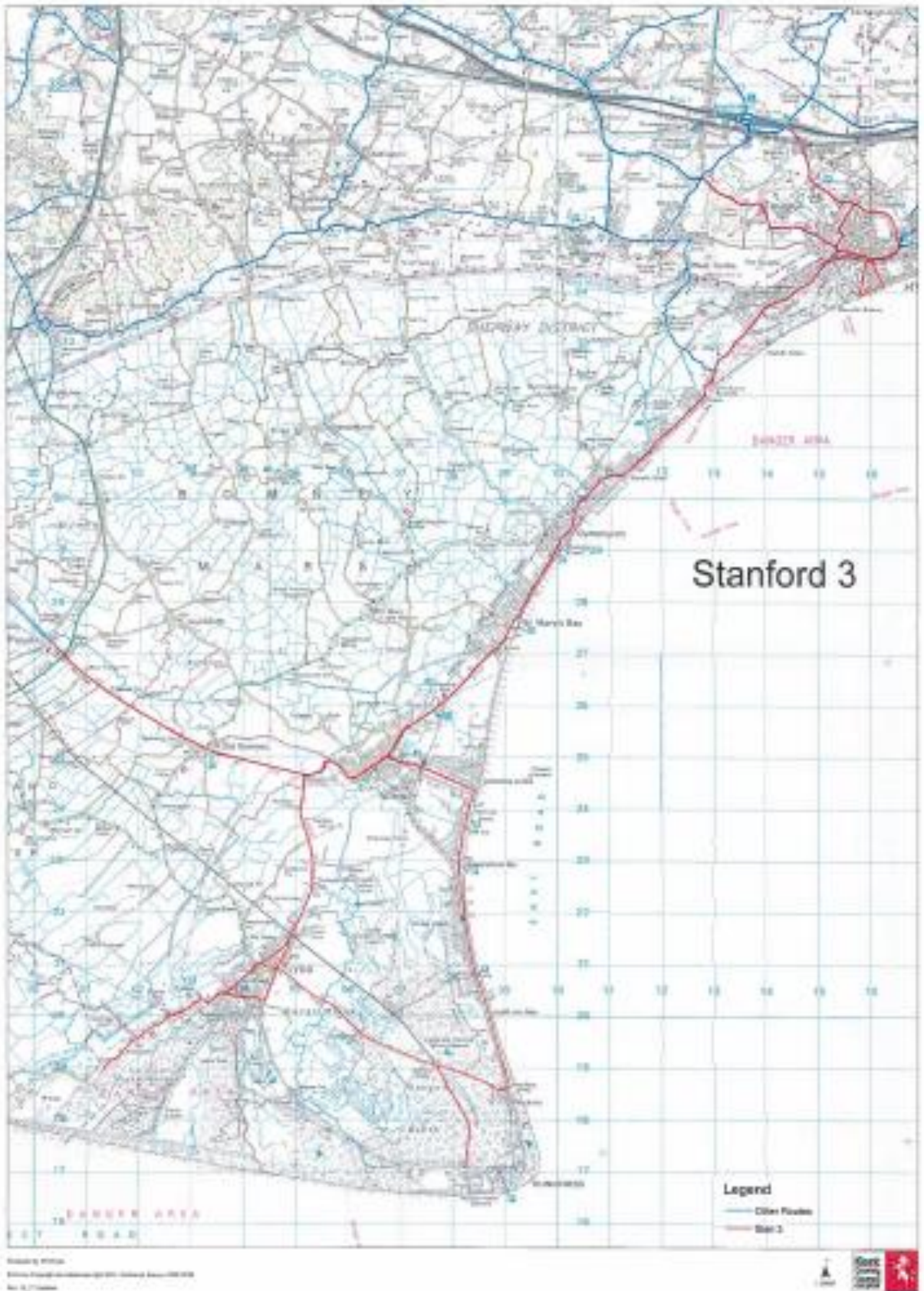
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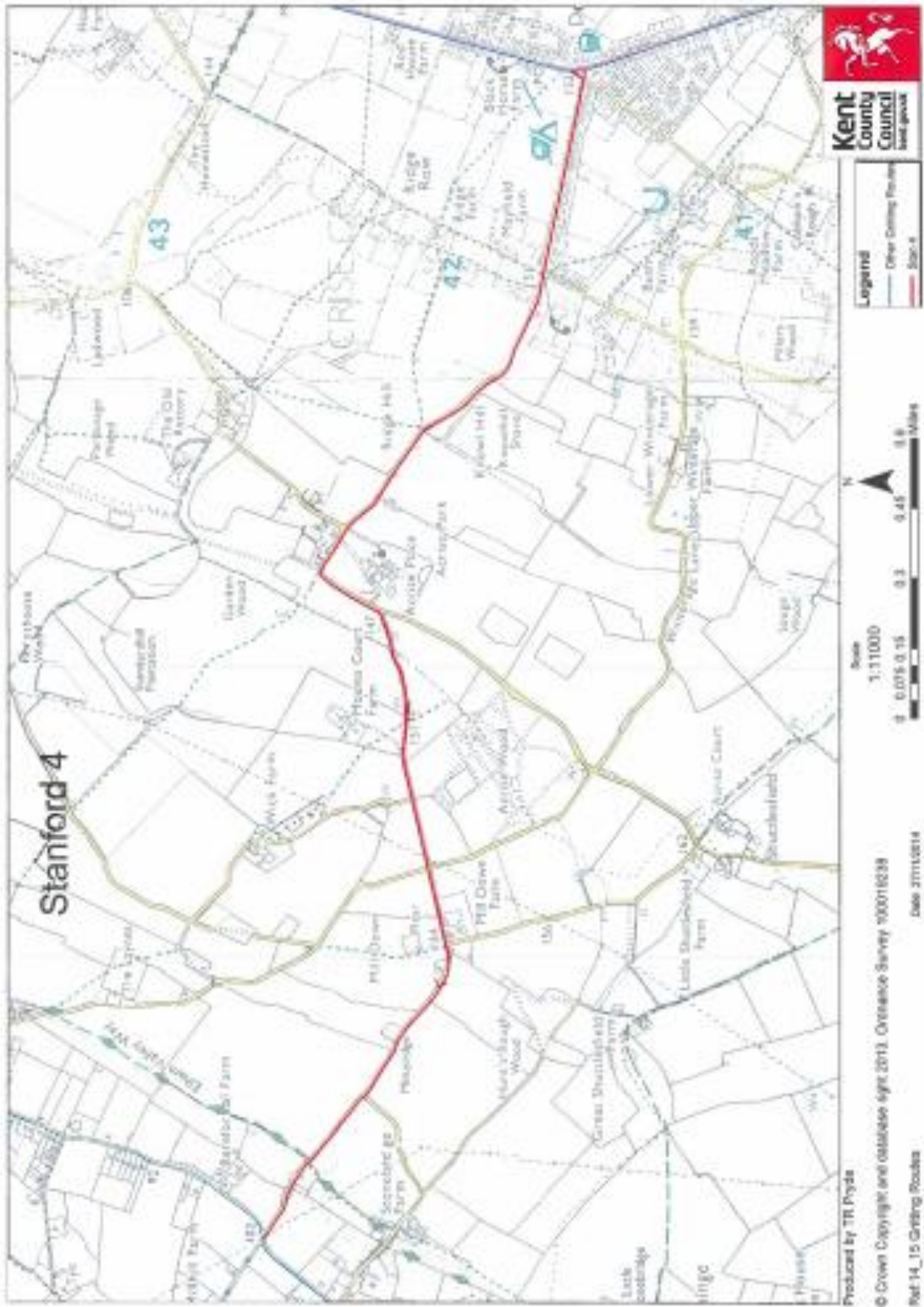
Date 27/1/2014











**Appendix 3  
Salt Bin Locations**

<b>USRN</b>	<b>central_asset_id</b>	<b>site_name</b>	<b>Ward Name</b>
34500865	10083713	PODLINGE & ITTINGE LANE	Chartham and Stone Street
34500865	10083714	PODLINGE & ITTINGE LANE	Chartham and Stone Street
34500163	10083662	BUNKERS HILL	Elham and Stelling Minnis
34500185	10083664	CANTERBURY ROAD	Elham and Stelling Minnis
34500227	20950069	CHERRY GARDENS	Elham and Stelling Minnis
34505018	10083757	CULLENS HILL	Elham and Stelling Minnis
		BLADBEAN	
		VICARAGE LANE	
34500319	10083677	CURTIS LANE	Elham and Stelling Minnis
34500809	21050001	OAK HILL	Elham and Stelling Minnis
34500809	10083706	OAK HILL	Elham and Stelling Minnis
34500809	10083707	OAK HILL	Elham and Stelling Minnis
34500809	21050002	OAK HILL	Elham and Stelling Minnis
		FORGE HILL	
		BEARDS HALL	
		HOLLOWAY LANE	
34500849	10083711	PARK GATE HILL	Elham and Stelling Minnis
34500851	10083712	PARK LANE	Elham and Stelling Minnis
34500892	10083716	POUND LANE	Elham and Stelling Minnis
34501277	10083738	WHEELBARROW TOWN	Elham and Stelling Minnis
34501277	10083739	WHEELBARROW TOWN	Elham and Stelling Minnis
	10083758	ST MARYS CLOSE	Lyminge
		WESTFIELD LANE	Lyminge
		WESTFIELD LANE	Lyminge
	10083734	TOLSFORD CLOSE	Lyminge
		THORN LANE	Elmsted
		PEDLINGE & ITTINGE LANE	Elmsted
		MAXTED STREET	Elmsted
		PETT BOTTOM	Elmsted
34501217	20950076	VALEBROOK CLOSE	Folkestone Cheriton
		RISBOROUGH LANE	Folkestone
	10010094	FAIRFAX CLOSE	Folkestone
34500869		PENFOLD ROAD	Folkestone East
		DOWNSIDE	Folkestone East

## JTB/21/05

		CALGARY CRESCENT	Folkestone East
		IVY WAY	Folkestone East
		IVY WAY	Folkestone East
		EASTFIELDS	Folkestone East
		SHAFTESBURY AVENUE	Folkestone East
		ST MICHAELS STREET	Folkestone East
		DOLPHINS ROAD	Folkestone East
		WALTON GARDENS	Folkestone East
		PARK VIEW	Folkestone East
34500186	10083665	CANTERBURY ROAD	Folkestone East
34500353	10083680	DOVER HILL	Folkestone East
34500353	10083681	DOVER HILL	Folkestone East
34500353	10083682	DOVER HILL	Folkestone East
34500353	10083683	DOVER HILL	Folkestone East
34500458	10083691	GEORGE GURR CRESCENT	Folkestone East
34500564	10083694	HOLYWELL AVENUE	Folkestone East
34501838	10083750	ZZ BRABNER CLOSE	Folkestone East
34501838	10083751	ZZ BRABNER CLOSE	Folkestone East
		CANTERBURY ROAD	Folkestone East
34500421	10083688	FERN BANK CRESCENT	Folkestone Foord
34500633	10083699	LINDEN CRESCENT	Folkestone Foord
34500395	10083685	ELMSTEAD PLACE	Folkestone Harbour
34501153	10083731	THE DURLOCKS	Folkestone Harbour
34500261	10083673	CLARENCE STREET	Folkestone Harvey Central
34500479	10083692	GRACE HILL	Folkestone Harvey Central
34501016	21050009	SHORNCLIFFE ROAD	Folkestone Harvey Central
34501147	10083729	THE PARADE	Folkestone Harvey Central
34500288	10083676	COOLINGE LANE	Folkestone Harvey West
34503096	10083752	SANDGATE HILL	Folkestone Harvey West
34500192	10083667	CASTLE BAY	Folkestone Sandgate
34500204	10083670	CHALCROFT ROAD	Folkestone Sandgate
34500232	10083671	CHICHESTER ROAD	Folkestone Sandgate
34500285	10083675	COLLINGWOOD COURT	Folkestone Sandgate
34500398	10083686	ENBROOK ROAD	Folkestone Sandgate
34500813		OAKS ROAD	Folkestone, Cheriton
34500400	10083687	ENCOMBE	Folkestone Sandgate
34500832	10083710	OXENDEN ROAD	Folkestone Sandgate
34501035	10083720	SOUTHERNWOOD RISE	Folkestone Sandgate
34501150	10083730	THE CORNICHE	Folkestone Sandgate
		BYBROOK FIELD	FOLKESTONE
		BYBROOK FIELD	
		VALEBROOK CLOSE	Folkestone Sandgate
		<b>FOLKESTONE WEST STATION</b>	<b>Folkestone West</b>
		HAVEN DRIVE	Hawkinge

		SWANN WAY	Hawkinge
		AERODROME ROAD	Hawkinge
		THE STREET	Hawkinge
		GIBRALTAR LANE	Hawkinge
		CANTERBURY ROAD	Hawkinge
		CAT HILL	Paddlesworth
		NEWINGTON ROAD	Newington
		HILL LANE	Newington
		HILL LANE	Newington
		UPPER ARPINGE	Newington
		PILGRIMS WAY	Postling
34500056	10083655	BARRACK HILL	Hythe Central
34500056	10083656	BARRACK HILL	Hythe Central
34500198	10083668	CASTLE ROAD	Hythe Central
34500552	10083693	HILLCREST ROAD	Hythe Central
34500643	10083700	LONDON ROAD	Hythe Central
34500643	10083701	LONDON ROAD	Hythe Central
34500654	21050004	LUCYS HILL	Hythe Central
34500654	21050011	LUCYS HILL	Hythe Central
34500799	10083705	NORTH ROAD	Hythe Central
34501022	10083719	SIR JOHN MOORE AVENUE	Hythe Central
		CINQUE PORTS AVENUE	HYTHE
34501204	10083735	TURNPIKE HILL	Hythe Central
34500264	10083674	CLIFF ROAD	Hythe East
34500571	10083695	HORN STREET	Hythe East
34500772	10083704	NAILDOWN ROAD	Hythe East
34500998	10083718	SEABROOK COURT	Hythe East
34501088	10083721	STATION ROAD	Hythe East
34501132	10083725	TANNERS HILL	Hythe East
34501132	10083726	TANNERS HILL	Hythe East
34501134	10083727	TANNERS HILL GARDENS	Hythe East
34501218	10083736	VALESTONE CLOSE	Hythe East
34501286	10083740	WHITENBROOK	Hythe East
34501286	10083741	WHITENBROOK	Hythe East
34501312	10083742	WOODLANDS DRIVE	Hythe East
34500745	10083702	MILLFIELDS ROAD	Hythe West
34500745	10083703	MILLFIELDS ROAD	Hythe West
34500821	10083708	OLD LONDON ROAD	Hythe West
34500821	10083709	OLD LONDON ROAD	Hythe West
34501116	10083724	SUNNY BANK	Hythe West
34500049	10083654	BALDWIN ROAD	Lydd
34500063	10083657	BATTERY ROAD	Lydd
		DUNES ROAD	Lydd
34500615	10083698	KITWELL LANE	Lydd
		DERVILLE ROAD	Lydd on Sea

		KERTON ROAD	Lydd on Sea
		THE GREEN	Burmarsh
		BURMARSH ROAD	Burmarsh
		BALDWIN ROAD	Greatstone
		THE PARADE	Greatstone
		THE STREET	Newchurch
		THE STREET	Newchurch
		ST MARYS ROAD	Newchurch
34500014	20950071	ALDINGTON ROAD	Lympne and Stanford
34501418	10083744	BELCAIRE CLOSE	Lympne and Stanford
34500238	21650092	CHURCH FIELDS	Lympne and Stanford
34505072	20950070	FOLKS WOOD WAY	Lympne and Stanford
34503126	10083755	STONE STREET	Lympne and Stanford
34503126	10083756	STONE STREET	Lympne and Stanford
34501125	20950072	SWAN LANE	Sellindge
	21050013	GREENFIELDS	Sellindge
34500003	10083652	ACRISE PARK ROAD	North Downs East
34500005	10083653	AERODROME ROAD	North Downs East
34500072	10083658	BEARDS HALL	North Downs East
34500187	10083666	CANTERBURY ROAD	North Downs East
34500443	10083689	FORGE HILL	North Downs East
34500443	21050003	FORGE HILL	North Downs East
34501472	10083745	GIBRALTAR LANE	North Downs East
34501480	10083746	HAVEN DRIVE	North Downs East
34501482	10083747	HERON FORSTAL AVENUE	North Downs East
34500202	10083669	PADDLESWORTH LANE	North Downs East
34501140	10083728	TEDDARS LEAS ROAD	North Downs East
34501176	10083733	THE STREET	North Downs East
34500135	10083661	BRADY ROAD	North Downs West
34500249	10083672	CHURCH ROAD	North Downs West
34500333	10083678	DEAN HILL	North Downs West
34500333	10083679	DEAN HILL	North Downs West
34500387	10083684	ELCHIN HILL	North Downs West
34500572	10083696	HORTON DOWNS	North Downs West
34500592	10083697	JAMES CLOSE	North Downs West
34500989	10083717	SCHOOL HILL	North Downs West
34501090	10083722	STATION ROAD	North Downs West
34501099	10083723	STONE STREET	North Downs West
34503103	10083753	STOWTING HILL	North Downs West
34503103	10083754	STOWTING HILL	North Downs West
34501173	21050012	THE SIDINGS	North Downs West
34501276	10083737	WHATSOLE STREET	North Downs West
34501156	10083732	THE GREEN	Romney Marsh
34500096	10083659	BLACKHOUSE HILL	Tolsford
34500096	10083660	BLACKHOUSE HILL	Tolsford

**JTB/21/05**

		STATION ROAD	Tolsford
34500549	21050008	HILL LANE	Tolsford
34500549	20950067	HILL LANE	Tolsford
34503113	21050005	NEWINGTON ROAD	Tolsford
34500879	10083715	PILGRIMS WAY	Tolsford
34503102	21050010	<b>SANDLING ROAD</b>	<b>Tolsford</b>
34501212	20950068	UPPER ARPINGE	Tolsford
34501804	10083748	GREAT HOLT ROAD	#N/A
34501806	10083749	HILL STREET	#N/A
34501364	10083743	ZZ BLADBEAN	#N/A
		THE GREEN	Burmarsh
		ST MARYS ROAD	Lympne and Stanford
		MINNIS GREEN	STELLING MINNIS