



Agenda

Meeting: **Shepway Joint Transportation Board**
Date: **28 November 2016**
Time: **6.00 pm**
Place: **Boulogne Room - Civic Centre Folkestone**

To: **The members of the Shepway Joint Transportation Board**

The Board will consider the matters listed below at the date, time and place shown above. The meeting is open to the press and public.

Members of the Board who wish to have information on any matter arising on the Agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

1. **Apologies for absence**

2. **Declarations of interest**

Members of the Board should declare any discloseable pecuniary interest or any other significant interests in any item/s on this agenda.

3. **Minutes (Pages 3 - 6)**

To consider and approve the minutes of the meeting held on 12 September 2016.

4. **Highway Works Programme (Pages 7 - 20)**

Report JTB/16/06 provides an update and summarises schemes that have been programmed for delivery in 2016/17.

5. **Winter Service Plan (Pages 21 - 30)**

Report JTB/16/07 outlines the arrangements that have been made between Kent County Council and Shepway District Council to provide a local winter service in the event of an operational snow alert in the borough/district.

Queries about the agenda? Need a different format?

Contact Kate Clark – Tel: 01303 853265
Email: committee@shepway.gov.uk or download from our website
www.shepway.gov.uk

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*Explanations as to different levels of interest

(a) A member with a discloseable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

Folkestone

Hythe & Romney Marsh
Shepway District Council



Minutes

Shepway Joint Transportation Board

Held at:	Boulogne Room - Civic Centre Folkestone
Date	Monday, 12 September 2016
Present	Councillors Miss Susan Carey, Malcolm Dearden (Chairman), Peter Gane, Frank Hobbs, Rory Love, Frank Mckenna, Stuart Peall, Mrs Susan Wallace and Mrs Carole Waters
Apologies for Absence	Hod Birkby, Robert Neaves and Martin Whybrow
Officers Present:	Louise Whittaker, Committee Administrator KCC, Pauline Rocket, District Manager – Shepway, KCC Highways
Others Present:	

29. **Declarations of interest**

There were no declarations of interest.

30. **Minutes**

The minutes of the meeting held on 4 July 2016 were submitted, approved and signed by the Chairman subject to the following amendments:

- That the list of those present be amended to correctly record Councillor Malcolm Dearden as Chairman.
- Minute 27 – bullet point one “Toad” be replaced by “Road”
- Minute 27 – bullet point three “Lympne” be replaced by “Lydd”.

Members noted the following updates from the minutes of the last meeting as follows:

- That the cost of pond clearance and treatment of Japanese Knotweed in Canterbury Road, Hawkinge had been £68,101.49. All plants had been cut down and contaminated soil removed. In addition the roots had been buried, a root barrier put in place and a concrete cap installed. A final inspection by Kent County Council would take place that month. Officers were asked to confirm whether any funding had been received from the Environment Agency toward the work described.

- That the concerns raised by the JTB regarding Scanlon's Bridge had been raised at the Safety Audit currently being undertaken and a full report would be considered by the JTB at its meeting scheduled for December.
- That the suggestion by Mr Bryer, speaker at the last meeting of the JTB, to extend the 30mph speed limit further up Lymne Hill as part of the Traffic Calming Scheme described in minute 28 had been investigated and with the support of the Police would be duly extended as described.

31. **Highways Works programme**

Report JTB/16/03 updates members on the identified schemes.

Members noted the following:

- Station Road, New Romney entry – Mrs Carole Waters informed that she had received a complaint from a local resident who had questioned the value of the scheme and also said that it had caused drainage issues at his property. The complainant also reported that the white lines in the middle of the road were not properly central and that the cat's eyes had not been replaced.

Officers agreed to pass on the concerns raised to the relevant surface engineer who would report back to Mrs Waters following an inspection.

- West Street, New Romney entry – officers confirmed that the renewal and upgrade to existing drainage system had been completed and no complaints had been received. However, it was acknowledged that the weather had been dry and that checks would be made to ensure that all was in order. Mrs Waters would be informed of the outcome of any such checks.
- B2068 Stone Street entry – Frank Hobbs informed members that there was an adverse camber toward the top of Hampton Hill at the Farthing Junction that he believed to be dangerous. Officers asked that this be reported via Kent County Council's on line reporting tool.
- A2033 Tontine Street to Sandgate Road, Folkestone Central entry – Members were informed that following proposals regarding street signs in the area that no amendments to the original plans would now be made.
- Horn Street/Church Road, Cheriton entry – It was reported that St Martin's C of E Primary School continued to experience traffic problems at pick up and drop off times. Councillor Peter Gane believed that traffic calming measures had been agreed some time ago but as yet had not been implemented. He also informed that he believed the school would have made representations regarding this issue during the consultation period.

Officers informed members that only those measures approved in the original designs would be implemented and that no amendments or additions would now be agreed, Pauline Rockett agreed to check and report back to Mr Gane.

Members raised concerns in respect of both Church Lane and the Horn Street Bridge currently difficult for motorists to utilise. Members were informed that network Rail had been contacted about replacing the bridge but had quoted a cost for the works that was prohibitive.

- Combined Member Fund Scheme at Smallpox Hill, Folkestone – It was confirmed that a drop down bollard had now been installed and two keys provided to the council.

Concerns were raised with regards to some vehicles still accessing the area by driving on to the grass verge and it was agreed that officers investigate and take any necessary actions.

Resolved:

To receive and note report JTB/16/03.

32. KCC Highways scheme Schools Cluster to Folkestone Harbour cycle route improvements update

Report JTB/16/04 updates members on the KCC Highways Scheme Schools Cluster to Folkestone Harbour Cycle Route, improvements update.

The Chairman introduced the report for members and explained that it related to an LTP bid first made in 2011 to improve cycle route provision between the Morehall School Cluster and Folkestone Harbour.

Members paid particular attention to the following:

- The news that the scheme was progressing was welcomed by members, showing the council's commitment to cycling, working alongside local groups, such as, Shepway Cycle forum has also helped with the progression.
- It was reported that the scheme title had been chosen by KCC officers and that it may not extend all the way to Morehall but was considered to be the best fit description by officers there.
- Officers agreed to clarify certain destinations described on the routes and would look at the installation of cycle racks, at key points, along the routes.
- Members referred to the Council's cycling strategy and the benefit that it created by allowing funding to be taken for strategic match projects where it became available.

Resolved:

To board noted report JTB/16/04 and benefits of the related cycling strategy and progress of the scheme.

33. **Kent County Council Local Transport Plan 4: Delivering Growth without Gridlock (2016 2031) (Consultation Draft)**

Report JTB/16/05 Kent County Council (KCC) has a statutory duty to have a Local Transport Plan (LTP). The current LTP3 (2011-16) needs to be replaced. This report introduces the draft LTP4 (2016-31).

Members were informed that the LTP4 was currently undergoing a statutory 12 week public consultation which would end on 30 October and to which key stakeholders were encouraged to respond, including the JTB boards across the county. Members were advised that they could respond individually as well as a collective.

Members were encouraged to consider the draft carefully and influence the document at its earliest stages. With this in mind Councillor Love asked tht the document seeks to ensure that any additional or replacement signage used in the county was consistent with in car sat-nav devices, to include the road name and number wherever possible.

Resolved:

To received and note Report JTB/16/05.

JTB/16/06

To: Shepway Joint Transportation Board

By: KCC Highways and Transportation

Date: 28th November 2016

Subject: Highway Works Programme 16/17

Classification: Information Only

Summary: This report updates Members on the identified schemes approved for construction in 2016/17

1. Introduction

This report provides an update and summarises schemes that have been programmed for delivery in 2016/17

Footway and Carriageway Improvement Schemes – see Appendix A

Drainage Repairs & Improvements – see Appendix B

Street Lighting – see Appendix C

Transportation and Safety Schemes – see Appendix D

- **Integrated Transport Schemes** – Appendix D1
- **Local Growth Fund** – Appendix D2
- **Casualty Reduction Measures** – Appendix D3

Developer Funded Works – Appendix E

PROW – see Appendix F

Traffic Systems – see Appendix G

Bridge Works – see Appendix H

Combined Member Grant – see Appendix I

Conclusion

1. This report is for Members information.

Contact Officers:

The following contact officers can be contacted on **03000 41 81 81**

Toby Howe	Highway Manager (East)
Pauline Rockett	Shepway District Manager
Alan Casson	Road and Footway Asset Manager
Katie Moreton	Drainage Manager
Sue Kinsella	Street Lighting Manager
Toby Butler	Intelligent Transport Systems Manager
Andrew Hutchinson	PROW
Katie Moreton	Interim Structures Manager
Jamie Hare	Development Agreement Manager

Appendix A – Footway and Carriageway Improvement Schemes

The delivery of these schemes is weather dependent; should it prove not possible to carry out these works on the planned dates, new dates will be arranged and the residents will be informed by a letter drop to their homes.

Machine Resurfacing – <i>Contact Officer Byron Lovell</i>			
Road Name	Parish	Extent of Works	Current Status
Bouverie Place	Folkestone	Middleburg Square to the junction with Sandgate Road	Completed
Spitfire Way	Hawkinge	Southbound lane between Swann Way and White Horse Hill for approximately 750m length	Completed
Footway Improvement - <i>Contact Officer Neil Tree</i>			
Road Name	Parish	Extent and Description of Works	Current Status
Sandling Road	Saltwood	From Brockhill School to approximately Sandling Station. (Vegetation clearance and siding to reclaim footway).	Completed
Sandgate Road	Folkestone	Various Sections (Footway reconstruction)	In Design and to be programmed in consultation with Shepway District Council. Provisionally expected to commence After April 2017.
Surface Treatments - <i>Contact Officer Clive Lambourne</i>			
Bossingham Road	Stelling Minnis	Surface Dressing Curtis Lane to The Paddock	Completed
Church Lane	New Romney	Micro Surfacing Wiles Avenue to end of cul de sac	Completed

Church Lane	Stelling Minnis	Micro Surfacing Lime Kilm Lane to end road	Completed
Coach Road	Swingfield	Micro Surfacing Whole Length	Completed
Ivy Church Road	Brenzett	Surface Dressing A2070 to Ashford Road	Completed
Military Road	Folkestone	Micro Surfacing Sandgate High Street to North Road	Completed
Ness Road	Lydd	Micro Surfacing Full extents	Completed
South Street	Lydd	Micro Surfacing Full extents	Completed
Station Road	New Romney	Micro Surfacing Bridge over Railway to 100m South of A259	Completed
Stuart Road	Folkestone	Micro Surfacing Full extents	Completed
Well Road/ Mayfield Road	Lyminge	Micro Surfacing Full extents	Completed

Appendix B – Drainage

Drainage Repairs & Improvements - <i>Contact Officer Katie Lewis</i>			
Road Name	Parish	Description of Works	Current Status
Canterbury Road	Hawkinge	Pond Clearance and treatment of Japanese Knotweed	Works Complete
West street	New Romney	Renewal and upgrade to existing Drainage System	Works Completed
School Road	Acrise	Installation of new soakaway	Works Completed
Park View	Folkestone	Installation of new drainage system and resurfacing	Works Commenced 31/10/16, due to be completed 12/11/16
Otterpool Lane	Lympne	Installation of new soakaway	Awaiting date for bomb survey before works can be programmed (following standard search on MOD website)
Aldington Lane	Lympne	Repair to drainage system	Works at design stage (Discussion with utilities)

Appendix C – Street Lighting

Structural testing of KCC owned street lights has identified the following as requiring replacement this financial year. A status of complete identifies that the column replacement has been carried out. Programme dates are identified for those still requiring replacement.

Street Lighting Column Replacement – <i>Contact Officer Sue Kinsella</i>			
Road Name	Parish	Description of Works	Status
Morrison Road	Folkestone	Replacement of 3 no street lights Complete with LED Lanterns	Works Programmed for Completion by December 2016
Middelburg Square	Folkestone	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion by December 2016
Lower Sandgate Road	Folkestone	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion December 2016
Canterbury Road	Folkestone	Replacement of 1 street light complete with LED Lantern	Works Programmed for Completion by December 2016
South Road	Hythe	Replacement of 2 no street lights complete with LED Lanterns	Works Programmed for Completion by December 2016
Millfields Road	Hythe	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion by October 2016
Ashdown Crescent	New Romney	Replacement of 1 no street light complete with LED Lantern	Completed
Military Road	Sandgate	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion by October 2016
Valley Walk	Hythe	Replacement of 1 no street light complete with LED Lantern	Completed
The Green	Lydd	Replacement of 1 no street light complete with LED Lantern	Completed
Cromwell park place	Folkestone	Replacement of 2 no street light complete with LED Lantern	Completed
Church Lane	New Romney	Replacement of 1 no street light complete with LED Lantern	Completed
Mountfield road	New Romney	Replacement of 1 no street light complete with LED Lantern	Completed
Learoyd road	New Romney	Replacement of 2 no street light complete with LED Lantern	Works Programmed for Completion by December 2016

Holywell avenue	Folkestone	Replacement of 2 no street light complete with LED Lantern	Completed
Fairfield Close	New Romney	Replacement of 2 no street light complete with LED Lantern	Completed
Firs Lane	Folkestone	Replacement of 1 no street light complete with LED Lantern	Completed
Dudley road	Folkestone	Replacement of 1 no street light complete with LED Lantern	Completed
Appledore crescent	Folkestone	Replacement of 1 no street light complete with LED Lantern	Completed
The Stade	Folkestone	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion by December 2016
Richmond Drive	New Romney	Replacement of 1 no street light complete with LED Lantern	Completed
Wells Close	New Romney	Replacement of 2 no street light complete with LED Lantern	Completed
Rectory Lane	Saltwood	Replacement of 1 no street light complete with LED Lantern	Works Programmed for Completion by December 2016
Priory Gardens	Folkestone	Replacement of 1 no street light complete with LED Lantern	Completed
Newbury Close	Folkestone	Replacement of 1 no street light complete with LED Lantern	Completed
Marlborough close	New Romney	Replacement of 1 no street light complete with LED Lantern	Completed

Appendix D – Transportation and Safety Schemes

Appendix D1 – Integrated Transport Schemes

Appendix D1 – Integrated Transport Schemes

All other LTP funded non-casualty reduction schemes

Integrated Transport Schemes – Contact Officer Jamie Watson			
Location	Parish	Description of Works	Current Status

Appendix D2 – Local Growth Fund

Local Growth Funded Works (also Section 106 Agreement contribution)- Contact Officer Jamie Watson			
Scheme Name	Parish	Description of Works	Current Status
Folkestone Harbour to Hythe/Sandgate Phase 1	Folkestone and Sandgate	Cycle route - signs, lines, bollards and localised footway widening between Marine Walk, Folkestone and Princes Parade, Sandgate Esplanade, Sandgate	Designs complete. Handed over to contractor for delivery. Delivery is proposed for 2016/17.
Hythe to Dymchurch Phase 2	Hythe	Cycle route between West Parade, Hythe via St Leonard's Road, The Green recreation Ground Reachfields and A259 Dymchurch Road to Dymchurch Redoubt	Outline design. For delivery 17/18 if funding available.
Folkestone Central cycle routes Phase 3	Folkestone	Cycle facility improvements along Earl's Avenue, under railway line to Cornwallis Avenue, along Cheriton Road to junction with Beachborough Road / Cherry Garden Avenue	Outline design. Part delivery 16/17 and 17/18

Appendix D3 – Casualty Reduction Measures

Identified to address a known history of personal injury crashes.

The sites below are from the 2015 crash cluster sites, the 2016 list is currently under investigation and the list below will be updated in future months when any new schemes are finalised:

Casualty Reduction Schemes – Contact Officer Nikola Floodgate			
Location	Parish	Description of Works	Current Status
Lydd Road j/w B2075 Old Romney (Hammonds Corner)	Old Romney	Installation of temporary junction realignment and improvements to signs and lines (in lieu of a larger scheme next year if temporary measure prove successful)	Scheme review in progress now temporary scheme has been removed – any additional measures will be implemented in a future financial year
B2068 Stone Street	Various	Various small works as a result of route study findings – possibly include traffic islands at Six Mile	Design
A2033 New Street junction with Dover Road	Folkestone Central	Various small works (lining and studs) as a result of route study findings	Designs complete. Handed over to contractor for delivery. Delivery is proposed for Between December 2016 & March 2017.
A259 Dymnchurch, St Mary's Bay, New Romney	Various	Various small works (signs and lines) as a result of route study findings	For construction
A2034 Cheriton Gardens and Cheriton Road	Folkestone West	Various small works (signs and lines) as a result of route study findings	Designs complete. Handed over to contractor for delivery. Delivery is proposed for Between December 2016 & March 2017.
A20 Cheriton Road jw Cherry Garden Ave	Folkestone West	Surveys and junction modelling in view of delivering a scheme in 2017/18 to mitigate crashes at this location if suitable option is achievable	Design
Alkham Valley Road jw A260 Canterbury Road	Folkestone	Surveys and junction modelling in view of delivering a scheme in 2017/18 to mitigate crashes at this location if suitable option is achievable	Design

Appendix E – Developer Funded Works

Developer Funded Works (Section 278 Works) Contact Officer Dean Heynes			
Road Name	Parish	Description of Works	Current Status
Park Farm Rd / Alder Rd	Folkestone	New bus borders and bus clearways	Completed and on maintenance until April 2017
A259 Seabrook, Olivia Court,	Seabrook	New entrance and footway adjacent to new flats	Completed and on maintenance till May 2017
Park Farm Road (opposite allotments)	Folkestone	New entrance to be formed as part of the Foxwood School	Remedial list still outstanding, waiting for dates from contractor
Horn St/Church Rd	Cheriton	Widening of Horn St and formation of new entrance to development, change of priority at junction of Horn St and Church Rd, signals to Horn St Bridge and signalised crossing to Church Rd	Works underway. Ongoing. Installation and commissioning of traffic lights, and lighting columns. To be completed early December 2016.
Church Rd	Cheriton	Widening of Church Rd and formation of new entrance to development on Stadium site	Works substantially complete. Waiting on programme from contractor for final completion.
Romney Marsh Potato Co. Cockreed Lane	New Romney	Construction of footway to new development	Underway

Appendix F – PROW

Public Rights of Way – Contact Officer Andrew Hutchinson
No works planned

Appendix G – Bridge Works

Bridge Works – Contact Officer Katie Moreton			
Road Name	Parish	Description of Works	Current Status
No Works Planned			

Appendix H – Traffic Systems

There is a programme of scheduled maintenance to refurbish life expired traffic signal equipment across the county based upon age and fault history. The delivery of these schemes is dependent upon school terms and holiday periods; local residents, businesses and schools will be informed verbally and by a letter drop of the exact dates when known.

Traffic Systems - <i>Contact Officer: Toby Butler</i>		
Location	Description of Works	Current Status
No traffic signal refurbishment work being carried out this year		

Appendix I – Combined Member Fund

The following schemes are those which have been approved for funding by both the relevant Member and by Roger Wilkins, Director of Highways, Transportation and Waste. The list only includes schemes, which are

- in design
- at consultation stage
- Handed over for delivery
- Recently completed on site.

The list is up to date as of **20th October 2016**.

The details given below are for highway projects only. This report does not detail

- Contributions Members have made to other groups such as parish councils
- Highway studies
- Traffic/ non-motorised user surveys funded by Members.

More information on the schemes listed below can be found via Kent Gateway, the online database for all Combined Member Grant schemes and studies, or by contacting the Traffic and Safety Engineer for the Combined Member Grant Shepway District.

Susan Carey

Details of Scheme	Status
16-MHF-SH-1 Canterbury Road, Lyminge Village gateway and short section of footway resurfacing.	For construction
16-MHF-SH2 A20 Barrow Hill o/s Humblebee Cottage Village gateway feature	For construction

Frank McKenna

Details of Scheme	Status
14-MHF-SH-6 & 15-MHF-SH-6 Parkfield Road, Folkestone Removal of utility cabinet and creation of lay-by	Works are completed on site temporarily until UKPN can carry out the disconnection. KCC have requested a meeting with UKPN to discuss the lack of progress.
16-MHF-SH-6 Smallpox Hill, Folkestone. Proposed TRO and scheme design to close road to vehicular traffic.	For construction

1.1 Legal Implications

1.1.1 Not applicable.

1.2 Financial and Value for Money Considerations

1.2.1 Not applicable.

1.3 Risk Assessment

1.3.1 Not applicable.

Contacts: Toby Howe / Pauline Rockett 03000 418181

JTB/16/07

To: Shepway Joint Transportation Board

By: Andrew Loosemore – Head of Highway Asset Management

Date:

Subject: Local Winter Service Plan

Classification: Information only

Summary: This report outlines the arrangements that have been made between Kent County Council and Shepway District Council to provide a local winter service in the event of an operational snow alert in the borough/district

1. Introduction

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 £3.2m 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 9th September 2016 and subsequently approved by the Cabinet Member.

2. District based winter service plans

2(1) The Local Winter Service Plan for the Shepway District 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 2016/17; the Policy is available on the KCC website.

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 HTW will supply a quantity of a salt/sand mixture to district councils to use on the highway network. The details are contained in the plan which enhances the work that HTW will continue to do in providing a countywide winter service. The local plan comes into effect when a snow emergency is declared that affects the district of Shepway.

<http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/winter-service-policy>

3. Pavement clearance

3 (3) Areas for clearing pavements have been identified in the local plan. These are the areas where local knowledge has indicated that people are concerned and would most like to be kept clear when there is snow and ice.

4. Farmers

4(1) The work that our contracted farmers have done in recent years is greatly appreciated and has made a big difference in keeping rural areas clear on snow days. Again this year farmers will have predetermined local routes and will use their own tractor and KCC ploughs for clearing snow. The ploughs supplied are serviced by KCC each year. Each farmer will have plans detailing the roads that they are responsible for ploughing. When snow reaches a depth of 50mm on roads in their areas the farmers will commence ploughing notifying KCC as agreed in their contract. A list of farmers and their contact details can be found in the local plan, (although some personal information will not be available via this report or the website due to Data Protection legislation).

5. Conclusion

5(1) Working in partnership with the district councils will enable HTW to provide an effective winter service across the county.

6. Recommendations

6(1) Members are asked to note this report.

Background documents: Kent County Council Winter Service Policy and Plan 2016/17

Contact officer:
Pauline Rockett Shepway DM -Tel: 03000 41 81 81



Winter Service Handbook

2016/17 Shepway District



1. KHS policy statement and plan

This handbook supplements Kent County Council Highways and Transportation's Winter Service Policy Statement which was endorsed and adopted by Kent County Council's (KCC) Environment, Highways and Waste Policy Overview and Scrutiny Committee (EHW POSC). This is available on the KCC website at the following address

<https://shareweb.kent.gov.uk/Documents/roads-and-transport/roads-and-pavements/winter-service/Winter%20policy%202010-11.pdf>

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 discussed at the Environment, Highways and Waste Cabinet Committee on the XXXXXXXXXXXX

2. Winter service procedure

During normal working hours the District Manager will deal with all winter service matters, including managing local action in snow/ice emergencies. The Duty Officer (DO) will assume control out of hours. District Manager (DM) will also ensure that adequate support is provided to DO out of hours in emergency situations and that a suitable handover briefing takes place at the start and end of the normal working day.

- 2.1 The Duty Officer will commence duty at 17.00 hours on Friday until 09.00 the following Friday and will be responsible for all the actions below. The DO may be required to become involved before 17:00 hrs to enable proper hand over of information. This will be dependant on the severity of the conditions. Assistance will be given but the ultimate responsibility will be with the DO.
- 2.2 Immediately after 1400 hours daily the weather forecast/information will be available on email/telephone on 03000 413111. (Update forecasts may be available at 21.30 hours each day, or when issued.)
- 2.3 **Instructing and recording actions** – Any initial standard actions will be passed to Amey by the WDO. For normal in hours (09:00-17:00) The District team will record add hoc actions taken on the Winter Service action sheet. This will instruct Enterprise of the action that is needed. Provide as much detail as possible on the form. This is then sent by email to Amey advance of the work.

Out of hours (17:00 -09:00) and in the event that additional actions are needed also use the winter Service action Sheet, recording as much information as possible and pass this information by phone to the Amey Duty Supervisor. If, in the opinion of the duty officer, or on a site check, different action is taken to that recommended by the Winter Duty Officer (WDO), please inform the WDO. Amey will be informed directly of the main action. Duty Officer will decide and instruct on any other action needed.

The winter service action sheet should also be copied by email to the relevant Priority Response Officer, District Manager and Highway Manager. The PRO officer will

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ensure that a WAMS order is raised as soon as practicable. The PRO will save the form in the designated folder on the KHS IT system.

- 2.4 At weekends/bank holidays the winter forecast/action will be sent out at 14.00 hours or soon thereafter. In the event that a forecast is not received the DO will phone the KCC forecast on 03000 413111 to receive forecast and instructions.
- 2.5 If there are any changes, i.e. rain, contact the Amey Winter Duty Supervisor as soon as possible to cancel/ amend the instruction and inform the WDO
- 2.5 A snow/ice emergency can only be declared by a Highway Manager (HM). In the event of a snow/ice emergency being declared by the CDM, strategic action should be considered, i.e. opening an Emergency Room and calling in other staff etc.
- 2.6 In a declared snow emergency the priorities are primary routes, secondary routes, recorded snow clearance priorities and finally anything reported by the public etc. All public reports are to be logged on the CSM system.

3. Useful Phone numbers/sites

Weather

KCC Weather 03000 413111

Personnel

Carol Valentine	
Toby Howe	
Kirsty Williams	
Andrew Loosemore	
Roger Wilkins	

Winter Duty Officers 2012-13

WDO	Office telephone	Home telephone	Mobile
Toby Howe			
Earl Bourner			
Richard Emmett			
Carol Valentine			

Winter Service District/Team Handbook 2016-17

District Managers

Name	Position	District	Telephone number
Chris Maw	District Manager	Canterbury	
Steve Rivers		Dover	
Pauline Rockett		Shepway	
Alan Blackburn		Swale	
Paul Valek		Thanet	
Lisa Willoughby		Ashford	
Julian Cook		Sevenoaks	
Lisa Gillham		Gravesend	
Earl Bourner		Tunbridge wells	
Sue Laporte		Maidstone	
Mark Simmons		Tonbridge and Malling	
Denise Sutton			Dartford

Engineers

Name	Position	District	Telephone number
James Bowen	Engineers	Shepway	
Darren Hickman		Swale	
Stephanie Wadhams		Dover	
Paul Valek		Thanet	
Lee Goodman		Ashford	
Kevin Abel		Canterbury	
Mike Payton		Sevenoaks	
Andy Walters		Dartford	
John Reynolds		Tunbridge Wells	
Jamie Cunningham		Maidstone	
Jez Massey		Tonbridge and Malling	
Tony Atherton			Gravesend

Other

Name	Telephone number
KCC contact centre	
Traffic Link (informs all radio stations)	

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Amey

District	Name	Phone	Mobile	email
Ashford				
Ashford				
Sandwich				
Preston				
Swanley				
Haysden				
Aylesford				

Other numbers specific to area.

Police Force Control switch board (24/7)

Police Station - Folkestone –

Highway Agency –

SDC Contacts

Andy Blaszkowicz SDC (SDC Winter assistance link)
Mike Razzell (Veolia)

Shepway DC - Standby Controller (Lifeline)

KCC H&T Highway Inspectors/ Stewards / HUB

Debbie Watkins
Clive Lofting
Officer X

PRO Nicky Harrison
Ben Croucher
Chris Neat

Useful live CCT for Folkestone area

This website can be used to view the trunk road network and obtain an idea of the extent of snowfall within the area, or track predicted snowfall movement across the County.

www.trafficengland.com

This is a Highways Agency website.

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Click on: Motorway Traffic Flow

Motorway: M20

Junction: J11 to J12

Traffic information, Select: Traffic Camera and Adverse Weather

Farmer Snow Plough Agreements.

Farmers local to the area are under contract to plough snow on the more rural routes when necessary. 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. When snow reaches a depth of 50mm on roads in their areas the farmers will commence ploughing. Before this occurs the farmer should phone the Contact Centre of the intention to start ploughing. This information will be relayed to the relevant area office. Otherwise KCC Highways staff will contact the farmer directly and instruct action. Farmers are paid by the hour when actually ploughing. The current contractual arrangements with farmers extend to (and include) the winter of 2014/15. The routes that are covered by the farmers are available on request.

5. Hand clearance and salting of key pedestrian areas and routes.

A note and maps indicating priority pedestrian areas and routes, including bridges and underpasses, for hand clearance and salting, either using Shepway District Council contractors and supervisors during snow emergencies or Amey operatives is available on line.

6. Snow clearance priorities, with details by town/area in priority order

Pedestrian areas, emergency service locations, A&E hospitals, hospitals, Schools (open), Schools (closed), Care Homes and Cemeteries. Full details can be found on line. The inclusion of these sites does not guarantee action will be taken at the locations as primary and secondary routes will always be actioned first.

7. Plans of primary and secondary routes

Maps showing the primary and secondary salting routes are able to be accessed on our website at the following address <http://www.kent.gov.uk/SaltingRoutes/Map.aspx>

7. Most bus routes will be covered by these routes **but not all**.

8. Salt bin locations

These will be periodically checked and restocked. The Winter Service Policy Statement and Plan sets out the procedures for deploying additional salt bins. During the Winter period, no additional salt bins will be deployed (unless funded through the Members'

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Highways Fund). Any other requests/locations will be considered during the following Summer.

10. Salt bags

We are offering parish councils the opportunity to have a salt bag delivered again for the winter 2016/17. We will provide one salt bag per parish and this will be a one tonne bag of salt/sand mix. The salt bags will be placed at the start of the winter season for use in the local area, throughout the winter. However, due to the mild winters we have had, there should not be a need for new salt bags.

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