



Agenda

Meeting: **Shepway Joint Transportation Board**
Date: **11 September 2017**
Time: **6.00 pm**
Place: **Council Chamber - 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 3 July 2017.

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

Report JTB/17/02 updates Members on the identified schemes approved for 2017/18.

5. **Shepway Winter Plan - Draft (Pages 21 - 28)**

Report JTB/17/03 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.

Queries about the agenda? Need a different format?

Contact Kate Clark – Tel: 01303 853267
Email: committee@shepway.gov.uk or download from our website
www.shepway.gov.uk

Shepway Joint Transportation Board - 11 September 2017

*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

Minutes

Shepway Joint Transportation Board

| | |
|-----------------------|---|
| Held at: | Boulogne Room - Civic Centre Folkestone |
| Date | Monday, 3 July 2017 |
| Present | Councillors Mrs Ann Berry, Miss Susan Carey, Peter Gane, Hills, Frank Hobbs, Dick Pascoe, Stuart Peall and Martin Whybrow |
| Apologies for Absence | Mr Rory Love, Monk and Mrs Susan Wallace |
| Officers Present: | Kate Clark (Trainee Committee Services Officer) |
| Others Present: | Robert Hudleston (Network Rail), Toby Howe (KCC Highway Manager) and Laura Trafford (KCC Technical Support Officer) |

1. **Appointment of the Chairman**

The Board noted that Kent County Council had appointed Mr Tony Hills as Chairman of the Shepway Joint Transportation Board for 2017-18.

2. **Appointment of the Vice Chairman**

The Board noted that Shepway District Council had appointed Councillor Mrs Ann Berry as Vice Chairman of the Shepway Joint Transportation Board for 2017-18.

3. **Declarations of interest**

There were no declarations of interest.

4. **Minutes**

The minutes of the meeting held on 27 February 2017 were submitted, approved and signed by the Chairman.

5. **Network Rail**

Mr Robert Hudleston from Network Rail gave a verbal update with regard to Folkestone Central Bridge and road/rail links in respect of the construction of the High Speed Rail Link.

Mr Hudleston reported that although specialist scaffolding had been erected to survey the Folkestone Central bridge it was now likely that the bridge would be replaced. He explained that the existing deck would be cut out and a new prefabricated bridge would then fit in. This exercise would take approximately two to three days and at a time when it would cause minimal disruption to traffic, public transport and pedestrians.

Members asked when this would likely be carried out and Mr Hudleston estimated sometime in 2019.

Discussions took place around the aesthetics of the bridge, in particular Miss Susan Carey mentioned the consideration of bridge metal artwork if funding would allow. Mr Hudleston responded that the contractor would design a 'bog-standard' type rather than something elaborate. Mr Hudleston advised that if the Board wished to discuss the design Network Rail would be prepared to listen.

Councillor Mrs Ann Berry was keen to know why it had taken so long to decide to replace the bridge, Mr Hudleston was unable to answer this directly however, he knew that specialist testing had been carried out as well as looking at traffic constraints. Mr Toby Howe from KCC advised that the traffic consultants were chased constantly for updates.

Mr Hudleston advised he will respond to Councillor Mrs Berry directly.

Members noted their concerns with regard to traffic problems in connection with the replacement of the bridge, notably Shorncliffe Road, Guildhall Street, Cherry Garden Lane and Risborough Lane and the importance of clear diversions.

6. **Highway Works Programme**

Report JTB/17/01 shows updates to the Board on the identified schemes approved for 2017/18.

B2011 Dover Hill, Folkestone – It was confirmed that the remaining resurfacing would be completed in September 2017. A comment was made about a refrigerated lorry parking and disturbing residents. Enforcement signs are in place however more effective action is needed to deter lorry parking, ie enforcement action by the District Council.

Local Growth Funded Works – Cycle Routes – Mr Martin Whybrow noted that a proposed cycle route area in Sandgate has been designated with a 'no cycling' notice on the surface. Mr Howe will contact the cycling officer and respond to Mr Whybrow directly.

There is also an issue at Seabrook Car Park, a painted yellow/black kerbstone stone has been installed which is causing an issue with cyclists. The question raised was, why is it there? Mr Howe will investigate and respond.

Alkham Valley Road jw A280 Canterbury Road – Mr Dick Pascoe believes a roundabout would be the best option. It was also suggested that a review is needed at White Horse roundabout. Mr Howe will find out if this is a considered installation and review and will ask Nikola Floodgate (KCC Schemes Planning and Delivery Manager) to respond.

Park Farm/Alder Road – The Board noted that the proposed new bus stop will use 8 car parking spaces and as there are three other bus stops within a short distance, is it required? Mr Toby Howe will respond.

Park Farm Road – Error under Description of Works, this should read 'The Beacon' not 'Foxwood School'. Mr Howe to amend.

Scanlon's Bridge Junction with Dymchurch Road – Concerns were noted about this junction, namely the bus stop interfering with the traffic lane. Mr Martin Whybrow informed the Board that the Romney, Hythe and Dymchurch Railway are considering redevelopment of their site and may look at including a bus bay in order for buses to pull in and off the highway.

The Board agreed that generally signage at this junction needs to be clearer.

Part of the road surface is in a poor state at this junction and Properties 103 and 105 Dymchurch Road are affected with stone shrapnel damaging windows. Toby Howe will ask the Highway steward to visit and keep Mr Martin Whybrow informed of any proposed site visits.

This page is intentionally left blank

To: Shepway Joint Transportation Board
By: KCC Highways and Transportation
Date: 11th September 2017
Subject: Highway Works Programme 17/18
Classification: Information Only

Summary: This report updates Members on the identified schemes approved for construction in 2017/18

1. Introduction

This report provides an update and summarises schemes that have been programmed for delivery in 2017/18

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

Bridge Works – see Appendix G

Traffic Systems – 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 |
| Nikola Floodgate | Schemes Planning & Delivery 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 – Contact Officer Byron Lovell | | | |
|---|-------------------|--|--|
| Road Name | Parish | Extent of Works | Current Status |
| A259 Park Farm Road | Folkestone | A259 Churchill Ave junction with Park Farm Road | To be programmed in October 2017 |
| Broadmead Road | Folkestone | Near Railway Bridge | Programmed 12 th September |
| A20 Ashford Road | Sellindge | Junction with Otterpool Lane | Programmed 6 th September |
| B2011 Dover Hill, Folkestone | Folkestone | Crete Road East to the escape lane on downhill section approximately 200m from junction | Part completed, remaining to be completed 13 th September |
| Stanford Intersection | Postling/Saltwood | Retexturing: Circulatory of roundabout junction with A20 Ashford Rd | Completed |
| Footway Improvement - Contact Officer Neil Tree | | | |
| Road Name | Parish | Extent and Description of Works | Current Status |
| Sandgate Road (Phase 1) | Folkestone | Footway on north side only. From the junction with Cheriton Place to its junction with Bouverie Place. (Footway Reconstruction) | Works Commenced |
| Sandgate Road (Phase 2) | Folkestone | Footway on north side only. From the junction with Manor Road to its junction with Cheriton Place. (Footway Reconstruction) | To be programmed |
| Bournemouth Road | Folkestone | Entire length (Footway Protection) | To be programmed for November / December 2017 |
| Castle Hill Avenue | Folkestone | | To be programmed |

| | | Entire length from the junction with Shorncliffe Road to its junction with Bouverie Rd West inclusive central footway (Footway Protection) | for November / December 2017 |
|---|---------------------|--|--|
| Surface Treatments - Contact Officer Jonathan Dean | | | |
| Micro Surfacing | | | |
| Road Name | Parish | Extent And Description Of Works | Current Status |
| Holloway Lane / Little Everden Road | Swingfield | From The Street To Junction With Chalksole Green Lane | Programmed For The 31/08/2017 For 2 Days |
| Firs Close | Cheriton | Full Length | Programmed For The 29/08/2017 For 2 Days |
| Fairway Avenue | Cheriton | Full Length | Programmed For The 30/08/2017 For 1 Day |
| Arpinge Lane | Arpinge | Teddars Leas Road To Crete Road West | Programmed For The 30/08/2017 For 2 Days |
| B2075 Station Road | Lydd | Kitewell Lane To Peak Industrial Park (Bridge Deck) | Programmed For The 23/08/2017 For 1 Day |
| B2063 Military Road/Risborough Lane | Sandgate Folkestone | Oxenden Road To Shornecliffe Road | Programmed For The 24/08/2017 For 2 Days |
| Reece Lane | Acrise Elham | A260 Canterbury Road To Ladwood | Programmed For The 31/08/2017 For 1 Day |
| Whiteways Scott's Lane | Stowting | Stowting Court Road To Mill Lane | Programmed For The 23/08/2017 For 2 Days |
| Surface Treatments - Contact Officer Jonathan Dean | | | |
| Surface Dressing | | | |
| Road Name | Parish | Extent And Description Of Works | Current Status |
| Grove Lane | Brenzett/Brookland | Junction Of Bowdell Lane And Brack Lane | Completed |
| Beckett Road | Brookland | A259 Rye Road To Harvey Road | Completed |

| | | | |
|------------------|------------------|--|-----------|
| Beacon Lane | Ivychurch | Hook Wall to Clubbs Lane | Completed |
| Dean Bottom | Elmsted | Glory Lane To the lane leading to Great Holt Farm | Completed |
| Broad Street | Lyminge | Speed Terminals at Green banks To Sandling Road | Completed |
| Brack Lane | Brookland | Kennards Lane Through To Snargate Lane | Completed |
| A261 Hythe Road | Lympne Saltwood | From the A20 junction to Ashford Lodge. | Completed |
| A20 Ashford Road | Saltwood Posting | Sandling Road To Stanford Intersection (Missing Bridge Deck) | Completed |

Appendix B – Drainage Repairs & Improvements

| Drainage Repairs & Improvements - <i>Contact Officer Katie Lewis</i> | | | |
|---|---------------|--|---|
| Road Name | Parish | Description of Works | Current Status |
| Palmbeach Avenue | Hythe | Installation of new drainage system | Works Completed May 17 |
| Stowting Hill | Stowting | Installation of kerbing and minor resurfacing works | Works Due to completion end of August |
| Church Hill | Hawkinge | Investigation into improvements to the drainage system | CCTV survey programmed for end of August 2017 |

12hAppendix C – Street Lighting

Structural testing of KCC owned street lights has identified the following as requiring replacement. 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 |
| Military Road | Sandgate | Replacement of 1 no street light complete with LED Lantern | Completed |
| Morrison Road | Folkestone | Replacement of 3 no street lights Complete with LED Lanterns | Works Programmed for Completion by October2017 |
| Birkdale drive | Folkestone | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |
| Lower Sandgate Road | Folkestone | Replacement of 1 no street light complete with LED Lantern | Completed |
| Church road | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| South Road | Hythe | Replacement of 2 no street lights complete with LED Lanterns | Works Programmed for Completion by |

| | | | |
|-----------------------|------------|--|--|
| | | | October2017 |
| Broadview | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Cherry garden lane | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| The Stade | Folkestone | Replacement of 1 no street light complete with LED Lantern | Completed |
| Coniston road | Folkestone | Replacement of 7 no street lights | Works Programmed for Completion by October2017 |
| Corone Close | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Carey Close | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Charles Cobb Close | Dymchurch | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Dallas Brett Crescent | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Downs road | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Dymchurch road | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Encombe | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Ellis Drive | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Grasmere Gardens | New Romney | Replacement of 8 no street light | Works Programmed for Completion by October2017 |
| Grand Parade | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Greenly Way | New Romney | Replacement of 4 no street light | Works Programmed for Completion by October2017 |
| Harriot Close | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Holywell Avenue | New Romney | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |

| | | | |
|------------------|------------|-----------------------------------|--|
| Laurel Close | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Links Way | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Lydd road | New Romney | Replacement of 4 no street light | Works Programmed for Completion by October2017 |
| Lynwood | Folkestone | Replacement of 9 no street light | Works Programmed for Completion by October2017 |
| Littlestone Road | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Marsh Crescent | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Mountfield Road | New Romney | Replacement of 3 no street lights | Works Programmed for Completion by October2017 |
| Mabledon Close | New Romney | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |
| Paddock Close | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Pilgrim Spring | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Rolfe Lane | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Richmond Drive | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Station Road | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Sugar Loaf Walk | Folkestone | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |
| Salbris Close | Hythe | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |
| Tile Kiln Lane | Folkestone | Replacement of 2 no street lights | Works Programmed for Completion by October2017 |
| Turn Pike Hill | Hythe | Replacement of 1 no street light | Works Programmed for Completion by October2017 |

| | | | |
|------------------|------------------|-----------------------------------|--|
| Tyson Road | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Wilberforce Road | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Wells Close | New Romney | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Shepway Close | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Crofters Close | Hythe | Replacement of 6 no street light | Works Programmed for Completion by October2017 |
| Joyes Road | Folkestone | Replacement of 1 no street light | Works Programmed for Completion by October2017 |
| Main Road | North Downs West | Replacement of 56 no street light | Works Programmed for Completion by October2017 |

Appendix D – Transportation and Safety Schemes

Appendix D1 – Integrated Transport Schemes

All other LTP funded non-casualty reduction schemes

| Integrated Transport Schemes – <i>Contact Officer Jamie Watson</i> | | | |
|---|--------------------|--------------------------------|-----------------------|
| Location | Parish | Description of Works | Current Status |
| Sandgate Road, Folkestone | Folkestone Central | Installation of zebra crossing | Design in progress |

Appendix D2 – Local Growth Fund

Appendix D2 – Local Growth Fund

| Local Growth Funded Works (also Section 106 Agreement contribution)- <i>Contact Officer Jamie Watson</i> | | | |
|---|-------------------------|--|---|
| Scheme Name | Parish | Description of Works | Current Status |
| Folkestone Harbour to Hythe/Sandgate Phase 1 & 2 | Folkestone and Sandgate | Cycle route - signs, lines, bollards and localised footway widening between Marine Walk, Folkestone and Princes Parade, Sandgate Esplanade, Sandgate | Phase 1 – Folkestone to Sandgate promenade works complete. Phase 2 Sandgate Esplanade resurfacing works, carriageway widening & |

| | | | |
|---|------------|---|---|
| | | | installation of a Zebra crossing to be delivered in Autumn 2017 |
| Hythe to Dymchurch Phase 3 | 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 work in progress. 3 rd party landowner agreement required to develop planned route. |
| 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 | Detail designs ongoing and construction works planned for early 2018 |

Appendix D3 – Casualty Reduction Measures

Identified to address a known history of personal injury crashes. The sites below are from the 2016 crash cluster sites.

| Casualty Reduction Schemes – <i>Contact Officer Nikola Floodgate</i> | | | |
|---|-----------------|--|--|
| Location | Parish | Description of Works | Current Status |
| 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 | Traffic surveys have been completed and discussions/analysis of the data is taking place to determine if there is a suitable achievable option |
| Alkham Valley Road jw A260 Canterbury Road | Folkestone East | Surveys and junction modelling in view of delivering a scheme in 2017/18 to mitigate crashes at this location if suitable option is achievable | Detail Design and road safety audits due for completion by late September. Planned for construction to commence in early 2018 |

Appendix E – Developer Funded Works

| Developer Funded Works (Section 278 Works) <i>Contact Officer Dean Heynes</i> | | | |
|--|---------------|-----------------------------------|-----------------------|
| Road Name | Parish | Description of Works | Current Status |
| Park Farm Rd/Alder Rd Ref: SH3024 | Folkestone | New bus borders and bus clearways | Signed off |

| | | | |
|--|------------|---|---|
| A259 Dymchurch Road Ref: SH3020 | Hythe | Phase 1. Widening of road, including a right turn lane. Starting phase II, road widening and including construction of traffic islands and white lining | Signed off |
| A259 Seabrook, Olivia Court, Ref: 3040 | Seabrook | New entrance and footway adjacent to new flats | Minor remedials set for Sept 17 |
| Park Farm Road Ref: SH3024 | Folkestone | New entrance to be formed as part of the Foxwood School | Inspection and sign off end of Aug 17. |
| Scanlon's Bridge junction with Dymchurch Road Ref: SH3015 | Hythe | Re-alignment of Dymchurch road west bound, forming two right turn lanes into Scanlon's bridge rd., East bound Dymchurch rd changing to two lane turning for Scanlon's bridge. modification of traffic islands to incorporate new layout and alteration to signals timing | Signed off |
| Horn St/Church Rd Ref: 3035 | 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 | Operational and going into maintenance |
| Church Rd Ref:3041 | Cheriton | Widening of Church Rd and formation of new entrance to development on Stadium site | Complete on maintenance |

Appendix F – PROW

| Public Rights of Way – Contact Manager-Andrew Hutchinson | | | |
|---|---------------|-----------------------------|-----------------------|
| Path No | Parish | Description of Works | Current Status |
| | | No planned works | |

Appendix G – Bridge Works

| Bridge Works – Contact Officer Katie Moreton | | | |
|---|---------------|--|--|
| Road Name | Parish | Description of Works | Current Status |
| High Knocke Estate / A259 | Dymchurch | Relining of existing bridge culvert under High Knocke Estate Road. | Construction phase planned from 04 September for 12 weeks. |

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 - Contact Officer: Toby Butler | | |
|---|---|-------------------------------|
| Location | Description of Works | Current Status |
| A259 Seabrook Road near Horn Street, Sandgate | Refurbishment of signal controlled crossing | Proposed 27/11/17 for 3 weeks |

Appendix I – Combined Member Fund

There are no schemes approved for funding by both the relevant Member and by Roger Wilkins, Director of Highways, Transportation and Waste to report.

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



Winter Service Handbook

2017/18 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.

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.

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 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.

Winter Service District/Team Handbook 2017-18

- 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 | | | |

District Managers

Winter Service District/Team Handbook 2017-18

| Name | Position | District | Telephone number |
|-----------------|------------------|-----------------------|-------------------------|
| Chris Maw | District Manager | Canterbury | |
| Steph Wadhams | | Dover | |
| Pauline Rockett | | Shepway | |
| Alan Blackburn | | Swale | |
| Paul Valek | | Thanet | |
| Lisa Willoughby | | Ashford | |
| Julian Cook | | Sevenoaks | |
| Mike Payton | | Gravesend | |
| Lisa Gilham | | Tunbridge wells | |
| Sue Laporte | | Maidstone | |
| Mark Simmons | | Tonbridge and Malling | |
| Denise Sutton | | | Dartford |

Engineers

| Name | Position | District | Telephone number | |
|------------------|-----------------|-----------------------|-------------------------|--|
| James Bowen | Engineers | Shepway | | |
| Andy Watson | | Swale | | |
| | | Dover | | |
| Sarah Elcock | | Thanet | | |
| Lee Goodman | | Ashford | | |
| Kevin Abel | | Canterbury | | |
| | | Sevenoaks | | |
| Andy Walters | | Dartford | | |
| | | 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) | |

Amey

Winter Service District/Team Handbook 2017-18

| 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 -

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

Demi Richards

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.

Click on: Motorway Traffic Flow

Winter Service District/Team Handbook 2017-18

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' 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 2017/18. 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.

This page is intentionally left blank