

JTB/19/05



Folkestone and Hythe Local Winter Service Plan 2019/20

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: (INTERNAL USE ONLY)

- 1) Engineers Instruction Sheet**
- 2) Maps of Primary & Secondary Salting Routes**
- 3) Salt Bin Locations**
- 4) Farmer Snow Plough Agreements**
- 5) Hand Clearance & Salting of Key Pedestrian Areas**

- 6) Incident Response Officer (IRO) Rota**
- 7) Senior Duty Officer (SDO) Rota**
- 8) Winter Duty Officer (WDO) Rota**
- 9) Amey Out of Hours Rota**

Winter Service Plan for Folkestone and Hythe

Contents

1. KCC Highways' Winter Service Policy Statement

1.1 Kent County Council Highways, Transportation & Waste (KCC HT&W) 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 £3.3m every winter and needs careful management to achieve safety for the travelling public and to be efficient. The Highways Asset Management Operations teams in HT&W work to ensure that the winter service standards and decisions made are consistent across the whole county.

1.2 HT&W 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 is available on the KCC website at <http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/winter-service-policy>

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 attached 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 can be seen in **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

The Incident Response Officer rota is attached in **Appendix 6**.

10. Senior Duty Officer (SDO) rota

The Senior Duty Officer rota is attached in **Appendix 7**.

11. Winter Duty Officer (WDO) Rota

The Winter Duty Officer Rota is attached in **Appendix 8**.

12. Amey's Out of Hours rota

Amey's Out of Hours rota is attached in **Appendix 9**.