

**KENT COUNTY COUNCIL  
HIGHWAYS AND  
TRANSPORTATION**

**Dover  
Local Winter Service  
Plan**

**2014/15**



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KCC

# Highways and Transportation Winter Service Plan 2014/15

Winter Service Plan



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# 1. The Kent Highways Contract

- 1.1 A contract exists between Kent County Council Highways and Transportation (HOPS) (client) and Enterprise plc (contractor) whereby the highway winter service is jointly delivered to the public.

# 2. Introduction

- 2.1 The Winter Service Plan gives details of the means by which HOPS intends to achieve the objectives and standards identified in the HOPS Winter Service Policy Statement. These documents are updated annually and distributed following Member approval.

# 3. Winter Service

## 3.1 Operational Winter Service Period

- 3.1.1 The Kent County Council operational winter service period for 2014/15 will run from **Friday 18 October 2013 to Friday 25 April 2014.**

## 3.2 Winter Service Contracts

- 3.2.1 All winter service activities will be undertaken using term maintenance contracts entered into with the contractor. Current contracts began in September 2011 and run until August 2016.

## 3.3 Salt

- 3.3.1 Salt for use as precautionary and post treatment to carriageways and footways will be mined rock salt graded to 6mm in accordance with BS 3247:1991. Pre-wetted salting will take place from new or refurbished depots where brine making tanks have been installed. Salt for making brine will be pure with no impurities to prevent sludge being deposited in the tanks.
- 3.3.2 During a snow event, a mixture of salt and sand or other grit material will be used on carriageways and footways. In the event of prolonged cold spell or for any other reason there is a prolonged salt shortage see policy.

## 3.4 Salt Storage

- 3.4.1 Good salt storage practice is essential for reducing spread rates, efficient salt usage and the optimisation of salt spreading. (National Winter Service Research Group – NWSRG). Salt will be stockpiled by the Contractor in designated depots storage areas using purpose made barns where available. Where there is no salt barn, salt will be protected by suitable sheeting.

## 3.5 Salt Quantities



- 3.5.1 Salt stocks will need to be maintained by the Contractor to ensure that resilience is maintained throughout the Overall Winter Period (October to April) and the Core Winter Period (December to February). This is in line with guidance from the Department for Transport. **Appendix A** gives the quantities of salt to be provided in each depot or storage area.

### 3.6 Salt Supply Arrangements

- 3.6.1 A salt stock management system will be put into place ensuring that adequate quantities of salt are available at all times during the winter service operational period. The Contractor will seek a broad approach to the supply of salt including using more than one supplier and also ensure that suppliers are able to fulfil orders even during times of extreme weather events.

### 3.7 Target Spread Rates for Salt

- 3.7.1 The Contractor will carry out spot checks of actual spread rates produced by the salt spreaders. The Contractor will also arrange for calibration checks, and any necessary adjustments to be carried out on all salt spreading equipment during the first two weeks of October. Further calibration checks will be carried out during the winter or if the spreader is thought to be spreading incorrectly. Calibration certificates shall be available for inspection by the Highway Managers. A separate certificate will be provided for each salt type.

### 3.8 Plant

- 3.8.1 Plant used for winter service activities will be controlled and maintained by the Contractor. It is important that all equipment is well maintained, calibrated and reliable. Plant may be dedicated entirely to winter service but economies should be made where possible with the use of dual-purpose vehicles with demountable bodies available for routine maintenance work when not spreading salt. Salt spreaders will conform to BS 1622:1989 and shall be speed related. The Contractor shall ensure that there are sufficient spare vehicles and plant to keep the service running.

### 3.9 Depots

- 3.9.1 The day to day running and management of depots and salt stores, used for winter service activities, will be carried out by the Contractor.

### 3.10 Labour/Drivers

- 3.10.1 Labour/Drivers will be provided and controlled by the Contractor. The Contractor will ensure that all staff are adequately trained to national standards and will ensure they have a system of formal training records which will be available for inspection by HOPS at the commencement of the winter season.

## **4. WEATHER INFORMATION**

### 4.1 Winter Duty Officers

- 4.1.1 A Winter Duty Officer (WDO) from HOPS will be on duty 24 hours a day, for periods of one week on a rota basis, throughout the operational winter service period. The WDO is responsible for receiving weather forecasts, monitoring the weather situation, and the compilation and dissemination of Kent Road Weather Forecasts. The WDO rota for the coming operational winter service period is given in Appendix B. The WDO will receive appropriate training to carry out the role. Instructions for treatment will be informed by prevailing weather conditions and in line with the Interim precautionary Treatment Decision Matrix Guide for 2014/15 – **Appendix C**.
- 4.1.2 In the event of a declared snow emergency, the WDO shift pattern will be adjusted as necessary to ensure sufficient stand down time for officers. The activities of the WDO will be co-ordinated by the Highway Manager (HM) with responsibility for winter service.

## 4.2 Weather Forecasts

- 4.2.1 For the coming operational winter service season HOPS will obtain detailed weather forecasts from Meteogroup. These will be specifically dedicated to predicting weather conditions for roads in Kent. The forecasts will be comprised of: -
- 24-hour weather forecast for Kent
  - 2 to 5 day weather forecasts for Kent
  - Road surface temperature forecasts at specific sites in Kent used to predict temperatures on roads that have been thermally mapped
  - 24-hour consultancy service by telephone
- 4.2.2 The above forecasts together with other additional weather information such as radar and satellite pictures and charts can be viewed via the Internet by visiting the following website: [www.roadcast.co.uk](http://www.roadcast.co.uk) the username and password are available from Highway Managers. The general weather information on this website is available all year round.

The WDO will keep an accurate record of decisions taken and ensure this is properly filed on the Councils ICT system (additionally for 2014/15 the Vaisala Manager system will be trailed for documenting and recording salting decisions).

## 4.3 Kent Road Weather Forecasts

- 4.3.1 Every day during the winter service period the WDO will compile a Kent Road Weather Forecast for the following 24 hours. The target time for issuing this is 14:00hrs. The Kent Road Weather Forecast will contain information about predicted weather conditions together with the instructed action, if any, to be taken in respect of the primary and secondary precautionary salting routes. APPENDIX D shows the standard form that will be used for the Kent Road Weather Forecast.

Information contained within the Kent Road Weather Forecast will consist of the following: -

- Salting - Instructed action or no action
- Forecast summary for following 24 hours
- Forecast summary for next 2-5 days, including readiness colours
- Expected overnight minimum temperatures
- Road hazards and warnings of severe weather

## 4.4 Dissemination of the Kent Road Weather Forecast and Instructed Action

- 4.4.1 The WDO will disseminate the Kent Road Weather Forecast and instructed action (including no action decisions) to contract partners and other bodies. This will be by email and by a voice recorded message. Out of office hours (including weekends and public holidays) the Kent Road Weather Forecast and instructed action will be available by email and voice recorded message system only. The WDO may revise the Kent Road Weather Forecast and instructed action following the evening update forecast, at around 21:30hrs. In addition emergency instructions may be issued by the WDO at anytime as a result of unforeseen weather conditions.
- 4.4.2 Out of office hours the WDO will telephone the Contractor duty officer(s) directly, to inform them of the instructed action. Out of office hours the information and any updates will be made available to other relevant HOPS on-call duty officers.

## 4.5 Internal communications

- 4.5.1 BlackBerry devices are issued to relevant HOPS duty officers for use during the operational winter service period. The purpose of this is to enable the WDO to alert the duty officer(s) that there has been a change to the Kent Road Weather Forecast issued previously. This is most likely to happen out of office hours and in particular overnight. If a duty officer is alerted he/she should telephone the voice recorded message system and listen to the updated forecast, or contact the HOPS Contact Centre for the information. In addition a short email message will be sent to all BlackBerry devices at weekends and bank holidays between 14:00hrs and 15:00hrs. This will alert duty officers of the action for that day and that the full Kent Road Weather Forecast is available on the voice recorded message system.

## 4.6 Communication with other Organisations

- 4.6.1 The Kent Road Weather Forecast and instructions for action (including no action decisions) will be relayed to neighbouring highway authorities, for information, in an effort to co-ordinate action in the region generally. These authorities are: -
- Medway Council
  - Highway Agency - Area 4 agent
  - Highways Agency - Area 5 agent
  - Highways Agency – A249 DBFO contractor
  - East Sussex County Council
  - Essex County Council
  - Surrey County Council
  - London Borough of Bexley
  - London Borough of Bromley
  - Kent district councils
- 4.6.2 By agreement, Medway Council will receive the Kent Road Weather Forecast together with the advised salting action for their area. The Medway Council duty officer will be responsible for deciding on the action taken.
- 4.6.3 The Kent Road Weather Forecast will also be sent to the following organisations for information: -
- Kent Police
  - Le Crossing
  - Eurotunnel

- Port of Dover

4.6.4 Whenever instructions for precautionary salting are issued by the WDO she/he will inform the following organisations by means of an “Gritting Alert” form (see **Appendix E**) sent by email -

- AA Roadwatch
- BBC Travel
- Meridian Television
- Heart Radio
- Radio Kent
- Metro Network
- CTFM
- KMFM
- Kent Police

(The WDO will only issue an “Gritting Alert” when he is sure that precautionary salting will actually take place).

## 4.7 Unexpected Weather Conditions

4.7.1 Where actual weather conditions differ locally from the forecast, it is essential that HOPS staff including District Managers (DM) based in depots around the county report this to the WDO immediately. Upon receipt of details of unexpected weather conditions, the WDO may issue local or general instructions, depending on the conditions reported and other available information.

4.7.2 In addition to the dedicated forecast provided by Meteogroup, the Meteorological Office also provides a national warning service for severe weather which is transmitted to HOPS. During the operational winter service period, and when the warning relates to winter weather the WDO will also be informed. In the context of winter service activities the service will advise of strong winds, snow, widespread ice and rapid thaws.

## 4.8 Weather Information Systems

4.8.1 HOPS will use the 'Ice Prediction' computer software package, provided by Vaisala Ltd, to enable an exchange of weather related data and information to take place between the forecast provider, Kent road weather stations, and the WDO.

## 4.9 Central Computer Server

4.9.1 A central computer server based in the Vaisala Ltd offices in Birmingham will be used to collect and store data from the Kent road weather stations, for use by the forecast provider and the WDO using the 'Ice Prediction' computer software. The server will also receive and store forecasts received from the forecast provider. The WDO will access all information on the Birmingham server by means of work or home workstation computers using the Internet.

## 4.10 Kent Road Weather Stations

4.10.1 **Appendix F** shows the sites of the thirteen automatic road weather stations in Kent. Seven of these are owned and managed by the Highways Agency. The station at A289 Wainscott is jointly funded with Medway Council. The remaining five are owned and managed by HOPS and sit within certain climatic domain areas. All sites are equipped with sensors to

monitor air and road surface temperatures, precipitation, humidity, road surface conditions, residual heat stored in the road and residual salt on the road surface. In addition, the sites are equipped with sensors to monitor wind speed and wind direction. Contractual arrangements are in place for Vaisala Ltd to carry out regular calibration and maintenance of the road weather stations together with a fault repair service. The HM with responsibility for winter service is responsible for these arrangements. Data from all thirteen weather stations is retrieved remotely by the Birmingham computer server every hour during the operational winter service period.

#### 4.11 Thermal Mapping

4.11.1 Thermal mapping is used to identify sections of road which are cooler or warmer than average due to topography, type of construction, traffic flow and other factors which affect road surface temperature. All primary salting routes have been thermally mapped. Once the forecast provider has established what the lowest predicted minimum temperature will be at six of the KCC weather station sites (A2 Norton Ash, A20 Acton Farm, A28 Tenterden, A229 Stilebridge, A28 St Nicholas and A289 Wainscott) the data is related to a map of the network of roads that have been thermally mapped. This then gives relative predicted minimum temperatures for the primary precautionary salting route network. A plan showing these roads can then be viewed by the WDO on screen with the relative temperatures represented by colour bands. In addition, we do have sight of the Highway Agency Weather stations at M25 Croydon, A21 Pembury, A2 Cobham, M20 Terry's Lodge, M2 Coxett Wood, M20 Mersham and A2 Guston.

### 5. PRECAUTIONARY SALTING

#### 5.1 Precautionary Salting Route Categories

5.1.1 There are two categories of precautionary salting route that will be salted during the operational winter service period when instructions to do so are given. These are as follows:

a) Primary Precautionary Salting Routes

Routes devised from roads or sections of road, which qualify for precautionary salting on a routine basis as a result of current policy. (See Winter service Policy Statement).

b) Secondary Precautionary Salting Routes

Routes devised from roads or sections of road, which lie beyond those included into primary routes that will receive precautionary salting under more extreme weather conditions. These are roads identified by Highway Managers as being locally busy but not qualifying for inclusion into primary salting routes.

#### 5.2 Amendments to the Precautionary Salting Route Network

5.2.1 It is the responsibility of Highway Managers to ensure that only those roads eligible, according to current policy, are included in precautionary salting routes. As the primary precautionary salting routes are largely developed from the HOPS maintenance hierarchy any changes should only occur as a result of the hierarchy being altered. Any roads or sections of road that are included within the primary precautionary salting routes that are not eligible on maintenance hierarchy terms must be justified by Highway Managers and the reasons documented.

#### 5.3 Primary and Secondary Precautionary Salting Route Coverage

- 5.3.1 Where long lengths of a road meet the criteria for precautionary salting, but shorter lengths do not, then the whole road should be salted in order to maintain continuity. Highway Managers should ensure that coverage is contiguous at district boundaries and consistent with salting routes of adjacent highway authorities.

## 5.4 Planning of Precautionary Salting Routes

- 5.4.1 Routes will be designed so that the treatment time (the time taken from leaving the salt loading area through to completion of treatment of the route) at salt spread rates of 10 or 20g/sq.m is no longer than up to 2 hours 30 minutes. The start time for each route must be such that salting will be completed between the times given in the instructions. If instructions are issued for salting at 40g/sq.m, and the relevant salting vehicle cannot complete the route at 40g/sq.m in one run, then that route may be covered in two runs provided that the first run covers the whole route at 20g/sq.m, between the times given in the instructions. Salting at 40g/sq.m is generally only necessary when snow has settled on the carriageway. All lanes of single carriageways of less than 4 lanes must be salted in one pass and all lanes and hard shoulders of dual carriageways must be salted in one pass in each direction.
- 5.4.2 All parts of the carriageway, including roundabouts and other complicated junctions shall be salted.

## 5.5 Instructions for Precautionary Salting of Primary Routes

- 5.5.1 **Appendix G** shows the normal format of instructions for treating primary precautionary routes issued by the WDO. This information will be contained within the Kent Road Weather Forecast, issued daily during the operational winter service period. Decisions taken by the WDO relating to precautionary salting of primary routes are based on information only known by that officer and not necessarily known to Highway Managers. Any instructions for salting given by the WDO will be the minimum action carried out. Highway Managers may take additional action to deal with known local hazards.

## 5.6 Instructions for Precautionary Salting of Secondary Routes

- 5.6.1 The WDO will issue Instructions for precautionary salting of secondary routes only when widespread ice is expected to form. This could occur when road surface temperatures are predicted to fall below freezing soon after significant rainfall or if snowfalls are expected. Instructions for precautionary salting of secondary routes will also be issued if road surface temperatures are expected to fall well below freezing for a prolonged period and hoarfrost is expected.
- 5.6.2 Salting on secondary routes shall only take place when the primary routes have been treated satisfactorily.

# **6. EMERGENCY SALTING**

## 6.1 Emergency Precautionary Salting of Primary and Secondary Routes

- 6.1.1 Emergency precautionary salting of primary and secondary routes may be required, at any time, if there is a significant change to the previously issued weather forecast. If this occurs the WDO will usually be alerted by the forecast provider. The WDO will assess the situation and if necessary will issue emergency instructions, relating to the primary and secondary precautionary salting routes.

## 6.2. Emergency Post Salting of Primary and Secondary Routes

- 6.2.1 Emergency post salting (salting required because ice/frost/snow has already formed) of primary and/or secondary routes may be required at any time following reports, from the Police, or other sources, of widespread unexpected wintry conditions. The WDO will assess the situation and may issue emergency instructions relating to the primary and/or secondary precautionary salting routes

## 6.3 Emergency Post Salting on any Road

- 6.3.1 Highway Managers may receive local reports of ice or frost affecting any road at any time, from the Contact Centre or other sources. Discretion is given to Highway Managers as to whether instructions for post salting are issued following local reports of ice or frost. If time or conditions permit investigations should take place to authenticate the report and to determine the full extent of ice on the road surface. If the Police report that a serious crash or a number of less serious crashes have occurred, as a result of ice, frost or snow, then post salting instructions should be issued. If the Contractor is fully committed to salting the primary or secondary precautionary salting routes, at the time local instructions for other roads are issued, treatment will be deferred until the relevant resources become available.
- 6.3.2 Highway Managers will normally issue salting instructions in response to requests from the Kent Fire and Rescue Service to salt areas of the carriageway that are wet as a result of fire fighting activities, and where ice is subsequently expected to form.
- 6.3.3 Highway Managers will normally issue salting instructions in response to requests from water companies to salt a section of road following a burst water main. However, every effort should be made to agree recovery of costs before salting is sanctioned.

## 6.4 Emergency/Post Salting Response Time

- 6.4.1 Where emergency/post salting is required the response time (the time taken from the Contractor receiving the instruction to salt until commencement of salting) is a maximum of 1 hour 15 minutes.

## **7. SNOW CLEARANCE**

### 7.1 Instructions for Snow Clearance

- 7.1.1 The WDO or Highway Managers will issue snow clearance instructions when the depth of lying snow on the carriageway exceeds 50mm. The WDO or Highway Managers will issue instructions for the fitting and removal of snowploughs to precautionary salting vehicles.

### 7.2.1 Snow Clearance by Ploughing

- 7.2.2 During prolonged falls of snow, ploughing should be frequent enough, where resources permit, to prevent a significant depth of snow from accumulating. **Appendix H** gives details of the methods to be used for snow clearance on carriageways. Ploughing should be down to the road surface. However, snow ploughs should be adjusted and/or operated to avoid risk of damage to the plough, the road surface, street furniture and level crossings whilst keeping the plough low enough to plough as close to the surface as possible.

### 7.3 Agricultural Snowploughs

- 7.3.1 Contracts have been placed with local farmers across the county to plough in rural areas. Farmers will use agricultural snow ploughs on roads not covered by precautionary salting routes. Agricultural snowploughs will be provided and maintained by HOPS. Farmers will inform HOPS via the KCC contact centre when they commence snow clearance.
- 7.3.2 Highway Operations shall arrange for routine servicing, repairs and modifications to be carried out to agricultural snowploughs. Snowplough operators are responsible for monitoring the condition of their ploughs and should report faults and tractor changes to the designated maintenance company.
- 7.3.3 Rates for snow clearance, in relation to agricultural agreements, will be regularly negotiated with the National Farmers Union by Highway Operations. Highway Managers will be notified of the rates as soon as agreement has been reached. A copy of the form of contract used for farmers is held in the Highway Operations office at Aylesford Highway Depot.

## **7.4 Agricultural Snow Throwers/Blowers**

- 7.4.1 HOPS also has a small number of snow throwers and blowers, which will be allocated to suitable operators on a similar basis to that used for agricultural snowploughs. Copies of the agreements will be sent to Highway Operations. Highway Managers will issue instructions for snow clearance using snow throwers/blowers.
- 7.4.2 The rates agreed with the National Farmers Union (see paragraph 7.3.3 above) will also apply to this equipment.

## **7.5 Snow Clearance using Blowers and Loading Shovels**

- 7.5.1 HOPS also has two snow blowers maintained by the HOPS contractor and these can be deployed anywhere within Kent. Snow blowers are a highly effective solution for clearing deep snow. Where snow blowers are not available, loading shovels and other excavating plant are the most practical solution. All plant used for snow clearance activities shall have the teeth removed from their buckets or blades. Snow should be cleared down to or very close to the road surface and equipment should be adjusted and/or operated to avoid risk of damage to the plough, the road surface, street furniture and level crossings. The remaining snow will be treated with salt. Highway Managers will issue instructions for snow clearance using snow blowers and loading plant.

## **7.6 Hand Snow Clearance**

- 7.6.1 In addition to the hand clearance of snow on footways, carriageways may also have to be cleared by hand where ploughing is not practical, due to obstructing street furniture or parked/abandoned vehicles etc. Hand snow clearance on carriageways will be carried out as circumstances allow. Additionally smaller vehicles will be provided at each depot to reduce the need to carry out hand salting.

## **7.7 Treatment after Snow Clearance**

- 7.7.1 If carriageways or footways have not been salted during snow clearance operations then Highway Managers should make arrangements for treatment to take place as soon as practicable afterwards. Subsequent treatment may be required to melt residual snow and ice or to prevent ice reforming. Salt or a salt/sand mix or other grit material will be used.



## **8. SEVERE WEATHER CONDITIONS**

### **8.1 Local Winter Service Plan**

8.1.1 District Managers shall devise a Local Winter Service Plan for managing winter weather including severe conditions. This shall be in place by 1 October. The plan should contain the following information: -

- Out of office hours contact details for HOPS staff
- List of local contractors and plant operators available to the HOPS contractor for snow clearance
- Primary and secondary salting route plans
- List of roads not contained within primary and secondary precautionary salting routes in priority order for ice or snow clearance
- List of priority footways, pedestrian areas and cycle ways for treatment following snowfall, or persistent icy conditions.
- Any local agreements with neighbouring authorities/organisations.
- Any special salting arrangements

### **8.2 District council arrangements**

In a declared snow emergency district council staff will be deployed as detailed in local agreements and published in the relevant local district winter service plan prepared by District Managers (DM) working for HOPS. The plans are governed by the following principles:

- HOPS will provide a limited quantity of a salt/grit mix for use on the highway
- Clearance areas – these will be as agreed between HOPS and the district council and will include footways, pedestrianised areas and shopping centres and other agreed priorities
- Labour – agreed district staff who are unable to undertake their normal duties will be deployed on snow clearance duties

### **8.3 Snow desk**

In the event of a declared snow emergency, a snow desk emergency arrangement will be put in place to co-ordinate activity across the county and/or in areas affected by snow as detailed below:

8.3.1 During severe weather conditions Highway Managers will set up local control centres within their areas. Highway Managers shall ensure that the Local Winter Service Plans cater for shift working during and outside of normal working hours. District Managers will liaise with the Contractor regarding snow clearance instructions using the Contractor's resources. District Managers will issue instructions to the agricultural snow plough operators directly. District Managers will receive information from, and supply information to members of the public, etc., if requested. Highway Stewards should maintain close contacts with parish councils and other similar local bodies who can provide information and other assistance during an emergency.

### **8.4 Persistent Ice on Minor Roads**

- 8.4.1 Local instructions may be issued directly to the HOPS contractor by District Managers to deal with persistent ice on minor roads not included within precautionary salting routes. This situation could arise when daytime temperatures do not rise above freezing and ice has formed, particularly where roads were previously wet. District Managers should act as the situation demands but costs shall be recorded separately. Any instructions must be notified to the WDO.

## 8.5 Ice and Snow Emergencies - Declaration

- 8.5.1 During longer periods of persistent icing or heavy snowfalls the Highway Manager(s) or WDO, in consultation with the Highway Manager(s), may declare an ice or snow emergency covering all or part of each area/district. Out of office hours it may be necessary, due to worsening conditions, for the WDO to declare a snow emergency prior to making contact with the Highway Manager(s).

## 8.6 Ice Emergencies

- 8.6.1 In this event each affected area will bring into effect its Local Winter Service Plan with staffing levels appropriate to the emergency. Pre-planned salting or emergency salting on precautionary salting routes shall be carried out as required. In addition Highway Managers shall manage the response for dealing with ice on links to urban centres, villages and hamlets beyond the primary or secondary precautionary salting route network, with priority given to bus routes. Consideration should be given to links to schools (in term time), stations, medical centres, hospitals, doctors surgeries, old people's homes, cemeteries, crematoria and industrial, commercial and shopping centres. The costs incurred during an ice emergency must be recorded under a separate cost code, which will be issued by the Business Strategy and Support Finance team as soon as possible after the ice emergency has been declared.

## 8.7 Snow Emergencies

- 8.7.1 In this event each affected area will bring into effect its Local Winter Service Plan with staffing levels appropriate to the emergency. In rural areas District Managers should have agreed in advance with parish and district councils what roads serving villages and hamlets will be given priority during a snow emergency. The costs incurred during a snow emergency must be recorded under a separate cost code, which will be issued by the Business Strategy and Support Finance team as soon as possible after the snow emergency has been declared.

## 8.8 Daily Ice/Snow Emergency Report Form

- 8.8.1 During a snow or ice emergency District Managers will provide a daily winter service update report to the HM responsible for winter service and the Highway Management Centre in the agreed format (**Appendix J**). Reports shall be sent by email at 09:00hrs and 15.00 every day during the emergency.

## 8.9 KCC Emergency Centre

- 8.9.1 In very severe weather conditions the KCC Emergency Centre will become operational at Invicta House, County Hall, Maidstone. This will be staffed by relevant cross Directorate representatives in order to manage the emergency with a co-ordinated response.

## 8.10 Outside Assistance

- 8.10.1 In the severest weather, where insufficient resources are available within Kent, the Head of Highway Operations or a delegated officer will liaise with neighbouring authorities to endeavour to obtain outside assistance.

## 8.11 Additional Resources

- 8.11.1 The contractor will identify, in advance, sources of additional snow clearance plant, which will be available for hire during snow emergencies. Such plant should be well distributed, particularly in rural areas. Snow clearance instructions for items of plant supplied by the Contractor shall be issued to the Contractor's supervisor and not directly to the plant operatives.

# **9. ROADSIDE SALT BINS**

## 9.1 Location of Roadside Salt Bins

- 9.1.1 At hazardous locations, on roads not covered by primary precautionary salting routes, residents or motorists can use salt obtained from roadside salt bins to treat ice or snow on the carriageway or footway. Such hazardous locations are likely to occur on steep gradients, at sharp corners and approaches to junctions and level crossings, particularly where there is poor surface water drainage. In no circumstances shall salt be left on the roadside in open piles.

## 9.2 Maintenance and Refilling of Roadside Salt Bins

- 9.2.1 HOPS staff shall arrange for existing salt bins to be checked and filled prior to start of the winter period then maintained and refilled during the operational winter service period. Salt bins reported empty should be filled as soon as possible, particularly during bad winter conditions, as resources permit. Salt bins at locations where the original hazard no longer exists, due to road improvements or the location becoming part of a primary precautionary salting route, should be removed. Replacement salt bins will be yellow in colour (except for aesthetic reasons, particularly in town centres) and shall bear the word "Salt" and a label with an identifier and wording agreed by HOPS.

## 9.3 New Roadside Salt Bins

- 9.3.1 The current number of salt bins is thought to be sufficient but if priorities on local road networks change Highway Managers may agree to site salt bins at new locations. An assessment criterion for installing a new salt bin has been devised and is shown at **Appendix I**. The form will be used by Highway Operations staff to assess requests. New salt bins will be put in place at the beginning of the winter period and no new bins will be placed during the operational winter season.
- 9.3.2 Payment for salt bins. Once a salt bin has been approved by the assessment criteria the cost of installation, filling and maintenance will be borne by HOPS. For the 2014/15 financial year, an upper limit of £20,000 will be available for new salt bins.

## 9.4 Salt Bags

One tonne salt bags containing a mixture of salt and sand will be distributed to parish councils by the end of September. DM's will provide the Contractor with details in good time for deliveries to be made.

## **10. SNOW FENCING**

### 10.1 Erection of Snow Fencing

- 10.1.1 Due to current budget constraints snow fencing will only be erected in exceptional circumstances and with the approval of the Highway Manager.

## **11. PRE-WINTER ACTIVITIES**

### 11.1 Winter Service Publicity

- 11.1.1 Winter Service information will be published on the kent.gov.uk website and will be updated regularly throughout the winter period. Any press releases required will be co-ordinated through the press office of Kent County Council.

### 11.2 Briefing Meetings

- 11.2.1 Prior to the start of the winter service period the Highway Manager with responsibility for winter service will arrange briefing meetings with HOPS staff to ensure that all preparations have been made for the forthcoming winter. Discussions will be held with district councils to agree local winter service plans. District Managers should also hold briefing meetings with their agricultural snow plough and snow thrower/blower operators to ensure that suitable arrangements are in place. Where links have been established, briefing meetings may also be held with parish councils and other suitable bodies, who may be able to assist during a snow emergency.

- 11.2.2 Mid and end of season briefings will be arranged as required.

### 11.3 Training for HOPS Staff

- 11.3.1 Training sessions for HOPS staff, where information about the Kent Road Weather Forecasts and other factors that affect the WDO's decision making process will be discussed, may also be arranged by Highway Operations. Guidance will also be given regarding the various roles of HOPS staff in relation to winter service generally and in emergencies.

### 11.4 Contact Arrangements

- 11.4.1 Highway Managers shall supply details of their staff contact arrangements for winter service purposes to the Contractor, Emergency Planning and relevant external organisations. This shall include details of contacts during and outside of normal working hours and be provided 10 October.

## **12. MAINTENANCE AFTER SEVERE WEATHER**

### **12.1 Deterioration of Carriageway Structure**

12.1.1 Severe winter weather can lead to the deterioration of the road surface and substructure due to frost damage. HOPS staff will carry out highway inspections to identify locations where frost damage has occurred as required. Any necessary repairs should be undertaken as soon as possible. Costs for this work will be attributed to the ice/snow emergency, if declared.

## **13. SUMMARY OF RESPONSIBILITIES**

Responsibilities operate at various levels for the various winter service activities. Details are as follows: -

### **13.1 Highway Manager with responsibility for Winter Service**

13.1.1 Highway Manager (Winter Service) is responsible for: -

- Preparing the Winter Service Policy Statement and Plan (see 1.1)
- Issuing BlackBerry devices to Winter Duty Officers (4.5.1)
- Negotiating rates for snow clearance by agricultural snow ploughs/blowers (see 7.3.3)
- Providing a representative at the County Emergency Centre (see 8.9.1)
- Preparing winter service press releases, website updates and publicity (see 11.1)
- Attending briefing meetings (see 11.2.1)
- Arranging training for staff involved in winter service (see 11.3)
- Recording and filing all decisions taken relation to salting and snow clearance instructions.

### **13.2 Winter duty officer**

13.2.1 The Winter duty officer is responsible for: -

- Receiving forecasts and monitoring weather conditions (see 4.1)
- Issuing Kent Road Weather Forecasts and instructions for action (see 4.3 & 4.4)
- Informing neighbouring authorities and other agencies of precautionary salting action (see 4.6)
- Issuing instructions for precautionary salting on primary and secondary precautionary salting routes (see 5.4 & 5.5)
- Issuing instructions for emergency salting (see 6.1)
- Issuing instructions for ice and snow emergencies (see 8.4)
- Recording and filing all decisions taken in relation to salting and snow clearance instructions (see 8.8).

### 13.3 Highway Managers

13.3.1 Highway Managers are responsible for: -

- Making amendments to the salting route network/maintenance hierarchy (see 5.2)
- Administering snow throwers/blowers agreements (see 7.4)
- Approving agreements for agricultural snowploughs (see 7.3) and snow throwers/blowers (see 7.4)
- Declaring ice and snow emergencies (see 8.5)
- Assisting with manning of the Emergency Centre (See 8.9)
- Arranging briefing meetings (see 11.2).

### 13.4 District Managers

13.4.1 District Managers are responsible for:

- Receiving Kent Road Weather Forecasts and instructions for action (see 4.4)
- Reporting unexpected weather conditions (see 4.7)
- Issuing instructions for spot salting and post salting (see 6.3 & 6.3)
- Issuing instructions for snow clearance (see 7.1)
- Administering agricultural snow ploughs agreements (see 7.3)
- Devising Local Winter Service Plans (see 8.1)
- Manning Local Emergency Response Centres during ice or snow emergencies (see 8.2, 8.5 & 8.6)
- Reporting to designated officer in Highway Operations with expenditure details during snow and ice emergencies (see 8.6)
- Devising action with regard to persistent ice on minor routes (see 8.3)
- Managing action during ice and snow emergencies (see 8.5 & 8.6)
- Reporting information on conditions in their local area during an ice or snow emergency – Appendix J
- Arranging for new, replacement, maintenance and refilling of roadside salt bins (See 9.2)
- Approving erection of snow fencing (see 10.1)
- Attending briefing meetings (see 11.2)
- Ensuring that highway inspections are carried out to monitor deterioration directly due to severe weather (see 12.1)

### 13.5 Contractor

13.5.1 In addition to carrying out salting instructions, winter service contractors are responsible for:

- Storing safely completed Salting/Snow clearance Action Report
- Making arrangements for purchase, supply and storage of salt (see 3.4 and 3.6)
- Making arrangements to receive the Kent Road Weather Forecast and instructions for action (see 4.4)
- Operational planning of precautionary salting routes (see 5.3)
- Identifying sources of additional resources (see 8.11)
- Attending briefing meetings (11.2)
- Providing information to the client regarding road conditions after instructed action, including overnight actions

- Maintaining appropriate records of actions taken which can be checked by the client at any time
- Maintaining plant and equipment including calibration and providing calibration certificates when requested and maintenance and checking of weighbridges.

## 13.6 Agricultural Snow Plough, Thrower and Blower Operators

13.6.1 In addition to carrying out instructions in accordance with their agreements, operators of agricultural snowploughs, throwers/blowers are responsible for:

- Seeking instructions from the relevant Highway Manager in the event of snowfall and monitoring the condition of their snowploughs (see 7.3), throwers and blowers (see 8.4)

## APPENDICIES

### APPENDIX A – Salt Quantities

The minimum quantity of salt to be provided by the HOPS contractor in each depot will be as shown below: -

Area/Depot	Quantity of salt (tonnes) stockpiled at start of operational winter service period.	Minimum quantity of salt stockpiled (tonnes) until 01 March
<b>WEST KENT</b>	<b>A</b>	<b>B</b>
Swanley	3330	2300
Haysden	2130	1200
Coldharbour	1400	1200
Aylesford	3800	2000
<b>EAST KENT</b>		
Sandwich	2910	2500
Stanford	1500	1200
Ashford	3940	2400
Faversham	4650	4000
<b>TOTALS</b>	<b>23,660</b>	<b>16,800</b>

Note: An additional 2,900 tonnes of a salt/sand mix was in stock at Faversham Depot on at the start of the Winter Season



## APPENDIX B – Winter Duty Rota



**Kent County Council  
Highways and Transportation  
Operational Winter Service Period 2013-2014  
Winter Duty Officer Rota  
Kent Road Weather Forecast is available on  
telephone 03000 413111**

<u>Date</u>	<u>Winter Duty Officer</u>
17 October 2014	
24 October 2014	
31 October 2014	
07 November 2014	
14 November 2014	
21 November 2014	
28 November 2014	
05 December 2014	
12 December 2014	
19 December 2014	
26 December 2014	
02 January 2015	
09 January 2015	
16 January 2015	
23 January 2015	
30 January 2015	
06 February 2015	
13 February 2015	
20 February 2015	
27 February 2015	
06 March 2015	
13 March 2015	
20 March 2015	
27 March 2015	
05 April 2015	

## APPENDIX C - Interim Precautionary Treatment Decision Matrix Guide



### Interim Precautionary Treatment Decision Matrix Guide for 2014/15

Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet	Wet Patches	Dry
May fall below 0.5°C	No rain			
	No hoar frost			
	No fog		Salt before frost (see note a)	No action likely, monitor weather (see note a)
	No rain			
	No hoar frost	Salt before frost		
	No fog			
Expected to fall below 0.5°C	Expected hoar frost		Salt before frost (see note b)	
	Expected fog			
	Expected rain BEFORE freezing	Salt after rain stops (see note c)		
	Expected rain DURING freezing	Salt before frost, as required during rain and after rain stops (see note d)		
	Possible rain			Monitor weather conditions
	Possible hoar frost	Salt before frost		
	Possible fog			
	Expected snow (See H10)		Salt before snow fall	

The decision to undertake precautionary treatments should be, if appropriate, adjusted to take account of residual salt or surface moisture.

All decisions should be evidence based, recorded and require continuous monitoring and review.

#### Notes:

(a) Particular attention should be given to the possibility of water running across carriageways and other running surfaces e.g. off adjacent fields after heavy rains, washing off salt previously deposited. Such locations should be monitored and may require treating in the evening and morning and possible other occasions. Liaise with Enterprise and District Teams to ensure WDOs are kept up-to-date on local conditions.

(b) When a weather warning contains reference to expected hoarfrost, considerable deposits of frost are likely to occur. Hoarfrost usually occurs in the early morning and is difficult to cater for because of the probability that any salt deposited on a dry road too soon before its onset, may be dispersed before it can become effective, although this effect can be reduced by the use of pre-wetted salt. Close monitoring is required under this forecast condition which should ideally be treated just as the hoarfrost is forming. Such action is usually not practicable and salt may have to be deposited on a dry road prior to and as close as possible to the expected time of the condition. Hoarfrost may be forecast at other times in which case the timing of salting operations should be adjusted accordingly.

(c) If, under these conditions, rain has not ceased by early morning, crews should be called out and action initiated as rain ceases.

(d) Under these circumstances rain will freeze on contact with running surfaces and full pre-treatment should be provided even on dry roads. This is a most serious condition and should be monitored closely and continuously throughout the danger period.

(e) Weather warnings are often qualified by altitudes in which case differing action may be required from each depot.

(f) Where there is any hint of moisture being present, a pessimistic view of the forecast should be taken when considering treatment.

(g) Table H4 of the draft Well Maintained Highway Guide has been used, amended as necessary.

### Interim Spread Rates for 2014/15

Frost or forecast frost Road Surface Temperature (RST) and Road Surface Wetness	Pre-wetted salt (see Note 1)	Dry salt
RST at or above -3°C and <b>dry or damp</b> road conditions	8	10
RST at or below -4°C and above -5°C and <b>dry or damp</b> road conditions	16	20
RST at or below -5°C and above -10°C and <b>dry or damp</b> road conditions *	16*	20*
RST at or above -2°C and <b>wet</b> road conditions	8	10
RST below -2°C and above -5°C and <b>wet</b> road conditions	16	20
RST at or below -5°C and above -10°C and <b>wet</b> road conditions *	2 x 16	2 x 20

Note 1: Spread rates for pre-wetted salting are based on dry salt and brine in proportion 80:20.

Note 2: Kent County Council does not currently use treated salt so this column has been deleted.

Note 3: Cold 6 (Detling and Blue Bell Hills) is always run at 16gsm pre-wetted or 20gsm dry.

Note 4: The various Pod routes are always run dry as these units do not have brine tanks fitted.

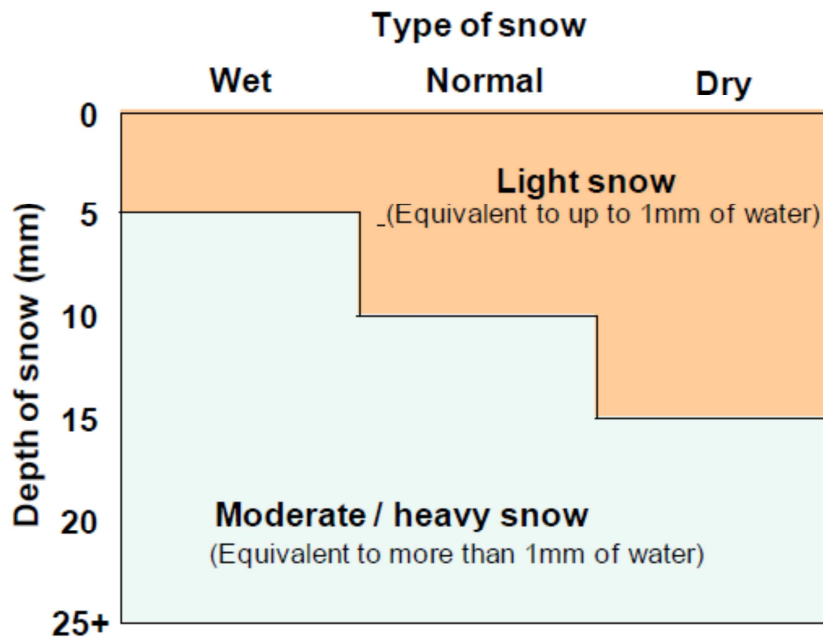
Note 5: The only spread rates available to KCC during the Winter of 2014/15 are: 8 and 16 gsm pre-wetted and 10 and 20 dry, or multiples thereof.

Note 6: Pre-wetted salt should be the preferred method in these circumstances.

\* - Consider second run

Table H7 of the draft Well Maintained Highways Guide has been used, amended as necessary.

A modest spreading capacity has been assumed – see Table H5 of WHM.



### Precautionary Treatments Before Snow Or Freezing Rain

## Weather conditions

<b>Light snow forecast</b>	20gsm of dry salt (Note 1)
<b>Moderate/Heavy snow forecast</b>	2 x 20gsm of dry salt (see Note 2)
<b>Freezing rain forecast</b>	2 x 20gsm of dry salt

Note 1: Consider whether there is a need for a second run

Note 2: The lower rates (e.g. 20g/m<sup>2</sup> for dry salt) can be used if the snow is likely to settle quickly, e.g. when the road surface temperature is below zero, the road surface is not wet and the snow is not wet, and/or there is little traffic after snowfall begins and settles.

Note 3: The differentiation between heavy traffic and light/medium traffic has been removed, as our routes are not currently configured in this way.

Based on Table H8 of WHM

## Treatments During Snowfall

Plough to be fitted to remove as much material as possible (e.g. slush, snow, compacted snow)  
Ploughing should be as near as possible to the level of the road surface.

To provide a debonding layer, spread:	During and following snowfall, spread:
20gsm of dry salt	20gsm of dry salt

Notes:

During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly.

Repeat as necessary, and consider running routes alternatively in opposite direction.

Also, consider the need to patrol and salt as appropriate.

Based on Table H9 of WHM.

APPENDIX D – Kent Road Weather Forecast

# KENT ROAD WEATHER FORECAST



Readiness colour for tonight:	
-------------------------------	--

Day:	Date:	Time issued:
------	-------	--------------

Instructed Action:	Finish Times:
For the following routes:	

Expected Hazards :	Ice	Hoar Frost	Snow	Fog	Strong Wind	Heavy Rain
Y or N						

Expected minimum overnight temperatures :-			
Air		0 C at	Hrs
Road Surface		0 C at	Hrs
Period Sub-Zero		until	Hrs
<u>Forecast for next 24hrs :</u>			
<u>Forecast for next 5 days :</u>			

Readiness colour for next 2-5 days:				
-------------------------------------	--	--	--	--

Winter Duty Officer :
-----------------------

Readiness Colours: -

- Green No hazards on the road surface and road temperatures expected to remain above 1deg.C.
- Amber Road temperatures expected to be close to freezing with the possibility of damp/wet roads or light snow.
- Red Road temperatures expected to be at or below freezing with hazards on untreated roads or sleet/snowfalls.



# GRITTING ALERT

Day: [REDACTED] Date: 14/10/2013 Time issued: 12:45 PM

---

**Road surface temperatures in Kent will fall below freezing point overnight.**

[REDACTED]

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In anticipation of this, the **main roads** – in West Kent will be treated to help prevent the formation of ice and frost on road surfaces this evening

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## **WARNING!**

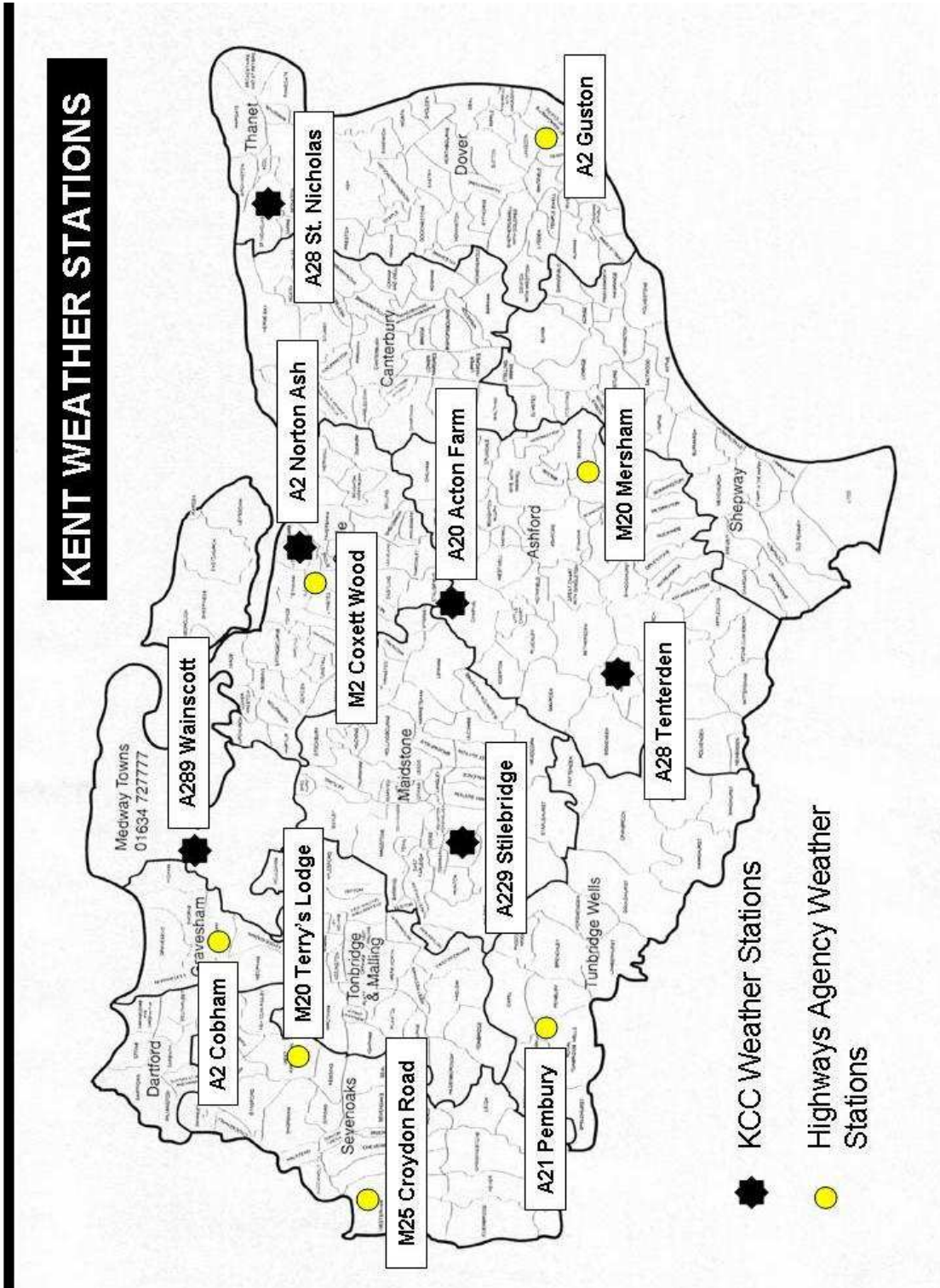
Motorists are advised to watch out for icy patches/stretches particularly on the untreated roads overnight and into tomorrow morning, and should expect the surface to be slippery. They should drive cautiously and be deliberate and slower in actions and not be surprised by 'sudden' traffic light changes or other vehicles braking.

Harsh braking, harsh steering or harsh acceleration are key precursors to skidding on ice and snow.

**Plan ahead, drive slower, brake in good time.**

If this transmission is not fully or legibly received please telephone 03000 418181

APPENDIX F – Kent Weather Stations



## APPENDIX G - ROUTINE SALTING INSTRUCTIONS

### Time of Issue of Routine Salting Instructions

- F.1 Routine salting instructions will be issued via the Kent Road Weather Forecast between 14:00hrs and 15:00hrs every day during the operational winter service period by the Winter Duty Officer. If salting instructions are subsequently revised these will be issued with an updated Kent Road Weather Forecast.

### Format of Routine Salting Instructions

- F.2 The standard format of routine salting instructions issued within the Kent Road Weather Forecast is given below:

<u>Time Band</u>	<u>Completion Time Between</u>
A	Two specified times (earliest 30 minutes before latest)
B	21:30 and 22:00
C	06:30 and 07:00
	<u>Commencement Time</u>
E	Commence salting as soon as possible but within 1 hour 15 minutes of the instruction being issued. -Or- Commence salting/snow clearance as soon as possible but within 1 hour 30 minutes of the instruction being issued to fit snowploughs.

Spread Rate at 10, 15 or 20 or grams per square metre

Route(s) All routes, or as specified

Snow Clearance Fit snowploughs and plough as required.

Example (1) Precautionary salting on all primary routes at 20g/sq. m, with a completion time between 21:30 and 22:00, would be: -

'B20 all primary routes (finish times 21:30 to 22:00)'

Example (2) Fit snow ploughs and plough as required, on all primary routes, as soon as possible, and salt at 20g/sq. m, would be: -

'E40 all primary routes – Fit snowploughs and plough as required'

- F.3 The standard times for the issue of routine salting instructions are as follows:-

<u>Instructions</u>	<u>Issued Between</u>
Afternoon (daily)	13:30 and 15:00
Evening (if required)	21:00 and 21:30
Emergency (if required)	Anytime



## APPENDIX G

### APPENDIX H - SNOW CLEARANCE ON CARRIAGEWAYS USING SNOWPLOUGHS

#### General

- G.1. As far as it is practical in the conditions, snow clearance operations on carriageways should follow the alignment of the underlying traffic lanes, and should avoid weaving and the partial clearance of lanes.

#### Single Carriageway Roads

- G.2. When clearing single carriageway roads, particularly those that have more than two lanes, clearance operations must avoid the build up of snow in the centre of the road.

#### Dual 2 Lane Carriageways Without Hard Shoulders

- G.3. The method of clearance, on both carriageways, should be: -
- (1) Plough the right-hand lane to the central reservation
  - (2) Plough the left-hand lane to the verge

#### Dual 2 Lane Carriageways with Hard Shoulders

- G.4. The method of clearance, on both carriageways, should be:-
- (1) Plough the right-hand lane to the central reservation
  - (2) Plough the left-hand lane to the hard shoulder
  - (3) Plough the hard shoulder to the verge

#### Dual 3 Lane Carriageways Without Hard Shoulders

- G.5. The method of clearance, on both carriageways, should be: -
- (1) Plough the centre-lane to the left-hand lane
  - (2) Plough the left-hand lane to the verge
  - (3) Plough the right-hand lane to the central reservation

#### Dual 3 Lane Carriageways with Hard Shoulders

- G.6. The method of clearance, on both carriageways, should be: -
- (1) Plough the centre-lane to the left-hand lane
  - (2) Plough the left-hand lane to the hard shoulder
  - (3) Plough the hard shoulder to the verge
  - (4) Plough the right-hand lane to the central reservation

## APPENDIX I - SALT BIN ASSESSMENT FORM

Location of Salt Bin	Assessment Date	Assessed by
----------------------	-----------------	-------------

Characteristic	Severity	Standard Score	Actual Score
(i) Gradient	Greater than 1 in 15	75	
	1 in 15 to 1 in 29	40	
	Less than 1 in 30	Nil	
(ii) Severe Bend	Yes	60	
	No	Nil	
(iii) Close proximity to and falling towards	Heavy trafficked road	90	
	Moderately trafficked road	75	
	Lightly trafficked road	30	
(iv) Assessed traffic density at peak times	Moderate (traffic group 5)	40	
	Light (traffic group 6)	Nil	
(v) * Number of premises for which only access	Over 50	30	
	20 - 50	20	
	0 - 20	Nil	
(vi) Is there a substantial population of either disabled or elderly people	Yes	20	
	No	Nil	
<b>TOTAL</b>			

\* N.B. Any industrial or shop premises for which this is the only access is to be automatically promoted to the next higher category within characteristic (V).

APPENDIX J – District Update Report

Send update by:	Information Detail: <u>Be specific about timings and locations</u>	
<b>09.30</b>  <i>(Update and handover from OOH)</i>	Roads	e.g. gritters, primary or secondary
	Pavements	e.g no pavements or selective ones
	Saltbins	e.g. all bins will be start to be filled at 3pm. To finish by.....
	Other Local Action	e.g. Clearing 100 metre sections of pavement outside of: ..... Crews spot salting.....
	Road Closures	e.g. very latest on road closures
	Emergency Contact	e.g. xxxxxxxx on Tel:xxxxxxxxxxxx
<b>15.30</b>  <i>(Plans for overnight and next day)</i>	Roads	
	Pavements	
	Saltbins	
	Other Local Action	
	Road Closures	
	Emergency Contact	

## 1. 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. See Appendix 1 for personnel roles in winter service.

- 1.1 The DO will commence duty at 1700 hours on Friday until 1700 the following Friday and will be responsible for all the actions below. Assistance will be given but the ultimate responsibility will be with the DO.
- 1.2 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.)
- 1.3 **Instructing and recording actions** –The DO will record action taken on the Winter Service action sheet (attached as Appendix 2). The District team will record all Ad Hoc actions on the winter service action sheet. Email to Enterprise; this will instruct them of the action that is needed. Provide as much detail as possible on the form. In the event that additional actions are needed, confirm by phone with the Enterprise 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. Enterprise will be informed directly of the main action. DO 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 (PRO), DO and Highways Manager (HM). The PRO will ensure that a WAMS order is raised as soon as practicable. The PRO will save the form in the designated folder on the H&T IT system.

- 1.4 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.
- 1.5 If there are any changes, i.e. rain, contact the Enterprise Winter Duty Supervisor as soon as possible to cancel/ amend the instruction and inform the WDO
- 1.6 A snow/ice emergency can be declared by a HM or in exceptional circumstances by the WDO. In the event of a snow/ice emergency being declared, strategic action should be considered, i.e. opening an Emergency Room and calling in other staff etc.
- 1.7 In a declared snow emergency the treatment priorities are primary routes and secondary routes followed by recorded snow clearance priorities when resource allows and finally anything reported by the public etc. All urgent public reports will be entered as enquiries into the WAMS system and followed up accordingly.  
Sections of primary and secondary routes that we are unable to clear using lorry mounted ploughs, due to on street parking, will be attended to as resources permit.

**2. Useful Phone numbers/sites**

**Weather**

KCC Weather 03000 413111

Meteogroup UK 0207 963 7599

**Senior Management - Operations**


**Winter Service Manager**

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**Winter Duty Officers 2014/15**


**District Managers**


**Engineers**


**Other**


**Enterprise**


**Police Force Control** switch board (24/7)

**Highway Agency**

**Other numbers specific to your area.**

**KCC Highway &Transportation Inspectors/ Stewards / HUB**

**Stewards**

**PRO**

**Inspectors**

**3. Team duty officer rota**

See Appendix 4.

**4. Senior duty officer rota**

See Appendix 5.

**5. Enterprise depot staff rota**

See Appendix 6.

**6. Farmer snow plough**

See Appendix 7.

**7. Alphabetical list of roads & Traffic calming features on primary routes**

See Appendix 8.

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

See Appendix 9.

**9. Plans of primary and secondary routes**

See Appendix 10

**10. Spot salt list i.e. wet spots on and off precautionary routes.**

See Appendix 11

**11. Emergency primary actions**

See Appendix 12

**12. Salt bin locations**

See Appendix 13

**Parish salt bag locations**

See Appendix 14

**13. Local agreements/actions with Districts/others**

**Pavements**

During snow days arrangements will be made to clear pavements in key town centre and other areas as identified and agreed by district council and H&T staff. The prioritised pavements/footways are identified in this document.

**14. Emergency local control centres**

KCC Highway Depot  
Ash Road

Sandwich  
CT13 9HZ

Dover District Council  
White Cliffs Business Park  
Honeywood Parkway  
Whitfield  
Dover  
CT16 3PT

## **Appendix 1**

### **Personnel Roles**

Duty Officer (DO), is the DO who assumes responsibility for winter service out of hours and is usually the same DO that would deal with all out of hours calls.

Winter Duty Officer (WDO) is the H&T officer who receives weather forecasts and decides the appropriate salting actions.

Enterprise Winter Duty Supervisor (EWDS) is the Enterprise officer who arranges the Enterprise out of hours winter service actions

Highway Manager (HM) will declare a snow/ice emergency when appropriate

District Managers will co-ordinate action during normal office hours in conjunction with the WDO and where necessary the relevant HM



Appendix 2

# ENGINEER'S INSTRUCTION

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**Contract:** Winter Service 2014/15

**Contractor:** Amey

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The Contractor is instructed to act on or carry out work in accordance with the undernoted instruction.

Instruction Number .....

Date ..... Time .....

**Issued under the authority of Clause 7(1) of the conditions**

---

Action

..... for (evening/morning of ..... 2014/15

(other .....

Engineer's Representative .....

**Appendix 3**

WINTER SALTING REQUEST FOR:						
Parish - Road	C/W, F/W, Salt Bin Fill	CSM Log	Suitability for gritter or hand salt	Route Priority Primary, Secondary, Other	Inspector knowledge if needed	Budget Code
Shoreham -	CW	1000000000	HS	S		
Shoreham Rd	CW	1000000000	HS	S		
London Road	FW	1000000001	Gritter	O		
Richards Close	SBF	1000000002	Gritter	S		

**Appendix 4**

**Appendix 5**



**Kent County Council  
Highways and Transportation  
Operational Winter Service Period 2013-2014  
Winter Duty Officer Rota  
Kent Road Weather Forecast is available on  
telephone 03000 413111**



### Winter Service 2013/2014 - Depot Routes

Ashford Depot		Stanford Depot		Sandwich Depot		Preston Depot	
Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary
ASH 1	ASH A	STAN 1	STAN A	SAND 1	SAND A	PRES 1	PRES A
ASH 2	ASH B	STAN 2	STAN B	SAND 2	SAND B	PRES 2	PRES B
ASH 3	ASH C	STAN 3	STAN C	SAND 3	SAND C	PRES 3	PRES C
ASH 4	ASH D	STAN 4	STAN D	SAND 4	SAND D	PRES 4	PRES D
ASH 5	ASH E			SAND 5	SAND E	PRES 5&B	PRES E
ASH 6	ASH F			SAND 6	SAND F	PRES 6	PRES F
ASH 7	ASH G			SAND 7	SAND G	PRES 7	PRES G
ASH 8				SAND 8	SAND H	PRES 8	PRES H
				SAND 9	SAND I	PRES 9	

Ayelsford Depot		Coldharbour Depot		Haysden Depot		Swanley Depot	
Primary	Secondary	Primary	Secondary	Primary	Secondary	Primary	Secondary
COLD 2	COLD B	COLD 1	COLD A	HAYS 1	HAYS A	SWAN 1	SWAN A
COLD 4	N/A	COLD 3	COLD C	HAYS 2	HAYS B	SWAN 2	SWAN B
COLD 5	COLD E	COLD 7	COLD F	HAYS 3	HAYS C	SWAN 3	SWAN C
COLD 6	N/A	HAYS 8	HAYS H	HAYS 4	HAYS D	SWAN 4	SWAN D
COLD 8	COLD D	HAYS 10	HAYS J	HAYS 5	HAYS E	SWAN 5	SWAN E
COLD 9	N/A			HAYS 6	HAYS F	SWAN 6	SWAN F
				HAYS 7	HAYS G	SWAN 7	SWAN G
				HAYS 9	HAYS I	SWAN 8	SWAN H
				HAYS 11	HAYS K	SWAN 9	SWAN I
						SWAN 10	SWAN J

POD ROUTE

## Appendix 7

## Appendix 8

Road	Area	Route	Feature
Astor Avenue	Dover	Primary - Dover	Traffic calming site
Bunkers Hill Road	Dover	Not on route	Too steep
Clarendon Place	Dover	Secondary - Dover A	Parked cars
Douglas Road	Dover	Not on route	Traffic calming site
Eaton Road	Dover	Primary - Dover	Traffic calming site
Eythorne Road	Shepherdswell	Primary - Sandwich 3	Traffic calming site
Freemans Way	Deal	Not on route	Traffic calming site
Goschen Road	Dover	Not on route	Traffic calming site
Lowther Road	Dover	Not on route	Traffic calming site
Melbourne Avenue	Dover	Primary - Dover	Traffic calming site
Mill Hill	Deal	Primary - Sandwich 4	Traffic calming site
Mount Road	Dover	Secondary - Dover A	Parked cars
Park Street	Deal	Secondary - Dover B	Traffic calming site
Salisbury Road	Deal	Primary - Sandwich 4	Traffic calming site
Sandown Road (from Alfred Square to Godwin Road)	Deal	Secondary - Dover B	Traffic calming site
Sandown Road (Godwin Road to dead end)	Deal	Not on route	Traffic calming site
Sandwich Road	Whitfield	Primary - Sandwich 3	Traffic calming site
Sandwich Road	Eythorne	Not on route	Traffic calming site
Shakespeare Road	Dover	Not on route	Too steep
Shepherdswell Road	Eythorne	Primary - Sandwich 3	Traffic calming site
South Road	Dover	Primary - Dover	Traffic calming site
Tower Street	Dover	Primary - Dover	Traffic calming site
Upper Street	Kingsdown	Primary - Sandwich 9 pod	Parked cars
Wyndham Road	Dover	Not on route	Traffic calming site
Church St St Marys	Sandwich	Not on route	Traffic calming site

## Appendix 9

### DOVER

Pencester Road  
Pedestrian shopping area  
London Road/High Street  
Coombe Valley Road

Bus area and shops  
Market Sq to Town Hall  
Up to Cherry Tree Avenue  
Around *Buckland Hospital*

Folkestone Road

Length to railway station

### DEAL

High Street  
South Street  
Park Street  
West Street  
Broad Street/Queen Street  
London Road, Bowling Green Lane  
Mill Hill  
The Strand

Precinct areas

*Deal Hospital*  
Shops  
Starting at The Cedars surgery

### OTHER

Sandwich  
Aylesham  
Eastry

Town centre, Guildhall, Market Street, King Street  
Shops and Market Place  
High Street/Surgery

<b>Ambulance Stations</b>	
Deal	Bowling Green Lane, Deal( included with Hosp above)
Dover South	Winchelsea Road, Dover CT17 9TT
Dover North	Menzies Road, Dover CT16 2HQ
<b>Fire Stations</b>	
Dover	Ladywell, Dover, CT16 1DG
Aylesham	Milner Cres
Whitfield	Sandwich Road, Whitfield, CT16 3LZ
Deal	London Road, Deal, CT14 9TB
Eastry	Mill Lane, Eastry, CT13 0JW
Sandwich	Ash Road, Sandwich, CT13 9HZ

### **Dover Coastguard**

HM Coastguard  
 Langdon Battery  
 Swingate  
 Dover  
 Kent  
 CT15 5NA

Operational Area :  
 Reculver Towers to BeachyHead,Belle Tout

### **Walmer Lifeboat Station**

The Strand  
 Walmer  
 Kent  
 CT14 7DY  
 Station telephone:



# WINTER CLEARANCE PROCEDURES ON BUS ROUTES IN EAST KENT

## FINAL VERSION – DECEMBER 2011

- 1 During adverse winter weather conditions the local Stagecoach Operations Manager (or Deputy Manager) will contact his or her local counterpart in KCC to identify any particular sections of bus route which need attention.
- 2 Close liaison between each local Operations Manager and local KCC District Highway Manager will ensure that as much as possible of the main bus routes are kept clear.
- 3 Kent Road and Shakespeare Road in Folkestone, and Menzies Road in Dover, are both a high priority for snow clearance, and are now included in the secondary route snow clearance list as these roads provide essential access to Cheriton and Dover bus depots respectively.
- 4 Contact details for both parties must not be made public, and are given here solely for internal use and for use between each party. Please use the different KCC contact numbers depending on whether the call is made inside or outside operating hours.
- 5 The **Out of Hours** numbers should be used as follows:

### **Out of Hours**

Monday 1700 - 0900 Tuesday

Tuesday 1700 - 0900 Wednesday

Wednesday 1700 - 0900 Thursday

Thursday 1700 - 0900 Friday

Friday 1700 – 0900 Monday (inc. all day Saturday and Sunday and Public Holidays)

**PRIVATE AND CONFIDENTIAL**

**TABLE OF KEY CONTACTS AT KCC AND STAGECOACH IN EAST KENT**



Plus other various locations including: (Dependant of situation and available resources)  
Schools, Doctor's surgeries, Care Homes

**Doctors' Surgeries**

<b>Surgery</b>	<b>Location</b>	<b>Parish</b>
----------------	-----------------	---------------

AC Mottershead	10 Pencester Road, Dover	Dover
Eastry Surgery	High Street, Eastry	Eastry
The Market Place Surgery	Cattle Market, Sandwich	Sandwich
The Surgery	Chilton Place, Ash	Ash
Dr T Bahadur	Brookfield Place, Dover	Dover
Balmoral Surgery*	Canada Road, Walmer	Deal
Collins & Partners	Peter Street, Dover	Dover
Dover Medical Practice	Maison Dieu Road, Dover	Dover
The Surgery	7 The Butchery, Sandwich	Sandwich
The Cedars Surgery*	24 Marine Road, Deal	Deal
High Street Surgery	100 High Street, Dover	Dover
St James Surgery	2 Harold Street, Dover	Dover
M Ford	38 Manor Road, Deal	Deal
P Premnath	143 Folkestone Road, Dover	Dover
R Premnath	23 Cherry Tree Avenue, Dover	Dover
River Surgery	110 London Road, Dover	Dover
Sandwich Road Branch Surgery	43 Sandwich Road, Whitfield	Dover
T Bahadur	The Droveaway, St Margarets Bay, Dover	Dover
St Richards Road Surgery	227 St Richards Road, Deal	Deal
Lydden Surgery	114 Canterbury Road, Lydden	Lydden
White Cliffs Medical Centre	Mill Lane	Shepherdswell
Golf Road Surgery	22 Golf Road	Deal
Wingham Surgery	2 North Court Road	Wingham
Aylesham Medical Centre	Market Place, Aylesham	Aylesham
Deal Hospital	London Road, Deal	Deal
Buckland Hospital	Coombe Valley Road, Dover	Dover

\*Plan in file includes footway to Pharmacy

School	Address	Parish	Type
Astor College for the Arts	Astor Avenue, Dover, CT17 0AS	Dover	High School

Aycliffe Community Primary School	Saint Davids Avenue, Dover, CT17 9HJ	Dover	Primary School
Aylesham Primary School	Attlee Avenue, Aylesham, Canterbury, CT3 3BS	Aylesham	Primary School
Barton Junior School	Barton Road, Dover, CT16 2ND	Dover	Primary School
Capel-le-Ferne Primary School	Capel Street, Capel le Ferne, CT18 7HB	Capel-le-Ferne	Primary School
Cartwright & Kelsey CE Primary School	School Road, Ash, CT3 2JD	Ash	Primary School
Castle Community College	Mill Road, Deal, CT14 9BD	Deal	Academy
Charlton CE Primary School	Barton Road, Dover, CT16 2LX	Dover	Primary School
Deal Parochial CE Primary School	Gladstone Road, Walmer, Deal, CT14 7ER	Walmer	Primary School
Dover Christ Church Academy	Melbourne Avenue, Whitfield, Dover, CT16 2EG	Whitfield	Academy
Dover Grammar School for Boys	Astor Avenue, Dover, CT17 0DQ	Dover	Grammar School
Dover Grammar School for Girls	Frith Road, Dover, CT16 2PZ	Dover	Grammar School
Downs CE Primary School, The	Owen Square, Walmer, Deal, CT14 7TL	Walmer	Primary School
Duke of York's Royal Military School	Dover, CT15 5EQ	Dover	Academy
Eastry CE Primary School	Cook's Lea, Eastry, Sandwich, CT13 0LR	Eastry	Primary School
Eythorne Elvington Community Primary School	Adelaide Road, Eythorne, CT15 4AN	Eythorne	Primary School
Goodnestone CE Primary School	The Street, Goodnestone, CT3 1PQ	Goodnestone	Primary School
Green Park Community Primary School	The Linces, Buckland, Dover, CT16 2BN	Dover	Primary School
Guston CE Primary School	Burgoyne Heights, Guston, Dover, CT15 5LR	Guston	Primary School
Harbour School	Elms Vale Road, Dover, CT17 9PS	Dover	Special Schools
Hornbeam Primary School	Mongeham Road, Deal, CT14 9PQ	Deal	Primary School
Kingsdown & Ringwould CE Primary School	Glen Road, Kingsdown, CT15 8DD	Ringwould with Kingsdown	Primary School
Langdon Primary School	Westside, East Langdon, Dover, CT15 5JQ	Langdon	Primary School
Lydden Primary School	Stonehall Road, Lydden, Dover, CT15 7LA	Lydden	Primary School
Nonington CE Primary School	Church Street, Nonington, Dover, CT15 4LB	Nonington	Primary School
Northbourne CE Primary School	Coldharbour Lane, Northbourne, CT14 0LP	Northbourne	Primary School
Portal House School	Sea Street, St Margarets at Cliffe, CT15 6SS	St Margarets at Cliffe	Special Schools
Preston Primary School	Mill Lane, Preston, CT3 1HB	Preston	Primary School

Priory Fields School	Astor Avenue, Dover, CT17 0FS	Dover	Primary School
River Primary School	Lewisham Road, River, CT17 0PP	River	Primary School
Sandown School	Golf Road, Deal, CT14 6PY	Deal	Primary School
Sandwich Infant School	School Road, Sandwich, CT13 9HT	Sandwich	Infant School
Sandwich Junior School	Saint Bart's Road, Sandwich, CT13 0AS	Sandwich	Junior School
Sandwich Technology School	Deal Road, Sandwich, CT13 0FA	Sandwich	Academy
Shatterlocks Infant School	Heathfield Avenue, Dover, CT16 2PB	Dover	Infant School
Sholden CE Primary School	London Road, Sholden, Deal, CT14 0AB	Sholden	Primary School
Sibertswold CE Primary School	Coldred Road, Shepherdswell, CT15 7LF	Shepherdswell	Primary School
Sir Roger Manwood's School	Manwood Road, Sandwich, CT13 9JX	Sandwich	Grammar School
St Edmund's Catholic School	Old Charlton Road, Dover, CT16 2QB	Dover	Wide Ability School
St Joseph's Catholic Primary School	Ackholt Road, Aylesham, CT3 3AS	Aylesham	Primary School
St Margaret's at Cliffe Primary School	Sea Street, St Margarets at Cliffe, CT15 6SS	St Margarets at Cliffe	Primary School
St Martin's School	Markland Road, Dover, CT17 9LY	Dover	Primary School
St Mary's Catholic School	St Richard's Road, Deal, CT14 9LF	Deal	Primary School
St Mary's CE Primary School	Laureston Place, Dover, CT16 1QX	Dover	Primary School
St Richard's Catholic Primary School	Castle Avenue, Dover, CT16 1EZ	Dover	Primary School
Temple Ewell CE Primary School	3-4 Brookside, Temple Ewell, CT16 3DT	Temple Ewell	Primary School
Vale View Community School	Vale View Road, Elmsvale, Dover, CT17 9NP	Dover	Primary School
Warden House Primary School	Birdwood Avenue, Deal, CT14 9SF	Deal	Primary School
White Cliffs Primary College for the Arts	St Radigund's Road, Dover, CT17 0LB	Dover	Primary School
Whitfield and Aspen School	Mayfield Road, Whitfield, CT16 3LJ	Whitfield	Primary School
Wingham Primary School	School Lane, Wingham, CT3 1BD	Wingham	Primary School
Worth Primary School	The Street, Worth, Deal, CT14 0DF	Worth	Primary School

## Day Care Centres

Deal, Dover and Sandwich Age Concern Day Care Centres are all situated in areas that are identified in treatment priorities shown in appendix 9.



## **Appendix 10**

<http://webapps.kent.gov.uk/KCC.MyNearestGIS.Web.Sites.Public/Default.aspx?lyrs=35&xmin=510905&xmax=671095&ymin=91716&ymax=191284&bg=osColour>

## **Appendix 11**

### **Spot salt list i.e. wet spots on and off precautionary routes.**

Liverpool Rd, Deal o/s KCC Social Education Centre - spot blast to carriageway adjacent to steep access when on 2ry route Sand D

## **Appendix 12**

### **Emergency Primary Actions**

In severe conditions consider:-

Whitfield Hill, Dover

Lydden hill, Lydden

A256 Dual Carriageway (particularly elevated section Whitfield end)

Use of farmer routes and possible additional hand salting

## Appendix 13

**DOVER SALT BIN LOCATIONS**

Total No.	Parish/Area	Road	No.	Location
12	Alkham	The Forstal	1	by church gates
		Hogbrook Hill	2	Junction Alkham Valley Road on bend
		Meggett Lane	2	Alkham Court Farm House by Green Hill Farm
		Short Lane	2	Junction Alkham Valley Road at lower entrance to Glebelands
		Slip lane	2	Junction Whites Hill Junction Chalksole Green Lane
		Wolverton Hill	3	Ewell Minnis (half way up) Ewell Minnis (by phone box) Ewell Minnis (bottom by bus stop)
6	Ash	Cop Street	1	on Forge corner
		Durlock Road	1	on corner at Minters
		Holness Road	1	Junction Chequer Lane
		Molland Lane	1	Opposite Glebelands
		New Street	1	Junction Cherry Garden Lane
		Queens Road	1	Near village hall
5	Aylesham	Cooting Road	2	Junction Spinney Lane Junction Adisham Road
		Dorman Avenue North	1	Junction B2046
		Dorman Avenue North	1	Junction Market Place
		Snowdown Road	1	Snowdown, nr Railway bridge
1	Barfrestone	Barfrestone Road	1	Next to phone box near church
3	Capel le Ferne	Capel Street	2	Junction with Lancaster Avenue Outside School
		Cauldham Lane	1	Junction Cauldham Close
2	Coldred	Coldred Hill (The Green)	1	Near Parsonage & Chilli Farms
		Church Road	1	junction Singledge Lane
5	Deal	Beauchamp Avenue	1	On roundabout
		Downs Road	1	On hill approaching Owen Square
		Downs Road	1	Entrance to alleyway near primary school
		Rectory Road	1	Junction Addelam Road
		Station Road	1	junction Sydney Road
7	Denton	Agester Lane	2	at entrance to Homewood Farm Junction with A260 Canterbury Road
		Lodge Lees	1	Junction with Agester Lane
		Shelvin Lane	1	Junction with A260 Canterbury Road
		Snode Hill	2	500m SW of junction Agester Lane



			Junction with Gatteridge Lane
		Walderchain	1 100m from Agerster junction
83	Dover	Anstee Road	1 Junction with Shooters Hill
		Astley Avenue	1 At top adjacent to bridge
		Auckland Crescent	1 Opposite 17
		Belgrave Road	2 Junction with Westbury Crescent Outside Belgrave House
		Bunkers Hill	1 Junction Hillside Road
		Bunkers Hill Avenue	1 Junction Bunkers Hill Road
		Carlsden Crescent	1 on top of bend just off London Rd
		Castle Hill Road	1 Junction Dover Road, Guston
		Channel View Road	3 Between P&O and Travelmaster At the top of steps on spiral top of road
		Clarendon Road	1 Outside no. 1
		Colton Crescent	1 Junction Rokesley Road
		Connaught Road	2 Near Top entrance
		Upper Danes Court	2 On island outside 33 At junction with Roman Road
		Lower Danes Court	1 on island jct Old Charlton Road
		De Burgh Hill	1 On bend at top of hill
		Dunedin Drive	1 Junction with Auckland Crescent
		Eaves Road	2 On bend by flats Outside 54 in turning head
		Edgar Road	1 junction Prospect Place
		Elm Park Gardens	1 In turning head
		Farthingloe Road	1 East end jct with Manor Road
		Green Lane	1 Between Brookfield Ave and bridge
		Hobart Crescent	2 Side of 40, entrance to mast site Junction Napier Rd o/s no.2
		Holmestone Road	1 In side road outside Rawlsons
		Kimberley Close	1 Junction with Durban Crescent
		Kings Road	2 Top of road Junction with Queens Avenue
		Longfield Road	1 near 93
		Malvern Road	2 Opposite no.1 side of Malvern Pub
		Manor Rise	2 Junction Mount Road Junction Farthingloe Road
		Marjan Close	1 On fork in road
		Markland Road	1 Outside 130
		Marlborough Road	2 Junction with Newbury Close Outside 23/25
		Maxton Road	2 Junction Hardwicke Road Junction Mount Road

		Mayfield Avenue	1	junction Mayfield Gardens
		Military Road	2	On bend at jct Lancaster Road Junction with Citadel Road
		Monks Way	1	Opposite number 1
		Napier Road	1	On island outside 12
		Nightingale Road	1	Outside 2 Heathfield Avenue
		Noahs Ark Road	1	opp junction Anselm Road
		Ottawa Crescent	1	on grass verge o/s no.4
		Park Road	1	o/s Shatterlocks School
		Peverall Road	1	Junction Rokesley Road
		Pilgrims Way	1	Junction Friars Way
		Pioneer Road	1	junction with Old Park Hill
		Primrose Place	1	Junction with St Radigund's Road
		Priory Hill	1	On bend outside 36
		Randolph Road	2	Opposite 31 opp no.4
		Reading Road	1	Outside 12
		Shakespeare Road	3	Junction with Churchill Road Junction with Hardwicke Road Side of number 6
		Shooters Hill	1	On bend in parking area
		South Road	1	Junction with Tower Hill
		St Andrew's Gardens	1	Junction Bunkers Hill
		St David's Avenue, Aycliffe	2	jct St George's Cres (eastern end) jct St George's Cres (western end)
		St Martins Road	1	Front garden of No.5
		St Radigunds Road	1	On elevated section opp 82
		Stanhope Road	1	Top of hill
		Taswell Street	1	Junction with Harold Street
		The Linces	1	Junction with Milton Crescent
		Tower Hill	1	Junction with The Abbots
		Vale View Road	1	Side of 3A at school entrance
		Victoria Street	1	no.21
		Westbury Road	1	Junction with Westbury Heights
		Widred Road	1	Junction with Edred Road
		Winant Way	1	Near junction with Green Lane
		Winchelsea Road	3	Entrance to Ambulance station on bend on top of road
15	Eastry	Boystown Place	1	Opposite 32
		Brook Stret	1	On bend by Old Lynch Cottage
		Centenary Gardens	1	Just off Gore Lane
		Cooks Lea	1	near Gore Lane/Close parking areas
		Gore Road	1	os 15
		High street	1	Outside Village Hall

		Mill Lane	2	Junction Gore Lane
				Junction Bellevue
		Northbourne Road	1	outside Eastry Park
		Orchard Road	1	junction Gore Lane
		Peak Drive	1	Junction Woodnesborough Lane
		Swaynes Way	1	Just off Mill Lane
		Wheelwrights Way	1	Just off Mill Lane
		Whitewood Road	1	Just off Liss Road
		Wilmot Place	1	by entrance to skate park and alleyway
12	Eythorne	Chapel Hill	1	On roundabout
		Church Hill (Elvington)	1	by Church
		Green Lane	1	Junction Sandwich Road
		Kennel Hill	1	Junction The Street
		Rose Gardens	1	Junction Monkton Court Lane
		Shepherdswell Road	1	Junction Shooters Hill
		Sun Valley Way	1	Junction Sandwich Road
		Sweetbriar Ln (Elvington)	1	Junction Beech Drive
		Terrace Road (Elvington)	1	Junction Adelaide Road
		Tye Wood Rd (Elvington)	1	Junction Roman Way
		Willow Way	2	Junction Green Lane
5	Goodnestone	Boyes Lane	1	Junction Cave Lane
		Catsole Hill	1	between G'stone and Chillenden
		Lower Rowling Road	1	at entrance to PROW EE276
		Goodnestone Road	1	jct Cave Lane
		Griffin Hill, Chillenden	1	Near Orchard Court
5	Great Mongeham	Mongeham Road	1	Junction Church Path
		St Richards Road	1	Junction Mongeham Road
		St Richards Road	1	Junction St Edmunds Close
		Cherry Lane	2	Junction with Northborne Road
				Junction Pixwell Lane
4	Guston	Old Charlton Road	1	Jct Guston Road/Dover Road
		Prescott Close	1	Below 21/23
		The Street	2	Junction Dover Road
				Junction Pineham Road
7	Hougham	Abbey Road	1	On hill near sharp bend
		Elms Hill	1	On verge by flint wall
		Gravel Hill	1	Between the Kennels
		Eight Acres	1	20yds from jct Capel Street
		Ingleton Wood Road	1	on bend near Fern Cottage
		Hougham Court Hill	1	opp Hougham Court Farm
		Lowslip Hill	1	Halfway up
7	Kingsdown	Balmoral Road	1	on verge near 51
		Cliffe Road	1	Slip road jct Undercliffe Road
		Clim Down	1	entrance to close on LHS

		Courtlands	1	Junction with Kingsdown Road
		Glen Road	1	on verge outside 5 Kings Close
		Sea Road	1	Junction Balmoral Road
		The Rise	1	Junction with Chalk Hill Road
		Upper Street	1	Junction with The Avenue
3	Langdon	Solton Lane	2	outside Glebelands Farm in dip Junction A258
		Station Road	1	Junction A258
2	Lydden	Stonehall Road	2	by the school opposite The Close
4	Martin	Hollands Hill	1	near Railway Bridge
		Lucerne Lane	1	near Pumping Station
		Martin Mill Station	1	at entrance
		Westside	1	opposite no.8
6	Nonington	Easole Street	2	Junction Mill Lane Junction Butchers Lane
		Holt Street	2	Opposite Vicarage Lane Junction Butter Street
		Vicarage Lane	1	Junction St Marys Close
		Ruberries Wood	1	Junction The Street, Frogham
7	Northbourne	Broad Lane	2	Approach to Burgess Green Junction North Road
		Northbourne Road	1	Junction Broad Lane
		Stoneheap Road	1	Jct Betteshanger Farm Rd nr school
		Straight Mile	1	Betteshanger Church Road
		The Street	2	Junction Northbourne Road O/S The Hare and Hounds
1	Preston	The Street	1	Junction Mill Lane
1	Ringwould	Front Street	1	(Green bin)
5	Ripple	Chapel Lane	1	Junction Pommeus Lane
		Church Lane	1	Junction Chapel Lane
		Mantles Hill	1	90m from junction Mongeham Road
		Sunnyside Close	1	Junction Mongeham Road
		Vale Road	1	junction Sutton Road
15	River	Ash Close	1	near steps
		Badgers Rise	1	o/s number 5
		Common Lane	1	Junction of Dove Lea Gardens
		Coxhill Gardens	1	Junction with Coxhill Crescent
		Crabble Lane	2	Junction with The Ridgeway Junction with Lewisham Road
		Deanwood Road	2	o/s number 69 Junction Crabble Lane
		Hawthorne Close	1	Junction Lyndhurst Road
		Hazeldown Close	1	Opposite number 5
		Meadway	1	o/s number 5

		Minnis Lane	1	Opp Frangham Kennels
		Sanctuary Close	1	by sub station fence at close entrance
		Wingrove Hill	1	Junction with The Ridgeway
		Woodland Close	1	Junction with The Ridgeway
5	Shepherdswell	Church Hill	1	Outside 65
		Coxhill	1	on access slope to Village Hall
		Mill Lane	1	on The Green
		Westcourt Lane	2	Jct Eythorne Rd os Bricklayers Junction The Grange
2	Sholden	The Street	1	on bend
		Vicarage Lane	1	Junction with The Street
3	St Margaret's	Downside	1	o/s number 1
		Kingsdown Road	1	Junction Freedown
		Kennilworth Close	1	at entrance to close
3	Staple	School Lane	1	Junction Durlock Road
		The Street	1	Buckland Lane
		Staple Road	1	opposite Grain Harvesters
2	Stourmouth	Church Lane	2	phone box junction Preston Road
		Waldershare Road, ashley	2	on A256 flyover outside Wellards
8	Sutton	Church Hill	1	at top
		Downs Road	2	Junction Strakers Hill, East Studdal Jct Northbourne Road, East Studdal
		Forge Lane	1	By Sutton Village nameplate
		Roman Road	2	Junction Strakers Hill, East Studdal On Three Horseshoes Triangle
6	Temple Ewell	Church Hill	1	Entrance to Church
		Green Lane	2	Top junction with Target Firs Bottom junction with Target Firs
		London Road	1	Junction with High Street
		Whitfield Hill	1	Junction Kearsney Ave
		Watersend	1	Junction with London Road
9	Tilmanstone	Chapel Road	1	80m from Lower Street
		Dover Road	1	opposite St Mary's Grove
		Lower Street	2	Junction White Hill junction Dover Road
		School Road	2	On triangle jct Pike Rd Entrance Dane Ct Mews
		Upper Street	3	Junction North Court Lane Junction School Road Outside Memorial Cottage
9	Whitfield	Archers Court Road	1	Junction with Newlands
		Aspen Drive	1	Junction Kinson Way
		Beechwood Close	1	Junction Forge Lane

		Bewsbury Cross Lane	1	Junction Nursery Lane
		Castle Drive	1	Junction Singledge Lane
		Crangleigh Drive	1	Junction Alison Crescent
		Guildford Avenue	2	near junction Nursery Lane
				Junction with Forge Lane
		Nursery Lane	1	Junction with Singledge Lane
5	Wingham	Preston Hill	1	100m from A257
		St Mary's Meadow	1	by toilets
		School Lane	1	80m from junction Canterbury Road
		Southcourt	1	by bungalows
		Staple Road	1	outside Court Cottages
4	Woodnesborough	Sandwich Road	1	Junction with Drainless Road
		Sandwich Road	1	Jct Foxborough Hill/Beacon Lane
		The Street	1	Junction with Melville Lea
		The Street	1	Junction with Fir Tree Hill
6	Wootton	Geddinge Lane	1	Near Church
		Shelvin Lane	1	Junction with Shelvin Farm Road
		Wootton Hill	3	Jct A260 Canterbury Road
				200m from jct A260
				Near village nameplate
Wootton Lane	1	Junction with Hill House Lane		
1	Worth	Jubilee Road	1	Junction with The Street
5	Railway Stn bins not owned by us to be filled by us.	Dover priory Stn	1	
		Deal Stn	1	
		Martin Mill Station	1	
		Sandwich	1	
		Walmer	1	

**Appendix 14**