

# THANET 2013/14

## Local Winter Service Plan



## Contents

### 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.

- 2.1 The Winter Duty Officer will commence duty at 12.00 hours on Friday until 08.00 the following Friday and will be responsible for all the actions below. Assistance will be given but the ultimate responsibility will be with the WDO.
- 2.2 Immediately after 1400 hours daily the weather forecast/information will be available on email/telephone. (Update forecasts may be available at 21.30 hours each day or when issued.)
- 2.3 **Instructing and recording actions** –The WDO will record action taken 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. Duty Officer will decide and instruct on any other action needed.
 

The winter service action sheet should also be copied by email to the relevant Priority Response Officer, District Manager and Area Manager. 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 KCC Highways & transportation IT system.
- 2.4 At weekends/bank holidays the winter forecast/action will be sent out at 14.00 hours or soon thereafter. In the event that a forecast is not received the DO will phone the KCC forecast to receive forecast and instructions.
- 2.5 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
- 2.5 A snow/ice emergency can only be declared by an Area Manager. In the event of a snow/ice emergency being declared by the Area Manager,

strategic action should be considered, i.e. opening an Emergency Room and calling in other staff etc.

- 2.6 In a declared snow emergency the priorities are primary routes, secondary routes, recorded snow clearance priorities and finally anything reported by the public

## 2. Useful Phone numbers/sites

### Weather

KCC Weather

Meteogroup

### Personnel

Carol Valentine	
John Burr	
Toby Howe	
Spencer Palmer	

## Winter Duty Officers rota 2013/14

### District Managers

Name	Position	District	Telephone number
Steve Rivers		Dover	
Alan Blackburn		Swale	
Chris Maw		Canterbury	
Paul Valek		Thanet	
Alan Casson		Gravesham	
Pauline Rockett		Shepway	
Ian Grigor		Dartford	
Earl Bourner		Tunbridge Wells	
Mark Simmons		Tonbridge & Malling	
Richard Emmett		Maidstone	
Lisa Holder		Ashford	
Julian Cook		Sevenoaks	

**Engineers**

<b>Name</b>	<b>Position</b>	<b>District</b>	<b>Telephone number</b>
Kevin Abell		Canterbury	
Jamie Cunningham		Swale	
Stephanie Wadhams		Dover	
Kingsley Williams		Thanet	
Lee Goodman		Ashford	
James Bowen		Shepway	
Mike Payton		Sevenoaks	
Roger Beasley		Dartford	
Sue Laporte		Tunbridge Wells	
John Reynolds		Maidstone	
Jez Massey		Tonbridge & Malling	
Tony Atherton		Gravesham	

**Other**

<b>Name</b>	<b>Position</b>	<b>District</b>	<b>Telephone number</b>
KCC contact centre			
Lone working phone numbers			
Traffic Link (informs all radio stations)			

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## Enterprise

District	Name	Phone	Mobile	Fax
Ashford	Paul Catt			
Sandwich	Mick Marsh			
Preston	Arthur Godden			
Aylesford	Glen Aspinall			

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

**Tunnel Control Office** (for Ramsgate and Chestfield)

**Other numbers specific to your area.**

Paul Morgan Emergency Planning Officer TDC

Sophie Knight KCC Emergency Planning Officer

Paul Verrall TDC Parks and Open Space Manager

Peter Thomas TDC Waste and Recycling Manager

### 3. Thanet Duty Officer rota

KCC Highways & Transportation (Thanet)
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Winter Service – Duty Standby Officer Rota

*Oct 2013 – April 2014*

From	To	Duty Officer
		<b>Sarah Ellcock</b>
		<b>Russell Boorman</b>
		<b>James Wraight</b>
		<b>Paul Valek</b>
		<b>Sarah Ellcock</b>
		<b>Russell Boorman</b>
		<b>James Wraight</b>
		<b>Paul Valek</b>
		<b>Sarah Ellcock</b>
		<b>Russell Boorman</b>
		<b>James Wraight</b>
		<b>Sarah Ellcock</b>
		<b>Paul Valek</b>
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		<b>Sarah Ellcock</b>
		<b>Russell Boorman</b>
		<b>James Wraight</b>
		<b>Paul Valek</b>
		<b>Sarah Ellcock</b>

#### **Duty Officers**

James Wraight

Paul Valek

Russell Boorman

Sarah Ellcock

#### 4. Senior Duty Officer rota.

KCC Highways & Transportation (SDO)
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- 1) Duty commences at 17.00hrs on first day of duty, or by agreement between the two Officers where the handover occurs on a Public Holiday.
- 2) Duty Officers must complete a report for each incident reported to Operations on completion of their tour of duty, on the log sheets provided.
- 3) If Officers nominated for duty are unable to undertake the duty assigned, they are responsible for arranging a deputy.
- 4) Officers nominated for duty are requested to telephone or email by 10.30am on the working day prior to the commencement of duty to confirm that they will be undertaking the duty.

#### Winter Duty Officer Rota.

KCC Highways & Transportation (WDO)
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<b>Winter Duty Manager</b>
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Name	Mobile	Home	Work	Email
Carol Valentine				

The Kent Road Weather Forecast can be accessed at all times during the operational winter service period by dialling the following telephone number: -

<b>MAIDSTONE -</b>
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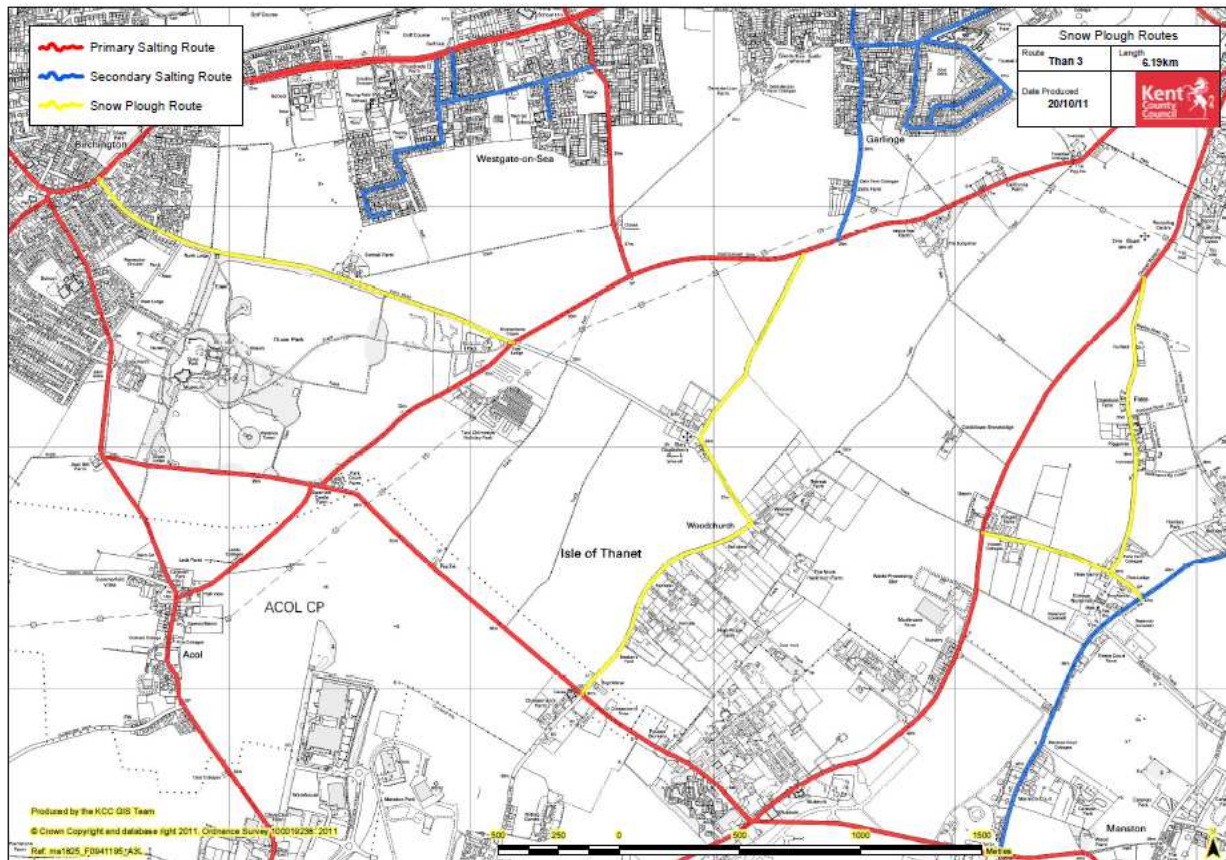
If you experience difficulty in accessing the forecast please contact the KCC Helpline on Maidstone (08458 247 800) for possible assistance and confirmation of salting instructions.

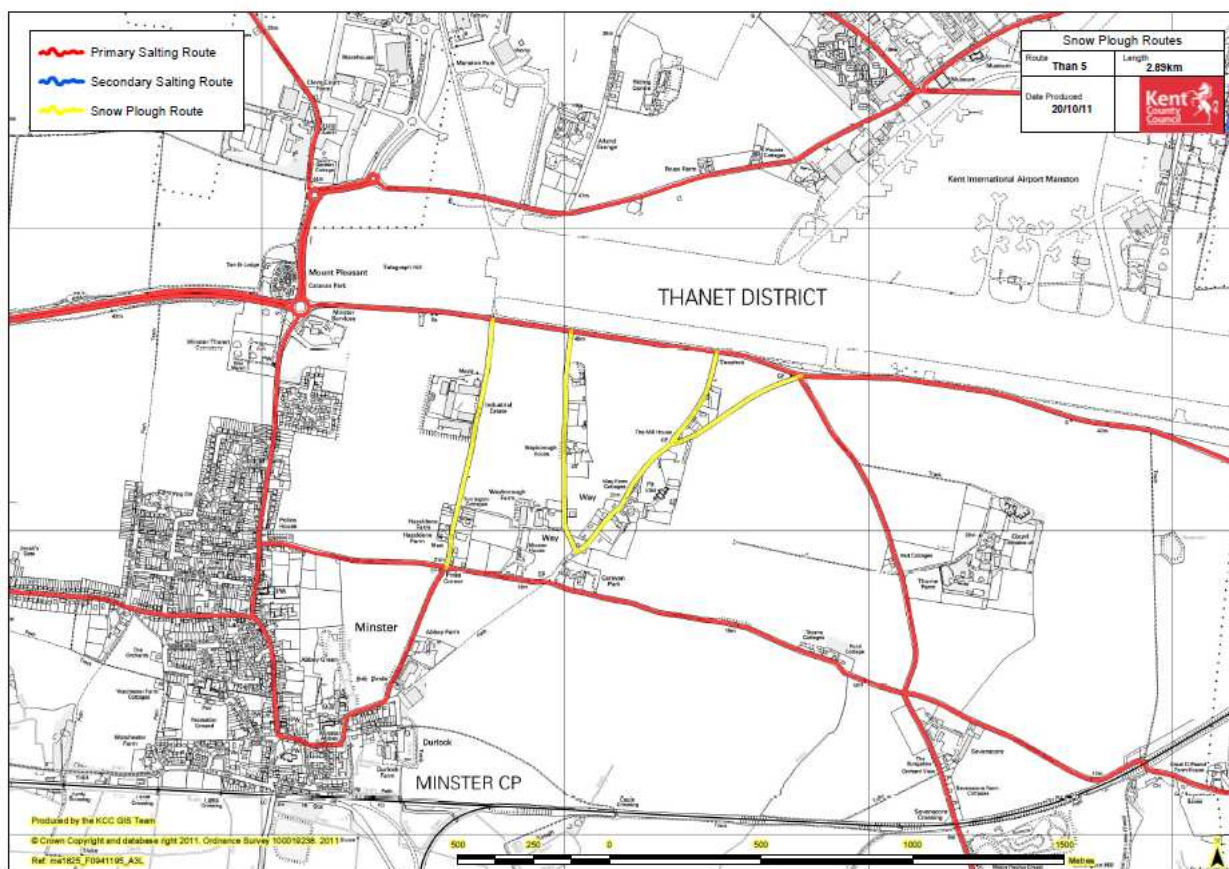
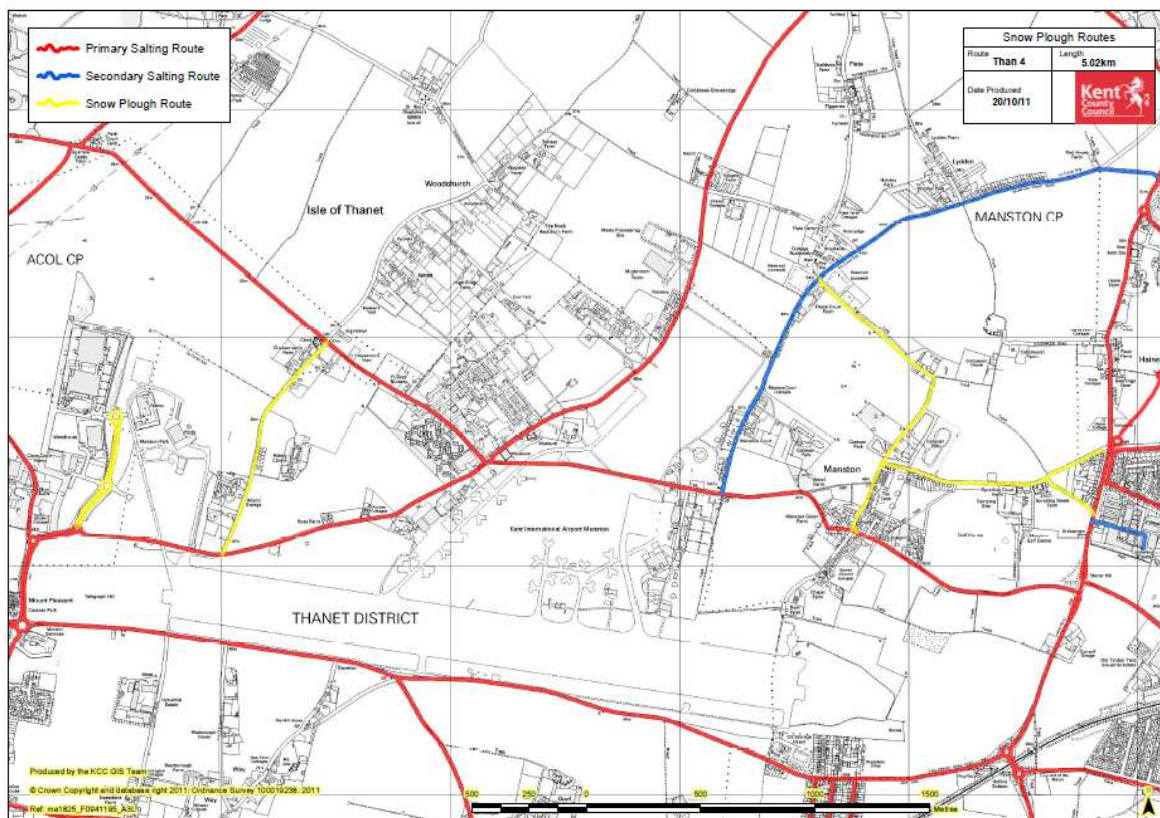




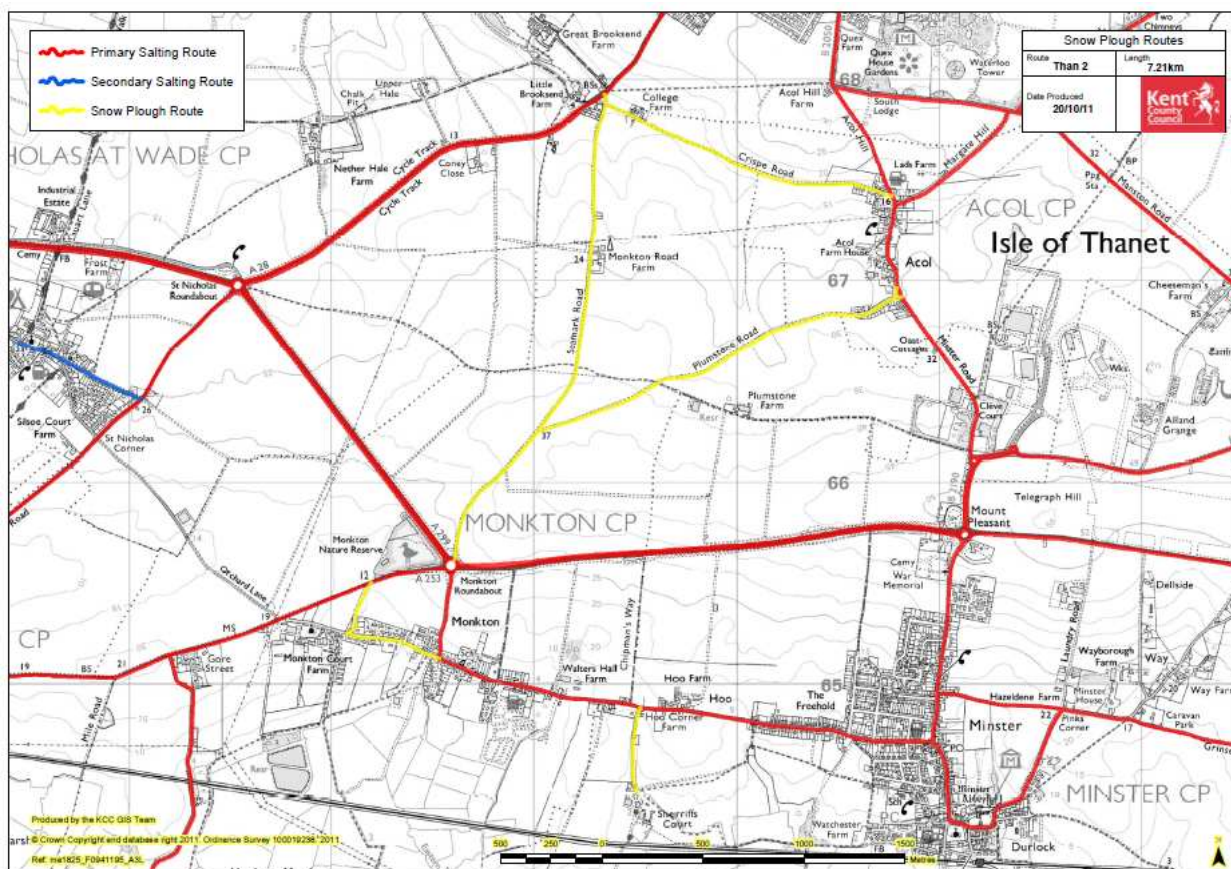
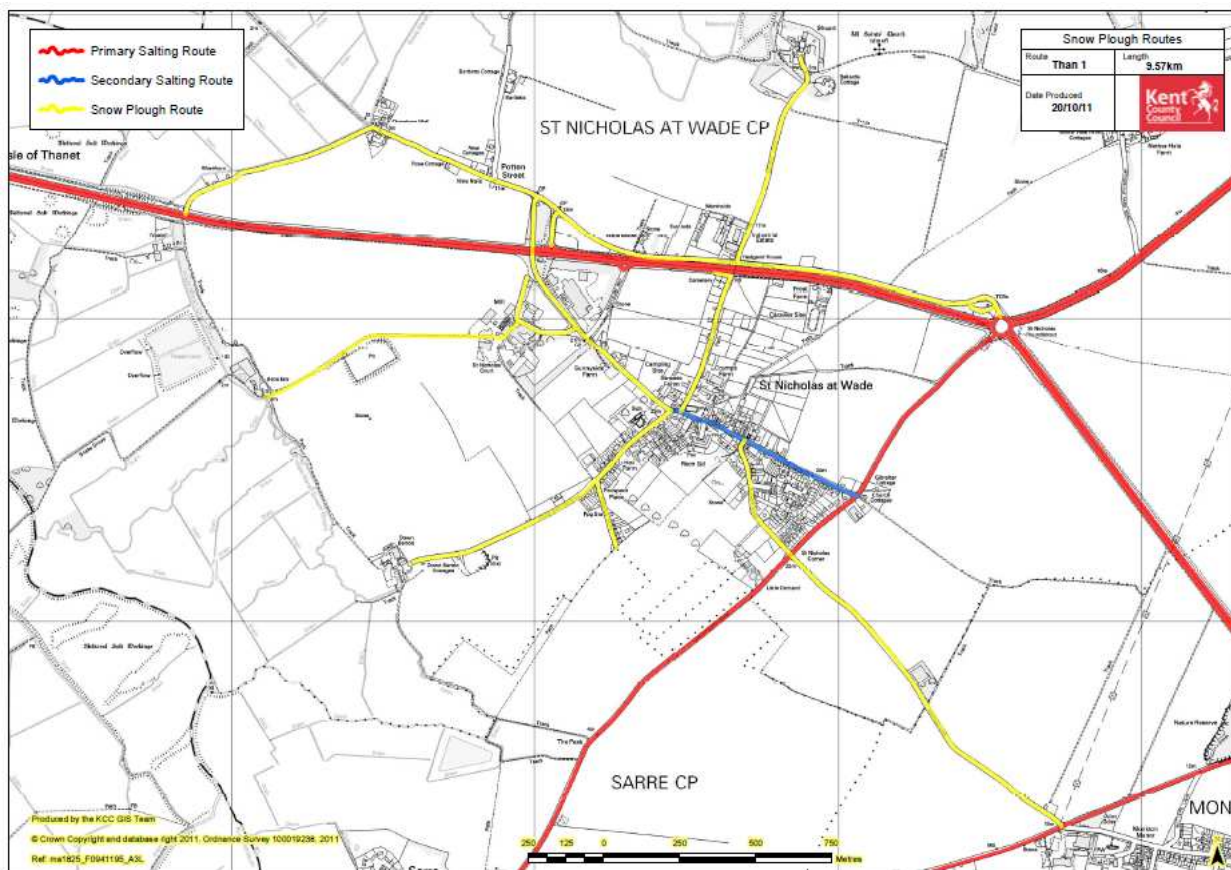
## 6. Farmer snow plough routes and agreement.

KCC Highways & Transportation have agreements with local farmers who are equipped with snow ploughs to assist us when conditions dictate.









## KCC HIGHWAYS & TRANSPORTATION – THANET – SCHEDULE OF FARMERS SNOW PLOUGHS

AREA	LOCATION	COMPANY NAME AND ADDRESS	CONTACT NAME	DAYTIME TELEPHONE NO.
1	St Nicholas Court Farm Ltd.	St Nicholas Court Farm, St Nicholas Court, St Nicholas at Wade Birchington Kent, CT7 0PT		
2	Monkton Court Farm	St Nicholas Court Farm, St Nicholas Court, St Nicholas at Wade Birchington Kent, CT7 0PT		
3	Quex Park Estate	Quex Park Estate Co. Ltd. Quex Park Birchington Kent, CT7 0BH		
4	Cleve Court Farm	Cleve Court Farm Ramsgate Kent, CT12 4BA		
5	Cliffsend Farm	Cliffsend Farm Cliffsend Road Cliffsend Ramsgate Kent, CT12 5JG		
6	Elmwood Farm	Elmwood Farm Elmwood Avenue Broadstairs CT10 3PA		

## Traffic calming features

### Thanet winter service

#### Locations of traffic calming features on winter service routes.

##### Thanet Primary Route

Road name.		Features.
High Street/Grosvenor Hill	Margate	Ped Zone Extension
High Street/St Lawrence	Ramsgate	Islands
Queens Road	Broadstairs	Traffic Calming
round top humps		
Town Centre	Broadstairs	Traffic Calming round top
humps		
Victoria Parade	Ramsgate	Kerb build out
Albion Street	Broadstairs	Kerb build out
Charlotte Street	Broadstairs	Kerb build out
Nelson Place	Broadstairs	Kerb build out
Oscar Road	Broadstairs	Traffic Calming round top
humps		
York Street	Broadstairs	Traffic Calming round to
humps		

##### Thanet Secondary Route

###### Road Name

Cowley Rise	Margate	Ramps
Crow Hill	Broadstairs	Traffic Calming round top
humps		
Dane Valley Road	Margate	Traffic Calming speed
cushions		
Irvine Drive	Margate	Ramps

## 7. Pavement snow clearance priorities.

### Schools.

St Nicholas Primary	Down Barton Road, St Nicholas
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Monkton Primary	Monkton Street, Monkton
Minster Primary	Molinuex Road, Minster
Birchington Primary	Park Lane, Birchington
King Ethelberts	Canterbury Road, Birchington
Ursuline College	Canterbury Road, Westgate
St Saviours	Elm Grove, Westgate
St Crispins	St Crispins Road, Westgate
Chartfield	Minster Road
St Gregorys	Shottendane Road, Margate
Hartsdown	Hartsdown Road Margate
Salmestone	College Road, Margate
Drapers Mills	St Peters Footpath, Margate
Holy Trinity	St Johns Road and Addington Street Margate
Garlinge Infants and Juniors	Westfield and Caxton Road Margate
Cliffonville	Northumberland Avenue Margate
Northdown	Tenterden Way
St Anthonys	St Anthonys Way Margate
Laleham	Northdown Park Road Margate.
Palm Bay	Palm Bay Avenue
School for the Deaf	Victoria Road Margate.
St Peters	Grange Road Broadstairs
Callis Grange	Beacon Road& Old Green Rd Broadstairs.
St Josephs	St Peters Park Road Broadstairs
Upton	Edge End Road Broadstairs
Bromstone	Rumfileds Road.
St Mildreds	St Mildreds Road
Haddon Dene	Gladstone Road Broadstairs
Stone Bay	Park Road Broadstairs
Wellesley House	Ramsgate Road Broadstairs
Laleham Gap	Southcliffe Parade Broadstairs
Thanet College	Ramsgate Road Broadstairs
Dane Court	Broadstairs Road Broadstairs
Charles Dickens	Broadstairs Road Broadstairs
St Georges	Westwood Road Broadstairs
Christchurch University	Northwood Road Broadstairs
Holy Trinity	Dumpton Park Drive Ramsgate
St Ethelberts	Dumpton Park Road Ramsgate
Newlands	Dumpton Lane Ramsgate
Priory	Cannon Road Ramsgate
Christchurch	London Road and St Mildreds Rd Ramsgate
Chilton	Chilton Lane Ramsgate
Ellington	High St St Lawrence Ramsgate
St Lawrence	Newington Road Ramsgate
Dame Janet	Newington Road Ramsgate
Newington	Princess Margaret Avenue Ramsgate
Ellington & Hereson	Newlands Lane and Pysons Rd Ramsgate

Marlowe Academy	Stirling Way Ramsgate
Chatham House	Chatham Street Ramsgate
Clarendon House	Clarendon Gardens Ramsgate

### Town centre, shopping and other busy areas.

The Square	Birchington
Station Road	Birchington
Station Road	Westgate
St Mildreds Road	Westgate
Canterbury Road j/w High St Garlinge	Margate
Canterbury Road, Rancorn Road to Hatfield Road	Margate
Cecil Square, Cecil Street, Queen Street, Hawley Street, Hawley Square, Churchfield Place, Mill Lane High Street, Marine Gardens, Marine Terrace, Marine Drive, Albert Terrace, New Street, Old town area around Market Place.	Margate
Northdown Road (Trinity Sq to Holly Lane) & Trinity Square	Margate
Ramsgate Road j/w College Road	Margate
Albion Road j/w Church Street, Church Street, Hopeville Avenue into Church Grove, The Broadway, St Peters Park Road, Albion Street, Nelson Place, Harbour Street, Yorks St, John Street, Charlotte Street, Victoria Parade	Broadstairs
High Street, Chatham Street, Harbour Street, Royal Parade, Harbour Parade, York Street, King Street, Queen Street, Turner Street, Broad Street, Steps to the side of Rooks, Leopold Street, links to car parks.	Ramsgate
Grange Road, High Street St Lawrence, Newington Road j/w Bush Avenue, Newington Road j/w Margate Road.	Ramsgate
Westwood Cross area.	
High Street, Church Street, Monkton Road	Minster

### Hospitals & Doctors

QEQM	St Peters Road Margate
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QEQM	Ramsgate Road Margate
Birchington Health Clinic	Minnis Road Birchington
Westgate Doctors	Westgate Bay Avenue Westgate
Garlinge /Westbrook House	150 Canterbury Road Margate
The Limes Medical Centre	Trinity Square Margate
Northdown Surgery	St Anthonys Way / Northdown Park Road Margate
Bethesda Medical Centre	Palm bay Avenue Margate
Montefiore Medical Centre	Dumpton Park Drive Ramsgate
Dashwood House	South Eastern Road Ramsgate
Summerhill Medical Centre	Margate Road Ramsgate
Newington Road Doctors	Newington Road Ramsgate
St Peters Surgery	Oaklands Ave Broadstairs
Mocketts Wood Surgery	Hopeville Avenue Broadstairs
The Broadway	The Broadway Broadstairs
Minster	High Street Minster
Union Row	Union Row Margate

### Important services.

Police Station	Fort Hill Margate
Sorting offices	Addington Road margate Wilfred Road Ramsgate The Broadway Broadstairs
Fire Stations	Effingham St Ramsgate, Margate Road, Grosvenor Gardens Margate and Osbourne Road Westgate.
Ambulance Station	Old Haine Road Ramsgate
Train Stations	Ramsgate, Margate, Birchington, Westgate and Broadstairs
Council Offices	Cecil Street Margate
Margate Crematorium	Manston Road Margate
Ramsgate Cemetery	Cecilia Road Ramsgate
Ramsgate Library	Guildford Lawn
Margate Library	Cecil Square
Westgate Library	Minster Road
Broadstairs Library	The Broadway
Cliffonville Library	Northdown Road
Birchington Library	Alpha Road
Six Bells Childrens Centre	High Street Margate
Dane  Valley Childrens Centre	Dane Valley Road
St Pauls Community Centre	St Pauls Road Margate
Tivoli Day Centre	Tivoli Road & Tivoli Brooks
Sheltered housing and retirement homes	As resource allows

### Tertiary carriageway sites as resource allow when primary and secondary routes are clear:

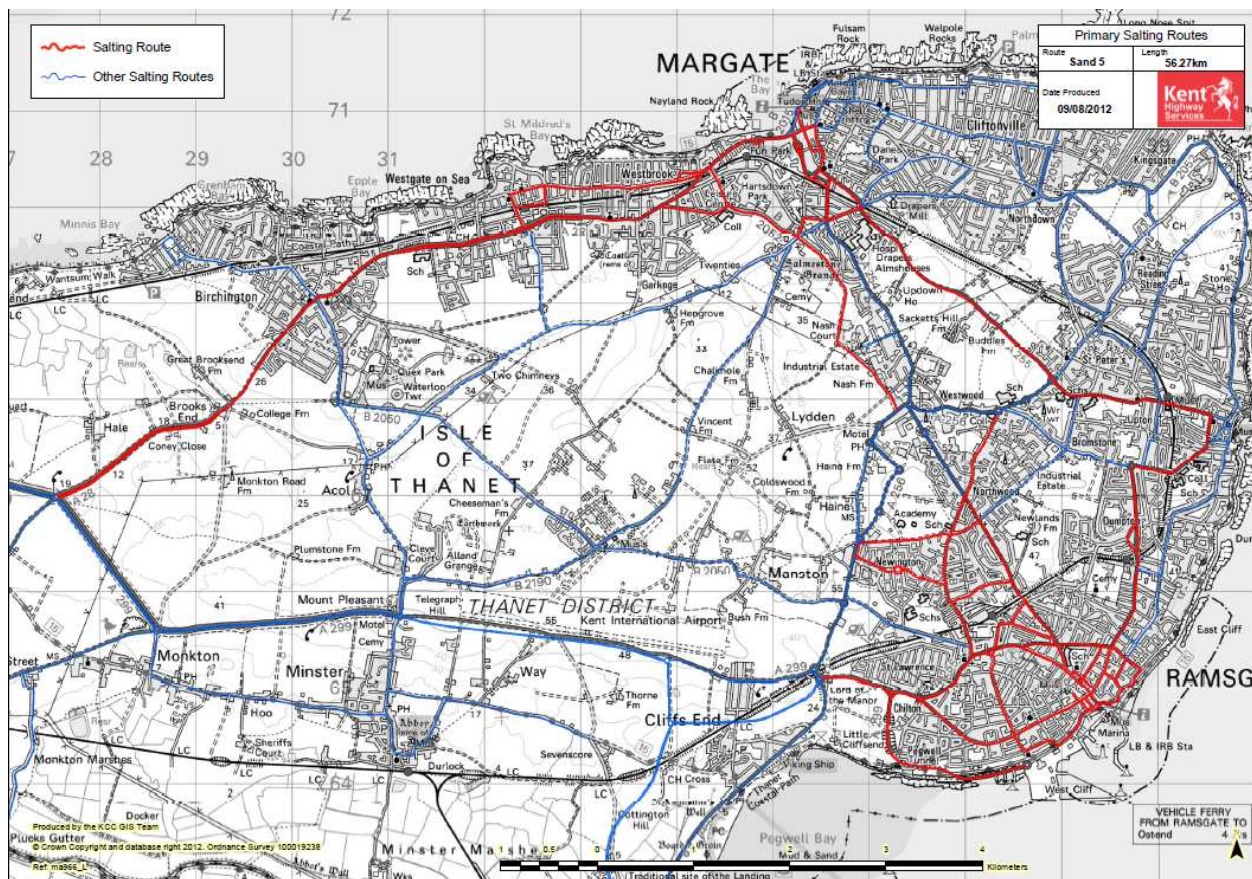
Nethercourt Estate	Ramsgate
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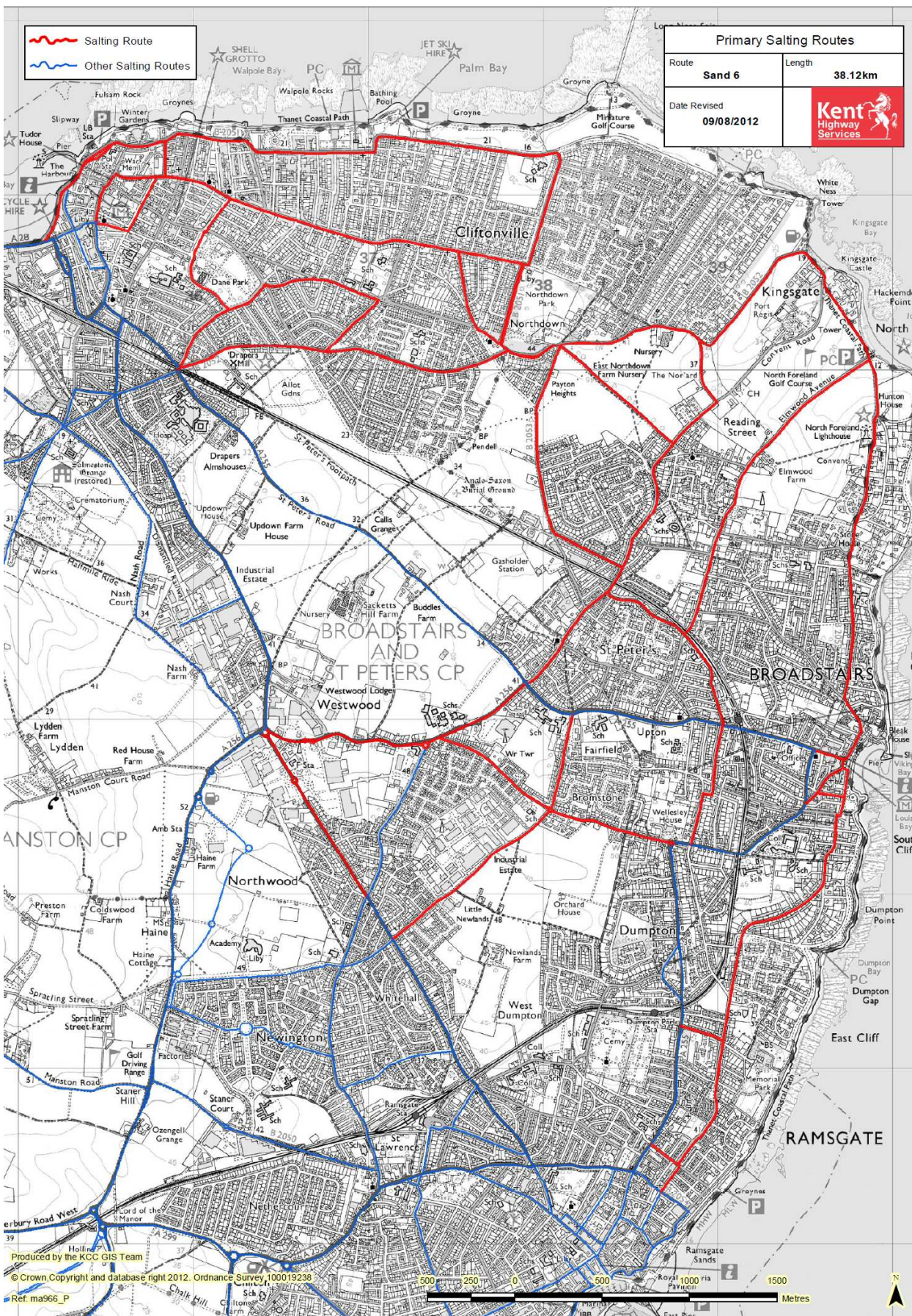
Newington Estate	Ramsgate
Whitehall Estate	Ramsgate
Dumpton Estate	Ramsgate
Gradients Westcliff area	Ramsgate
Gradients Eastcliff area	Ramsgate
Gradients around Ramsgate Station and St Lukes area.	Ramsgate
Dumpton Gap Estate	Ramsgate
Gradients working from Broadstairs town centre outwards.	Broadstairs
Dane Court Gardens	Broadstairs
Chessboard Estate	Broadstairs
St Peters Estate	Broadstairs
Gradients Dane Valley Through to Town centre	Margate
Kingsgate and Palm Bay gradients	Margate
Gardients in Minster area	Minster
Tivoli and Pysons Road Ind. Estates	

#### 8. **Plans of primary, secondary and pod routes.**

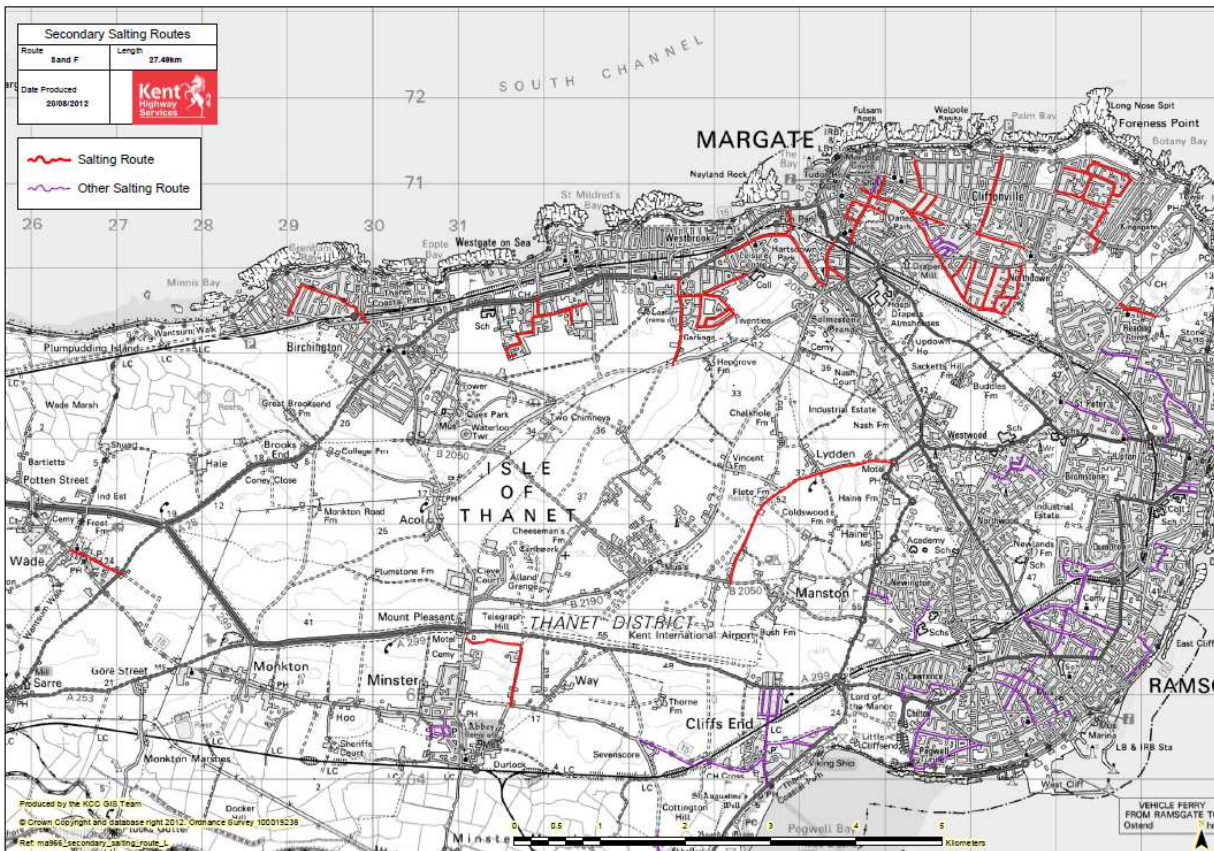
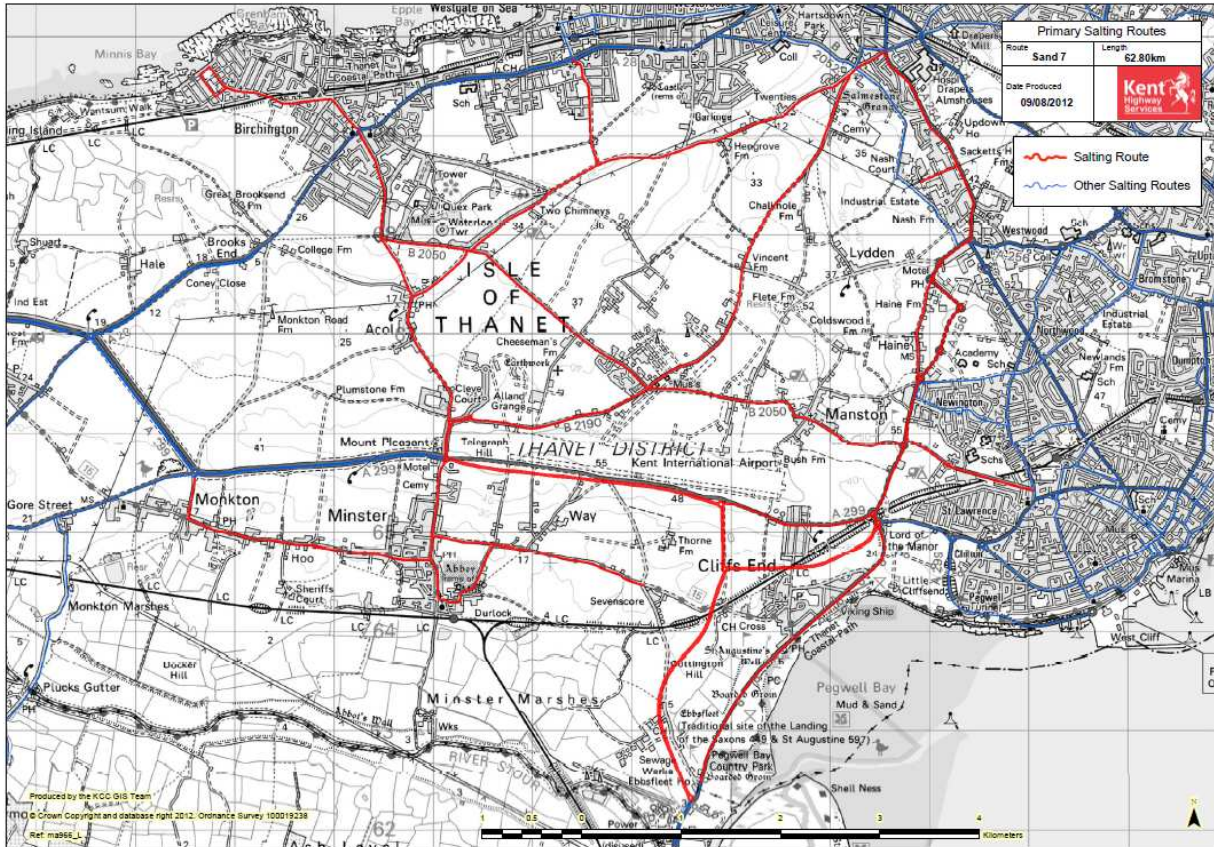
When ploughs are fitted to gritting vehicles we may not be able to treat all roads due to restricted widths.







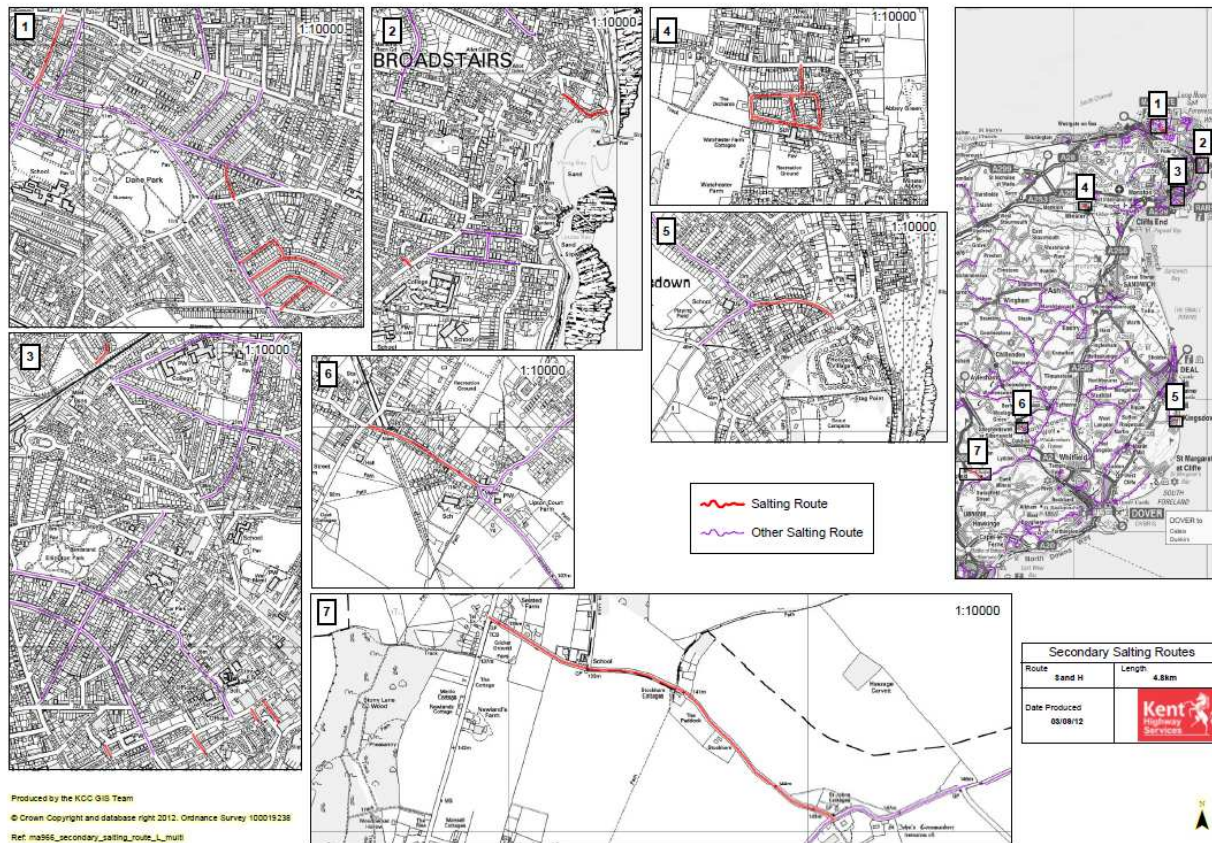




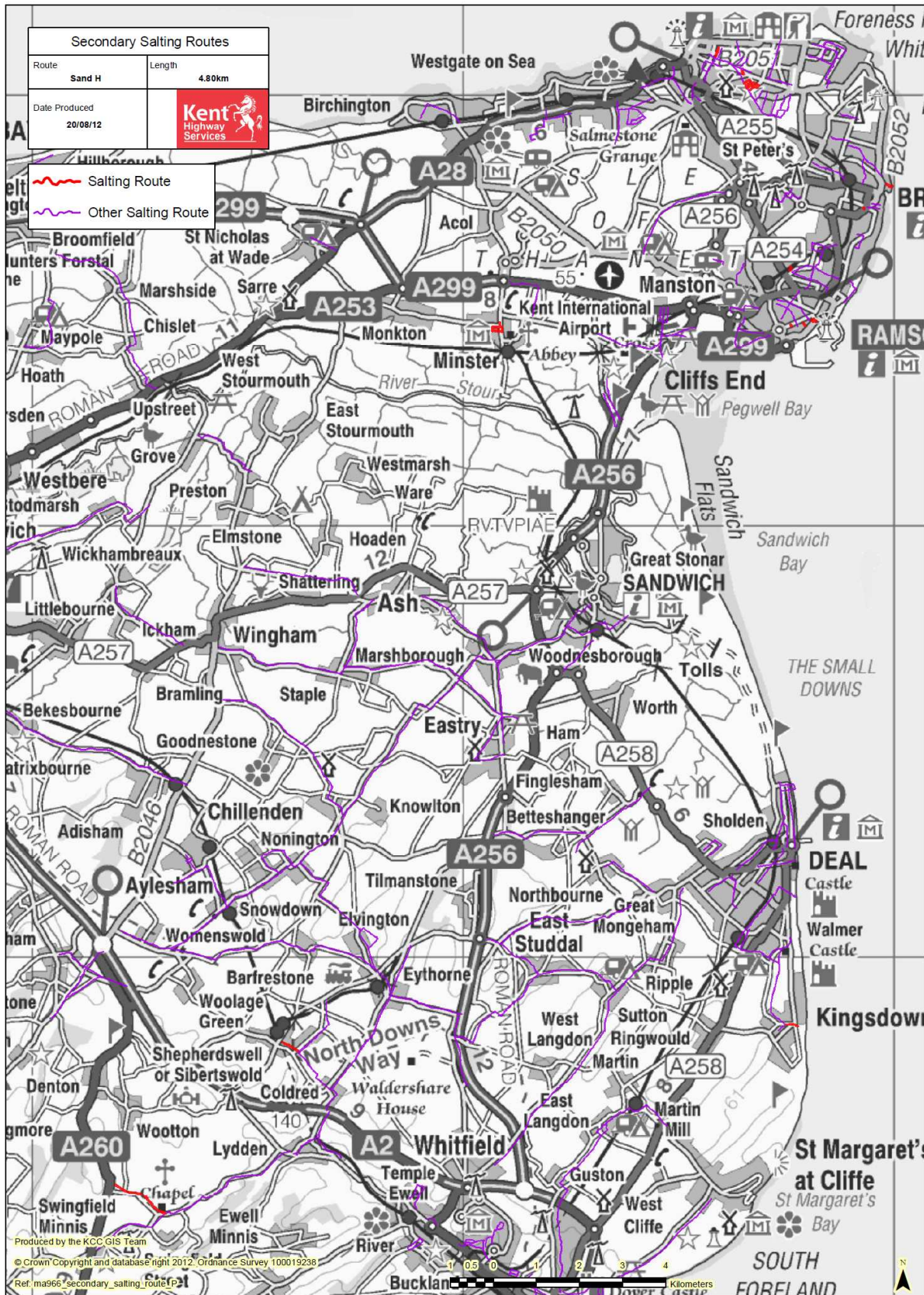












### 9. Emergency primary actions

Version 3.0 July 2013  
 Owner: Paul Valek/Michelle Matthews

## A28 Canterbury Road Brooksend Hill

**10. Salt bin locations**

<b>Location</b>	<b>Area</b>	<b>Type</b>	<b>Start of Winter</b>	<b>End of Winter</b>	<b>Capacity M<sup>3</sup></b>
Brooksend Hill	Birchington	Bin			
Lyell Road	Birchington	Bin			
Alpha Road Railway bridge	Birchington	Bin			
Approach Road/Dane Road	Margate	Bin			
Bath Road	Margate	Bin			
Dane Hill/King Street	Margate	Bin			
Park Crescent Road	Margate	Bin			
Trinity Hill	Margate	Bin			
Wilderness Hill	Margate	Bin			
Bedlam Court	Minster	Bin			
Albion Hill	Ramsgate	Bin			
Chalk Hill/Downs Road	Ramsgate	Bin			
Dumpton Lane	Ramsgate	Bin			
Pegwell Road/Lauriston Close	Ramsgate	Bin			
Pegwell Road/Pegwell Close	Ramsgate	Bin			
Thanet Road	Ramsgate	Bin			
Station Rd j/w Roxbrough	Westgate	Bin			
Holly lane J/W Old Green Road	Margate	Bin			
Greenhill Gardens j/w Brockmans Close	Minster	Bin			
SaxonRoad Road	Ramsgate	Bin			
Wharfedale Road	Margate	Bin			

**Bulk Bags for Parish Councils.**

**Bulk bags of salt /sand mix will be provided to parish Councils as requested.**



## 11. 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 KCC Highways & Transportation staff. The prioritised pavements/footways are identified in this document.

Local agreement with Thanet district Council to assist during snow emergencies as per

### KCC H & T Winter Service arrangements with Thanet District Council

- KCC H&T will provide a stock of salt / sand to TDC before the start of winter to be stored at Dane Park and Manston Road depot. TDC will collect the salt/ sand from Sandwich depot. This will provide a ready stock for TDC to use should a snow emergency be declared. When conditions persist and more salt/sand is required TDC will collect from Sandwich depot.
- TDC have a fleet of Mercedes pick ups and 2/3 man gangs. During snow emergencies, when resource allows, TDC will assist KCC H&T in the clearing and salting/sanding of priority footways. This work will be undertaken free of charge during normal working hours when TDC staff are unable to carry out their normal duties. KCC H&T may pay for assistance outside of normal working hours and this can be agreed as the demand arises. KCC H&T will instruct TDC officers and in turn TDC officers will supervise their staff.
- KCC will provide detail of priority footways and routes to TDC in order that there is no duplication of work and operatives are clear on areas to be treated.
- Communications: TDC will receive instruction from one source and this will generally be the KCC District Manager or Engineer who will be based in Sandwich depot or in the District at the time of Snow emergencies.
- When the snow has gone there will at times be accumulations of sand left on footways. Where this is excessive or dangerous KCC will liaise and agree with TDC areas to be cleared. KCC and TDC may share this task.

### Contact numbers:

Paul Valek KCC District Manager  
 Kingsley Williams KCC Highways Engineer  
 Peter Thomas TDC officer  
 KHS Contact Centre 08458247800  
 TDC main switchboard 01843 577000  
 Paul Verrall Parks Manager  
 Peter Thomas Waste and Recycling Manager  
 Paul Morgan Emergency Planning Officer TDC  
 Mick Bates

## 12. **Emergency local control centres**

KCC Highways & Transportation  
Highways Depot  
Ash Road  
Sandwich  
CT13 9HZ

.  
Thanet District Council Offices  
Cecil Street Margate  
Kent  
CT9 1XZ  
01843 577000

## **Appendix 1**

### **Personnel Roles**

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

Winter Duty Officer (WDO) is the KCC Highways & Transportation 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 WS actions.

Highways Manager 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 Highway Manager.

**Appendix 2**

Winter Service Action sheet

Date and time	Instruction for contractor	Officer completing form	Any other details	WAMS reference (to be added by PRO)

**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		

# ENGINEER'S INSTRUCTION

**Contract:** Winter Service 2013/14

**Contractor:** EnterpriseFax:

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 ..... 2013/14

(other .....

Engineer's Representative .....

