

SEVENOAKS JOINT TRANSPORTATION BOARD

11 December 2013 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership

Chairman: Cllr. London Vice-Chairman: County Councillor Chard

District Councillors Members

Cllrs. Davison, Edwards-Winsor, Searles, Towell, Williamson and Underwood

The County Councillors for the 7 County Electoral Divisions representing the Sevenoaks District:

Brazier, Brookbank, Mrs. Crabtree, Gough, Parry and Pearman

The representative from the Kent Association of Local Councils (non voting):

Cllr. Robson

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Board held on 12 June 2013, as a correct record	(Pages 1 - 4)	
2. Declarations of interest		
3. Matters Arising/Update (Including completed Actions from September 2013 Information Agenda)	(Pages 5 - 6)	
4. Presentation of Petition by Chevening Parish Council: Double yellow lines at Bessels Green Road and Park Place		
5. Presentation of Petition by Chevening Parish Council: Double yellow lines at George & Dragon		
6. Presentation of Petition by Riverhead Parish Council: Zebra Crossing near Trinity School, London Road		
7. Minor Works at A21/A225 Roundabout and Creation of Cycle Path	(Pages 7 - 10)	KCC – Peter Slaughter 084582478000

- | | | |
|--|-----------------|--|
| 8. Member Highway Fund | (Pages 11 - 12) | KCC - Tara O'Shea
03000414141 |
| 9. Highways Works Programme 2013/14 | (Pages 13 - 20) | KCC - Carol
Valentine/Julian
Cook
08458247800 |
| 10. Find and Fix | (Pages 21 - 26) | KCC - Carol
Valentine
03000417181 |
| 11. Local Road Safety - Verbal Update | | KCC - Julian Cook
0300 3335539 |

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

Please note the following reports may be of interest for information and can be found on the Sevenoaks District Council website:

- | | | |
|-------------------------------------|----------------|----------------------------------|
| 1. Local Winter Service Plan | (Pages 27 -72) | KCC – Julian Cook
03001235000 |
|-------------------------------------|----------------|----------------------------------|

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

SEVENOAKS JOINT TRANSPORTATION BOARD

Minutes of the meeting held on 12 June 2013 commencing at 7.00 pm

Present: Cllr. London (Chairman)

Cllrs. Brazier, Chard, Crabtree, Davison, Edwards-Winser, Gough, Parry, Pearman, Robson, Towell and Brookbank

Apologies for absence were received from Cllrs. Searles and Underwood

Cllrs. Firth, Hogarth, Mrs. Parkin, Piper and Mrs. Sargeant were also present.

1. Minutes of the meeting of the Board held on 13 March 2013

Resolved: That the Minutes of the meeting of the Sevenoaks Joint Transportation Board held on 13 March 2013 be approved and signed by the Chairman as a correct record.

2. Declarations of interest

No new declarations were made.

3. Matters Arising/Update (Including Actions from Previous Meetings)

Action 1

The District Manager (Sevenoaks) KCC reported that he was happy to leave the pedestrian guard railings at the two remaining sites in situ if the Board agreed.

Resolved: That the pedestrian guard railings at Sites 2 and 4 be left in situ and the item removed from the action sheet.

Action 2

Further to Minute 36 (2) of the Minutes of the meeting held on 13 March 2013, and Action 2, the Chairman allowed Mr Morrison from the Sevenoaks Cycle Forum to address the Committee. Mr Morrison tabled a paper for Members to read, and advised that the Forum had not been contacted and could not see that Officers had investigated what was agreed at the last meeting, including the possibility of a variation to the deed to allow the money to be used.

The District Manager (Sevenoaks) KCC advised that it was detailed within Appendix A to Agenda Item 6 did show that the deed was being investigated and there would be consultation with the forum at the earliest stage. He undertook to speak to the Strategic Transport and Development Planner for Sevenoaks (KCC).

The Board reaffirmed the resolution of the last meeting (Minute 36, 13 March 2013) and County Councillor Brazier advised that he would authorise officers to investigate a deed of variation.

Agenda Item 1

Sevenoaks Joint Transportation Board - 12 June 2013

Action 3

The District Manager (Sevenoaks) KCC advised that replacement was not a high priority for funding, the situation would continue to be monitored.

Action 6

County Councillor Chard confirmed that he had asked for a feasibility study. It was agreed to take this off the Action Sheet.

4. Petition for Speeding Sign (Brasted)

Cllr. Tucker from Brasted Parish Council addressed and presented the petition to the Board advising that there were several hand written copies still in circulation. He also tabled a copy of key points arising from a recent Parish Council meeting. A member of the public and local district Councillor Firth also addressed the Board.

The District Manager (Sevenoaks) KCC advised that the route was listed under the freight strategy as a strategic route and if there were an incident on the M25 there was no other alternative for HGVs. A weight restriction would not be a viable option but it may be possible to undertake a speed survey and look at a crossing.

Resolved: That Officers bring back a report to a future meeting of the Board, and look into carrying out a traffic survey, implementing a pedestrian crossing, crash history of the area and suggestions of any remedial measures to address concerns, and consult with Brasted Parish Council.

5. Review of on Street Parking Changes - Knockholt Station

The Board considered a report which reviewed the changes to on-street parking arrangements near to Knockholt Station in Halstead that were brought into effect in October 2011, were subject to extensive public consultations reported to the Board on 16 March 2009 and 15 June 2011. Further concerns had been addressed by the Board on 12 September 2012 and new parking restrictions introduced on 31 March 2013.

A Member of the London Borough of Bromley, Councillor Grainger, was allowed to address the Board. He noted that the London Borough of Bromley had been affected by displacement caused by the scheme. He advised that drivers considered the machines to be in the wrong locations and requested that the Board consider installing two further pay and display machines and reducing the charge to £1.50 to encourage greater use.

A request had been received by a local Councillor to defer consideration of this report to the next meeting as the Badgers Mount Residents Association did not believe it reflected public opinion. It was noted that their previous views had been taken account of in the two public consultations and the report last September.

The Head of Environmental and Operational Services agreed that the number of machines could be looked into and commented that charges were set by Cabinet and could be looked at in the annual review. He explained that the schemes were introduced in order to manage parking problems, and that the competitiveness of charges had to be looked at across the district.

Resolved: That the changes to parking arrangements have had a beneficial effect on traffic movements along London Road, and congestion outside the station had been dramatically reduced, be noted.

County Councillors Gough and Parry wished their opposition to be recorded.

6. Highway Improvement and Member Highway Fund Report

The Board considered the programmed highway improvements and Member Highway Fund programme.

Action 1: Island crossing to be investigated at the Sevenoaks High Street junctions with Pembroke Road and Suffolk Way.

County Councillor Brookbank advised that as part of the Main Road/Top Dartford Road, Hextable scheme looking into signage a site had been found for an interactive speed sign in Swanley Lane (B258). The Chairman allowed the local member, Cllr. Mrs Sargeant, to address the Board and give the background to the request for the interactive sign which had been originally requested on 16 March 2010.

Resolved: That the progress of programmed highway improvements, be noted.

7. Highway Works Programme Report

The Board considered a report which updated them on the identified schemes approved for construction in 2013/14. The District Manager (Sevenoaks) KCC pointed out that Bradbourne Vale Road had been added as per the Board's request.

Action 2: Future Street Lighting appendices to have the locations set out more clearly so as to be more readily identifiable.

Resolved: That the report be noted.

8. Tracker Survey Report

The Board considered the key results of the 2012 Resident, County Member and Parish/Town Council Highway Tracker Survey.

Resolved: That the report be noted.

THE MEETING WAS CONCLUDED AT 8.00 PM

CHAIRMAN

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ACTION SHEET – SEPTEMBER 2013

ONGOING/ PENDING ACTIONS				
	Action date	Description	Status and last updated	Contact Officer
1.	12.06.13	<u>Highway Improvement and Member Highway Fund Report</u> (Minute 6) Island crossing to be investigated at the Sevenoaks High Street junctions with Pembroke Road and Suffolk Way.	Funding is available and the works are programmed to take place at the end of financial year. Further update will be supplied to the Board on 12 March 2014 meeting.	Chad Nwanosike 0300 333 5539
2.	12.06.13	<u>Highways Works Programme Report</u> (Minute 7) Future Street Lighting appendices to have the locations set out more clearly so as to be more readily identifiable	This has been updated on the Highway Works Programme Report as requested.	Sue Kinsella 0845 8247 800

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MINOR WORKS AT A21/A225 ROUNDABOUT AND CREATION OF CYCLE PATH

Sevenoaks Joint Transportation Board – 11 December 2013

Report of the: KCC Head of Transportation – Tim Read

Status: For Member recommendation

Recommendation: Members are recommended to endorse the proposal to redesignate approximately 140 metres of footway as a shared-use “Cycle Track” on the east side of Riverhill and London Road adjacent the A21/A225 roundabout, as described in this report, provided that no insurmountable obstacles are raised in safety audits.

Introduction and Background

- 1 The proposed works are intended to provide a less hazardous and intimidating route for cyclists at the A21 / A225 roundabout, while they travelling from B245 London Road to the A225 Riverhill in the direction of Sevenoaks.
- 2 If Members endorse the proposals, it is intended to discuss them with the Highways Agency (HA) to confirm whether they would be eligible for funding from their budget for cycle route improvements in the A21 corridor. If funding is not secured from the HA we can bid for funding from other sources such as the Local Sustainable Transport Fund.
- 3 Where the B245 London Road meets the A21 roundabout, traffic travelling towards Sevenoaks is diverted around the roundabout, crossing and re-crossing the A21 before turning onto the A225 Riverhill. While this is appropriate for motor traffic it is potentially hazardous for cyclists and certainly intimidating.
- 4 This issue has been highlighted in work initiated by the Highways Agency to route cyclists away from the A21 and onto suitable alternative routes.
- 5 The proposals shown on the accompanying drawing would provide an alternative route for cyclists from the B245 heading towards Sevenoaks on the A225. The proposals would direct cyclists onto the east footway of London Road and Riverhill over a distance of approximately 140 metres. The width of the footway has been measured to be approximately 2.3 metres, which is considered to be adequate considering the low existing usage.
- 6 A survey of the existing usage of the footway was undertaken in the morning peak period on Thursday 14th November 2013. Between 7:45am and 8:45 the footway was used by 3 cyclists travelling towards Sevenoaks and by no pedestrians.
- 7 It is intended that the safety audit will have been completed before the Transportation Board meeting and that a survey of the results can be made available if required.

Agenda Item 7

Other Options Considered and Rejected

Alternative routes for cyclists at the roundabout were investigated and proved to be impractical due to the presence of extensive crash barriers and the costs of any modifications to them.

Key Implications

Financial

The proposed works are minor and would primarily comprise signage and the provision of five dropped kerbs. The design has not yet been finalised or formally estimated but is likely to be less than £9000. It is intended to seek funding from the Highways Agency's *current year* budget for cycle route improvements.

Legal Implications.

“Cycle track” is the legal term used to describe a way (constituting or comprised in a Highway) over which the public have rights of way on pedal cycles. The legal basis for redesignation of all or part of a footway to a cycle track is sections 65 and 66 of the Highways Act 1980.

Section 66 of the Act is used to remove the designation of footway and Section 65 is used to formally create the Cycle Track. There needs to be clear evidence that the local highway authority has exercised its powers, and this can be provided by a resolution of this Board.

Equality Impacts

A Disability Equality Impact Assessment has been carried out and there are no residual concerns.

Conclusions

The proposals would provide a simple and low-cost solution to the problem of providing a safer route for northbound cyclists at the A21 / A225 roundabout. Members are recommended to endorse the proposal to redesignate approximately 140 metres of footway as a shared-use “Cycle Track” on the east side of Riverhill and London Road, as described in this report, provided that no insurmountable obstacles are raised in safety audits.

Appendices

Appendix A – Proposed improvements for cyclists at the A21 / A225 roundabout (Drawing)

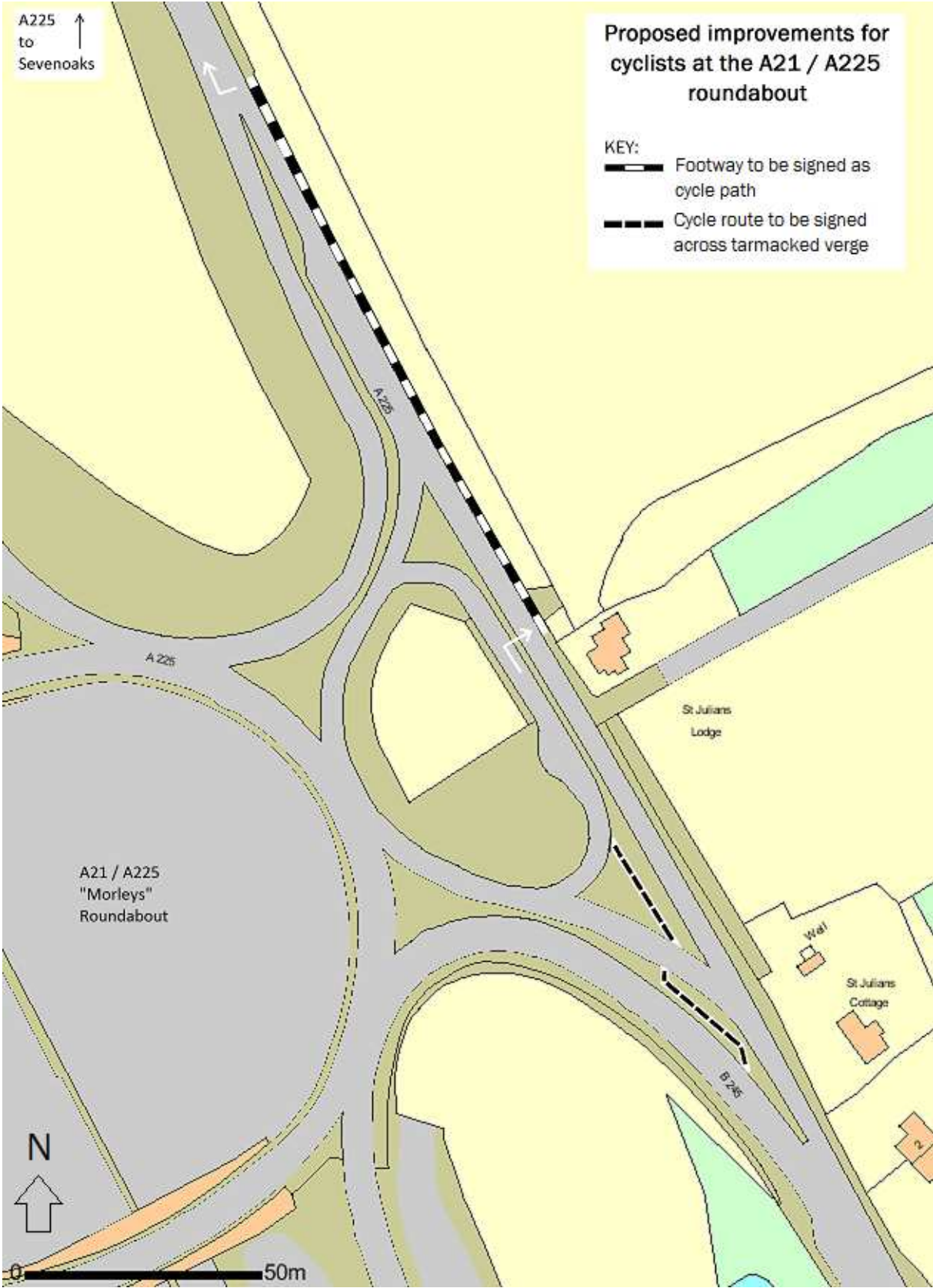
Sources of Information:

Kent County Council

Contact officer:

Peter Slaughter (08458 247800)

Appendix A



Agenda Item 7

To: Sevenoaks Joint Transportation Board
By: Tim Read, Head of Transportation
Date: 11th December 2013
Subject: Member Highway Fund
Classification: Information only

Summary: This report is an update for Member Highway Fund Schemes in the Sevenoaks District.

Appendix B Member Highway Fund programme update for Sevenoaks District.

The following list of schemes comprise of those which are outstanding from the previous financial year and new schemes for the current financial year which have been approved, programmed or complete. This information is up to date as of the 12th November 2013.

More detail on the schemes below can be found online on the Kent Member Highway Fund database.

Roger Gough – Darent Valley

Scheme	Reference	Cost	Status
Horton Kirby – Vehicle Activate Sign 12/13	90100429	3500	Handed Over for Delivery

Margaret Crabtree – Sevenoaks Central

Scheme	Reference	Cost	Status
Wickenden Road – Dropped Kerbs	13-MHF-SE-18	875	Complete

Nick Chard – Sevenoaks East

Scheme	Reference	Cost	Status
High Street Seal – Highway Mirror	13-MHF-SE-9	1000	Handed Over for Delivery

David Brazier – Sevenoaks North East

Scheme	Reference	Cost	Status
A20 London Road, West Kingsdown - Bollards	13-MHF-SE-13	380	Complete
Church Road, New Ash Green –	13-MHF-SE-3	1700	Complete

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Signing and Lining			
Oak Farm Lane, Fairseat – 20mph Speed Limit	13-MHF-SE-6	3350	Handed Over for Delivery

Clive Pearman – Sevenoaks South

Scheme	Reference	Cost	Status
High Street, Edenbridge – Construction of new length of footway and changes to parking restrictions	13-MHF-SE-4	7500	Design
Crouch House Road – Signing and Lining	13-MHF-SE-5	900	Complete
Kiln Lane, Leigh – Lining Improvements	13-MHF-SE-15	538	Complete
Four Elms Crossroads – Additional Safety Improvements 12/13	12400973	18000	Handed Over for Delivery

Robert Brookbank - Swanley

Scheme	Reference	Cost	Status
Swanley Lane – Signing and Lining Improvements	13-MHF-SE-1	3080	Complete
Dahlia Drive – Dropped Kerbs	13-MHF-SE-2	800	Complete
Sermon Drive – Tree replacement	13-MHF-SE-7	1386	Design

Richard Parry – Sevenoaks West

Scheme	Reference	Cost	Status
Main Road, Crockham Hill - Interactive Speed Sign 12/13	16900383	7500	Handed Over for Delivery

Contact officer: Tara O'Shea

Tel: 03000 41 41 41

To: Sevenoaks Joint Transportation Board

By: KCC Highways and Transportation

Date: 11th December 2013

Subject: Highway Works Programme 2013/14

Classification: Information Only

Summary: This report updates Members on the identified schemes approved for construction in 2013/14

1. Introduction

This report provides an update and summarises schemes that have been programmed for delivery in 2013/14

Footway and Carriageway Improvement Schemes – see Appendix A

Street Lighting – see Appendix B

Traffic Signals – see Appendix C

Bridge Works – see Appendix D

Conclusion

1. This report is for Members information.

Contact Officers:

The following contact officers can be contacted on **0845 8247 800**

Carol Valentine	Highway Manager (West)
Julian Cook	Sevenoaks District Manager
Sue Kinsella	Street Lighting Manager
Neil Tree	Carriageway Surface Treatment
Russell Boorman	Carriageway Machine Surfacing
Wendy Bousted	Footway Improvement Team Leader
Katie Lewis	Drainage Manager
Toby Butler	Intelligent Transport Systems Manager
Tony Ambrose	Structures Manager

Appendix A – Footway and Carriageway Improvement Schemes

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

Surface Treatments - Contact Officer Neil Tree			
Micro Asphalt Schemes			
Road Name	Parish	Extent of Works	Current Status
St. Botolph's Road (Service Road)	Sevenoaks	From A225 Dartford Road Road to A225 Dartford Road Road	Completed
Birchin Cross Road	Shoreham	From its junction with Clarkes Green Road to its junction with Romney Street	Completed
Chelsfield Lane	Shoreham	From its junction with Shacklands Road to its junction with Shoreham Lane	Completed
Spout Lane	Westerham	From its junction with B2026 Main Road to Coakham Farm	Completed
Honeypot Lane	Edenbridge	From stream o/s Little Browns Farm to east side of double bends	Completed
Buckhurst Lane	Cowden	From its junction with Cow Lane to its junction with Cowden Pound Road	Completed
Station Road	Cowden	From its junction with B2026 Hartfield Road to its junction with Cow Lane	Completed
Machine Resurfacing – Contact Officer Russell Boorman			
Road Name	Parish	Extent of Works	Current Status
Ash Road	Hartley	From West of Copse Side to South of Quakers Close	Completed
Maidstone Road	Swanley	From its junction with Crescent Gardens to North of Brook Road	Completed
Spring Hill	Penshurst	South of Sandfield Road S/B approach to bridge over River Eden	Completed
A25 Bradbourne Vale Road	Seal	From its junction with St Johns Hill to its junction with Bradbourne Road	Works delayed due to developer works. Now programmed to start

			Summer 2014
B2026 Hosey Common Road	Westerham	From its junction with French Street to North of Mapleton Road	Completed
Footway Improvement - Contact Officer Wendy Boustead			
Road Name	Parish	Extent and Description of Works	Current Status
Northview	Swanley	From its junction with Sycamore Drive to its junction with The Spinney – Replacement of existing asphalt surface and renewal of kerbs where required	Postponed due to financial pressures
Sycamore Drive	Swanley	From its junction with Bartholomew Way to its junction with Northview – Replacement of existing asphalt surface and renewal of kerbs where required	Completed
Brattlewood	Sevenoaks	From its junction with Garth Road to its junction with Beechmont Road - Replacement of existing asphalt surface and renewal of kerbs where required	On Site
Garth Road	Sevenoaks	From its junction with The Rise to its junction with Weald Road - Replacement of existing asphalt surface and renewal of kerbs where required	On Site
The Rise	Sevenoaks	From its junction with Tonbridge Road to its junction with Letter Box Lane - Replacement of existing asphalt surface and renewal of kerbs where required	Completed
White Hart Wood	Sevenoaks	From its junction with The Rise to its junction with Brattlewood - Replacement of existing asphalt surface and renewal of kerbs where required	Completed

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Appendix B – Street Lighting

Replacement of columns in poor structural condition. KCC have changed the spec of the standard equipment. This includes coastal spec columns to provide great column life and an LED lantern for 5m columns, improving energy saving. Therefore a number of orders have been re- raised to make use of this new specification.

Street Lighting Column Replacement – Contact Officer Sue Kinsella			
Road Name	Column Ref	Location	Status
LONDON ROAD, Sevenoaks	ILCO812	J/W SOUTH PARK	completed
LONDON ROAD, Sevenoaks	ILCO813	OPP ADJ J/W SOUTH PARK	completed
SEAL HOLLOW ROAD, Sevenoaks	ISBB801	S/O 2 PLYMOUTH DRIVE	completed
SEAL HOLLOW ROAD, Sevenoaks	ISBB802	S/O Sevenoaks House	Remedial works nov 2013
HIGH STREET, Sevenoaks	IHCG803	J/W THE DRIVE	completed
HIGH STREET, Sevenoaks	IHCG804	J/W THE DRIVE	completed
BONNEY WAY, Swanley	IBCD004	s/o 25/31	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
SOLEFIELDS RD. Sevenoaks	ISCJ015	Opp 77	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
SHURLOCK AVENUE. Swanley	ISCA002, ISCA007, ISCA010, ISCA011	Replace 4 columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
HOLLY BUSH LANE, Sevenoaks	IHDL028, IHDL005	Replace two columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
CLAREMONT ROAD, Swanley	ICDH012, ICDH014, ICDH020, ICDH021, ICDH022, ICDH025, ICDH026, ICDH033, ICDH036, ICDH039, ICDH040	Replacement of 11 columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014

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LITTLEWOOD, Sevenoaks	ILBF004, ILBF005	Replacement of 2 columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
WELLFIELD, Hartley	IWAW002, IWAW003	Replacement of 2 columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
SELAH DRIVE, Swanley	ISHU001, ISHU002	Replacement of 2 columns	Reraised for coastal spec columns and LED lanterns, expect completion march 2014
ADDITIONAL WORKS			
Road Name	Column Ref	Asset	Status
LONDON ROAD, SEVENOAKS	ILCO801	BELISHA BEACON	Works completed
LONDON ROAD, SEVENOAKS	ILCO802	BELISHA BEACON	
LONDON ROAD, WESTERHAM	ILBS801	BELISHA BEACON	
LONDON ROAD, WESTERHAM	ILBS802	BELISHA BEACON	

Agenda Item 9

Appendix C – Traffic Signals

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

Traffic Systems - <i>Contact Officer: Toby Butler</i>		
Location	Description of Works	Current Status
A225 High Street / Pembroke Road Sevenoaks	Refurbishment of traffic signal controlled junction.	Works commencing January 2014 for six weeks.
A225 High Street near Buckhurst Lane Sevenoaks	Refurbishment of traffic signal controlled crossing.	Works completed during September 2013.
A25 Seal Road near Greatness Lane Sevenoaks	Refurbishment of traffic signal controlled crossing.	Works completed during September 2013.
B2173 High Street near Beven Place Swanley	Refurbishment of traffic signal controlled crossing.	Works completed during September 2013.

Appendix D – Bridge Works

Bridge Works – <i>Contact Officer Tony Ambrose</i>			
Road Name	Parish	Description of Works	Current Status
Castle Road	Eynsford	Refurbishment of Shoreham Castle East Bridge	Postponed until 2014/15

1.1 Legal Implications

1.1.1 Not applicable.

1.2 Financial and Value for Money Considerations

1.2.1 Not applicable.

1.3 Risk Assessment

1.3.1 Not applicable.

Contact: Carol Valentine / Julian Cook 08458 247 800

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To: Sevenoaks Joint Transportation Board

By: Carol Valentine, acting as Head of Service for Highway Operations

Date: 11th December 2013

Subject: Find & Fix

Classification: Information only

Summary: This report provides an update on the progress with the Find and Fix Programme to tackle pothole damage as a result from the Winter Weather.

This report was submitted to the Cabinet Committee on 19th June 2013 for information only. It was suggested that this report also needed to be distributed to the Joint Transportation Boards.

Contact officer: Carol Valentine
Tel: **03000 418181**

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From: David Brazier, Cabinet Member – Transport & Environment
John Burr – Director of Highways & Transportation

To: Environment, Highways & Waste Cabinet Committee

Date: 19 June 2013

Subject: Pothole Find and Fix Update

Classification: Unrestricted

Summary:

This report provides an update on the progress with the Find and Fix programme, which is tackling the pothole damage caused by the severe winter weather.

Recommendation:

Members are asked to note the contents of this report.

1. Introduction

Potholes form when water gets into cracks in the road then freezes, making the crack bigger and creating a hole. When cars then drive over it, the hole gets bigger and deeper.

Following one of the wettest years and coldest winters recorded, an increase in potholes was inevitable. Highways and Transportation therefore prepared for a pothole blitz by developing an in-house process with the term contractor to run a find and fix programme with support from local sub-contractors.

Local Highway Operations teams identify priority areas and our contractor Enterprise carries out the works with the flexibility to repair all that is required in the road and adjacent roads while they are there i.e. “find and fix”.

2. Progress

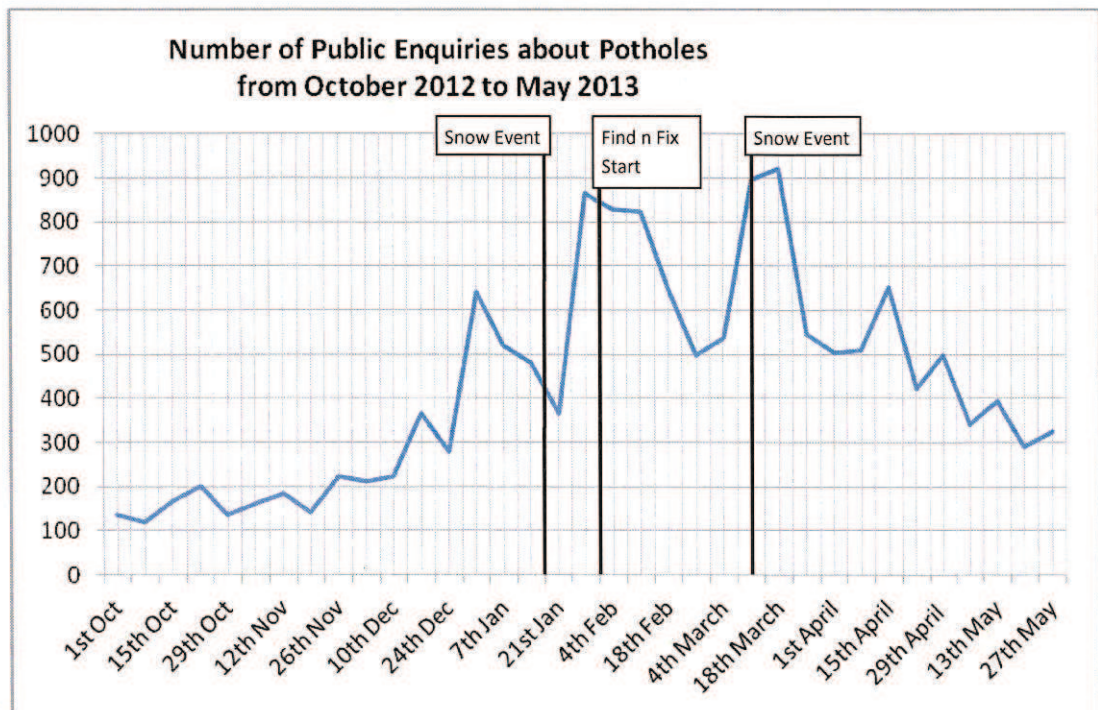
The programme of works is ongoing and Enterprise has almost doubled the number of crews out fixing the County’s roads with an additional 30 local sub-contractors dedicated to the Find and Fix programme.

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At the time of drafting this report, a total of 1823 find and fix jobs had been ordered and 1041 of these had been completed. In most cases, one job equals one road and it is estimated that more than 20,000 potholes have been fixed across the county since the programme began.

We record the number of public enquiries received each week relating to potholes and this is a good county-wide indicator of state of pothole damage. Although pothole enquiry numbers have been high this year, there are 50% fewer than in 2010/11. This indicates that the Council's investment in previous Find and Fix programmes followed by carefully prioritised resurfacing and surface treatment programmes has paid off. As well as the Find and Fix work, this year will include another round of resurfacing and surface treatment schemes to further protect our network from future winter damage.

The graph below compares pothole enquiry levels over the last two years. It shows that enquiry numbers peaked after the second heavy snowfall in March and are now falling to more normal levels. This demonstrates that the Find and Fix programme has been successful. Consequently, the number of new jobs being identified is reducing significantly but the additional resources will be retained until all jobs are finished, which is expected to be by the end of July.



3. Quality Repairs

We always aim to complete a first-time permanent repair by saw-cutting a small section of the road around the hole, clearing out the old material, sealing the sides and filling it with new hot tarmac, which is rolled and compacted to provide a strong level and water-tight finish as it cools. If a road has lots of potholes we may need to complete a larger “patch” in the same way or resurface the whole section of road with specialist machinery to provide a satisfactory long-lasting repair.

With so much more work being carried out at the moment, we have increased supervision resource to help maintain quality control.

The time and care needed to carry out a quality permanent repair often means we need to close a lane or the whole road and this takes time to plan. For emergency potholes, we therefore sometimes need to make an instant repair by quickly filling the hole without all the preparations described above. We do this to make the road safe straightaway and then schedule in a full permanent repair to be carried out as soon as possible after.

4. Bold Steps for Kent and Policy Framework

Maintaining a safe and reliable highway network is vital to provide access to KCC services for all and to support a healthy economy.

5. Financial implications

- (1) An additional £1.2M of funding was provided and spent on the pothole Find and Fix programme at the end of last financial year.
- (2) A further £1.2M has been spent on the programme this financial year against a current total estimated spend for 2013/14 of £3M.

6. Recommendations

Members are asked to note the contents of this report.

Contact details

Report Author:

Spencer Palmer, Head of Highway Operations
spencer.palmer@kent.gov.uk

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To: Sevenoaks Joint Transportation Board

By: Carol Valentine – Acting West Kent Head of Highway Operations

Date: 11th December 2013

Subject: Local Winter Service Plan

Classification: Information only

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

Introduction

1. Kent County Council Highways & Transportation (KCC H&T) takes its winter service responsibilities very seriously and is proactive as well as reactive to winter weather conditions. Winter service costs KCC in the region of £2m every winter and needs careful management to achieve safety for the travelling public and to be efficient. The Highways Operations teams in H&T work to ensure that the winter service standards and decisions made are consistent across the whole county.

H&T prepares an annual Winter Service policy and plan which are used to determine actions that will be taken to manage its winter service operations. The policy was discussed at the Environment, Highways and Waste Cabinet Committee on 3rd October 2013.

District based winter service plans

2. The Local Winter Service Plan for the Sevenoaks District is a working document. It will evolve and be revised as necessary throughout the year. The document will be available on the KCC website. This document complements the KCC Winter Service Policy and Plan 2013-14. Following successful work in previous years with district councils, arrangements have again been put in place this year whereby labour from district councils can be used during snow days. Additionally H&T will supply a quantity of a salt/sand mixture to district councils to use on the highway network. The details are contained in the plan which enhances the work that H&T will continue to do in providing a countywide winter service. The local plan comes into effect when a snow operational alert is declared that affects the district of Sevenoaks.

Pavement clearance

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

Farmers

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

Conclusion

5. Working in partnership with the district councils will enable H&T to provide an effective winter service across the county.

Recommendations

6. Members are asked to note this report.

Background documents: Kent County Council Winter Service Policy and Plan 2013/14

Contact officer:

Julian Cook -Tel: 0300 123 5000



SEVENOAKS DISTRICT
Winter Service
Handbook
2013-2014

CONTENTS:

- 1) KHS Winter Service Policy– 2013 /14.
- 2) Winter Service Procedure.
- 3) Useful phone nos / contact details.
- 4) Sevenoaks Team rota.
- 5) Winter Duty Officer rota.
- 6) Enterprise rota.
- 7) Farmer Snow Plough Routes.
- 8) Location of Traffic Calming features.
- 9) Snow clearance priorities.
- 10) Plans of Primary and Secondary routes
- 11) Spot salt list, (i.e. wet spots).
- 12) Emergency primary actions.
- 13) Salt Bin Locations.
- 14) Local agreements / actions with Districts / others.
- 15) Emergency local control centres
- 16) Pavements.
- 17) Ambulance / Fire Stations.
- 18) Personnel Roles.

LIST OF APPENDICES:

- 1) Winter Service Action Sheet.
- 2) Request sheet for future Winter Maintenance
- 3) Plans of Farmer Snow Plough Routes. *(Not included in JTB version)*
- 4) Snow clearance priorities.
- 5) Plans of Primary & Secondary Routes. *(Not included in JTB version)*
- 6) Salt Bin Locations. *(Not included in JTB version)*
- 7) Plans of wet spots. *(Not included in JTB version)*
- 8) Local agreements / actions with Districts / others.
- 9) Jumbo Salt bags. *(Not included in JTB version)*
- 10) POD routes. *(Not included in JTB version)*
- 11) KCC Winter Service Plan – Policy Document – 2012/3. *(Not included in JTB version)*

Winter Service District/Team Handbook

1. KHS policy statement and plan

The Local Winter Service Plan for the Sevenoaks District is a working document for every member of the team to use. This document will be revised as necessary throughout the year. This handbook supplements Kent County Council Highway and Transportation's (KHS) Winter Service Policy Statement, details of this policy can be found on *ivay*, and can be found in appendix 11.

2. Winter service procedure

During normal working hours, the District Manager, (DM), and Operations Engineer for Sevenoaks will deal with all Winter Service matters, including managing local action in snow/ice emergencies. The Standby Officer, (SO), will assume control out of hours, seeking advice as appropriate from the Winter Duty Officer, (WDO), and DM as appropriate. The DM will also ensure that adequate support is provided to the SO out of hours in emergency situations and that a suitable handover briefing takes place at the start and end of the normal working day if needed.

- 2.1 The Standby Officer will commence duty at 17.00 hours on Friday until 09.00 the following Friday and will be responsible for all the actions below out of hours. Assistance will be given but the ultimate responsibility will be with the SO.
- 2.2 During the operational winter service period the Kent Road Weather Forecast will be issued every day, (between 1300 & 1400 hours), details of which will be sent to the Highway Management Centre and the DM. The daily weather forecast/information will be available on 01622-221077. The District Manager and / or Operations Engineer will review the forecast and any action instructed.
- 2.3 **Instructing and recording actions out of hours** – In the event that additional actions are needed out of hours, Standby Officers will contact the Enterprise Duty Supervisor by phone. If, in the opinion of the Standby Officer, or on a site check, different/additional action is taken to that recommended by the Winter Duty Officer (WDO), the Standby Officer will inform the WDO. Enterprise will be informed directly by the WDO of the main salting action. Standby Officers will also record any additional local action taken on the Winter Service action sheet (attached as **Appendix 1**). These Action Sheets will be emailed during the next working day to Enterprise; this will confirm the action that was/is needed. Standby Officers are to provide as much detail as possible on the form.

The Action Sheet should also be copied by email to the Hub, District Manager and Highway Manager. The Hub will ensure that a WAMS order is raised as soon as practicable. The Hub will save the form in the designated folder on the KCC 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 SO will phone the KCC forecast on 01622-221077 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 a Highway Manager (HM). In the event of a snow/ice emergency being declared by the HM, 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 and secondary routes. It is unlikely that any other actions, save safety critical issues, will be taken initially until KHS is on top of keeping primary and secondary routes clear. All requests for additional salt bins, (except those from County Members under the Member Highway Fund scheme), will be rejected and will instead be considered during next Summer. Similarly, salting routes will not be changed until the following Summer. Any requests to spot salt locations will be sifted to identify any that are priorities to visit and assess. Given the volume of requests, those that relate to residential areas are unlikely to be visited until resources allow. It is expected that the Contact Centre and Hub staff will be able to resolve most enquiries by referring to the Winter Service Policy Statement. Any additional requests for Salt Bins / to salting routes that staff may receive will be entered in to the form in **Appendix 2**, for consideration for the Winter season of 2014/5.

3. Useful Phone numbers/sites

Weather

KCC Weather 01622 221077

London Weather
Consultancy Service 020 7241 3556 *number subject to tender*

Senior Managers

John Burr	Director	
Carol Valentine	Highway Manager – West Kent	
Toby Howe	Highway Manager – East Kent	

Winter Duty Officers 2013/14

WDO	Office telephone	Home telephone	Mobile
Earl Bourner			
Mark Simmons			
Alan Casson			
Lisa Holder			
Toby Howe			

District Managers

Name	Position	District	Telephone number
Alan Casson	District Manager	Gravesham	
Julian Cook	District Manager	Sevenoaks	
Ian Grigor	District Manager	Dartford	
Earl Bourner	District Manager	Tunbridge Wells	
Richard Emmett	District Manager	Maidstone	
Mark Simmons	District Manager	Tonbridge & Mall	

Sevenoaks Highway Operations Team

Name	Position	Mobile
Julian Cook	District Manager	
Mike Payton	Operations Engineer	
Allan Gibbons	Highway Steward	
Paul Catt	Highway Steward	
Sharon Clewes	Highway Steward	
Andrew Walters	Highway Steward	

Sevenoaks Standby Officers

Name	Out of Hours Number	Mobile Number
Allan Gibbons		
Jamie Finch		
Mike Payton		
Andrew Walters		

Other

Name	Telephone number
KCC contact centre	03000 418181
Lone working phone nos	07920 428487
Traffic Link (informs all radio stations)	0207 0123555

Enterprise

District	Name	Phone	Mobile	Fax
Ashford	Stuart Harman			
Sandwich	Mick Marsh			
Preston	Arthur Godden			
Swanley	Colin Garnham			
Haysden	Alan Salt			
Aylesford	Kevin Coley			

West Kent

Dennis Coe
Steve Manser
Ashley Clifton
Paul Lyons

Police Force Control switch board (24/7) 01622 690690

Other numbers specific to your area:

SEVENOAKS DISTRICT COUNCIL CONTACT DETAILS

<u>During Hours</u>
Main Contact Number
Main Fax:
John Cox
Mike Holdsworth
Ian Finch
Dick Wells
Tim Glover

<u>Out of Hours</u>
CCTV Control Room: Main Contact Number
CCTV Control Room: Second Line
Duty Driver
Duty Mate

If during the course of the winter period you get more useful numbers, please let the DM know and he will add them to the handbook.

4. Team duty officer rota

WEEK COMMENCING	DUTY OFFICER	Blackberry Number	Alternative number
12-Jul-13	Mike Payton		
19-Jul-13	Andy Walters		
26-Jul-13	Jamie Finch		
02-Aug-13	Allan Gibbons		
09-Aug-13	Mike Payton		
16-Aug-13	Andy Walters		
23-Aug-13	Jamie Finch		
30-Aug-13	Mike Payton		
06-Sep-13	Allan Gibbons		
13-Sep-13	Mike Payton		
20-Sep-13	Allan Gibbons		
27-Sep-13	Jamie Finch		
04-Oct-13	Mike Payton		
11-Oct-13	Andy Walters		
18-Oct-13	Jamie Finch		
25-Oct-13	Allan Gibbons		
01-Nov-13	Mike Payton		
08-Nov-13	Andy Walters		
15-Nov-13	Jamie Finch		
22-Nov-13	Allan Gibbons		
29-Nov-13	Mike Payton		
06-Dec-13	Andy Walters		
13-Dec-13	Jamie Finch		
20-Dec-13	See Separate rota for Xmas-New year period		
27-Dec-13	See Separate rota for Xmas-New year period		
03-Jan-14	Andy Walters		
10-Jan-14	Jamie Finch		
17-Jan-14	Allan Gibbons		
24-Jan-14	Mike Payton		
31-Jan-14	Andy Walters		
07-Feb-14	Jamie Finch		
14-Feb-14	Allan Gibbons		
21-Feb-14	Mike Payton		

Supplementary Information

28-Feb-14	Andy Walters		
07-Mar-14	Jamie Finch		
14-Mar-14	Allan Gibbons		
21-Mar-14	Mike Payton		
28-Mar-14	Andy Walters		

Christmas and New Year 2013/2014**COMMUNITY OPERATIONS – SEVENOAKS****OUT OF HOURS DUTY OFFICER ROTA****FOR WINTER SERVICE AND GENERAL EMERGENCIES****20th December 2013 - 3rd January 2014**

Date	DUTY OFFICER	NOTES	Day	Blackberry	Alternative No.
20 to 21 Dec 2013	Allan Gibbons	17:00-09:00	Friday		
21 to 22 Dec 2013	Allan Gibbons	09:00-09:00	Saturday		
22 to 23 Dec 2013	Allan Gibbons	09:00-09:00	Sunday		
23 to 24 Dec 2013	Allan Gibbons	17:00-09:00	Monday		
24 to 25 Dec 2013	Allan Gibbons	17:00-09:00	Tuesday		
25 to 26 Dec 2013	Andy Walters	09:00-09:00	Wednesday		
26 to 27 Dec 2013	Mike Payton	09:00-09:00	Thursday		
27 to 28 Dec 2013	Jamie Finch	09:00-09:00	Friday		
28 to 29 Dec 2013	Mike Payton	09:00-09:00	Saturday		
29 to 30 Dec 2013	Mike Payton	09:00-09:00	Sunday		
30 to 31 Dec 2013	Mike Payton	17:00-09:00	Monday		
31 Dec 2013 to 1 Jan 2014	Allan Gibbons	17:00-09:00	Tuesday		
1 Jan to 2 Jan 2014	Mike Payton	09:00-09:00	Wednesday		
2 Jan to 3 Jan 2014	Allan Gibbons	17:00-09:00	Thursday		

5. Winter duty officer rota

KENT COUNTY COUNCIL
ENVIRONMENT HIGHWAYS & WASTE – KENT HIGHWAY SERVICES
OPERATIONAL WINTER SERVICE PERIOD 2011/12

WINTER SERVICE DUTY OFFICER ROTA

Contact Details for Winter Duty Manager

Name	Mobile	Home	Work	Email
Carol Valentine				Carol.Valentine@kent.gov.uk

Contact Details for Winter Duty Officers

Name	Mobile	Home	Work	Email
Earl Bourner				Earl.Bourner@kent.gov.uk
Richard Emmett				richard.emmett@kent.gov.uk
Toby Howe				toby.howe@kent.gov.uk
Lisa Holder				Lisa.Holder@kent.gov.uk
Alan Casson				alan.casson@kent.gov.uk

Kent County Council
Highways and Transportation
Operational Winter Service Period 2013-2014
Winter Duty Officer Rota

Kent Road Weather Forecast is available on 01622 221077

From 0900				To 0900				Duty Officer
Friday	18	October	2013	Friday	25	October	2013	Alan Casson
Friday	25	October	2013	Friday	1	November	2013	Richard Emmett
Friday	1	November	2013	Friday	8	November	2013	Lisa Holder
Friday	8	November	2013	Friday	15	November	2013	Earl Bourner
Friday	15	November	2013	Friday	22	November	2013	Toby Howe
Friday	22	November	2013	Friday	29	November	2013	Alan Casson
Friday	29	November	2013	Friday	6	December	2013	Lisa Holder
Friday	6	December	2013	Friday	13	December	2013	Richard Emmett
Friday	13	December	2013	Friday	20	December	2013	Earl Bourner
Friday	20	December	2013	Friday	27	December	2013	Alan Casson
Friday	27	December	2013	Friday	3	January	2014	Toby Howe
Friday	3	January	2014	Friday	10	January	2014	Richard Emmett
Friday	10	January	2014	Friday	17	January	2014	Alan Casson
Friday	17	January	2014	Friday	24	January	2014	Lisa Holder
Friday	24	January	2014	Friday	31	January	2014	Toby Howe
Friday	31	January	2014	Friday	7	February	2014	Earl Bourner
Friday	7	February	2014	Friday	14	February	2014	Toby Howe
Friday	14	February	2014	Friday	21	February	2014	Alan Casson
Friday	21	February	2014	Friday	28	February	2014	Lisa Holder
Friday	28	February	2014	Friday	7	March	2014	Richard Emmett
Friday	7	March	2014	Friday	14	March	2014	Earl Bourner
Friday	14	March	2014	Friday	21	March	2014	Alan Casson
Friday	21	March	2014	Friday	28	March	2014	Toby Howe
Friday	28	March	2014	Friday	4	April	2014	Lisa Holder
Friday	4	April	2014	Friday	11	April	2014	Richard Emmett
Friday	11	April	2014	Friday	18	April	2014	Toby Howe
Friday	18	April	2014	Friday	25	April	2014	Earl Bourner

6 Farmer snow plough routes.

Plans of routes can be seen in **Appendix 3**, with Farmers agreements accessed via the District Manager / Operations Engineer.

Snow Plough Farmers**2013****Steward****Sharon Clewes**

<u>Route</u>	<u>Farm Name</u>	<u>Area</u>	<u>Contact Name</u>	<u>Daytime</u>	<u>Mobile</u>	<u>Out of Hours</u>
SE16	Sevenoaks District Council	Sevenoaks Town	John Cox			
SE10	R Marchcants and Sons	Sevenoaks Weald	Graham Marchant			
SE9	Goathurst Common Farms	Riverhead	James Standen			
SE11	Hall Place Farm	Chevening	Mr Bastable			
SE12	Mr C Jones Yorks Hill	Seal	Mr Jones			

Steward**Allan Gibbons**

<u>Route</u>	<u>Farm Name</u>	<u>Area</u>	<u>Contact Name</u>	<u>Daytime</u>	<u>Mobile</u>	<u>Out of Hours</u>
SE7	H & R Carr	Edenbridge	Mr Richard Carr			
SE8	Leppards Wilderness Farm	Pens/Chidd/Hever	Mr Leppard			

SE6	Faulkners Hill Farm	Sundridge/Westerham	Mr Lingham			
SE5	Singles Cross Farm	Westerham/Brasted	Mr Elliot			

Steward**Paul Catt**

Route	Farms Name	Area	Contact Name	Daytime	Mobile	Out of Hours
SE4	Mr Gunn	Knockholt/Halstead	Mr Gunn			
SE19	Flintsones Farm	Hodsoll Street/Ash	Mr Hawkins			
SE18	NAG	New Ash Green	Mrs Pat Kirtley			
SE17	Hartley Bottom Farm	Hartley and N.A.G.	Mr Steven Glover			
SE15	Hartley Bottom Farm	Kemsing	Mr Steven Glover			
SE14	St Clere Hill Farms	West Kingsdown	Mr Yarnold			

Steward**Andy Walters**

Route	Farms Name	Area	Contact Name	Daytime	Mobile	Out of Hours
SE2	Swanely Town Council	Swanley				

SE13	Charton Manor Farm	Horton Kirby & Fawkham	Hugh Goldsworthy			
SE1	Charton Manor Farm	Hextable	Hugh Goldsworthy			
SE3	Home Farm Eynsford	Eynsford & Crockenhill	Mr Alexander			

7 Location of Traffic Calming features on Primary and Secondary Routes

Road Name (number)	Salting Route	Features
Primary Routes		
A25 High Street Brasted	Hays 3	Chicane
B2026 High Street Edenbridge	Hays 2	Chicanes and Priority give ways
A25 Maidstone Road Riverhead	Hays 4	Mini Roundabouts(Dome)
Top Dartford Road Hextable	Swan 1	Priority Give Way Narrowings
Witches Lane Chevening	Hays 4	Speed Cushions and Narrowing
The Drive Sevenoaks	Hays 4	Road Table and Build out
Secondary Routes		
Bradbourne Park Road Sevenoaks	Hays D	Road Tables
Bullfinch Lane Riverhead	Hays D	Speed Cushions
Chipstead Lane Chevening	Hays D	Build out and Priority Give way
Riverside Eynsford	Swan A	Road Narrowing
Hartley Bottom Road Ash cum Ridley	Swan B	Road Narrowing
Horton Road Horton Kirby	Swan B	Granite Sett Rumble Strips
St Marys Road Swanley	Swan A	Road Narrowings

Locations of other traffic calming features not on winter service routes

Road Name	Features
Wayside Drive Edenbridge	Road Tables
Field Drive Edenbridge	Road Tables
Farmstead Drive Edenbridge	Road Tables
Wellingtonia Way Edenbridge	Road Tables
School Field Edenbridge	Road Tables
Molesmead Edenbridge	Road Tables
Cobbetts Way Edenbridge	Road Tables
Cobbetts Close Edenbridge	Road Tables
Sixpenny Close Edenbridge	Road Tables
Tanners Mead Edenbridge	Road Tables
Coomb Field Edenbridge	Road Tables
Gresham Way Edenbridge	Road Tables
Chilternhurst Edenbridge	Road Tables
Goodwin Close Edenbridge	Road Tables
Oliver Road Swanley	Road Tables
Hartdyke Road Swanley	Road Tables
Farm Avenue Swanley	Road Tables

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

Snow Clearance Priorities are shown in **Appendix 4**, listed in Gang packs A to T.

The gang packs in the working copy contain plans for each of these routes (including the plans would make this file excessively large).

Walking bus routes:

Shoreham School – Walking Bus Route 1 (Start of Walk 08.35 a.m.)

Sundridge & Brasted C.P. School (Start of Walking Bus 08.10 a.m.)

Kemsing Primary School (Start of Walking Bus 08.25)

A list of Secondary Schools/Colleges to be used if snow or ice emergency likely to interfere with A levels examinations

List of Secondary Schools in Sevenoaks District

<u>School</u>	<u>Location</u>
Swanley Technology college	St Marys Road, Swanley
Hextable School	Egerton Avenue, Hextable
The Bradbourne School	Bradbourne Vale Road, Sevenoaks
The Wildernesse School	Seal Hollow Road, Sevenoaks
Combe Bank School	Chevening Road, Sundridge
Sevenoaks School	A225 High Street and Tonbridge Road, Sevenoaks
Walthamstow Hall School	Hollybush Lane, Sevenoaks
The New School West Heath	Ashgrove Road, Sevenoaks
Parkwood School	Beechenlea Lane, Swanley

9 Plans of Primary and Secondary routes

Primary & secondary routes can be found at:

www.kent.gov.uk/SaltingRoutes/Map.aspx

Copies are also available in **Appendix 5**.

Primary Precautionary Salting Routes

Primary & Secondary routes that are relevant to the Sevenoaks area are: -

COLD C	HAYS 1	HAYS 2	HAYS 3	HAYS 4
HAYS A	HAYS C	HAYS D	SWAN 1	SWAN 2
SWAN 7	SWAN A	SWAN B	SWAN G	SWAN H

10 Salt bin locations

For list of current salt bins see **Appendix 6**

11 Emergency primary actions

A224 Polhill - needs to be driven in both directions

A225 Riverhill - needs to be driven in both directions

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

Hever Road junction with Uckfield Lane (On Secondary Route)

Well Hill and Rock Hill (On Secondary Route)

Blackhall Lane (On Secondary Route)

Swanley Village Road and Button Street

A copy of these plans can be seen in **Appendix 7**.

13 Local agreements/actions with Districts/others -

Swanley Town Council - Hand salt pedestrian areas and provide Snow plough.

Possibly check and fill salt bins in Swanley.

Hextable Parish Council –Check and fill salt bins in Hextable, salt provided at Hextable PC offices to be stored in car park and distributed by PC staff only. Able to provide 2-3 members of staff to assist Crews in Hextable if snow is so bad that they are unable to carry out normal work (Hand Salt only).

New Ash Green Village Association – Provide Hand salting of New Ash Green and Provide Snow Ploughs.

Edenbridge Town Council – 4 men available when not employed by the town council on other duties, clearance of snow/ice and filling of salt bins if stock provided. During normal office hours. Rates agreed for out of hours works should they be required

See **Appendix 8** for details of possible deployment during Winter 2010/2011

14 Emergency local control centres

Haysden Depot 01732 356239
Haysden Depot – Enterprise - 01732 367619
Swanley Depot 01322 613343

16. 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 KHS staff. The prioritised pavements/footways are identified in this document

17. Ambulance / Fire Stations.

Sevenoaks Fire Station – London Road - Sevenoaks

18. Personnel Roles

Standby Officer (SO), is the Standby / Duty Officer who assumes responsibility for winter service out of hours.

Winter Duty Officer (WDO) is the KHS 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

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 1

Winter Service Action sheet

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

Engineers Instruction

Sevenoaks District

ENGINEER'S INSTRUCTION

Contract: Winter Service 2009/10

Contractor: Enterprise

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

Wams Job number:

Action

Engineer's Representative

Appendix 2

WINTER SALTING REQUEST FOR:						
Parish - Road	CW, FW, Salt Bin Fill	CSM Log	Suitability for gritter or hand salt	Route Priority Primary, Secondary, Other	Inspector knowledge if needed	Budget Code

Appendix 4 - Hand Salting Gangs Initial locations where gangs are intended to be deployed during Snow Emergency

<u>Area 1</u>	<u>Sevenoaks Urban Nucleus</u>	<u>Site Nos</u> See lists below for priorities
SDC	6-8 Gangs	
Enterprise	4 Gangs	

<u>Area 2</u>	<u>Swanley, Crockenhill, Hextable, Horton Kirby, West Kingsdown, Hartley, Ash and Fawkham</u>
Enterprise	3 Gangs
Swanley Town Council	2 Gangs

<u>Area 3</u>	<u>Edenbridge and Southern Parishes</u>
Enterprise	2 Gangs
Edenbridge Town Council	1 Gang

<u>Area 4</u>	<u>Westerham, Brasted, Sundridge and Chevening</u>	
Enterprise	2 Gangs	H

<u>Area 5</u>	<u>Knockholt, Halstead, Farningham, Eynsford, Shoreham</u>	
Enterprise	2 Gangs	L

Total number of hand gangs required from Enterprise = 13 – (5 gangs out of Swanley Depot - 8 out of Haysden depot)

Appendix 4. Snow Clearance Priorities:

Ash Cum Ridley [Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
ACR1	WM/ACR/1	3	Church Road	Ash Cum Ridley	School	Footway only	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Brasted [Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
BRA1	WM/BRA/1	1b	A25 High Street	Brasted	Shopping	Rec. Ground to The White Hart both sides	
BRA2	see above	4	A25 High Street	Brasted	Doctors Surgery	Church Lane to Chart Lane south side	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Chevening

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
CHEV1	WM/CHEV/1	3	Cheveining Road	Sevenoaks	School	High Street to School Road and Footways	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Chiddingstone

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
CHID1	WM/CHID/1	2	B2027 Penshurst Road	Chiddingstone	Railway Station	Camp Hill to Little Brown Jug north side	
CHID2	WM/CHID/2	3	High Street	Chiddingstone	School	Road and Footways	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Crockenhill

Please ensure that snow/ice is cleared before applying any salt/sand.

<u>Site No</u>	<u>Drawing No</u>	<u>Priority</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
CH1	WM/CH/1	1b	Green Court Road	Crockenhill	Shopping	From Cray Road to Opposite Stone Cross Road	
CH2	WM/CH/2	2	Green Court Road	Crockenhill	Station	From Stone Cross Road to Azalea Drive (North)	
CH3	WM/CH/3	3	Stone Cross Road	Crockenhill	School	All Road and Footway	
CH5	WM/CH/3	3	Main Road	Crockenhill	School	Footway both sides West View Road to The Broadway	
CH4	WM/CH/4	4	Church Road	Crockenhill	Doctors	Barnfield Close to Main Road	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Dunton Green

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
DG1	WM/DG/1	1b	A224 London Road	Dunton Green	Shopping	Tesco to Milton Rd & Dukes Head to Lennard Road	
DG2	WM/DG/2	2	Station Road & Approach	Dunton Green	Railway Station	From A225 to Station	
DG3	WM/DG/3	3	A224 London Road	Dunton Green	School	Footway	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Edenbridge

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
EDE1	WM/EDE/1	1a	B2026 Mont St Aignan Way	Edenbridge	Fire Station	From High Street to Fire Station	
EDE2	WM/EDE/1	1a	B2026 Mill Hill	Edenbridge	Hospital	From Mont St Aignan Way to hospital west side	
EDE3	WM/EDE/1	1a	B2026 High Street	Edenbridge	Police Station	From Croft Lane to opp Chip Shop	
EDE4	WM/EDE/1	1b	B2026 High Street	Edenbridge	Shopping	Both Sides Hever Road to Station Road	
EDE5	WM/EDE/1	1b	B2026 Mont St Aignan Way	Edenbridge	Shopping	High Street To Co-op Entrance	
EDE6	WM/EDE/1	1b	Church Street	Edenbridge	Shopping	From Church to High Street	
EDE7	WM/EDE/2	2	B2026 Station Road	Edenbridge	Railway Station	High Street to Main Road both sides	
EDE8	WM/EDE/2	2	B2026 Main Road	Edenbridge	Railway Station	From Swan Lane to Railway Bridge	
EDE9	WM/EDE/3	3	Croft Lane	Edenbridge	School	Road and Footways	

Supplementary Information

EDE10	None	4	Station Road	Edenbridge	Doctors Surgery	see EDE7 above as covers this area	
EDE12	WM/EDE/6	5	Croft Lane	Edenbridge	Care Home	see EDE9 above	
EDE13	WM/EDE/4	5	Manor House Gardens	Edenbridge	Care Home	From Crouch Hosue Road to Entrance	
EDE14	WM/EDE/5	5	B2026 Mill Hill	Edenbridge	Care Home	From Hospital to Hever Road	

If the gang has been issued with more than one Parish Pack please ensure that The higher priorty sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Eynsford

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
EY1	WM/EY/1	1b	High Street	Eynsford	Shopping	Riverside to last shop, both sides footway	
EY2	WM/EY/2	2	Station Road	Eynsford	Railway Station	A225 to Upper Austin Lodge Road Road & Footways	
EY3	WM/EY/3	3	A225 High Street	Eynsford	School	Shops to Farningham Oliver Crescent north side only	

If the gang has been issued with more than one Parish Pack please ensure that The higher priorty sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Fawkham

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
FAW1	WM/FAW/1	1a	Manor Lane	Fawkham	Hospital	Chapel Wood Road To Hospital (Carriageway)	
FAW2	WM/FAW/2	3	Valley Road	Fawkham	School	Footways only	
FAW3	WM/FAW/3	3	Steep Hill	Fawkham	School	Road Only	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Halstead

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
HAL1	WM/HAL/1	1b	Main Road	Halstead	Shopping	Otford Lane to the Meadows Footway (South)	
HAL2	WM/HAL/2	2	Old London Road	Halstead(Knockholt)	Railway Station	Opp Watercroft Road to east of station Footway (north)	
HAL3	WM/HAL/3	3	Otford Lane	Halstead	School	Road and Footway	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack

[are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Hartley

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

<u>Site No</u>	<u>Drawing No</u>	<u>Priority</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
HAR1	WM/HA/1	1b	Ash Road	Hartley	Shopping	JW and into Church Road	
HAR2	WM/HA/1	1b	Cherry Trees	Hartley	Shopping	From Church Rd to end of shopping area	
HAR3	WM/HA/2	3	Round Ash Way	Hartley	School	All Road and Footway	
HAR4	WM/HA/2	3	Church Road	Hartley	School	All Road and Footway	
HAR5	WM/HA/3	3	Ash Road	Hartley	School	All Road and Footway	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Hever

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
HEV1	WM/HEV/1	2	Station Road	Hever	Railway Station	Whole Road (Carriageway)	
HEV2	WM/HEV/2	3	Hever Road	Hever	School	Road only(no footway)	
HEV3	WM/HEV/3	3	B2027 Four Elms	Hever	School	Footway	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Hextable

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
HX1	WM/H/1	1b	Lower Road	Hextable	Shopping	Main Road to Home Hill south side	
HX2	WM/H/1	1b	Main road	Hextable	Shopping	West - JW Rollo road and East - From Lower Road South	
HX3	WM/H/2	3	St Davids Road	Hextable	School	Footways only	
HX4	WM/H/2	3	Rowhill Road	Hextable	School	Footways only	
HX5	WM/H/2	3	Egerton Avenue	Hextable	School	Footways only	
HX6	WM/H/3	4	Main Road	Hextable	Doctors Surgery	Victoria Hill Road to Lower Road East side Footway only	
HX7	WM/H/4	4	College Road	Hextable	Doctors Surgery	Main Road to doctors Surgery north side footway only	

Supplementary Information

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Horton Kirby Please ensure that snow/ice is cleared before applying any salt/sand.

<u>Site No</u>	<u>Drawing No</u>	<u>Priotiry</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
HK1	WM/HK/1	1b	Horton Road	Horton Kirby	Shopping	Horton Road and East Hill small sections Footways Only	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Kemsing Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
KEM1	WM/KEM/1	1b	Dynes Road	Kemsing	Shopping	extent of shopping parade	
KEM2	WM/KEM/2	1b	High Street	Kemsing	Shopping	south side Church Lane to St Ediths Road	
KEM3	WM/KEM/2	1b	West End	Kemsing	Shopping	From St Ediths Road to Garage	
KEM4	None	2	Honeypot Lane	Kemsing	Railway Station	On primary route DO NOT TREAT	
KEM5	WM/KEM/3	3	West End	Kemsing	School	Road and Footway	
KEM6	WM/KEM/4	4	West End	Kemsing	Doctors Surgery	see school and shopping above	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Knockholt [Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
KNO1	WM/KNO/1	1b	Main Road	Knockholt	Shopping	Harrow Lane to IvyLane South side footway only	
KNO2	WM/KNO/2	3	Main Road	Knockholt	School	Footway	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Leigh

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
LEI1	WM/LEI/1	1b	High Street	Leigh	Shopping	From Lower Road to The Green	
LEI2	WM/LEI/2	2	Lower Green Road/Ensfield Lane	Leigh	Railway Station	From B2027 to Railway Bridge west side	
LEI3	WM/LEI/3	3	The Green Lane	Leigh	School	Road and Footways	
LEI4	WM/LEI/4	4	B2027 High Street	Leigh	Doctors Surgery	North side from Opp Lower Road to Doctors	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Otford

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
OTF1	WM/OTF/1	1b	High Street	Otford	Shopping	Both sides Lennard Ave to west of the Horns	

OTF2	WM/OTF/2	2	Station Road	Oxford	Railway Station	From A225 to Station	
OTF3	None	3	High Street	Oxford	School	See high streets for plan	
OTF4	None	3	Row Dow	Oxford	School	On Primary route DO NO TREAT	
OTF5	WM/OTF/3	4	Lennard Avenue	Oxford	Doctors Surgery	Road and footway both sides to car park	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Penshurst

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
PEN1	WM/PEN/1	1b	High Street	Penshurst	Shopping	From Leicester Arms PH to Garage	
PEN2	WM/PEN/2	3	High Street	Penshurst	School	Road and Footways	
PEN3	WM/PEN/3	3	B2188 Fordcombe Road	Penshurst	School	Footway only, but Road up to Hall in Chafford Ln	
PEN4	WM/PEN/4	4	Penshurst Road	Penshurst	Doctors Surgery	B2176 to The Warrens	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Riverhead

Please ensure that snow/ice is cleared before applying any salt/sand.

<u>Site No</u>	<u>Drawing No</u>	<u>Priority</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
RIV1	WM/RIV/1	1b	A25 Riverhead Square	Riverhead	Shopping	Western side Chipstead Lane to Homefield	
RIV2	WM/RIV/2	3	A25 Worships Hill	Riverhead	School	Footway	
RIV3	WM/RIV/2	3	Witches Lane	Riverhead	School	Footway	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on to the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Seal

Please ensure that snow/ice is cleared before applying any salt/sand.

<u>Site No</u>	<u>Drawing No</u>	<u>Priority</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
SEAL1	WM/SEAL/1	1b	A25 Seal Road	Seal	Shopping	From Rec to Chinese Restaurant	
SEAL2	None	3	Park Lane	Seal	School	On Primary route DO NO TREAT	
SEAL3	WM/SEAL/2	3	A25 Seal Road	Seal	School	Footway	
SEAL4	WM/SEAL/2	3	Carters Hill	Seal	School	Road and Footway	

SEAL5	WM/SEAL/3	3	Zambra Way	Seal	School	Road and Footway	
SEAL6	WM/SEAL/4	3	Church Road	Seal	School	Road and Footway	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Sevenoaks

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
SEV1	WM/SEV/1	1a	Suffolk Way	Sevenoaks	Police Station	From Waitrose to Bus Station	
SEV3	WM/SEV/3	1a	A224 London Road	Sevenoaks	Fire Station	From Morewood Cl to Zebra Crossing	
SEV4	WM/SEV/4	1a	Hospital Road	Sevenoaks	Hospital	Whole Road Both sides	
SEV5	WM/SEV/5	1b	A225 High Street	Sevenoaks	Shopping	Both sides whole length	
SEV6	WM/SEV/5	1b	A224 London Road	Sevenoaks	Shopping	From High Street to Granville Road	
SEV7	WM/SEV/5	1b	Bank Street	Sevenoaks	Shopping	Both sides whole length	
SEV8	WM/SEV/5	1b	Dorset Street	Sevenoaks	Shopping	Both sides whole length	
SEV9	WM/SEV/6	1b	A225 St Johns Hill	Sevenoaks	Shopping	From A25 to Jet Garage	
SEV10	WM/SEV/7	2	A224 London Road	Sevenoaks	Railway Station	Shell Petrol Station to Granville Road	
SEV11	WM/SEV/8	2	A224 Amherst Hill/London Road	Riverhead/Sevenoaks	Railway Station	Riverhead roundabout to Sevenoaks Station	
SEV12	WM/SEV/9	2	Bat and Ball Road	Sevenoaks	Railway Station	From A225 to Station	
SEV13	WM/SEV/10	2	Buckhurst Lane	Sevenoaks	Bus Station	Whole length both sides	
SEV14	WM/SEV/11	3	Solefields Road	Sevenoaks	School	Footway	

SEV15	None	3	Brittains Lane	Sevenoaks	School	On secondary route DO NOT TREAT	
SEV16	WM/SEV/11	3	A225 Tonbridge Road	Sevenoaks	School	Footway	
SEV17	WM/SEV/11	3	South Park	Sevenoaks	School	Road and Footway	
SEV18	WM/SEV/12	3	Plymouth Drive	Sevenoaks	School	Footway	
SEV19	WM/SEV/12	3	Bayham Rd & Hollybush Ln & Kennedy Grdns	Sevenoaks	School	Footway	
SEV20	WM/SEV/13	3	Bradbourne Road	Sevenoaks	School	Road and Footway	
SEV21	WM/SEV/13	3	Bradbourne Park Road	Sevenoaks	School	Road and Footway	
SEV22	WM/SEV/13	3	Bradbourne Vale Road	Sevenoaks	School	Footway	
SEV23	WM/SEV/13	3	Seal Hollow Road	Sevenoaks	School	Road and Footway	
SEV24	None	3	Ashgrove Road	Sevenoaks	School	On secondary route DO NOT TREAT	
SEV25	None	4	A224 London Road	Sevenoaks	Doctors Surgery	see shopping for plan	
SEV26	None	4	South Park	Sevenoaks	Doctors Surgery	see school routes for plan	
SEV27	WM/SEV/14	4	St Botolphs Road	Sevenoaks	Doctors Surgery	A224 to opp Ashley Road(footway both sides)	
SEV28	WM/SEV/15	4	A225 St Johns Hill	Sevenoaks	Doctors Surgery	Petrol station to Camden Road West side	
SEV29	WM/SEV/16	5	Filmer Lane	Sevenoaks	Residential Care	Roads and Footways	
SEV30	WM/SEV/17	5	Serpentine Road & Lansdowne Road	Sevenoaks	Residential Care	Roads and Footways	
SEV31	WM/SEV/18	5	Eardley Road	Sevenoaks	Residential Care	Roads and Footways	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on to the next priority sites.](#)

Date and Time of Issue

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Engineers Instruction number

Sevenoaks Weald [Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
SW1	WM/SW/1	3	Longbarn Road	Sevenoaks Weald	School	Road and Footway	

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eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Shoreham Please ensure that snow/ice is cleared before applying any salt/sand.

<u>Site No</u>	<u>Drawing No</u>	<u>Priority</u>	<u>Road Name</u>	<u>Parish</u>	<u>Service</u>	<u>Length</u>	<u>Date & Time Completed</u>
SHO1	WM/SHO/1	1b	High Street	Shoreham	Shopping	Church St to Crown Rd both sides where footway present	
SHO2	WM/SHO/2	2	Station Road	Shoreham	Railway Station	A225 to Railway Station Road Only	
SHO3	NONE	3	High Street	Shoreham	School	Covered under shopping	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Sundridge

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
SUN1	WM/SUN/1	1b	Main Road	Sundridge	Shopping	New Road to Church Road north side	
SUN2	WM/SUN/2	3	Church Road	Sundridge	School	Footway East side	
SUN3	WM/SUN/2	3	Chevening Road	Sundridge	School	Footway both sides	
SUN4	WM/SUN/3	3	Church Road	Ide Hill/Sundridge	School	Footway east side	
SUN5	WM/SUN/4	4	A25 Main Road	Sundridge	Doctors Surgery	New Road to Church Road south side	

If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on to the next priority sites.

eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on

Date and Time of Issue

Engineers Instruction number

Swanley

Please ensure that snow/ice is cleared before applying any salt/sand.

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
SW1	WM/SW/1	1a	Nightingale Way	Swanley	Fire Station	From Roundabout towards Asda South side	
SW2	WM/SW/1	1a	B2173 Maidstone Rd	Swanley	Police Station	From Roundabout to Police Station South side	
SW2a	WM/SW/1	1a	High Street	Swanley	Ambulance	From Goldsel About south past 38	
SW3	WM/SW/1	1b	High Street	Swanley	Shopping	South of Goldsel Road to Asda both sides	
SW4	WM/SW/1	1b	Precinct London Rd	Swanley	Shopping	Pedestrian Precinct	
SW5	WM/SW/2	2	Azalea Drive	Swanley	Railway Station	Goldsel Road To Goldsel Road footway both sides	
SW6	WM/SW/3	3	St Marys Road	Swanley	School	All Road and Footway	

SW7	WM/SW/3	3	Beech Avenue	Swanley	School	All Road and Footway	
SW8	WM/SW/3	3	Court Crescent	Swanley	School	All Road and Footway	
SW9	WM/SW/3	3	Hilda May Avenue	Swanley	School	All Road and Footway	
SW10	WM/SW/3	3	Sycamore Drive	Swanley	School	All Road and Footway	
SW11	WM/SW/4	3	Beechenlea Lane	Swanley	School	All Road and Footway	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

West Kingsdown [Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
WK1	WM/WK/1	1b	Hever Road	West Kingsdown	Shopping	Hever Avenue to A20 Road and Footway(south)	
WK2	WM/WK/2	3	Fawkham Road	West Kingsdown	School	Footways only	
WK3	WM/WK/3	4	A20 London Road	West Kingsdown	Doctors Surgery	Hever Ave to The Grange	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Westerham

[Please ensure that snow/ice is cleared before applying any salt/sand.](#)

Site No	Drawing No	Priority	Road Name	Parish	Service	Length	Date & Time Completed
WEST1	WM/WEST/1	1a	B2034 Croydon Road	Westerham	Fire Station	From A25 to Fire Station	
WEST2	WM/WEST/1	1b	A25 High Street	Westerham	Shopping	Mill Ln to Hosey Common Rd both sides	
WEST3	WM/WEST/2	3	Church Road	Westerham	School	Crockham Hill, Road no footway	
WEST4	WM/WEST/3	3	Rystead Lane	Westerham	School	Road and footway both sides	
WEST5	WM/WEST/4	3	A25 Westerham Road	Westerham	School	Footway North Side	
WEST6	WM/WEST/5	3	London Road	Westerham	School	Both sides Quebec Ave to school	
WEST7	None	4	A25 Market Square	Westerham	Doctors Surgery	see shopping area	

[If the gang has been issued with more than one Parish Pack please ensure that The higher priority sites on each pack are completed before moving on the next priority sites.](#)

[eg. If Gang is issued with Swanley Hextable and Crockenhill. They must complete All Priority 1a and 1b sites before moving to priority 2 sites and so on](#)

Date and Time of Issue

Engineers Instruction number

Appendix 8 – Local Agreements:

The following Roads are to be completed using Sevenoaks District Councils Gritter if and when available, to be done by JCB provided by Enterprise at all other times, (subject to availability) - (Minimum resource of 2 JCBS required during SNOW Emergency).

Other Routes for Priority Action(Steep inclines etc)and resources required

<u>Road Name</u>	<u>Fway,Cway or both</u>	<u>Parish</u>	<u>Length</u>	<u>Date and time completed</u>
JCB1				
The Rise	C	Sevenoaks	Whole Road	
White Hart Wood	C	Sevenoaks	Whole Road	
Brattlewood	C	Sevenoaks	Whole Road	
Garth Road	C	Sevenoaks	Whole Road	
Grassy Lane	C	Sevenoaks	Whole Road	
Burntwood Lane	C	Sevenoaks	Whole Road	
Hillingdon Rise	C	Sevenoaks	Whole Road	
Garden Road	C	Sevenoaks	Whole Road	
St Johns Road	B	Sevenoaks	Whole Road	
Serpentine Road	B	Sevenoaks	Whole Road	
Lansdown Road	B	Sevenoaks	Whole Road	
Castle Drive	B	Kemsing	Nightingale Road to Childsbridge Lane	
JCB2				
Carters Hill	C	Seal	Mill Lane to Bitchet Green Road	
Marlborough Cr	C	Riverhead	Whole Road	
Lyndhurst Drive	C	Riverhead	Whole Road	
Shoreham Lane	C	Riverhead	Whole Road	
Stonehouse Lane	C	Halstead	Stonehouse Road to A21 Junction	
Chevening Road Chipstead	B	Chevening	From B2011 to Chipstead High Street	
JCB3				
Well Field	B	Hartley	Whole Road	
Woodland Avenue	B	Hartley	Whole Road	
Castle Hill	C	Hartley	Whole Road	
Scudders Hill	C	Fawkham	Whole Road	
Hodsoll Street	C	Ash Cum Ridley	A227 to The Green Man	
Malyons Road	B	Hextable	Whole Road	
Claremont Road	B	Hextable	Whole Road	

Winter Emergency Resources available for work within the Sevenoaks District Council area 2011/2012

Winter Emergency Labour Available:

Our litter picking/bin emptying teams (up to 8 two person crews) can provide a hand gritting service to footways during daylight hours when unable to undertake street cleansing operations due to the extent of snowfall.

An LGV driver/operator for 17t GVW gritter trained in winter maintenance incl. plough.

A non-LGV driver/operator for Landrover gritter trained in winter maintenance.

Dependant upon severity of the winter emergency two additional LGV driver/operators trained in winter maintenance operations (& plough) may be reassigned from operational duties.

In extreme winter emergency events where refuse collection & recycling operations are suspended additional operational staff may be available to assist subject to drivers hours, working time directive compliance, vehicle availability and salt supply/handling.

Hourly Charges:

Normal working hours - 07.30 to 15.30 hours

LGV or non-LGV driver/operator trained in winter maintenance incl. plough = £15.32/hr +
VAT

Street Cleansing driver/operative where unable to complete normal duties = No charge

Driver/operative (street cleansing or other teams) taken off normal duties = £12.74/hr +
VAT

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