



County Offices
Newland
Lincoln
LN1 1YL

5 September 2014

Highways and Transport Scrutiny Committee

A meeting of the Highways and Transport Scrutiny Committee will be held on **Monday, 15 September 2014 at 10.00 am in Committee Room One, County Offices, Newland, Lincoln LN1 1YL** for the transaction of the business set out on the attached Agenda.

Yours sincerely

A handwritten signature in black ink, appearing to be "Tony McArdle", written over a horizontal line.

Tony McArdle
Chief Executive

Membership of the Highways and Transport Scrutiny Committee
(11 Members of the Council)

Councillors M Brookes (Chairman), A G Hagues (Vice-Chairman), M G Allan, D Brailsford, K J Clarke, R J Hunter-Clarke, J R Marriott, R A H McAuley, N M Murray, Mrs A M Newton and A H Turner MBE JP

**HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE AGENDA
MONDAY, 15 SEPTEMBER 2014**

Item	Title	Pages
1	Apologies for Absence/Replacement Members	
2	Declarations of Councillors' Interests	
3	Minutes of the meeting held on 14 July 2014	5 - 12
4	Announcements by the Executive Councillor Highways, Transport and IT and the Assistant Director Highways and Transportation	Verbal Report
5	Quarter 1 Performance - 1 April to 30 June 2014 <i>(To receive a report which provides key performance information that is relevant to the work of the Highways and Transport Scrutiny Committee)</i>	13 - 24
6	Winter Maintenance - Preparations for Winter 2014/15 <i>(To receive a report which provides the Committee with details of the background and preparations put in place for highway winter maintenance operations in Lincolnshire for the 2014/15 winter season)</i>	25 - 90
7	Civil Parking Enforcement - Annual Parking Report 2013/14 <i>(To receive a report which enables the Committee to consider and comment on the annual report for civil parking enforcement)</i>	91 - 110
8	Speed Management in Lincolnshire Scrutiny Review - Executive Response <i>(To receive a report which presents the Executive Response and Action Plan for comment, in response to the nine recommendations arising from the Speed Management in Lincolnshire Scrutiny Review final report)</i>	111 - 118
9	Highways and Transport Scrutiny Committee Work Programme <i>(To receive a report which enables the Committee to consider and comment on the content of its work programme for the coming year)</i>	119 - 122

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Please note: for more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting

- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details set out above.

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www.lincolnshire.gov.uk/committeerecords



**HIGHWAYS AND TRANSPORT
SCRUTINY COMMITTEE
14 JULY 2014**

PRESENT: COUNCILLOR M BROOKES (CHAIRMAN)

Councillors A G Hagues (Vice-Chairman), M G Allan, D Brailsford, K J Clarke, R J Hunter-Clarke, R A H McAuley, N M Murray, Mrs A M Newton and A H Turner MBE JP

Councillors: C J T H Brewis, R G Davies (Executive Councillor Highways, Transport and IT) and R A Renshaw attended the meeting as observers

Officers in attendance:-

Gary Billington (Mouchel), Chris Briggs (Head of Transportation), Paul Coathup (Assistant Director Highways and Transportation), Lee Rowley (Senior Project Leader - Major Schemes), Paul Rusted (Head of Highways Client Services), Brian Thompson (Head of Highways West), Louise Tyers (Scrutiny Officer) and Rachel Wilson (Democratic Services Officer)

10 APOLOGIES FOR ABSENCE/REPLACEMENT MEMBERS

Apologies for absence were received from Councillor J R Marriott.

The Chief Executive reported that having received a notice under Regulation 13 of the Local Government (Committees and Political Groups) Regulations 1990, he had appointed Councillor J R Marriott as a replacement Member of the Committee in place of Councillor N H Pepper until further notice.

11 DECLARATIONS OF COUNCILLORS' INTERESTS

There were no declarations of Councillors interests at this point in the meeting.

12 MINUTES OF THE MEETING HELD ON 9 JUNE 2014

RESOLVED

That the minutes of the meeting held on 9 June 2014, be agreed as a correct record and signed by the Chairman.

13 ANNOUNCEMENTS BY THE EXECUTIVE COUNCILLOR HIGHWAYS, TRANSPORT AND IT AND THE ASSISTANT DIRECTOR HIGHWAYS AND TRANSPORT

The Executive Councillor Highways, Transport and IT reported that following the public enquiry for the Lincoln Eastern Bypass, the Planning Inspector had not authorised the side roads orders. Members were advised that that this was not related to the plans for the non-motorised bridge, but related to the safety of cyclists accessing Hawthorn Road from the bridge. It was noted that provision had been made for a crossing, and it was an issue which had been noted by the Inspector during the Enquiry.

Members were also advised that the Inspector had agreed that the revised plans for a non-motorised user bridge did not present any impediment to the residents of the area. The main issue was how cyclists would join with the rest of the carriageway.

The side roads orders would need to be re-issued and if there was a need to go through the full process again, this would cause a significant delay.

It was noted that officers were aware of the issues surrounding the slipway and had already begun working on ways to mitigate these issues. Members were informed that the issue itself would be easy to resolve, but the process of getting the orders approved could be more lengthy.

The Assistant Director Highways and Transportation reported that the Orders for the Lincoln East West Link had been confirmed as well as those for the Canwick Road Improvement Scheme.

Members were also advised that the County Council had been awarded an additional £5.4m for road surfacing from the Government, and it was noted that this sum was more than the authority would normally receive when awarded through formula. It was also noted that the Executive had agreed to match this sum from the Council's underspend. However, this would need to be approved by Full Council.

It was also reported that £16.9m of funding had been received through the SEP to be used for the Grantham Southern Relief Road, and this should start the scheme off shortly. Members were advised that this scheme had two sections, and the total cost of providing both sections would be approximately £55m.

14 LINCOLNSHIRE HIGHWAYS ALLIANCE UPDATE REPORT - JULY 2014

Consideration was given to a report which provided the Committee with an update on progress with the Lincolnshire Highways Alliance, an Alliance between the County Council, Imtech, Mouchel and Kier. The Alliance delivered the majority of highway services through the Traffic Signals Term Contract, the Professional Services Contract and the Highway Works Term Contract. It was reported that the Alliance was entering its fifth year of a potential contractual duration of ten years.

Members were advised that this commissioning exercise was an early example of the Council's emerging commissioning model and resulted in an initial reduction in cost of 18% over the previous delivery model for highway works. This would equate to a saving of around £9m per annum or £90m over the potential 10 year term.

Members were guided through the report, and some of the main points highlighted included the following:

- Overall performance for the Highway Works Term Contract had increased to 82, and to 80.3 for the Professional Services Contract;
- There was continued internal review of the Alliance, with a further internal audit taking place which focused in the Traffic Signals term Contract;
- Further external reviews were taking place, specifically through the Midland Highways Alliance, Highways Maintenance Efficiency Plan peer review which was planned for October 2014 and continued work with Cranfield University in relation to the Strategic Value for Money Assessment;
- Phase 1 of an innovative new traffic signal system had been completed at the junction of Dixon Street and Boultham Park Road in Lincoln;
- There were continued efforts to improve on the way that tar bound materials were disposed of, following the increase in cost from £40/tonne to 3120/tonne;
- The annual budget for gully and other drainage cleansing was approximately £1.6m. It was planned to carry out one cyclic clean, with further targeted cleansing which would be driven by data captured through a GPS facility on the equipment;
- Following a successful trial of Digi-Pens which two Area Maintenance Teams (AMT), it was planned to roll out to all AMT gangs from August 2014;
- Street lighting inventory increased by 600 lighting units during the year, however, a 640,000Kwh reduction in energy consumption had been achieved. It was also noted that Kier had reduced their delivery structure and reduced operational staff from 24 to 15, without a reduction in performance;
- Work continued on the Primavera programming system which would co-ordinate the programming of all highways schemes;
- The Technical Services Partnership continued to be engaged in the design of the authority's major schemes, internal and external design of schemes, traffic modelling and other consultancy work;
- A number of schemes were progressing towards the construction phase with the East West Link and Canwick Hill schemes proposed to start in 2014;

Members were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report, and some of the points raised during discussion included the following:

- The Highways Alliance was performing as well as or better than other authorities that had not adopted this model;
- There was an issue in relation to how work was programmed and keeping local members informed, but the new system would allow members to see the full process;
- An issue had been raised at Overview and Scrutiny Management Committee regarding the quality and timing of the verge and amenity grass cutting. It was reported that the grass verges were cut three times per year. However,

partnerships had been entered into with other organisations who took over responsibility for the grass cutting for some of the districts. It was acknowledged that there had been some problems in some of the districts regarding the quality of the cutting that had been carried out;

- In terms of grass cutting, it was reported that three weeks earlier, it had broadly been on target. It was commented that it was thought that some contractors had been very ambitious in terms of their time schedule and pricing for amenity cuts;
- It was reported that the benefits of the system which was installed at the junction with Boultham Park Road was that the installation was more cost effective and efficient, which reduced the delays. The improvements were not intended to solve the congestion issues on Dixon Street, but once the East-West Link was in place, there would be the potential to reduce the traffic flows on Dixon Street;
- There was ongoing work to ensure that the Alliance was providing value for money, including benchmarking and regional comparisons;
- Members welcomed the approach of reusing the tar bound materials rather than paying to dispose of them;
- Concerns were raised regarding the intention to carry out one cyclic gully and drainage cleanse per year, but members were assured that targeted cleansing would be carried out as required following GPS data which would be captured. It was noted that dependent on data received, some areas could receive 3-4 cleans per year;
- It was queried whether there would be any commercial opportunities in relation to the receiving and re-using of tar bound materials from other neighbouring authorities as disposal costs had risen from £40 per tonne to £120 per tonne. Members were advised that the authority was focusing on managing its own waste at the moment. It was also noted that these materials could only be re-used on roads that already contained tar based materials, and so there was a need to ensure that there were enough places where the authority could re-use its own material;
- It was confirmed that no RIDDOR incidents had been reported during this quarter.

RESOLVED

That the comments made in relation to the report be noted.

15 UPDATE ON RAIL ISSUES

Consideration was given to a report which updated the Committee on recent developments in the Rail sector and the potential effects on Lincolnshire. The changes were outlined in the context of the Government's rail policy. The report set out the position that the County Council had taken on these issues and suggested how the Council could use its influence to seek the best outcomes for Lincolnshire.

Members were advised that the major role for the County Council was a campaigning one, specifically for more direct train services between Lincoln and London, including better services from London to Lincoln in order to improve tourism. It was noted that Lincolnshire County Council was the authority on the East Coast Main Line to submit a fully worked up business case to the Department of Transport in anticipation of the re-franchising process of the East Coast Main Line (ECML).

It was reported that the MP for Lincoln had arranged a presentation in Lincoln for all three of the bidding companies to hear the case for improved direct services, which was attended by key stakeholders from Lincoln. Members were informed that this was a good event and the benefits of rail companies of having services to Lincoln were made clear. Tenders had now been submitted and an announcement would be made in autumn 2014 of the successful bidder.

In terms of the East midlands franchise, it was reported that East Midlands Trains would continue to run the service until 2015, however negotiations to run the service until 2017 were taking place.

In relation to the upgrade of the Joint Line, it was noted that this would mainly be used by freight traffic, however, it would divert these trains from the ECML, freeing up space for more passenger services.

Members were provided with the opportunity to ask questions to the officers present in relation to the information contained within the report and some of the points raised during discussion included the following:

- There had been a lot of lobbying in relation to the closure of the Tallington level crossing. It was noted that the County Council had not yet been consulted on this, but the authority would not support any scheme that would require houses to be demolished or did not take into account local views. It was also noted that the County Council had not agreed to pay for a road and a scheme such as this had never featured in the capital programme. It would be the responsibility of Network Rail to provide a solution;
- Members were pleased to note that all authorities on the East Coast Main Line were meeting at regular intervals;
- In relation to the joint line upgrade, even though it had not been electrified, it was positive that the bridges had been built so that there was enough clearance for electrification to take place at a later date;
- It was suggested that there was a need for the line to be electrified between Peterborough and Doncaster via Lincoln;
- It was important to have realistic expectations in relation to schemes which could be brought forward;
- It was reported that Network Rail had allocated some funding towards addressing the flat crossing at Newark;
- Hull Trains had been approached regarding running direct London services through Lincoln. However, no response had been received, but officers would continue to make approaches. It was suggested that they may be hesitant to divert services through Lincoln as it would mean giving up a slot on the East Coast Main Line, and it would not be guaranteed that they would get it back in the future;

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HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE

14 JULY 2014

- A problem with electrifying trains through Lincoln was likely to be that the platform crossings were not high enough at the station to allow the cabling to go underneath;
- It was noted that the government had commissioned the building of dual fuel trains, which would come into use in 2020.

RESOLVED

That the issues presented in the report be noted.

16 SLEAFORD TRANSPORT STRATEGY

Consideration was given to a report which invited the Committee to consider a report on the Sleaford Transport Strategy which was due to be considered by the Executive Councillor for Highways, Transport and IT on 16 July 2014.

It was reported that there were significant plans for the expansion of Sleaford over the coming years, and a Masterplan had been produced for the town, as well as a Parking Strategy which was being implemented. However, the town did not currently have a Transport Strategy which assessed the transport implications of the proposed expansions and set out a range of measures to resolve any resulting issues and take account of opportunities which would be presented.

Members were advised that the County Council continued to work with the district council.

The Committee was provided with the opportunity to ask questions to the officers present and some of the points raised during discussion included the following:

- Concerns were raised regarding the proposals for the junction with Mareham Lane as it was a very narrow road, and also the changes to the operation of King Edward Street Level Crossing;
- It was acknowledged that the long term strategy for the crossing was to make it a two way carriageway. However, it was suggested that this was something that needed to happen as soon as possible;
- Members were pleased at the progress which had been made on this strategy, as preliminary discussions had taken place the previous month, and now there was an emerging transport strategy;
- It was commented that the only way in which traffic flows through Sleaford would be managed would be through traffic restraints;
- The importance of traffic modelling when producing the Transport Strategy was highlighted;
- Concerns were raised regarding the level of public consultation which had been carried out for this Transport Strategy. However, members were informed that North Kesteven District had carried out consultation on this Strategy. It was also noted that the Sleaford Regeneration Group met on Monday nights, and the Town Council had been involved in this;

- It was acknowledged that not everyone would be happy with a proposed scheme, but the aim was to deliver a scheme with the most benefits to the majority of people. However, it was commented that the authority tried very hard to consult, as it did not want to deliver a scheme which would be the wrong solution for the majority of people;
- It was noted that a similar process was taking place in Spalding, and a lot of consultation had taken place, including a number of public meetings. The local councillor for the area had sent out a newsletter to inform people about the public meetings. It was commented that it was part of the role of a local member to inform residents of consultations which were taking place;
- Members were reassured that the local member would be consulted on in relation to proposed schemes in their areas;

RESOLVED

1. That the Committee support the recommendation to the Executive Councillor set out in the report:
2. That the concerns of the Committee in relation to the Mareham Lane Junction and the King Edward Street level crossing be noted.

17 HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE WORK PROGRAMME

Consideration was given to a report which enabled the Committee to consider its work programme for the coming year.

It was reported that the work programme was up to date, however, it was noted that the item on Commissioning in Lincolnshire which was scheduled for the September 2014 meeting, would not be going to that meeting, and would need to be rescheduled.

RESOLVED

That the work programme be noted.

The meeting closed at 11.50 am

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**Open Report on behalf of Paul Coathup
Assistant Director, Highways and Transportation**

Report to:	Highways and Transport Scrutiny Committee
Date:	15 September 2014
Subject:	Quarter 1 Performance – 1 April to 30 June 2014

Summary:

The accompanying appendices to this report provide key performance information that is relevant to the work of the Highways and Transport Scrutiny Committee.

Actions Required:

The Committee is invited to consider and comment on the performance information contained in the appendices to the report.

1. Background

The appendices to the report provide key performance information relating to Highways and Transportation, which is aligned to the relevant priorities and performance indicators set out in the Council's Business Plan.

Council Business Plan and Council Priority Activity Performance

Appendix A highlights performance relevant to this committee against the following:

- Council Business Plan Performance Indicators: There are a number of indicators in the Council Business Plan that are within the remit of this scrutiny committee. Appendix A contains any of these that are worse than target (red) or better than target (green).
- Council Priority Activities: Corporate Management Board have identified a number of Council Priority Activities, these are the key projects and programmes that will deliver the most significant changes and new commitments as detailed in the 2012-2015 Council Business Plan and Organisational Strategy, as well as the Executive Director's objectives. There are currently 33 priority projects and programmes, four of which are in the remit of this scrutiny committee.
- Council Priority Activities Exception Highlight Reports: Where a Council Priority Activity is reporting significant issues (red) a project highlight report has been included to provide further information.

Appendix B contains a summary of performance information.

Appendix C is a breakdown of customer satisfaction information.

2. Conclusion

The Committee is asked to consider the content of the appendices of this report.

3. Consultation

a) Policy Proofing Actions Required

n/a

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Council Business Plan and Council Priority Activity Performance
Appendix B	Performance Summary
Appendix C	Customer Satisfaction Information

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Paul Coathup, who can be contacted on 01522 553086 or paul.coathup@lincolnshire.gov.uk.

Appendix A (i): Summary Exception Report (Worse or better than target)

Symbol Key		
Performance band	Symbol	Colour
Better than target	+	Green
Worse than target	♦	Red

Performance Indicators 3 month lag - Green - Highways Scrutiny Committee									
Measure Name	Actual Dec 2013	Target Dec 2013		Actual Mar 2014	Target Mar 2014		Head of Service Comment and Action	Scrutiny Committee Date	Scrutiny Committee Outcome
Number of children killed or seriously injured in road traffic collisions in Lincolnshire	23	26	+	6	7	+	The Child KSI casualty figure of 6 for the first quarter of 2014 is below the target of 7.	15th September 2014	

Date created: 10-Jul-14
 Position as at 30-Jun-14

Symbol Key				
Green - No Issues	Blue - No significant concerns	Red - Significant issue(s)	Not yet started	Missing information

Activity Name	Overall Summary		Comment
	May 2014	Jun 2014	
Highways and Transport Scrutiny Committee			
Project			
Grantham Southern Relief Road			<p>Work continues on detailed design, simultaneously with rebutting challenge for Judicial Review. Timeframes could be at risk. Procurement will be decided by which section is able to be progressed and to maximise benefit of early start on site. LEP grants have been approved and Landowner being pressed for Heads of Terms agreement to his contributions.</p> <p>Scrutiny Comments: Progress was reported as part of the Quarter 4 performance item at the 9 June 2014 Committee. The Committee noted that project was proceeding on plan. A legal challenge had been made to the planning permission but had been dismissed, however a developer was now challenging the Court's decision.</p>
Lincoln East West Link Road Phase_1			<p>Scheme is on programme. Two key milestones were achieved in June, firstly the secretary of state confirmed the SRO/CPO and secondly tenders were invited for the main construction contract.</p> <p>Scrutiny Comments: Progress was reported as part of the Quarter 4 performance item at the 9 June 2014 Committee. The Committee noted that the Council was waiting for the Department for Transport to confirm the relevant Orders.</p>
Lincoln Eastern Bypass			<p>Awaiting decision from SoS on Orders. Revised tenders to be returned 14\7. On programme for start later this year.</p> <p>Scrutiny Comments: Progress was reported as part of the Quarter 4 performance item at the 9 June 2014 Committee. The Committee noted that the report from the Planning Inspector was with the Secretary of State for his consideration. A further update was given to the Committee on the 14 July 2014 where the Committee were advised that the Secretary of State had not confirmed the Side Road or Compulsory Purchase Orders.</p>
Spalding Western Relief Road			<p>Progress made towards Phase 1 planning application. No further progress on Phases 2 and 3. Public consultation held for the Transport Strategy.</p>

Activity Name	Overall Summary		Comment
	May 2014	Jun 2014	
			Scrutiny Comments: Progress was reported as part of the Quarter 4 performance item at the 9 June 2014 Committee. The Committee were satisfied with the progress of this project.

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Performance Indicators**Reported Quarterly**

The following 2 indicators are reported quarterly and by calendar year with a 3 month data lag, therefore data reported at Quarter 1 is from 31st March 2014.

Good Connections CBP Indicators 2013/14 (calendar year) – 3 month lag							
Indicator Name	Target 31/03/2013	Actual 31/03/2013		Target 31/03/2014	Actual 31/03/2014		Target 31/12/2014
GC:LRSP:03 Number of people KSI in road traffic collisions	109	83	+	107	87	+	427
The actual number of 87 KSI Casualties for the first quarter of 2014 is below the target of 107							
GC:LRSP:04 Number of children KSI in road traffic collisions	6	5	+	7	6	+	26
The Child KSI casualty figure of 6 for the first quarter of 2014 is below the target of 7.							

Reported annually

The following indicators are reported on an annual basis at Quarter 4 2014/15:

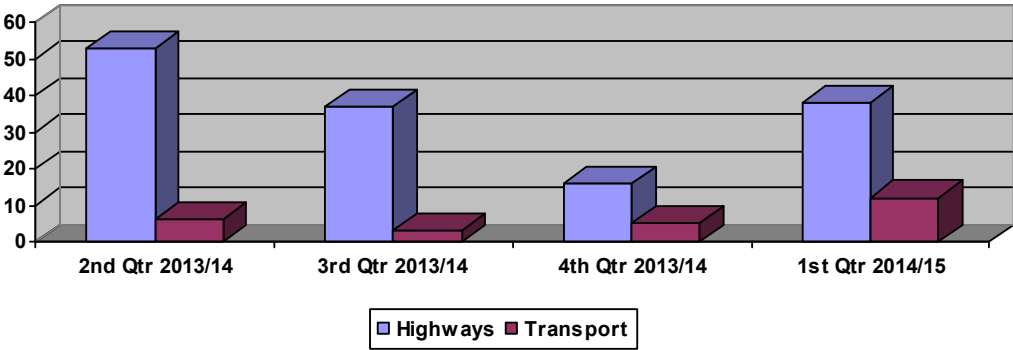
CBP Indicators 2014/15 (financial year)									
Indicator Name	Reporting Frequency	Owner	Target 2012/13	Actual 2012/13		Target 2013/14	Actual 2013/14		Target 2014/15
NI168 Principal roads where maintenance should be considered	Annual 31/03	Paul Rusted	4%	3%	+	4%	3%	+	4%
NI169 Non-principal classified roads where maintenance should be considered	Annual 31/03	Paul Rusted	8%	12%	◆	12%	13%	◆	12%
HT:01 Unclassified Roads that require maintenance	Annual 31/03	Paul Rusted	25%	28.60%	◆	30%	29%	+	30%
HT:03 % Network treated in advance of ice and frost forming	Annual 31/03	Paul Rusted	34%	34%	●	34%	34%	●	34%
Other Key Indicator 2014/15 (financial year)									
NI178i Bus services running on time - % non-frequent services on time	Annual 31/03	Andrew Addo-Smith	79%	74.3%	◆	80%	75%	◆	79%

Customer Satisfaction Information – Scrutiny Committees

Highways and Transport Scrutiny Committee		
Date Range for Report	1 st April – 30 th June 2014 (1 st January – 31 st March 2014)	
Total number of complaints received across all LCC service area.	157 (174) * individual school complaints not included.	
Total number of complaints relating to <u>Highways and Transport Scrutiny Committee</u>	50 (21)	
Total number of compliments relating to <u>Highways and Transport Scrutiny Committee</u>	23 (26)	
Total Service Area Complaints	Highways	38 (16)
	Transport	12 (5)
Highways Complaint Reasons	Age	0 (0)
	Breach of confidence	1 (0)
	Conduct/Attitude/Rudeness of staff	3 (1)
	Delayed Assessment of Service Request	0 (0)
	Disability	0 (0)
	Disagree with Policy	1 (1)
	Disagree with Procedure	11 (3)
	Gender	0 (0)
	Insufficient Information Provided	1 (0)
	Lack Of Choice	0 (0)
	Other	1 (1)
	Procedural – Other	5 (1)
	Procedure Not Followed	9 (3)
	Professional Other	3 (5)
	Service Delay	3 (1)
Transport Complaint Reasons	Age	0 (0)
	Assessment of a service request	0 (1)
	Breach of confidence	2 (0)
	Conduct/Attitude/Rudeness of staff	2 (1)

	Disability	0 (0)
	Disagree with Policy	1 (1)
	Disagree with Procedure	0 (2)
	Geographic Location	0 (0)
	Insufficient Information Provided	1 (0)
	Lack of Choice	0 (0)
	Other	0 (0)
	Policy of LCC not to provide service	0 (0)
	Procedural – Other	2 (0)
	Procedure not followed	4 (0)
	Professional	0 (0)
	Service Delay	0 (0)
Service Area Compliments	Highways	21 (19)
	Transport	2 (7)
How many LCC complaints have not been resolved within service standard	<i>(12) In Q4 there was a system error which was unable to produce the timescale data.</i>	
Number of LCC complaints referred to Ombudsman	1 (12)	

Total Complaint Receipts by Quarter



Summary

LCC Overview of Complaints

The total number of LCC complaints received for this quarter (Q1) shows a 20% increase on the previous quarter (Q4). When comparing this quarter with Q1 2013/14 there is a 41% increase.

Overall Highways Complaints

Complaint receipts for Highways show a significant increase of 38 complaints compared to the previous quarter when they received 16 complaints.

The outcome of the 38 complaints received was:

- 6 complaints were upheld
- 10 complaints were partially upheld
- 22 complaints were not upheld

The 6 complaints that were upheld were regarding:

- Lack of communication and felt they were passed from pillar to post
- No response regarding drainage and flooding
- A15 Roadwork's
- Road signage for Gainsborough Central railway station
- Access path to Maple Street
- Poor state of road repair

There were 3 complaints received regarding the lack of consultation regarding Hawthorn road closure.

Overall Transport Complaints

Complaint receipts for Transport received a significant increase of 12 complaints compared to the 5 they received in the previous quarter.

The outcome of the 12 complaints received was:

- 5 complaints were upheld
- 3 complaint were partially upheld
- 4 complaints were not upheld

The 5 complaints that were upheld were regarding:

- 2 complaints regarding a Data Protection breach
- Home to college transport
- Taxi company taking child to the wrong school
- Conduct and attitude of staff member

There were 2 complaints received this quarter regarding a data protection breach

Overall Compliments

The overall compliments received for Highways and Transport shows a decrease of 12% this Quarter.

Highway Compliments

Highways received 21 compliments in Quarter 1, this a 11% increase compared to the 19 compliments they received from the previous Quarter. The compliments are:

- Praise for Andy Savage
- Very helpful staff came to rescue car keys
- Praise for Andrea Philpotts
- 18 compliments regarding road maintenance work that has been carried out.

Transport Compliments

Transport has received 2 compliments this quarter this is a 71% decrease compared to the 7 compliments received in Quarter 4 2013/14. The compliments were:

- 2 compliments received for the Travel team regarding AccessLN6

Ombudsman Complaints

In Quarter 1, 20 LCC complaints were registered with the ombudsman, only 1 of these complaints were considered by the Ombudsman. Highways and Transport received no complaints that were considered by the ombudsman.

Further in-depth analysis, if required, is available by contacting the Quality and Performance team on 01522 782037 (ext 0037).

Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	15 September 2014
Subject:	Winter Maintenance - Preparations for Winter 2014/15

Summary:

This report details the background and preparations put in place for highway winter maintenance operations in Lincolnshire for the 2014/15 winter season.

Actions Required:

The Committee is invited to consider and comment on the report and to endorse the preparations for winter operations in 2014/15.

1. Background

Winter maintenance operations are carried out in accordance with the policies and procedures set out in the county's *Winter Maintenance Plan*, the latest version of which is dated July 2013 and was approved by Members in September 2013. A copy is attached as Appendix A.

Winter Maintenance Plan – Section 1 Procedures

The Winter Maintenance Plan is split in to three parts. *Section 1 – Procedures*, includes policies and standards, is required to have Member approval. *Section 2 – Winter Maintenance Contacts* and *Section 3 – Operational Information* are for internal staff use only.

Historical Context

Attached at Appendix B and C are charts detailing Salt Usage and Precautionary Salting Turnouts since 1985. This shows the uncertain nature of the winter weather over the last 20 winter seasons. Policy HM29 of the attached Winter Maintenance Plan details how the winter maintenance budget is set.

Priority Route Network

In the past it was usual at this time of year for a report to be tabled for Members to consider a list of additional roads that could have been added to the Priority Route

Network, which had been scored in accordance with Policy HM31. But as reported in previous years, the network is at capacity with the resources currently deployed.

However we are aware that road usage does change following new housing and industrial development. Therefore some minor changes to the network are possible by taking a gritted route off the network and replacing with a non-gritted route, however this must be with all Parish/Town Council's affected agreeing to the changes. No changes are planned for this winter season.

Salt Procurement

The normal bi-annual tender exercise for salt procurement was carried out earlier this year by ESPO and following technical and financial evaluation was awarded to the National Gritting Supplies (NGS) based in Southampton. This is the first change of supplier since Salinity UK won the contract in 1999. The county's reserve stock of 12,000 tonnes of salt will now be stored on the quayside at Southampton. For the start of the winter season there is now 23,000 tonnes of salt in depots throughout the county.

Gritter Fleet

There have been no new vehicles brought into the fleet for this winter as the main 26 tonne vehicle replacements were completed ready for the winter of 2013/14. The replacement programme was brought forward then due to concerns over the change from Euro 5 to Euro 6 engines within the industry.

This has left two small 18 tonne Mercedes vehicles, following inspection and assessment, being extended on their lease beyond their ten year period. This will allow an informed decision to be made on their replacement following Euro 6 operations elsewhere in the municipal vehicle market.

Salt Barns

Utilising some of the winter underspend budget from the winter of 2013/2014 work has started on the process to build a new salt barn at Willingham Hall. Once this has been completed this will only leave Horncastle with salt not stored under cover as recommended by national standards.

Weather Station Network.

The installation of a new weather station at Caistor Top was completed late in last season and so will be fully operational for this season.

Resilience.

Local highways divisions are continuing to engage with Parish Councils to encourage engagement on self-help practices and processes.

2. Conclusion

It is recommended that the County Council continues winter maintenance operations in accordance with the Council's Winter Maintenance Plan issued in July 2013 and continues engagement with parish councils and community groups on self-help arrangements during periods of severe weather.

3. Consultation

a) Policy Proofing Actions Required

N/A

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Winter Maintenance Plan - Dated July 2013
Appendix B	Winter Maintenance Salt Usage
Appendix C	Precautionary Salting Callouts (County Average)

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

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Winter Maintenance Plan

Issued July 2013

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Section 1

Winter Maintenance Procedures

Section 1

Winter Maintenance Procedures

1 Introduction

- 1.1 A Highway Maintenance Plan is produced and updated annually. This plan sets out standards, policy and objectives for the highway network. The Winter Maintenance Plan is a supplement to the Highway Maintenance Plan
- 1.2 Lincolnshire County Council (LCC) carries out precautionary and snow clearance treatments on carriageways and footways in accordance with this approved policy across the County.
- 1.3 All Trunk Road treatment is carried out by the Highway Agency Contractor as part of the Area 7 agency which is run by the Highways Agency. The Trunk road network includes the A1, A52 west of Grantham, and A46 County Boundary to Carholme Road Roundabout Lincoln.
- 1.4 There are eight operational depots and one reserve strategic salt store in the County. The operational depots are located at Sturton by Stow, Willingham Hall, Manby, Horncastle, Ancaster, Thurlby, Chainbridge and Pote Hole with the strategic store at Great Steeping. The Salt specification is for 6 mm high purity salt at all depots, to enable pre-wet operations.
- 1.5 All operations are carried taking regard of National Guidance and Best Practice contained within the following documents:
 - Section 13 and Appendix H of Well-maintained Highways – Code of Practice
 - NWSRG Practical Guide for Winter Service

2. Policy

HM21: Priority Route Network. Winter Maintenance operations will give priority to a 3,008 KM network of priority routes which have taken into account historical treatment regimes and public awareness. This network is defined as:

- 1. 1,200 KM Lincolnshire Strategic Road Network which includes the A and B road network.**
- 2 Links to all the County's main villages as defined in Appendix WMP/2/HM21-1).**
- 3. That where physically possible, a treated link is provided to within at least 500 metres of all primary and secondary schools.**
- 4. That all main NHS hospital are linked to the treated network.**
- 5. That all railway and bus station are linked to the treated network.**
- 6. That the incorporation of certain combined public service/school bus routes into the priority network be considered. However their inclusion be based upon criteria taking into account historical accident data, pupil numbers and geographical risk factors. It should be noted that all public service/school bus drivers are professional PSV drivers trained to drive in winter weather conditions.**

All treatments to be carried out using appropriate action for the prevailing conditions in accordance with national guidance and best practice.

Winter maintenance operations comprise precautionary salting and snow clearance. It is not realistic to treat the entire county's 8,960 km road network and first call on resources is given to a 3,008 km network of priority routes.

That all future requests for roads to be included into the priority network are evaluated against the above criteria. Requests will be considered before the winter maintenance season and will be prioritised on the scoring system as detailed in HM31. Where ever practicable there will be continuity with cross border routes.

Roads not on the Priority Route Network and footways are not normally treated on a precautionary basis. The exception being at times of Severe or Extreme forecasts of snow as defined in HM22. In this case precautionary treatment may be carried out if available resources allow.

HM22: For winter maintenance policies the definition of Severe Winter Weather and Extreme Winter Weather is as follows:

Severe Winter Weather is defined as persistent widespread ice (rather than frost) or snow for more than 18 hours in a 24 hour period and a forecast not to rise above zero for a further 18 hours in the next 24 hours. Or a forecast, with a high confidence of significant snowfall resulting in accumulations of 5 cm or more or where drifting is expected and conditions are forecast to persist for at least 24 hours.

Extreme Winter Weather is defined as a period of widespread prolonged snow, following a period of Severe Winter Weather, of sufficient depth to cause disruption to both the treated and non treated highway network. It is expected that during a period of Extreme Winter Weather there will not be sufficient resources available to treat either the severe weather route network or the footway networks. The Director of Development as a Category 1 Responder will declare an Emergency under the Civil Contingencies Act 2004 and call for the setting up a Strategic (Gold) Co-ordination Group – see HM36 for further details.

The definitions of Severe and Extreme weather in a winter maintenance context seeks to ensure consistency and define a standard when the public can expect the treatment of severe weather routes and footways to commence.

HM23: At times of Severe Winter Weather or Extreme Winter Weather as defined in HM22 treatment priorities will be as follows:

1: Carriageways on the approved 3,008 km Priority Route Network as defined in HM21.

2: Carriageways on the Severe Weather Route Network as defined in HM35.

3: Footways in accordance with HM24.

When dealing with snow bound or compacted ice on carriageways treatments employing a mixture of salt and grit/sharp sand should be treatment of first choice. In times of extremis and to aid traction grit on its own should be considered for routes not on the Priority Route Network and the footway network.

Variations in the above priorities may be necessary to suit local conditions and the efficient planning of treatment routes. Liaison between Divisions will be undertaken prior to treatment of the Severe weather routes to ensure a consistent standard of service with adjacent areas when dealing with severe frost.

Remedial treatment decisions are based on the above priorities and knowledge of local conditions.

HM24: During periods of Severe or Extreme Winter Weather the treatment of footways will be considered when resources permit in accordance with Appendix WMP/2/HM24-1 as a minimum standard. Footways to be treated will reflect their importance in the County's footway hierarchy. The footway priority network for winter maintenance operations in descending order of importance consists of:

- 1. Each Division will keep a list of footways in and around Transport Interchanges, including footways to main car parks, designated Hierarchy 1a. The designation 1a will be for winter maintenance purposes only.**
- 2. Hierarchy 1 and 2 footways.**
- 3. Hierarchy 3 footways with gradients greater than 1 in 10 longitudinally for longer than 50 metres.**
- 4. Other Hierarchy 3 footways.**
- 5. Hierarchy 4 footways**

When a period of Severe or Extreme Winter Weather, as defined in HM22, is experienced or forecast consideration will be given to treating hierarch 1a footways prior to the onset of the these conditions.

Lincolnshire County Council has adopted the *Midlands Service Improvement Group (Winter Maintenance) – Winter Service for Footways and Cycleways – Treatment Table* as the winter service standard for footways and cycleways.

See Appendix WMP/2/HM24-1

HM25: A system of local weather stations will be operated and used both to feed into the weather forecast model and to monitor local conditions. A professional forecasting service will be used to guide treatment decisions.

The County Council has in conjunction with Highways Agency installed nine remote weather stations at sites which cover the different climatic zones within Lincolnshire, of which 6 are used for forecasting.

Information from these sites is supplemented by information from adjacent sites in other Counties and fed into the weather forecast model. It is also used to check on temperature (air and road), humidity and wind speed. The sites enable both improved local forecasts to be obtained and actual conditions monitored. All the information can be accessed locally using a portable computer and modem.

HM26: During the winter maintenance period of 1st October to 30th April suitably trained senior Lincolnshire County Council staff (Duty Officers) will monitor weather forecasts and weather conditions on a 24 hour a day basis. This will enable treatment decisions to be tuned to changing winter weather conditions. The duty officer is authorised to make certain winter maintenance treatment decisions as detailed below.

During the normal working day there will be a Duty Officer on duty in each of the four Divisional Offices, on a weekly rota system, who are authorised to make precautionary salting treatment decisions. In addition the Divisional Duty Officer will control all footway and severe weather route network treatment and during times of snow will operate the Divisional Snow Room. The Divisional Duty Officer will also be available for consultation at all times.

At all other times winter maintenance operations will be monitored and controlled by the Highways Out of Hours Emergency Service. The Out of Hours Duty Officers are authorised to make precautionary salting treatment decisions only. They will consult with the Divisional Duty Officer to maintain a local input to all actions.

All Staff making winter maintenance decisions shall be suitably trained. Competence is demonstrated by the following:

- 1. Completion of the Met Office Road Weather Training Course**
- 2. Completion of the Vaisala Winter Weather Scenario Training**
- 3. Within a five year period completion of one of either the above courses as a refresher.**

Guidance on the decision making process is contained within flowcharts contained within Section 1 paragraph 15. These decision making flowcharts are regularly updated to reflect best national guidance and practice.

HM27: The response required from the Highway Works Term Contractor on the Priority Route Network when an urgent precautionary salting call-out is notified is:

- **Spreaders to be loaded and depart from operational bases within 1 hour.**
- **All routes to be treated within four hours of spreaders leaving the depot.**

Initial decisions are to be notified to the Highway Works Term Contractor by 12.00 noon every day.

Where possible, longer notice is given to the contractor of the time when treatment is to be started. The winter maintenance contract includes for a 1 hour response time. The treatment time for all routes is less than 3 hours.

HM28: Salt/Grit bins will be provided and maintained on request if the location meets criteria set out in HM34 and a responsible body undertakes to:

- 1. Spread salt/grit when necessary and**
- 2. Inform the local highways office when it needs refilling**

Salt/Grit bins shall only be filled with a 50/50 mixture of salt and grit/sharp sand.

These bins are provided on a self help basis to local communities to treat known local trouble spots on the public highway not covered by the Priority Route Network. In rural areas it is generally the parish council which requests and accepts responsibility for a bin or bins. In urban areas such as Lincoln City examples of responsible bodies with a nominated individual as contact can mean:

- City Centre/Town Wardens**
- School caretakers**
- Care home/sheltered accommodation wardens**
- Group of shops**
- Fire/ambulance stations**
- District Councils/Town Councils**
- Group of residents with a nominated contact.**

Salt/Grit bins will not be provided at sites which are prone to vandalism or other damage or where they have waste put in them.

HM29: The Budget for winter maintenance will be based on expenditure in an average winter with annual fluctuations catered for by the Adverse Weather Reserve Fund. An average winter is defined as 85 precautionary salting runs and 2 days of continuous ploughing and salting to deal with snow.

Winter maintenance expenditure in any single financial year is subject to the vagaries of the winter weather. Hence there can be large unpredictable fluctuations between years. The normal practice has been that in a Severe/Extreme Winter for the excess expenditure over the budget to be financed from the reserve fund and in a mild winter the savings used to replenish the reserve.

HM30: To ensure it has sufficient resources for its winter maintenance operations the County Council will provide as a minimum:

- **43 Front line pre-wet spreaders, which are:**
 - **37 x 9m³**
 - **3 x 4m³**
 - **3 x 2m³**
- **5 spare pre-wet 9m³ gritters (2 for North Division and 1 each for East, West and South)**
- **12 towed or demountable trailer gritters (for use in Severe or Extreme winter weather)**
- **3 snow blower attachments (2 life expired attachments are mothballed)**
- **48 snow ploughs**
- **9 Operational centres at which spreaders and salt supplies will be based**
- **At the start of each winter season there will be 35,000 tonnes of salt in stock or available quayside.**

The above resources will not always be needed but are the minimum deemed necessary to provide a reasonable level of service in all but the most severe conditions. At such times extra resources, including plant and labour, are hired in as necessary and as available. Before the start of each winter season agreements are made with local farmers, hauliers and other contractors on such matters as plant and labour availability and hire rates.

HM31: Requests for additions to the Priority Route Network. All requests will be considered and rated against a set of objective criteria with the assistance of a Network Evaluation form. The findings will be summarised and a report presented to the Executive Councillor for Highways. This will be completed out of season as detailed in Appendix WMP/2/HM31-1

HM32: Cross border treatment arrangements.

The County Council will enter into cross border agreements to maximise efficiency and consistency of treatment with adjacent authorities on reciprocal treatment arrangements on certain roads. Where this occurs each authority will treat the section of road concerned in accordance with their authorities Winter Maintenance Policy and in agreement with an exchange of letters under Section 8 of the Highways Act 1980. Appendix WMP/16/1 contains a draft letter and list of agreed cross boundary routes.

HM33 The County Council will not erect any additional permanent "Road not gritted" signs on the network

Existing signs on the network will continue to be maintained.

HM34: Evaluation for additional Salt/Grit Bins requests will be carried out before each winter season.

All requests will be considered and rated against a set of objective criteria with the assistance of Grit Bin Evaluation form. The findings will be summarised and a report presented to the Executive Councillor for Highways. This will be completed out of season as detailed in Appendix WMP/2/HM34-1

HM35: Only during periods of Severe or Extreme Winter Weather will the treatment of Severe Weather Routes be considered when resources permit. The Severe Weather Route Network for winter maintenance operations consists of carriageways leading to:

- 1. essential industrial and military establishments**
- 2. hospitals and health centres**
- 3. schools and colleges**
- 4. ambulance and fire stations**
- 5. important bus and commuter routes.**
- 6. communities not covered by the priority route network.**

Each Division will prepare a network of severe weather highway routes reflecting the above policy and will treat in whole or in part according to prevailing conditions. For reasons of safety, normally roads on the severe weather route network will only be treated during the hours of daylight.

HM36: Mutual Aid arrangements shall be prepared, where possible, with all other category 1 responders as defined under the Civil Contingencies Act 2004. These will come into operation during periods of Extreme Winter Weather as defined in HM22.

An agreement in principle has been reached with the local NHS Trust to maintain access to all critical hospital sites within the county, which include:

- Lincoln County Hospital**
- Grantham Hospital**
- Pilgrim Hospital Boston**
- John Coupland Hospital Gainsbrough**
- Louth Hospital**
- Skegness Hospital**
- Johnson Hospital Spalding.**

The main access route into and through all of the above establishments, will be maintained by a main line gritter during this period, if the local NHS Trust resources cannot cope. Salt may also be provided to enable the footways within the hospital to be treated, with the NHS utilising its resources to maintain access on adjacent public highway footways. The above is subject to resource constraints at the time.

3. Responsibilities

Assets, Resources and Network Management	Highways Client Services	Local Highway Divisions	Highways Works Term Contractor	Fleet Operator
Policy	Policy	Implementation of policy		
Standards and Planning	Standards Planning of routes Approve additions to the salting network Snow route planning Routing to meet Audit Commission targets Driver training	Planning – input of local knowledge Severe Weather route planning Footway salting planning Recommendations for route additions	Planning – input of local knowledge Providing all available resources in emergency conditions	Maintenance of Fleet to appropriate standards as specified in Fleet Contract Providing all available resources in emergency conditions
Winter Maintenance Plan	Staff procedures Staff responsibility Primary Route Maps Calibration process Snow clearing procedures Weather forecast and information procedures Organisational charts Location of fleet Salt testing arrangements Salt supply contracts Information and publicity Training procedures	Duty Rota Severe Weather route maps Footway salting procedures Salt bin procedures Salt stocks List of ploughing contractors Depot maintenance Weekly gritter checks Winter maintenance yearly rally	Driver Rota Plant and vehicle manning arrangements Fuel stocks Loading arrangements Vehicle communications	Allocation of vehicles Fleet inventory – including License requirements Garaging, services and maintenance arrangements

<p>Operation – Precautionary Salting</p>	<p>Out of Hours Staff Weather Forecasting and Monitoring Monitoring Fleet movements Associate equipment and software</p>	<p>Monitoring of weather forecast during working hours Maintenance and refilling of brine equipment Decision making Let neighbouring authorities know of decision Inform contractor and HQ staff about decision</p>	<p>Preparing Gritters in under 1 hour ready for run Calling in drivers Loading gritters Completing run in under 4 hours</p>	<p>Provide a Rota of Duty Fitters</p>
<p>Operations – Severe Weather Routes</p>	<p>As above</p>	<p>Inform contractor of decision to run Severe Weather Routes.</p>	<p>As above</p>	<p>As above</p>
<p>Operations – Snow Clearance</p>	<p>Open Snow Room if weather deteriorates OHDO's to be double manned Liaise with Police and Public Liaise with all Divisions involved Inform the media</p>	<p>Contact fleet provider about forecast. Contacts HWTC about fitting ploughs and extra staff Contact ploughing contractors Liaise with local snow control and report network conditions Arrange footway clearance Post snow inspection Open office 24 hours</p>	<p>Fit ploughs Additional staff ready to deal with snow Arrange staff into gangs for footway clearance Contractors to put staff in divisional Office for 24 hour operation</p>	<p>Prepare snow-blowers Fitters on standby</p>

4. Decision Making Process

4.1 The Divisional Duty Officer is in receipt of winter weather forecasts by approximately 1100 hours daily and an instruction relating to precautionary salting normally will be passed to the Contractor by 1200 hours on the same day. The instruction will be passed using the Vaosala 'IceMan' system (the Authorities computerised winter maintenance recording system). Out of Hours staff will be responsible for decisions during any other time. The decision relating to salting may take one of several forms:

- A Confirmed salting of all or specified routes where drivers and operators are to be given details of timings, salt loads and rate of spread.
- B Confirmed stand-by for a possible requirement for salting of all or specified routes where drivers are to report to the operational centre and to be immediately available to perform duties as required by the engineer.
- C No action at present but drivers to remain available to go if required over the next 24 hours.
- D Precautionary salting is unlikely to be required over the next 24 hours.

4.2 Duty Officers will liaise with each other utilising a telephone conferencing system such as the Arkadin System as detailed in the Winter Maintenance Duty Officers Conference Call – Protocol. (Appendix WMP/4/1). Where ever possible Divisions should have a common treatment and start time.

4.3 Response Times –

This is defined as the period between issuing instructions to carry out salting and the vehicles are loaded, manned and ready to leave the operating centre. On all salting operations, the response time shall not exceed one hour unless approved by the Duty Officer regardless of the time of day or night that the instruction is given. The Highway Works Term Contractor shall ensure that all manpower engaged upon these operations can achieve this specified response time.

4.4 Stand-by-

Stand-by is a requirement for drivers and operatives to report at a specified time to the operational centre in readiness to carry out winter maintenance operations. This item will also apply in the event of a precautionary salting run abandoned before vehicles have left the operational centre.

4.5 Decisions will only be made by members of staff who comply with HM26.

4.6 Decisions will be made using the 'Precautionary Salting Flow Chart' and will also take into account other factors including:

- Any expected residual salt level based on professional experience and utilising the Grp Factor readings from the roadside weather

station system..

- Professional guidance from the Met Office.
- Decision to treat only part of the priority network in marginal weather conditions can be taken utilising Route Based Forecasts from the Met Office.

4.7 It is acknowledged, that on occasions, part(s) of the priority gritting network may experience localised isolated or limited extents of ice/hoar frost, such as bridge decks. This is due to local meteorological conditions. In these circumstances no treatment will take place. It is the primary responsibility of the motorist to take care of their own safety.

5. Salt, Salt Storage and Brine Facilities

5.1 Where possible all salt stocks will be kept under cover in salt barns. Where this is not possible, all external salt stocks will be kept covered using the DryStore system or similar.

5.2 All salt and brine will be regularly tested for compliance with standards the LincsLab.

5.3 Ordinarily salt stocks shall be maintained to ensure a minimum of 15,000 tonnes is available at any one time across the county. This may be altered in accordance with any national standards/practices that may be developed for nationwide snow conditions.

5.4 Brine making facilities are provided at Sturton by Stow, Willingham Hall, Manby, Thurlby, Ancaster, Chainbridge and Pode Hole depots. Brine is imported at Horncastle depot from Omex at Bardney. All brine is made to a nominal 23% saturation. Brine at Ancaster and Horncastle additionally has a 10% mixture of an Agricultural Bi-product (Safecote) added. This ABP ensures that the treatment action lasts longer on the carriageway, depresses the freezing action of salt below -7 degrees centigrade and reduces treatment spread rates.

5.5 Salt utilised for all operations shall be high purity 6mm marine or rock salt. Preference should be given to 6mm marine salt due to its consistent particle size which gives a consistent spread rates and distribution profile across the carriageway. Marine salt also eases the calibration process of the gritter fleet and provides consistent settings across the county.

6 Precautionary Salting

6.1 Roads off the Priority Route Network are not normally treated on a precautionary basis. They may only be treated due to localised factor such as a burst water main or standing water due to field runoff.

6.2 Precautionary salting may also be carried out on Severe Weather routes when prolonged low temperatures, with attendant risk of icy roads, or

persistent frosts occur in accordance with HM23 and HM35.

- 6.3 43 dedicated front-line gritters shall be utilised for precautionary salting by the Divisions.
- 6.4 5 second line gritters shall be utilised as back-ups to front line gritters, at least one in each Divisional area.
- 6.5 Treatment time shall be a maximum of 3 hours
- 6.6 Any precautionary salting route not completed when road temperatures rise above plus 1 degree Celsius will be reviewed by the Out of Hours Officer and a decision made whether or not to stop salting.
- 6.7 Highways Client Services (including the OHDO) and Highways Divisional staff will have access to Vaisala internet monitoring system and Met Office weather forecast service.
- 6.8 In the event of uncertain weather forecasts, decisions should be weighted in favour of salting.
- 6.9 The 'Season' is divided into two periods:
 - High Risk - November to March
 - Low Risk - October and April(Instructions are only issued when salting is required).
- 6.10 The Highways Authority will not respond to requests for treatment off the gritted network by the Police Authority, unless as detailed in 6.1.
- 6.11 Precautionary spreading operations are primarily carried out utilising pre-wet treatments at a ratio of 70/30 dry salt to brine.

7 Treatments for Snow, Ice and Freezing Rain

- 7.1 Lincolnshire County Council has a statutory duty under Section 150 of the Highways Act to remove obstructions. Snow is considered to be an obstruction when it impedes the use of the road network. The Met Office will provide National Weather Warnings if any sizeable accumulations of snow are expected.
- 7.2 Timings of treatments for snow and ice shall be based on the following table H14 extracted from Appendix H of Well-maintained Highways – Code of Practice

Table H14 – Timing of treatments for snow and freezing rain	
Timing of treatment	Treatment type
Before snowfall and freezing rain	<ul style="list-style-type: none"> • Salt spreading
During freezing rain, or where there are minor accumulations of ice	<ul style="list-style-type: none"> • Salt spreading
During snowfall	<ul style="list-style-type: none"> • Ploughing • Salt spreading
After snowfall <ul style="list-style-type: none"> • When there is slush on the road 	<ul style="list-style-type: none"> • Ploughing • Salt spreading
After snowfall <ul style="list-style-type: none"> • When there is compacted snow or ice on the road 	<ul style="list-style-type: none"> • Ploughing • Salt spreading • Salt and abrasive mixtures • Abrasives only

- 7.3 When snow is forecast advanced salting at 20g/m² Pre-Wet will take place on the precautionary salting routes. Time permitting a further run may be carried out to increase salt coverage to 40g/m² Pre-Wet. Pre-snow salting may be considered for severe weather routes if time permits. This will provide a debonding layer and facilitate the breakup and dispersal of snow by subsequent treatments and traffic.
- 7.4 Division which may be affected by the snow will contact the Fleet Operator and inform them of the impending falls. They will be asked to prepare the snow blowers and that fitters will be available to change plough blades etc at depots when required.
- 7.5 Snowfalls will be categorised into one of the following types:
- a) **Heavy Snowfall** – Over 100mm or moderate snowfall is drifting. Normally dealt with by ploughing.
 - b) **Moderate Snowfall** – Over 25mm and up to 100mm. Normally will be dealt with by ploughing and salting
 - c) **Light Snowfall** - up to 25mm. Normally will be dealt with by additional salting unless drifting occurs.
- 7.6 It is impractical to spread sufficient salt to melt more than very thin layers

of snow and ice. Ploughing is the only economical, efficient, effective and environmentally acceptable way to deal with all but light snow. Therefore when snowfalls are forecast that could create plough-able conditions (25mm or greater) the Highway Works Term Contractor will be contacted to fit ploughs to main line gritters and to arrange hand crews for clearing and salting footways. Each vehicle will be given specific routes to plough.

The modern Schmidt Cirron and equivalent snow plough's with ceramic or steel blades fitted to the gritter fleet are designed to plough back to the carriageway surface (plough to black). The older redundant plough blades were only able to plough down to within 20mm of the carriageway surface.

- 7.7 When **Heavy Snowfall** is forecast divisional officers will contact respective Ploughing Contractors and farmers to arrange additional resources.
- 7.8 When prolonged falls are forecast, continuous ploughing to prevent snow build-up should commence. The ploughing can be combined with simultaneous salting at 20 – 40g/m² Dry (Abrasive mixture 50/50 mixture of sand/salt to be considered) so that a wet base can be maintained. Once the snow depth has reached 100mm or the snow is drifting, or the gritter is salting on a gradient it may be desirable to plough without salt. (*The salt should still be loaded as it will aid the traction of the gritter to the maximum legal weight limit of the vehicle. (ie:- as a general rule - if the plough is fitted then the vehicle can carry a "Full hopper load of salt" provided that the brine tanks are empty of solution.)*)
- 7.9 Roads with vertical speed humps will not be ploughed. Vertical speed humps must be detailed on all route cards for the driver, as their presence constitutes a driving hazard whilst carrying out ploughing operations.
- 7.10 As snow melts due to the action of salt, slush may build up on the road. Ploughing may have to continue to remove this slush build up.
- 7.11 If conditions deteriorate to an extent that resources cannot maintain the precautionary salted network then certain roads will have to be abandoned. Resources can be redeployed to maintain essential roads and when necessary be used to assist the emergency services in particularly urgent/life threatening situations. In these conditions the snow room may be set up in accordance with Lincolnshire County Council's Emergency Plan at the Emergency Planning Centre.
- 7.12 When the snow room is in operation Highways Client Services Staff will act as liaison between the snow room and Highways Divisions to compile two hourly network condition reports.
- 7.13 When conditions improve such that the precautionary salted network is satisfactorily cleared then resources will then be directed to clearing firstly severe weather routes and then other routes in order of importance. Hand crews will be directed to clear other footways only after hierarchy 1a

footways have been cleared and treated as set down in HM24.

7.14 Snow Clearance Priority:

- (1) Precautionary Network (including access to emergency services buildings)
- (2) Severe Weather Routes.
- (3) Other important locations (including essential industrial and military establishments, mainline stations, bus garages, shopping centres, schools and pedestrian areas).
- (4) Other Commuter routes.
- (5) Single accesses to villages, hamlets and rural communities.
- (6) Residential roads and footways.
- (7) Roads to single premises.

7.15 When snow clearing is in operation it is vitally important to liaise with neighbouring divisions and adjacent authorities, particularly when moving from precautionary salting to snow clearing or vice versa to avoid non-treatment of certain parts of the network. This is particularly important with reciprocal salting arrangements. There is a presumption that during snow clearance operations each division will operate to its boundary or nearest agreed turning point.

7.16 Footways – Priority should be given to shopping areas and where there is a high proportion of pedestrian traffic, in accordance with HM24.

7.17 Snow-blowers should be based at strategic locations close to known trouble spots on strategic routes and will be brought into action as necessary on the instruction of network management. Snow-blowers should never be used on level crossings.

7.18 Level Crossings – ***Network Rail or the appropriate rail authority*** should be contacted when ploughing starts by Divisional Officers. This is to ensure that railway tracks at level crossings are not blocked by snow.

7.19 Post-snow Action – The following work should be given consideration after snow operations:

- 1) Clear all gullies and drainage outlets of obstructions.
- 2) Sweep significant accumulations of grit from the carriageway and footways as soon as possible.
- 3) Thoroughly wash down all vehicles and lubricate gritting equipment.
- 4) Check all equipment and repair or replace all worn parts on snow ploughs, and report on plant performance to the network manager.
- 5) Salt stocks level should be closely monitored and replenished as necessary.
- 6) Inspect roads for frost damage and carry out any remedial work necessary to make the carriageway free of safety defects.

- 7) Inspect bridges and culverts liable to flooding – ensure that they are clear of debris.
- 8) Carry out a survey of badly affected locations reporting to network management including a generalised assessment of other frost/snow/flood damage.
- 9) Sign defects where appropriate, ensuring “flood” boards and other relevant signs are available.
- 10) Highways Client Services to evaluate overall performance in consultation with Divisional and Term Contract and Fleet Contract staff and recommending changes to procedures to be incorporated into this document.

8 Snow Clearance – Divisional Operational Procedure

- 8.1 Between 1700hrs and 0800hrs and at weekends and at bank holidays the Divisional Duty Officer will be contacted by the Out of Hours Duty Officer when snow begins to fall. At other times the Divisional Duty Officer is to maintain close contact with the Met Office when snow is forecast.
- 8.2 Out of Hours the Divisional Duty Officer will contact the following staff as soon as it has been determined that ploughs are to be fitted – Divisional Highways Managers and Area Highways Managers. The instruction will be passed on to the Contractor by the OHDO's.
- 8.3 If it is considered before the event that ploughs may be needed during the night, the Area Highways Managers and Divisional Highways Manager should be aware of such action.
- 8.4 Snow Clearing operations based on the non priority network will be co-ordinated by divisional staff. Operational instructions will be passed to the Contractor who will be based at the Operational depots, plus other contractors. DHM's will normally be in overall control of decisions such as when the priority network is satisfactory for moving to severe weather routes.
- 8.5 By 0900hrs each day the Area Highways Managers are to ensure that the details of plant in use are forwarded for the attention of the Divisional Engineering Team. The “Daily Plant Returns (Snow Clearing)” ([Appendix WMP/8/1](#)) and the “Hired Plant” summary forms ([Appendix WMP/8/2](#)) are to be used for this purpose. A copy of these returns will be taken by the Admin team before they are processed by the Divisional Engineering Team. The Divisional Engineering Team will complete form ([Appendix WMP/8/3](#)), provide copies for the Divisional Highways Manager and fax/email a copy to HQ Maintenance Section as soon as possible after 0900hrs. The Divisional Engineering Team will at the same time complete the road condition report ([Appendix WMP/8/4](#)) and fax copies to Service Development and Snow Room – **Only if snow room in operation.**
- 8.6 During the shift/period the above forms will be updated by the Area

Highways Manager's Team to reflect the current position with regard to plant/labour utilisation.

- 8.7 As soon as possible after the end of each shift/period the Division will agree with the Highway Works Term Contractor the labour and plant used and finalise the "Daily Plant Return (snow clearing)" report. This will form the basis of an agreed measurement duly signed by both Client and Contractors. **Note: All contract item numbers to be agreed at this stage.**
- 8.8 By 0900hrs the following day the agreed report is to be passed to the Divisional Engineering section who will summarise the returns using the LCC Summary sheet and raise a retrospective order. (The completed summary sheet will be sent to Highways Works Term Contractor's HQ for record purposes).
- 8.9 The agreed report will also contain details of salt and grit used which should be extracted by the Divisional Engineering section and recorded on the "Salt Stocks Register".
- 8.10 During snow operations where Contractor Patrol Crews are employed between the hours of 1900 and 0600, although allocated to predetermined routes, the Out of Hour Duty Officer may be required to direct these crews to other location within the Division. A detail log of action should be faxed by the Out of Hours Duty officers to the Divisional Office by 0600 hrs the following day.

9 Snow Room – Operational Procedures

- 9.1 The **Executive Director (Development Services)** as a Category 1 Responder will declare an Emergency under the Civil Contingencies Act 2004 and call for the setting up a Strategic (Gold) Co-ordination Group – see HM36 for further details. This will be in accordance with the Lincolnshire Resilience Forums Severe Weather Plan.
- 9.2 The following organisations may have representatives in the snow room when it is in operation:
1. LCC Highways & Transportation
 2. Lincolnshire Police
 3. Lincolnshire Fire Brigade
 4. Health Authority Ambulance Service
 5. District Councils
- 9.3 The Snow Room will be set up in the Civil Contingencies Centre at Fire & Rescue Headquarters on South Park in Lincoln.
- 9.4 The Police will inform Highways & Transportation, when the actual/expected levels of public calls becomes significantly greater than

normal switchboard manning can handle or there is an increase in road traffic accidents.

- 9.5 The Highways Out of Hours Duty Officers will transfer to and operate from the Snow Room.
- 9.6 Once the decision is made to open the snow room it should be activated as quickly as possible. This should be within 4 hours.
- 9.7 The main task of the Highways Representative once communications are established is to make contact with each Division to determine the initial status of the County's roads. This information is then plotted on the wall map in the snow room. All information is kept on form (Section 3 – Snow Routes for example see APPENDIX WMP/9/1).
- 9.8 Once sufficient information is available and the public phone lines are in operation through the Customer Service Centre, these phone numbers are broadcast by local radio thus enabling the public to make contact. The Director of Development is then informed that the snow room is “going public”.
- 9.9 The primary task of the Highways Representative is to maintain a constant flow of up to date information to the other liaison officers and the public phone desks. Information is then circulated in the snow room (Section 3 – Snow Routes for example see APPENDIX WMP/9/1). Local knowledge of villages and the road network should be passed by Divisional Staff to the Highway Representative.
- 9.10 The Highways Representative has no dealings in the operational role of controlling snowploughs, other vehicles or the control of the labour force except in an emergency situation (in agreement with relevant Division).
- 9.11 The police will trace owners of abandoned vehicles and contact them.
- 9.12 A supply of forms and copies of “Winter Maintenance Route” maps are kept for reference purposes.
- 9.13 **Police Emergencies** – Police emergencies are mainly missing persons problems. This is usually dealt with at Police Divisional level, but where a significant problem occurs then this is transferred to Police Headquarters. In both situations the police may request that the snow clearing vehicles are asked to keep a look-out for people or bodies on the highway in certain specific locations. This request is passed initially to the Divisional Highways Managers who may authorise direct contact between snow-clearing vehicle and the snow room for further updates.
- 9.14 **Fire and Medical Emergencies** – Fire and medical emergencies usually concern blocked roads on the route to a life and death situation which requires the Highways Department to assist in clearing passage for

vehicles to their destination and return. In this case it is the responsibility of the Divisional Highways Manager to arrange reallocation of resources. In an emergency situation, after the initial reaction has been dealt with then the Director of Highways and Planning must be informed of any changes in the situation and the final outcome.

- 9.15 **Use of Military Equipment** – The callout of RAF/Army equipment (helicopters, ambulances, fire fighting and snow clearance equipment) is in the hand of relevant emergency services and Assistant Director – Highways & Transportation or Executive Director (Development Services). The Highways Representative in the snow room has NO authority to call upon this equipment, but when such equipment has been called upon then liaison is the same as above.

10 The Media

- 10.1 Coverage by the media of winter maintenance and particularly snow clearance is very important in making the public aware of the service provided and what roads are open or closed.
- 10.2 The Council will need to establish working arrangements with the local media to enable the presentation of timely and accurate information of which roads are open and which are closed. Local radio in particular considers this to be an important part of their broadcasting duties, and therefore provides an opportunity to build a good working relationship over wider issues. It is important for the Authority to clarify and agree respective services and specialist responsibilities with people dealing with the media.
- 10.3 It is important to define and agree key contacts with the press and broadcasting media and also establish a clear understanding of the most effective timings for information to be provided in order to reach necessary audiences and broadcast schedules. Information on costs, salt usage, plant usage, manpower etc will be calculated by each Division.
- 10.4 In addition to supplying information to the press it is important to inform key stakeholders (these including emergency services, public transport operators, motoring organisations, and key local organisations).
- 10.5 The counties Media Service, Customer Service Centre staff and the Highways Out of Hours Duty Officer will utilise Twitter via "Gritter Twitter" to engage with and disseminate treatment actions and issues to the travelling public via Smartphone technology.

11 Weather Forecast Service

- 11.1 Routine forecasts and updates will be issued by the Met Office via the Vaisala and Met Office system via the internet in the following format:

- (a) 1100hrs MAIN FORECAST
A summary 24 hour forecast for the County
Detailed forecast for each of the 6 climatic zones:
The Lincoln Ridge
Trent Valley
The Wolds
Coastal Area
The Grantham Area
The Fenland Area
- (b) 1800hrs EVENING UPDATE
An update for the overnight period for each of the six climate zones.
- (c) If significant changes take place then the forecast is amended. Additionally the Met Office will issue 43 individual Route Based Forecasts through their web based forecast system.

11.2 AMENDMENTS

The Met Office will amend the forecast at any time:

- (a) If there is a change from "no frost" forecast to a "frost" or when the road minimum is between plus and minus 3 and a sustained difference between the forecast and actual curve of 2 degrees or more.
- (b) When there are significant changes to rainfall intensity and timing and road frost is expected or significant changes to snowfall is forecast.

11.3 As well as updating the Internet systems, the Met Office will contact HQ during working hours who will in turn contact Division (0830-1630 hrs) and the out-of-hours duty office at all other times.

11.4 CONSULTANCY SERVICE

A 24 hour consultancy service is provided by the Met Office available to all client staff.

NB. In the event of the internet systems not operating, the above forecasts will be faxed to HQ by the MET Office for onward transmission to Divisional offices.

12 Duties of Out of Hours Duty Officer

12.1 No winter duties during normal office hours (except when snow room is in operation).

- 12.2 Collate and co-ordinate treatment decisions made by Divisional Contacts outside working hours to achieve consistent decisions.
- 12.3 Monitor weather and road information and take action when appropriate.
- 12.4 Ad-hoc reports of action, events and outcome to the Division if he has specifically requested it for a particular occasion or event.
- 12.5 Access all Ice Cast sites hourly to check, their operation and weather forecast performance.
- 12.6 Keep full records of events, decisions, actions, significant errors or forecasts and outcomes.
- 12.7 Report to the Division at the end of the night shift if something did not go as planned or expected.
- 12.8 Instruct the winter maintenance contractor when necessary as follows:
 - (a) If no driver working – the nominated contract agent. This normally applies when decisions are made about “standing by”, treating roads, the timing of treatments or there are amendments to previous decisions, including cancellation (ie most situations).
 - (b) If drivers working – the nominated working supervisor (defaulting to (a) above if there are problems the Supervisor cannot deal with).

This could apply if operatives are “standing by” in depots and a Client decision has been made to treat the network or to cancel “stand by”. It could also apply if treatment has commenced and the decision about treatment /timing is amended.

- 12.9 Assist the Highways Works Term Contractor in contacting Fleet Operator when the contractor has communications difficulties himself.
- 12.10 Receive end of treatment reports from the contract agent.
- 12.11 Issue Winter Maintenance Site Instruction when necessary utilising the IceMan system as required.
- 12.12 Contact Fleet Operator’s Fleet Officer (Monday to Friday only) and pass details of Winter Maintenance vehicle defects. Saturday and Sunday pass defect details to appropriate Fleet Operator Duty Fitters.
- 12.13 Enter Winter Maintenance site details (forecast, temperature, salting decisions) from internet monitoring systems and Site instructions into WINTEMP 2.

12.14 To check routes have been completed correctly on the Gritter Tracking systems.

12.15 Utilise the "Gritter Twitter" service as appropriate.

13 Examples of intervention required by Out-of –Hours Duty Officer

13.1 Rising Road Temperatures Prior to Precautionary Run Commencing

If actual road temperatures deviate from the forecast line by +1^oc and the forecast minimum is 0 to –1^oc and a decision has been made to treat. Contact the Met Office for further advice: if the confidence of a road frost is still high do not amend decision, if there is low confidence, postpone decision and if drivers already at depots hold them on stand by and continue to monitor the situation.

13.2 Rising Road Temperature After Commencement Of Precautionary Run

Conditions as in (1) except run, has already commenced. If the risk of frost has passed abandon run, if there is still risk do not amend decision.

13.3 Falling Road Temperatures Which May Result In Road Frost

If the decision is not to treat and temperatures fall by –1^oc and the forecast minimum is +1^oc contact the Met Office for advice. If road frost is now likely instruct contractor to treat (NB. the latest time to instruct the contractor and ensure completion of the network prior to the morning rush hour is 0300 hrs.)

13.4 Rain Falling At Any Weather Station Site Prior To Run Commencing

Consult with the Met Office: if rain is likely to persist postpone the treatment in that area and hold drivers on stand by if already in the depots and continue to monitor the situation.

13.5 Rain Falling At Any Weather Station Site During A Precautionary Run

Consult with the Met Office: if rain is likely to cease do not amend decision, if rain is likely to persist abandon treatment in that area and hold drivers on stand by and monitor the situation.

13.6 Rain At Any Weather Station Site After Completion Of Precautionary Run

Consult with the Met Office: if freezing is likely to when rain stops instruct the contractor to re-treat the routes in the area concerned.

13.7 Police Report/Request Of Ice Formation On Priority Route Carriageway

No ad-hoc treatments should be carried out on the precautionary salting network. Decision to complete all routes in a Division or specified

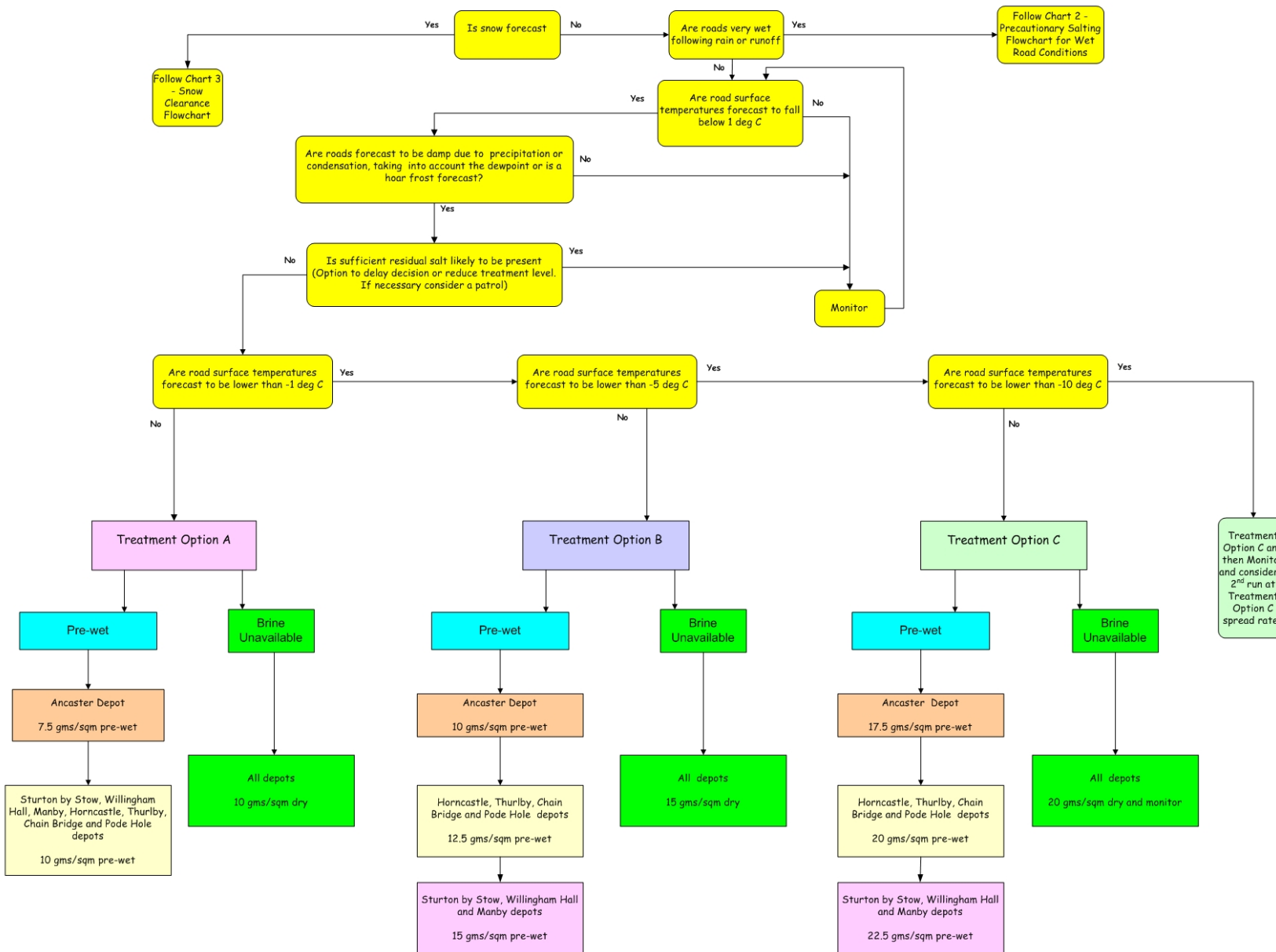
individual route only.

14 ICE Prediction System Fault Reporting Procedure - Weather Station Not Registering

- 14.1 Check with the Bureau at Vaisala on 0121 683 1269 to make sure that the problem is not at their end.
- 14.2 If the fault is not with the Bureau get Vaisala to check to see if they can determine whether the fault is with the telephone system.
- 14.3 If the fault is not one of the above and it occurs between:
 - (a) 1700hrs Friday and 1700hrs Sunday then report fault when possible to either the Principal Maintenance Engineer or Engineer.
 - (b) At all other times report fault to the Highways Service Development Maintenance team the following working day.

15 Precautionary salting and snow clearing flow charts

CHART 1 - PRECAUTIONARY SALTING FLOWCHART FOR DRY OR DAMP ROAD CONDITIONS



Notes:

General

- 1 - The treatment time should allow for all routes to be treated prior to ice forming - subject to residual salt.
- 2 - The latest callout time in the morning to ensure completion of precautionary route network prior to the rush hour is 0300 hours.
- 3 - Runs may be timed to avoid rush hour traffic. This is to prevent low speeds and stop/start manoeuvres where spread patterns become ineffective.
- 4 - All routes to be completed after rainfall. If rain occurs during run the treatment should be suspended and recommenced once rain ceases. If rainfall is heavy then reconsider treating whole route again.
- 5 - Decision Matrix based on guidance contained within Winter Service Section of Well - Maintained Highways Code of Practice for Highway Maintenance Management issued 29th November 2011 and the NWSRG guides Treatments for Ice and Snow issued 25th January 2010.

Treatment Times - Drivers Hours Regulations

- 6 - For situations of a High or Medium Confidence Forecast of a morning Hoar Frost, treatments can be made so that gritting runs are completed by 2330 hours the previous evening.

Treatment Rates

- 7 - Dry Salting - Note MAXIMUM spread rate 20 gms/sqm.
- 8 - Treatment rates at specific Depots may be altered to take account of moisture content of salt following laboratory tests. Maximum allowable moisture content is 4%.
- 9 - Ancaster and Horncastle depots run with a 10% mixture of an ABP (Safecote) in the brine
- 10 - Routes from Willingham Hall, Sturton by Stow, Horncastle and Manby depots are based on Matrix G of NWSRG guide.
- 11 - Routes from Ancaster, Thurlby, Pode Hole and Chainbridge depots are based on Matrix K of NWSRG guide.

- 12 - Road temperatures for decision making to be based on domain text minimums and Route Based Forecast minimums. This to take into account known frost hollows on the treated network.

Duration of Treatment

- 13 - If period below freezing to exceed 8 hours then Grip Factor to be monitored and if necessary a second run to be considered
- 14 - Second runs carried out within six hours of initial treatment may be at 50% of the initial spread rates if no runoff water or ice present.
- 15 - Pre-wet treatments from Horncastle and Ancaster utilise ABP's within the brine which reduces the need for second treatments

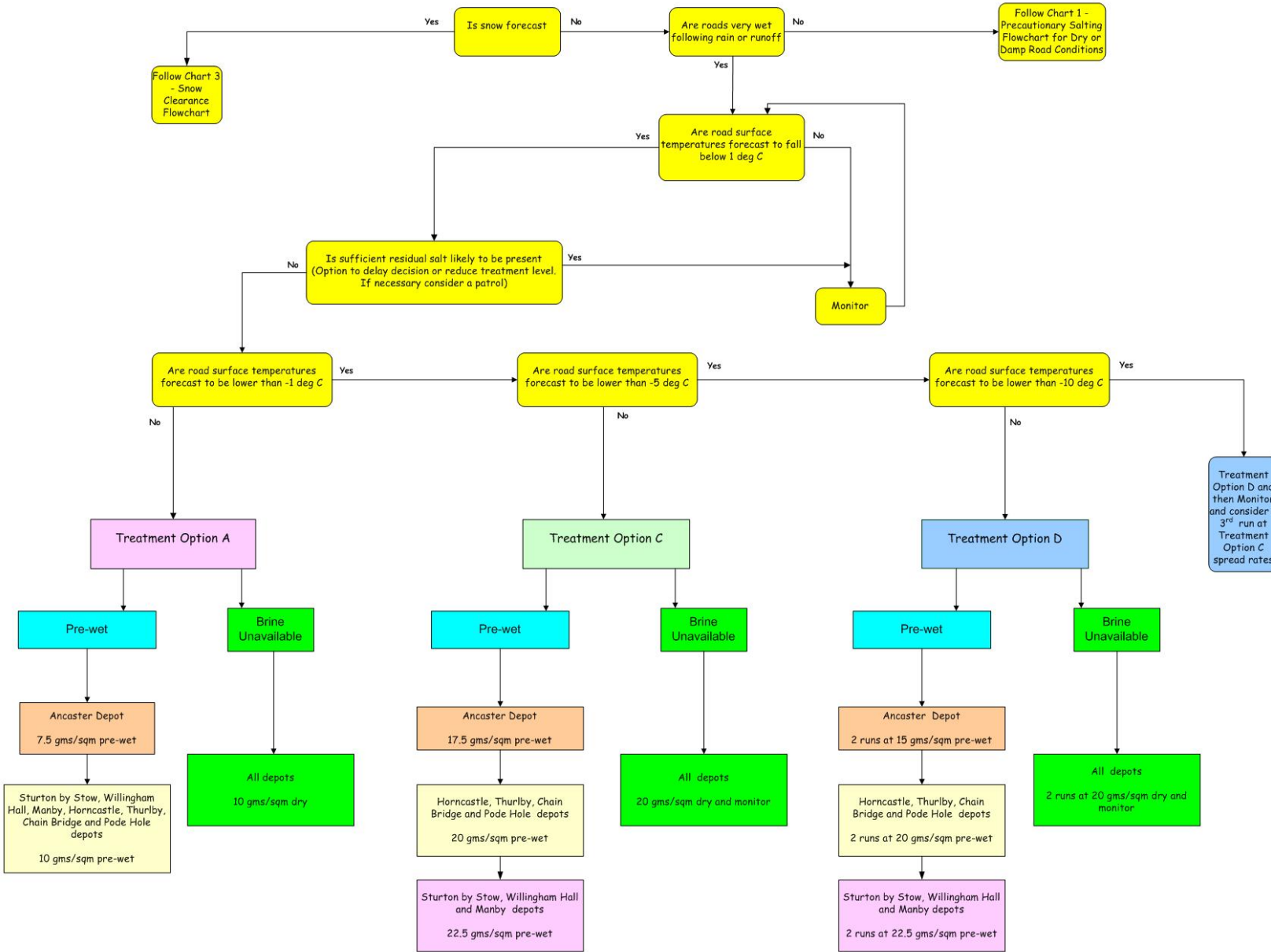
Marginal Nights

- 16 - On marginal nights when RST's are not forecast to go below -1 individual depot runs to be considered based on the Route Based Forecasts from the Met Office.

Prolonged Spells of Ice/Snow

- 17 - Consideration to be given to running routes in reverse during prolonged periods of continuous operations.

CHART 2 - PRECAUTIONARY SALTING FLOWCHART FOR WET ROAD CONDITIONS



Notes:

General

- 1 - The treatment time should allow for all routes to be treated prior to ice forming - subject to residual salt.
- 2 - The latest callout time in the morning to ensure completion of precautionary route network prior to the rush hour is 0300 hours.
- 3 - Runs may be timed to avoid rush hour traffic. This is to prevent low speeds and stop/start manoeuvres where spread patterns become ineffective.
- 4 - All routes to be completed after rainfall. If rain occurs during run the treatment should be suspended and recommenced once rain ceases. If rainfall is heavy then reconsider treating whole route again.
- 5 - Decision Matrix based on guidance contained within Winter Service Section of Well - Maintained Highways Code of Practice for Highway Maintenance Management issued 29th November 2011 and the NWSRG guides Treatments for Ice and Snow issued 25th January 2010.

Treatment Rates

- 6 - Dry Salting - Note MAXIMUM spread rate 20 gms/sqm.
- 7 - Treatment rates at specific Depots may be altered to take account of moisture content of salt following laboratory tests. Maximum allowable moisture content is 4%.
- 8 - Ancaster and Horncastle depots run with a 10% mixture of an ABP (Safecote) in the brine
- 9 - Routes from Willingham Hall, Sturton by Stow, Horncastle and Manby depots are based on Matrix G of NWSRG guide.
- 10 - Routes from Ancaster, Thurlby, Pode Hole and Chainbridge depots are based on Matrix K of NWSRG guide.

11 - Road temperatures for decision making to be based on domain text minimums and Route Based Forecast minimums. This to take into account known frost hollows on the treated network.

Duration of Treatment

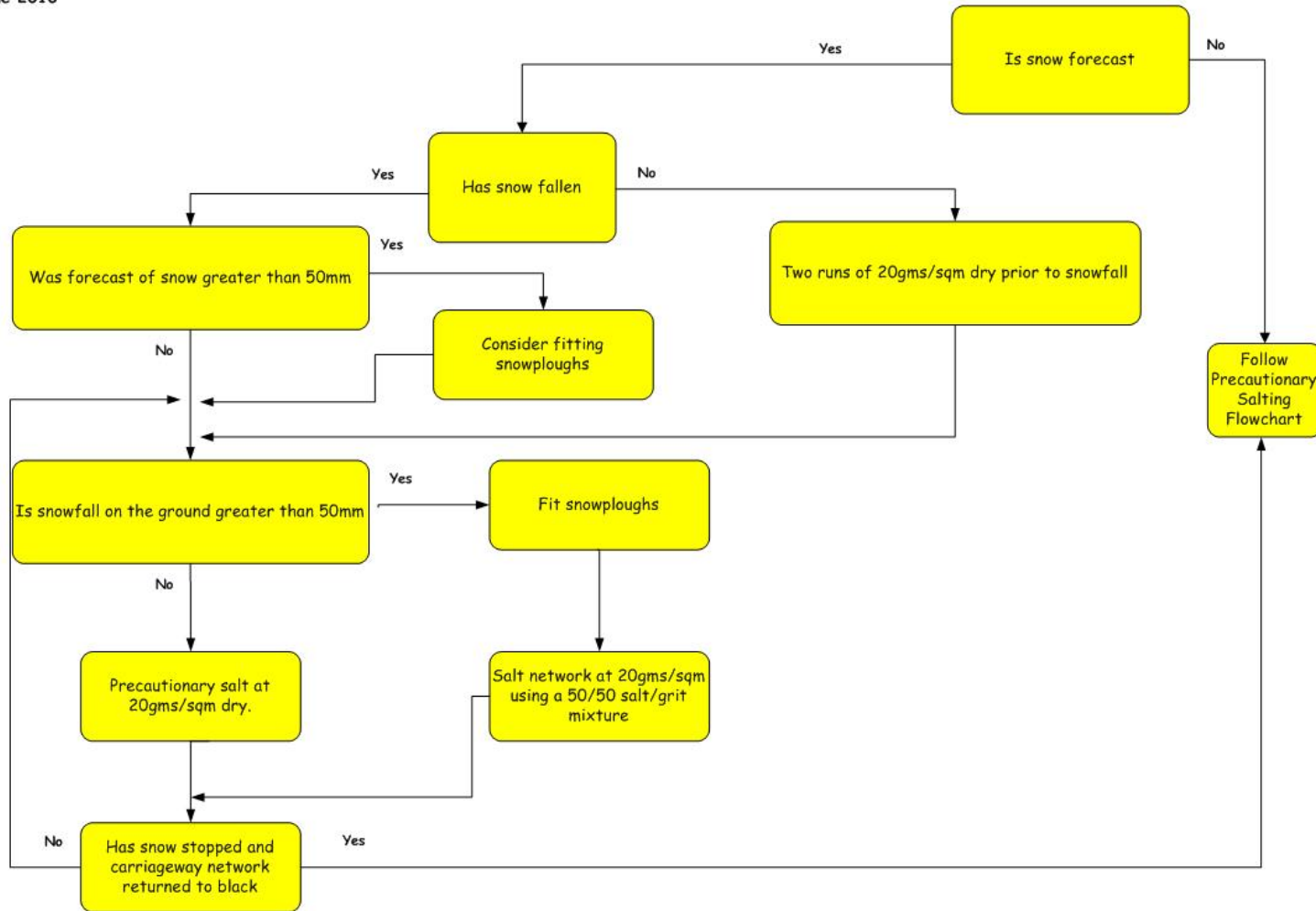
- 12 - If period below freezing to exceed 8 hours then Grip Factor to be monitored and if necessary a second run to be considered
- 13 - Second runs carried out within six hours of initial treatment may be at 50% of the initial spread rates if no runoff water or ice present.
- 14 - Pre-wet treatments from Horncastle and Ancaster utilise ABPs within the brine which reduces the need for second treatments

Marginal Nights

15 - On marginal nights when RST's are not forecast to go below -1 individual depot runs to be considered based on the Route Based Forecasts from the Met Office.

Prolonged Spells of Ice/Snow

16 - Consideration to be given to running routes in reverse during prolonged periods of continuous operations.



- Notes:
- 1 - When snow ploughing is ongoing divisions are to set up snow rooms to control operations
 - 2 - County snow room will be set up in Extreme Winter Condition cases in accordance with LRF procedures
 - 3 - During 24 hour snow clearing operations divisions are to liaise with Translinc over fitters operating from depots.
 - 4 - Consideration to be given to drivers and mates being brought into depots on a standby basis.
 - 5 - When snow conditions are forecast divisions are to order grit sand for snow clearing operations.
 - 6 - Grit/sand shall be 2 - 6m coarse/sharp sand.
 - 7 - Gritters should be double manned when snow ploughing or travelling during blizzard conditions. If slush ploughing gritters only need to be single manned.
 - 8 - Footway treatments should follow guidance contained in HM24 and appendix WMP/2/HM24-1 of the Winter Maintenance Plan.
 - 9 - Consideration should be given to spread extra salt on hills.
 - 10 - Consideration should be given to having one of the North Division spare gritters dedicated to gritting the main hills in Lincoln during periods of snow.
 - 11 - Ploughs must only be fitted to gritters that are empty of brine, due to axle loading constraints. Brine can either be used in pre-wet operations prior to snow or emptied into brine facility bund walls and re-circulated.
 - 12 - Severe Weather Routes should only be treated during daylight.

16 Cross Boundary Procedure

- 16.1
- (a) Liaison and communication arrangements with other authorities (Appendix WMP/16/1)
 - (b) Liaison will take place with other Local Authorities responsible for winter maintenance service on roads within and adjacent to the County regarding their treated routes and treatment decisions. Additionally, there is an exchange of treatment action instructions.
 - (c) Any road treated by an adjoining authority would be treated in accordance with that authority's policies for operational purposes and not the local highway authority's policies.
- 16.2 The current cross boundary arrangement with neighbouring authorities are as follows:
- North Lincolnshire
 - Nottinghamshire
 - North East Lincolnshire
 - Leicestershire
 - Rutland
 - Peterborough
 - Cambridgeshire
- 16.3 Road gritted by North Lincolnshire on behalf of Lincolnshire County Council
- C227 from County Boundary to C228 High Street East in Scotter village.
 - A159 from County Boundary to junction with C228 High Street East in Scotter village.
 - B1211 from County Boundary to B1210 north for Brocklesby.
 - B1210 from County Boundary to B1211 north for Brocklesby.
 - B1400 from County Boundary south of Scallow Grove to County Boundary at Black Walk Nook.
 - C221 from County Boundary to A159 junction in Scotter.
- 16.4 Roads gritted by Lincolnshire County Council on behalf of North Lincolnshire
- A18 from County Boundary to junction with B1210.

- B1210 from County Boundary to junction with A18.
- A1084 from County Boundary to A18 roundabout in Brigg.
- B1434 from County Boundary to County Boundary.
- B1205 from County Boundary to County Boundary.

16.5 Road gritted by Nottinghamshire on behalf of Lincolnshire County Council

- A1133 length in Lincolnshire near Girton.
- A1133 from County Boundary to A57 at Newton-on-Trent.
- A57 from western junction with A1133 west to County Boundary.
- A631 from County Boundary over Gainsborough Bridge to A156.

16.6 Roads gritted by Lincolnshire County Council on behalf of Nottinghamshire

- A17 from County Boundary west of Beckingham in Lincolnshire to the roundabout at the junction with C208 Beacon Hill Road/Stapleford Lane including the western side of the roundabout.
- C412 from County Boundary at Balderfield to B6326
- Spalford Road from County Boundary through Spalford to A1133

In times of prolonged freezing:

- C158 (C82) from Lincolnshire/Nottinghamshire boundary near North Scarle to the A1133 at Besthorpe.
- C163 (C128) from Lincolnshire/Nottinghamshire boundary near Swinderby to the A1133 at Collingham.
- C123 (C44) from Lincolnshire/Nottinghamshire boundary near Stapleford to the A17 near Coddington.

16.7 Road gritted by Peterborough CC on behalf of Lincolnshire County Council

- B1081 from County Boundary to A43.
- B1443 from A43 junction east to County Boundary.
- A43 from junction with B1443 to County Boundary.
- New A16 from new roundabout at A16/A1073 junction, Crowland to County Boundary.
- Existing A1073 from new roundabout at A16/A1073 junction, Crowland to County Boundary.

16.8 Roads gritted by Lincolnshire County Council on behalf of Peterborough CC

- A15 from A16/ B1525 roundabout across County Boundary to A15/ B1524 roundabout.
- B1524 from B1525 roundabout to A15 Maxey roundabout.

16.9 Road gritted by Rutland on behalf of Lincolnshire County Council

- A606 from County Boundary to the junction with B1081
- B1081 from County Boundary to junction with A606.
- C432 from County Boundary to junction with C431 Station Road

16.10 Roads gritted by Lincolnshire County Council on behalf of Rutland

- B1176 from County Boundary to A6121 north of Ryhall.
- A6121 from County Boundary to County Boundary through Ryhall.

16.11 Road gritted by Cambridgeshire on behalf of Lincolnshire County Council

- N/A

16.12 Roads gritted by Lincolnshire County Council on behalf of Cambridgeshire

- Bythorne Bank from Chapel Gate at County Boundary to Cross Drove
- B1166 from County Boundary at South Eau Bank crossing bridge to Marshall's Bank.

16.13 Road gritted by Leicestershire on behalf of Lincolnshire County Council

- C427 from County Boundary (north east of Normanton) to Long Bennington C418 Main Road.

16.14 Roads gritted by Lincolnshire County Council on behalf of Leicestershire

- C440 from County Boundary to Harston village junction with Denton Lane.
- C492 from County Boundary to Harston village junction with Woolthorpe Lane.

16.15 Road gritted by North East Lincolnshire on behalf of Lincolnshire County Council.

- A1173 from County Boundary to junction with A18.
- Hatcliffe Road from B1203 to County Boundary.
- C243 Stallingborough Road from South Street to County Boundary

16.16 Roads gritted by Lincolnshire County Council on behalf of North East Lincolnshire

- A46 from County Boundary going east to A46 roundabout.
- Old Main Road from A46 through Irby upon Humber to A46.
- A18 from County Boundary to C638 Whites Road.
- A16 from County Boundary to B1219 roundabout.
- A1031 from County Boundary to junction with B1219.

17 Public Self Help Guidance literature

17.1 Based on national guidance issued by the Department for Transport Lincolnshire has produced two self help tips documents. These are:

- Clearing Snow From Footways
- Clearing Snow Off The Carriageway

These will continue to be distributed to the public

SELF HELP TIPS CLEARING SNOW OFF THE CARRIAGEWAY

Do use purpose built snowploughs if available.

Do not scrape the road surface with a JCB/mechanical bucket

Do skim the top of the snow off with a JCB/mechanical bucket to leave an inch of snow so you do not damage the road surface, remove cateyes or come into contact with ironwork.

Do report any damage caused or found

Do operate with dipped beam headlights at all time.

Do operate flashing/rotating amber beacons (where fitted) at all times.

Do place the snow on the verge or grassed areas.

Do not obstruct accesses or footpaths with the snow.

Do keep in regular contact – minimum hourly – with operating base

Vehicle operators/drivers are to have available and use:

- Reflective jacket
- Emergency food and drink
- Mobile telephone or radio system
- Wear stout footwear
- Wear snow and ice grippers when walking outside of vehicle

SELF HELP TIPS CLEARING SNOW FROM FOOTWAYS

Do work from the footway at all times - working towards oncoming traffic wherever possible

Do not lift too much snow or ice at one time. Compacted snow can be very heavy.

Do not use hot water to melt ice or snow – it may refreeze to form “black ice”.

Do place the snow on the verge or grassed areas.

Do not obstruct accesses or footpaths with the snow.

Do place snow at edges of footways next to the road. Helps to form a safety barrier between cars and pedestrians

Do put sand or ash down on cleared areas as it will give grip to walkers.

Do use grit/salt from grit bins sparingly.

Do not use grit/salt from highway grit bins on private property – that is theft.

You **do not** need to use a lot of salt - a teaspoon of salt per square metre will defrost ice patches..

Do not work in blizzard conditions.

When working outside:

- Wrap up warm
- Wear a reflective coat if available
- Wear stout footwear
- Wear snow and ice grippers when walking – especially when pushing snow
- Beware of hypothermia and will chill effects

↳ wind?

The Law on Clearing Snow and Ice from the Highway and Public Spaces

There is no law stopping you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces. This includes both public carriageways and footways.

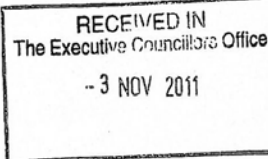
If an accident did, its highly unlikely that you would be sued as long as you:

- Are careful
- Use common sense to make sure that you do not make the pavement or pathway clearly more dangerous than before

People using areas affected by snow and ice also have responsibility to be careful themselves

18 Use of Rebated Diesel Oil (Red Diesel)

- 18.1 Clarification has been sought from HMRC concerning the use by private contractors and farmers of rebated diesel in agricultural/farm equipment when snow clearing. Attached are copies of the latest correspondence.



Dils Policy
3rd Floor
Ralli Quays West
3 Stanley Street
Salford M60 9LA

Councillor William Webb
Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL

Tel 0161 827 0910

Fax 0161 827 0342

Email john.loughney@hmrc.gsi.gov.uk

www.hmrc.gov.uk

Date 1 November 2011
Our Ref AA/2011/0617/JAL
Your Ref WSW/LJ

Dear Mr Webb,

Red diesel

Thank you for your letter of 26 October.

I confirm that HMRC is currently reviewing the rules on snow clearing and gritting to see if there is a need for a permanent change in the rules. I can also confirm that there is a plan for the temporary relaxation of enforcement of the rules should the weather this coming winter again turn out to be significantly worse than the norm.

HMRC will make an announcement if either a permanent change or a temporary relaxation is required but in the meantime the normal rules apply. I shall therefore explain the current rules relating to excepted vehicles - that is vehicles entitled to use red diesel - used for snow clearance and gritting work. The law says that a snow clearing vehicle is an excepted vehicle when it is being used or going to or from the place where it is to be or has been used for the purpose of clearing snow from public roads by means of a snow plough or similar device. Agricultural vehicles are not excluded, so that, for example, a farm tractor with a snow plough fitted is entitled to use red diesel for clearing snow from the public road. The law on gritting differs in that a qualifying vehicle must be constructed or adapted, and used, solely for the conveyance of machinery for spreading material on roads to deal with frost, ice or snow. Consequently, a farm tractor, which is neither constructed nor used solely for such work, is not entitled to use red diesel for gritting public roads.

I hope this has clarified the situation for you but please let me know if that is not the case.

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number - 18001



My ref: WSW/LJ

26 October 2011

H M Revenues & Customs
Oils Policy
3rd Floor
Ralli Quays West
3 Stanley Street
Salford
M60 9LA

County Offices
Lincoln
LN1 1YS
Tel: 01522 552093
Fax: 01522 552072

Dear Sir/Madam,

**USE OF RED DIESEL BY FARMERS PROVIDING WINTER SERVICE SUPPORT
IN EXTREME WEATHER TO LOCAL HIGHWAY AUTHORITIES**

Lincolnshire County Council has carried out the annual review of its Winter Maintenance Operations, taking into account recommendations from both the Quarmby Review and the House of Commons Transport Select Committee's review into winter weather operations during December 2010.

However, in our attempts to strengthen community engagement, especially with the vital farming community, like other local authorities we have hit a stumbling block. The issue is related to the use of rebated fuel (red diesel) in farming equipment being used for snow clearance activities. We are pleased to note that HM Revenue & Customs has confirmed its pragmatic approach, in that during extreme weather farmers can use red diesel in their tractors to help grit and clear snow from public roads. This relaxation is, however, only implemented at the time of need by a special dispensation to relax the rules, and it is the delay in obtaining this relaxation that is the issue.

Farmers quite understandably are unwilling to engage in snow clearing activities until this dispensation is announced, and this delay means that communities, hospitals, schools and remote hamlets can be cut off by snow drifts etc which timely action could have otherwise prevented.

We are aware that under normal rules any vehicle that is specifically constructed or adapted for dealing with frost, ice and snow – such as a snow plough – can work on public roads while using red diesel.



County Offices, Newland, Lincoln LN1 1YL
www.lincolnshire.gov.uk

I write to see if it would be possible for a permanent more general exception to be made within the rules allowing farming equipment to use rebated fuel on the public highway for the purposes of snow clearance work.

I look forward to your response and thank you in advance for your assistance in this matter.

Yours sincerely



Councillor William Webb
Executive Councillor for Highways & Transport

cc DfT
DEFRA
Lincolnshire MPs
Clr C Strange
Clr K Smith
Clr A Turner
Alan Aistrup
David Davies

18 Mutual Aid and Self Help arrangements with Parish and District Councils.

- 18.1 As part of a cross cutting action to engage with all communities within the county concerning how all parties could work together in times of emergency and crisis the following actions will be undertaken.
- 18.2 Highways staff will engage with all District Council's concerning mutual aid in times of severe weather. An example memorandum of understanding is attached.
- 18.3 Highways staff will engage with Town/Parish Councils and other Community Groups to encourage participation in a programme of self-help and mutual aid. The aim being to provide a framework within which willing, locally based, volunteers clear snow, primarily from footways, within key areas of their community. In return for agreed participation, Lincolnshire County Council undertake to provide limited amounts of additional salt/grit in "1 tonne sacks" at agreed locations. Those wishing to take part will need to agree to the following points:
- Provide a contact point for the exchange of information
 - What are the priority footways that are intended to be cleared
 - Agree the quantity and location of additional salt supplies
- 18.4 Parish/Town Councils are encouraged to develop a Snow and Ice Plan as part of their Community Emergency Plan.

LINCOLNSHIRE COUNTY COUNCIL/EAST LINDSEY DISTRICT COUNCIL MEMORANDUM OF UNDERSTANDING

WINTER SERVICE DELIVERY

1, Lincolnshire County Council has responsibility to treat the priority network.

2, In times of continued severe or extreme winter weather when East Lindsey District Council have resources available, East Lindsey District Council will contact Lincolnshire County Council East Division Duty Officer to establish any requirements the Highways Authority has for treatment of the network.

3, The Duty Officer, upon establishing what resource the District Council has available, will direct East Lindsey District Council Duty Officer as to the areas to be treated and the order in which these should be done.

4, Lincolnshire County Council will supply sand/salt as required from either Horncastle or Manby Depots to East Lindsey District Council for this operation.

5, It is expected that the help required will be hand salting of footways (with the possibility of providing mechanical footway spreaders at a later date by LCC) and snow clearing of town/village centres and around strategic facilities eg bus/train stations, community buildings, hospitals, old peoples homes etc.

6, The District Council should update the County Duty Officer on progress and the condition of the net work.

7, All work will be in line with Lincolnshire County Council's Winter Maintenance Plan.

Midlands Service Improvement Group (Winter Maintenance)
 Winter Service for Footways and Cycleways – Treatment Table (version 3)

Category	Overnight Frost Conditions	Daytime Frost Conditions	Extended Ice Conditions	Snow Events
	Overnight forecast temperatures below zero but not extending beyond 8am	Overnight forecast temperatures below zero extending beyond 8am	Persistent widespread ice (rather than frost) for more than 18 hours in a 24-hour period and a forecast not to rise above zero for a further 18 hours in the next 24 hours.	
1a	No treatment	Precautionary treatment	Monitor and further treatment as required when resources permit. Treatment only during normal working hours.	Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to complete clearance within 12 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours.
1	No treatment	No treatment	Monitor and treatment as required when resources permit. Treatment only during normal working hours.	Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 24 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours.
2	No treatment	No treatment	Monitor and treatment as required when resources permit. Treatment only during normal working hours.	Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 48 hours of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours.
3	No treatment	No treatment	Reactive treatment not normally undertaken other than in response to specific circumstances. Treatment only during normal working hours.	Snow removal will commence when resources come available from higher priority treatments. Endeavours will be made to commence clearance within 5 days of cessation of snowfall, subject to availability of resources. Treatment only during normal working hours.
4	No treatment	No treatment		

- Notes**
1. At all times priority will be given to the priority carriageway network.
 2. Combined footway/cycleways are treated in accordance with footway hierarchy.
 3. Segregated cycleways are not treated.

Main Villages

APPENDIX WMP/2/HM21-1

Main villages were defined in the County Structure Plan between 1981 and 1991 and updated on a later submission to the Secretary of State as the following villages:

BOSTON BOROUGH

Butterwick
Kirton
Old Leake
Sutterton
Swineshead

EAST LINDSEY DISTRICT

Binbrook
Burgh le Marsh
Chapel St Leonards
Grimoldby/Manby
Holton le Clay
Legbourne *
Mareham le Fen
North Somercotes
North Thoresby *
Sibsey
Stickney
Tetford
Tetney
Wainfleet
Woodhall Spa
Wragby

NORTH KESTEVEN DISTRICT

Bassingham
Billinghay
Branston
Eagle *
Heckington
Heighington
Helpringham *
Metheringham
Navenby
Ruskington
Skellingthorpe
Swinderby
Waddington
Washingborough

SOUTH HOLLAND DISTRICT

Cowbit
Deeping St Nicholas *
Donington
The Droves (Gedney Hill, Holbeach Drove,
Whaplode Drove, Shepeau Stow) *
Gosberton
Moulton
Pinchbeck
Weston
Whaplode *

SOUTH KESTEVEN DISTRICT

Ancaster
Barrowby
Baston *
Billingborough
Caythorpe
Claypole *
Colsterworth
Corby Glen
Great Gonerby
Langtoft
Long Bennington
Morton
Rippingale
South Witham
Thurlby

WEST LINDSEY DISTRICT

Bardney
Blyton
Cherry Willingham
Dunholme
Ingham *
Keelby
Nettleham
North Kelsey *
Saxilby
Scotter
Sturton by Stow
Sudbrooke
Welton

(* updated on a later submission to the Secretary of State)
As approved in August 1999

WINTER MAINTENANCE NETWORK EVALUATION (version 4)

POINT SCORING SYSTEM FOR NEW ROADS.

This scoring system has been designed to prioritise roads which have been requested as possible additions to the network

Reference Number	

Requested By –	
Location	
Road Name and Number	
Distance	
Average Width of road	
Obstructions to Gritting operations:, Speed retarders, access for plough etc	
Can Gritter turn around if required with out reversing ?	

1: Is Road suitable for gritters (Width, ability to exit without using reverse gear etc.) Yes / No		If No - do not proceed
2: Is reasonable alternative treated route available Yes / No		If Yes- do not proceed
3: Is sufficient capacity available on relevant route Yes / No		If No - do not proceed

Item	Notes	Points	Occ	Road Speed	Total
Public service bus route (daily)	Service provided at least 5 days / week	20			
Public service bus route (less than daily)	Service provide less than 5 days / week	10			
School bus route	Contract route (16+seater PCV Licence required)	20			
Injury accident record (last three years)	Ice & snow related 15pts per reported accident.	15			
Health centre on route	GP practice.	15			
Railway / Bus station on route	15pts. awarded for each	15			
Bends	5pts each	5		< = 30	
				31-50	
				51 >	
Junctions	1pts each	1		< = 30	
				31-50	
				51 >	
Steep gradient	10pts if 1 or more gradients (> 1 in 15 over 50m)	10			
Deep drains or water course adjacent to rd.	10pts / side (Over 2m from C/way level to bed level	10			
Ditches	5pts / side (within 1m of C/way, less than 2m deep)	5			
Total Point Score =					

NB. Only 1 Public Service or School bus scores to be used.
Road Speed: up to 30mph = x1 , 31mph to 50mph = x2 , 51mph and above = x3

Total Points Score		Divided by road length		= FINAL SCORE	
---------------------------	--	-------------------------------	--	----------------------	--

Engineering Comment.	
----------------------	--

WINTER MAINTENANCE - GRIT BIN EVALUATION

POINT SCORING SYSTEM FOR EXTERNAL APPLICATIONS

This scoring system has been designed to prioritise requests for Grit Bins to be added to the public highway network.

Requested by –			
Name and Address -			
Proposed location of grit bin -			
Indicate use of grit bin – carriageway or footway treatment			
Road name and number –			

1: Is it Maintainable Public Highway. Yes / No		If No – do not proceed
2: Is there a suitable location for a grit bin. Yes/No		If No – do not proceed
3: Is there a Responsible Body to look after grit bin? Yes/No If yes who -		If No – do not proceed

Item	Notes	Points Carriageway	Points Footway	Total
Gradients	<ul style="list-style-type: none"> Greater than 1 in 20 1 in 20 to 1 in 30 Less than 1 in 30 	75 0 0	75 40 0	
Proximity of existing grit bin	<ul style="list-style-type: none"> Within 50m 50 – 100m 100 – 200m Greater than 200m 	-100 -50 0 30	-100 -50 0 30	
Number of premises for which this is the only access route	<ul style="list-style-type: none"> Over 50 20 – 50 Less than 20 	30 20 0	30 20 0	
Community facilities (within 200m of proposed grit bin)	<ul style="list-style-type: none"> School (Not directly on treated network) Post Office/local shop Local shopping centre Community/Medical Centre 	20 10 20 0	30 20 30 10	
Winter route priority of location of proposed grit bin.	<ul style="list-style-type: none"> On Priority Gritting Network On Severe Weather Gritting Network Not on gritting network 	-200 -100 20	NA NA NA	
IN ORDER TO PROVIDE A GRIT BIN, SCORE MUST EXCEED 50 POINTS			TOTAL POINTS	

Winter Maintenance Duty Officers Conference Call - Protocol.**Background.**

Following the publication of the 2010/2011 Winter Maintenance Plan the following requirement is contained within Section 4:

“Duty Officers will liaise with each other utilising a telephone conferencing system such as the Arkadin System. Wherever possible, Divisions should have a common treatment and start time.”

This policy does not require Duty Officers to liaise with each other on every decision or on a daily basis. Therefore the following practical guide describes when it is appropriate to make conference calls.

Arkadin System

The conference call has been set up on the Arkadin Global Conferencing System. The system is very easy to use and can be accessed from either a landline or mobile phone. The system has been set up for this call so that a Moderator is not required to set the call up on every occasion. All you need to do at the allotted time is or any agreed time:

- Telephone either:
 - Toll free access number: 08003763912
 - or if there is a problem a Toll charge access number: 02033645095
- You will then be asked for a “participants pin” which you dial in. This is XXXXX#
- Then wait for the other participants to join and then start the discussion.
- When you have finished just put the phone down.

This system can be used at any time during the winter season by any member of staff involved with winter maintenance to make a conference call.

System Protocols

The Met Office operates to the following readiness warning state system for the Open Road service.

Readiness Colour Coding	
GREEN	Road surface temperatures are expected to remain above freezing with no ice/hoar frost/snow accumulations. Confidence HIGH
AMBER	Road surface temperatures are expected to fall close to or below freezing. Confidence is LOW regarding ice and/or hoar frost and/or snow accumulations.
RED	Road surface temperatures are expected to fall to or below freezing with ice and/or hoar frost and/or snow accumulations likely. Confidence HIGH.

- During the working day where the forecast readiness is green. A conference call is not required.
- Where the forecast readiness is Amber and runs are unlikely. (eg. +3c on a high confidence forecast). The instruction will normally be “marginal forecast” and “monitoring but run unlikely”. A conference call is not required.
- All other scenarios will require a conference call. (eg. Where the forecast readiness is Amber or Red in one or more areas)

12.00 noon conference call

The aim at lunchtime should be to make the treatment decision or if a marginal situation then to be able to give the contractor (and the OHDO coming on duty later) notice of likely intentions for the evening. This is subject to any substantive changes in weather conditions or forecast. The majority of decisions are to wait for the evening update and it is only on a small number of occasions the gritters are required to treat during the working day.

If the Duty Officer is unable, due to diary commitments, to monitor the forecasts and attend the conference call then a suitably trained deputy should carry out this task. Instructions may be given to support staff to communicate decision via the conference call, when the Duty Officer or Deputy is not available. Support staff are not trained and therefore do not make any WM decisions.

The conference call timing should be flexible to accommodate late forecasts.

18.00 conference call

The aim of the 18.00 conference call is to discuss the evening update from the Met Office and finalise treatment decisions if possible. If it is not possible to finalise actions then a further conference call may be needed later.

Morning conference calls

The Met Office issue a morning forecast summary which is received between 07.30 and 08.00. Where a gritting run is likely to be required before 3.00pm, due to the forecast, then the OHDO or Service Development will contact Divisional Duty officers. A conference call could be made if required.

Severe Weather

In Severe Weather situations divisional snow room will be in operation to offer a co-ordinated response to the contractor, if required. In severe weather there may be a need for more than one conference call during normal hours and outside.

Extreme Weather

In Extreme Weather situations both county and divisional snow rooms will be operational and conference calls are likely to include emergency services staff.

North Division
Other Contractors Snow Clearing Resources

Date: _____

Daily Plant Return (Snow Clearing)

Other Resources	Reg No (Plant No)	C/S	Plough	Location	Time on	Time off	Total Time	Costings			Comments
								Item No	Rate	Total	
Total Salt used tonnes											

Signed _____ (Contractor)

Signed _____ (Client)

North Division

Hired Plant Performa – Snow Clearing

Commitment Reference Number: _____

Week Ending: _____

Area: _____

Contractor: _____ Contact Tel No: _____

Ref./Plant No _____ Order No: _____

Plant (make and Type): _____ Contact with Base: Yes / No

Date	Time on	Time off	Standing	Location and Comments	Duty Officer	Allocation of Hours		
						Basic	Overtime	Total
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

North Division

Snow Conditions

Divisional Resources Report

This report is to be telephoned or faxed to Highways Service Development at 09.00 hrs or as soon as practically possible each day. The information required is:

1. Resources (Contractor, Farmers and other Labour)

- a. Yesterday

- b. Overnight

- c. Today's Plan

2. Problems

- a. Operational Vehicles (broken down, accident damage)

- b. Salt

3. Surplus Resources

4. Resources from outside the County

SERIES 2800 WINTER MAINTENANCE

APPENDIX 28/6 - Road Condition Report (Example)

A	(ALPHA)	2 Way	Open to all traffic	Black tarmac
B	(BRAVO)	2 Way	Open to all traffic	Soft snow slush ice lying on road surface
C	(CHARLIE)	2 Way	Passable – NO ARTICS -	Hard packed ice/snow on road surface
D	(DELTA)	Single	Open to all traffic	Black tarmac *
E	(ECHO)	Single	No - ARTICS -	Soft snow, slush ice lying on road surface *
F	(FOXTROT)	Single	Passable – NO ARTICS -	hard packed ice/snow on road surface *
G	(GOLF)	Blocked Road	BLOCKED ROAD Generally impassable to all traffic	Drifts of fresh snow up to 600mm deep. Left mounted plough can widen to 1 lane.
H	(HOTEL)	Blocked Road	BLOCKED ROAD Generally impassable to all traffic	Drifts over 600mm

Weather status. * An indication of snow depth on the blocked half will be included with these conditions.

e g:- CONDITION:- E (Echo) 600.

1. STATUS QUO
2. IMPROVING
3. DETERIORATING.

Lincolnshire County Council WEST DIVISION

Priority Snow Clearing Routes

Date:
Time:

Police Sub-division “B”

Route Status Key				Weather Status	
A	(Alpha)	2 Way	Open to all traffic	1	Clear
B	(Bravo)	2 Way	Snowed over no artics	2	Improving
C	(Charlie)	Single	Snowed over no artics	3	Deteriorating
D	(Delta)	Blocked	Road generally impassable to all vehicle access	4	Blizzard Con

West Division								Route Status				Weather Status			
Ref	Road	Location						A	B	C	D	1	2	3	4
W01	A15	from	A16	at	Market Deeping By Pass	to		at	Cty Boundary Northborough						
W02	A15	from	A16	at	Market Deeping	to	A151	at	Bourne						
W03	A15	from	A151	at	Bourne	to	A152	at	Threedingham						
W04	A15	from	A152	at	Threedingham	to	A153	at	Sleaford						
W05	A15	from	A153	at	Sleaford	to	A11	at	Sleaford						
W06	A15	from	A17	at	Sleaford	to	B1202	at	Boothby Grove						
W07	A15	from	B1202	at	Boothby Grove	to	A607	at	Bracebridge						
W08	A17	from		at	Cty Bdy Codrington	to	A607	at	Ledenham						
W09	A17	from	A607	at	Ledenham	to	A15	at	Sleaford						
W10	A17	from	A15	at	Sleaford	to	A1121	at	Swineshead Bridge						
W11	A52	from		at	Cnty Bdy Muston	to	A1	at	Grantham						
W12	A52	from	A1	at	Grantham	to	B6403	at	Cold Harbor						
W13	A52	from	B6403	at	Cold Harbor	to	A15	at	Threekingham						
W14	A52	from	A15	at	Threekingham	to	A152	at	Bicker						
W15	A607	from		at	Cnty Bdy Harlaxton	to	A152	at	Grantham						
W16	A607	from		at	Grantham	to	A17	at	Ledenham						
W17	A153	from	A607	at	Honnington	to	A15	at	Sleaford						
W18	A153	from	A15	at	Sleaford	to	A155	at	Coningsby						
W19	A151	from	A1	at	Colsterworth	to	A15	at	Bourne						
W20	A6121	from	A16	at	Stamford	to	A151	at	Bourne						
W21	A16	from	A43	at	Cnty Bdy	to	A16	at	Stamford						
W22	A16	from	A15	at	Market Deeping By Pass	to	A15	at	Market Deeping By Pass						
W23	A1	from		at	Highways Agency	to		at							
W24	B1188	from	A153	at	Ruskington	to	B1189	at	Metheringham						
W25	B1189	from	A153	at	Billingham	to	B1189	at	Metheringham						
W26	B1177	from	A15	at	Morton Nr Bourne	to	A15	at	Bridge End						
W27	B1394	from	A17	at	Heckington	to	A52	at	Swaton						

EXAMPLE

Dear

Winter Maintenance 2012/2013 Cross boundary arrangements Between X and Y.

I should be grateful if you would confirm that the cross boundary arrangements for precautionary gritting that exist will remain for the forthcoming winter. Could you please confirm these arrangements in writing and send it to me at the above address on this letter. Thank you.

The arrangements were as follows:

Route gritted by Y on behalf of X.

- .
- .
- .

Route gritted by X on behalf of Y

- .
- .
- .

In addition, as part of your ? route when appropriate, would you include the following roads:

- .
- .
- .
- .

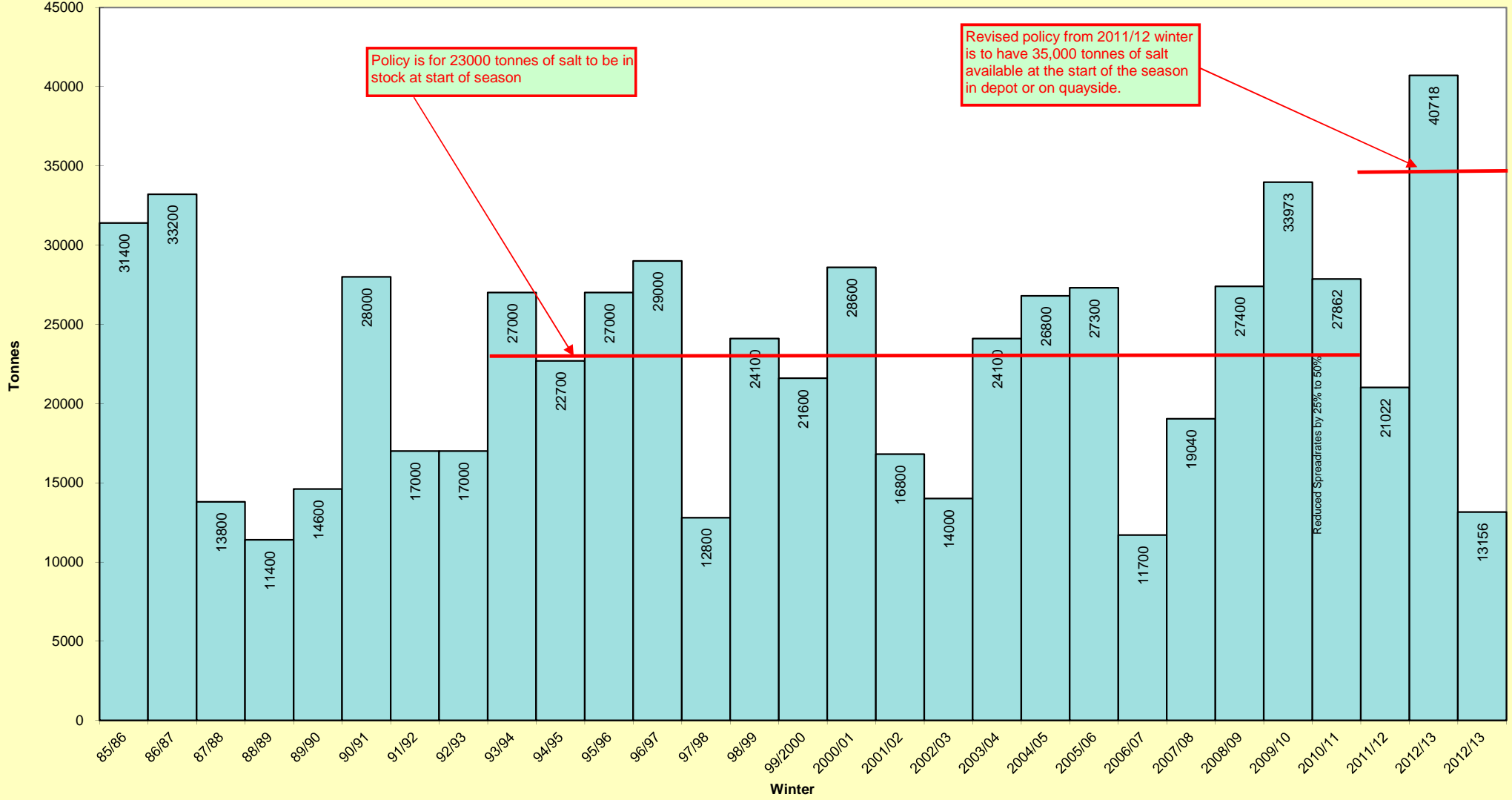
as was established last year.

It is envisaged that the arrangements indicated above will only apply in respect of precautionary gritting operation, and liaison will take place during snow conditions, to ensure that appropriate action is taken.

Please treat this letter as constituting an agreement for the purposes of Sec 8, Highways Act 1980. All gritting operations carried out by your authority in our area should be undertaken according to your operational standards, and not ours.

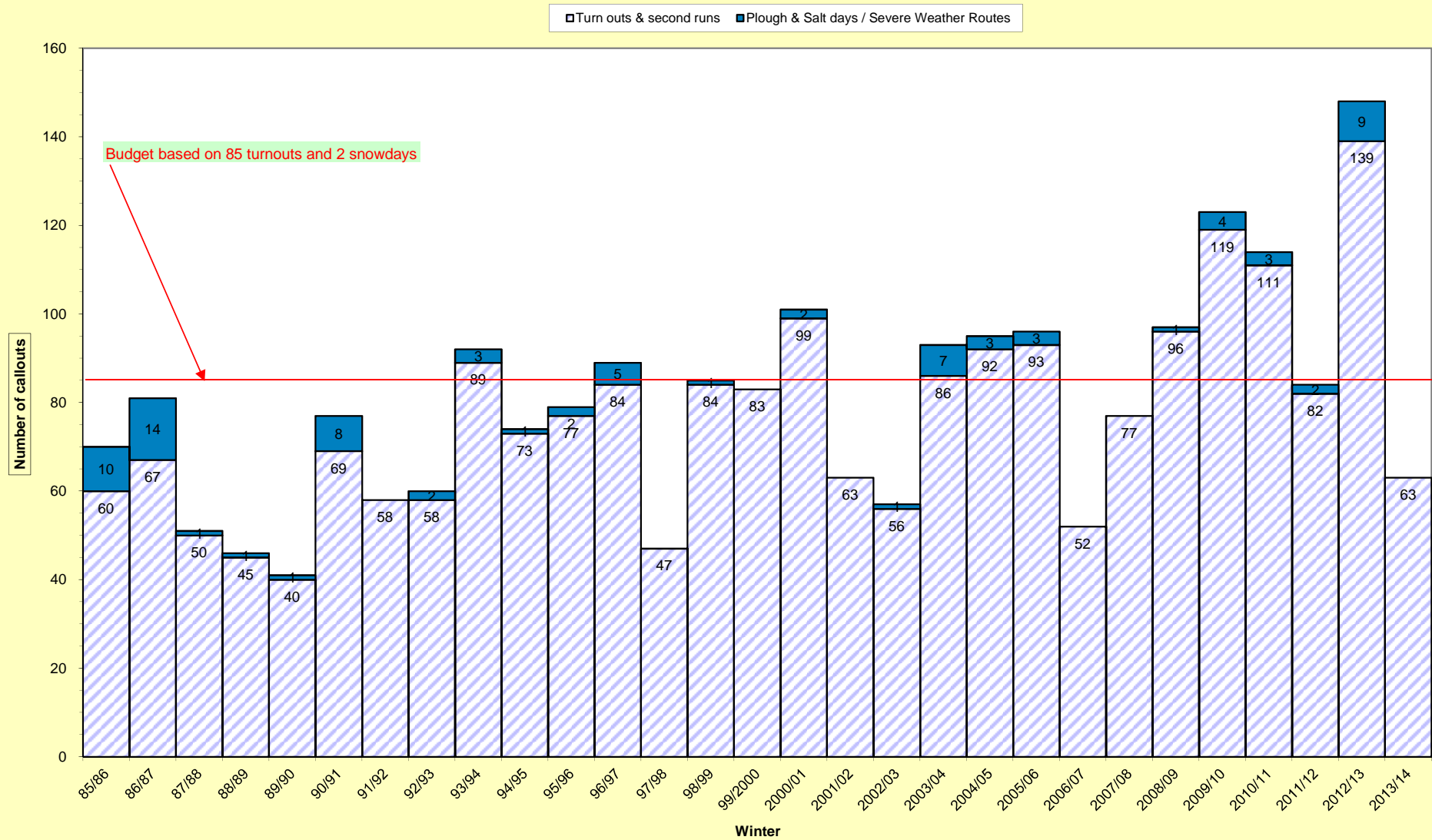
Yours sincerely

WINTER MAINTENANCE SALT USAGE



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LINCOLNSHIRE COUNTY COUNCIL PRECAUTIONARY SALTING CALLOUTS (County average)



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Open Report on behalf of Richard Wills, Executive Director for Environment and Economy

Report to:	Highways and Transport Scrutiny Committee
Date:	15 September 2014
Subject:	Civil Parking Enforcement - Annual Parking Report 2013/2014

Summary:

The adoption of Civil Parking Enforcement (CPE) by Lincolnshire County Council requires the Council to submit an annual report on CPE related activities and a financial statement showing the cost of the operation, including any deficit or surplus. This is in accordance with the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions.

The District and City Councils within Lincolnshire are responsible for producing their own annual reports.

Actions Required:

That the Committee consider and comment on the contents of the report and endorse that the report is published on the Lincolnshire County Council website.

1. Background

The annual parking report covers the period from 1 April 2013 to 31 March 2014. It is a transparent document that allows the disclosure of various statistics related to enforcement and appeals, as well as financial information on the cost of the service. The report also includes details of projects where parking enforcement has helped to contribute to changes to parking schemes or the review of current parking restrictions. The report will be sent to the Department for Transport and PATROL (Parking and Traffic Regulation outside London).

The report contains information on the following:

- Cost of service provision
- Income from penalty charges
- Any surplus or deficit made
- The number of penalty charges issued
- The number of penalty charges paid

- The income raised from penalty charge payments
- The number of appeals
- The number of successful appeals
- The number of penalty charges cancelled, along with the reason for cancellation

A breakdown showing the deployment of Civil Enforcement Officers across the County is attached at Appendix B.

Financial Situation

Prior to going live, CPE was forecast to operate at a deficit. The deficit forecast was derived from using a complex financial projection that was skewed toward higher costs and lower levels of income.

One of the tasks of Parking Services is to ensure the service provided by the contractors is as efficient as possible. By working with the contractors to improve efficiencies, and thus reduce costs, the service has produced an excess, resulting in a surplus of £156,000 for financial year 2013/2014.

2. Conclusion

The Committee is asked to consider and comment on the report and note endorse that the report is published on the Lincolnshire County Council website.

3. Consultation

a) Policy Proofing Actions Required

N/A

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Civil Parking Enforcement Report 2013 to 2014
Appendix B	Breakdown of Deployments 2013/14

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Mick Phoenix, who can be contacted on 01522 552105 or mick.phoenix@lincolnshire.gov.uk

Lincolnshire County Council Civil Parking Enforcement Report 2013 to 2014



Contents

Introduction.....	3
Why are parking restrictions enforced?	4
How do we enforce parking restrictions in such a large county?	5
What are the benefits of enforcing restrictions?	7
On line - Parking and Waiting Restrictions	8
Statistics and the Parking Account.....	9
Annual Account	11

Introduction

Lincolnshire adopted Civil Parking Enforcement (CPE) in December 2012, when the powers to enforce nearly all parking and waiting restrictions were handed over from the Police to the County Council.

As the new Enforcement Authority, the Council became responsible for the enforcement of contraventions and the handling of appeals; both areas are legislated by the Traffic Management Act 2004 and Statutory Guidance from the Secretary of State for Transport.

The powers to enforce on-street lay with the County Council; powers were delegated to the District and City Councils to enforce their off-street car parks.

This report is part of the responsibilities that Lincolnshire County Council has as the Enforcement Authority for parking and waiting restrictions. It will detail the statistics for the period 1 April 2013 to 31 March 2014 along with explanations of how and why enforcement is carried out.

The report includes examples of the changes that have been made to some restrictions as a result of enforcement becoming a more regular occurrence on our roads and the introduction of a public portal to view parking restrictions.

District Councils and the City of Lincoln Council are responsible for producing annual reports relating to off – street parking.

Why are parking restrictions enforced?

Parking and waiting restrictions serve a variety of purposes, ranging from road safety through to allowing loading and unloading. The restrictions are designed and implemented by the County Council's Highways Divisions, with the Traffic Orders Team ensuring that the legal underpinnings are in place to show that an Order exists.

The restrictions enable improved traffic flows, lower congestion and allow the public and businesses to gain access to services, businesses and retail areas.

Most drivers take parking restrictions into consideration when going about their day to day business and lives, however, on occasion some drivers decide to flout the restrictions or take a chance that they will not be caught out.

Without enforcement of the restrictions by the Civil Enforcement Officers, human nature would lead others to follow the example of those who ignore the restrictions. Thus the restrictions would be useless, negating the reason for designing and implementing them and leading to confusion, and the inability for the public to access important areas.

An example would be an area of limited waiting bays that allowed parking for 1 hour but no return to the bays for 2 hours. The bays have been requested by the owners of a row of small shops to help encourage visitors and to stop all day "commuter" parking.

If the restriction was implemented without enforcement it would soon become worthless as the original problem, all day commuter parking, could swiftly return. Enforcement of the restrictions helps to ensure compliance, allowing shoppers to visit the businesses and helping to keep the area vibrant.

Enforcement is a vital part of keeping the roads safe, traffic moving and allowing fair access for all to amenities, shops and services.

How do we enforce parking restrictions in such a large county?


In November 2012 the contract for on-street enforcement was awarded to APCOA Ltd. The structure of the enforcement workforce is 1 manager, 4 supervisors and 25 CEO's.

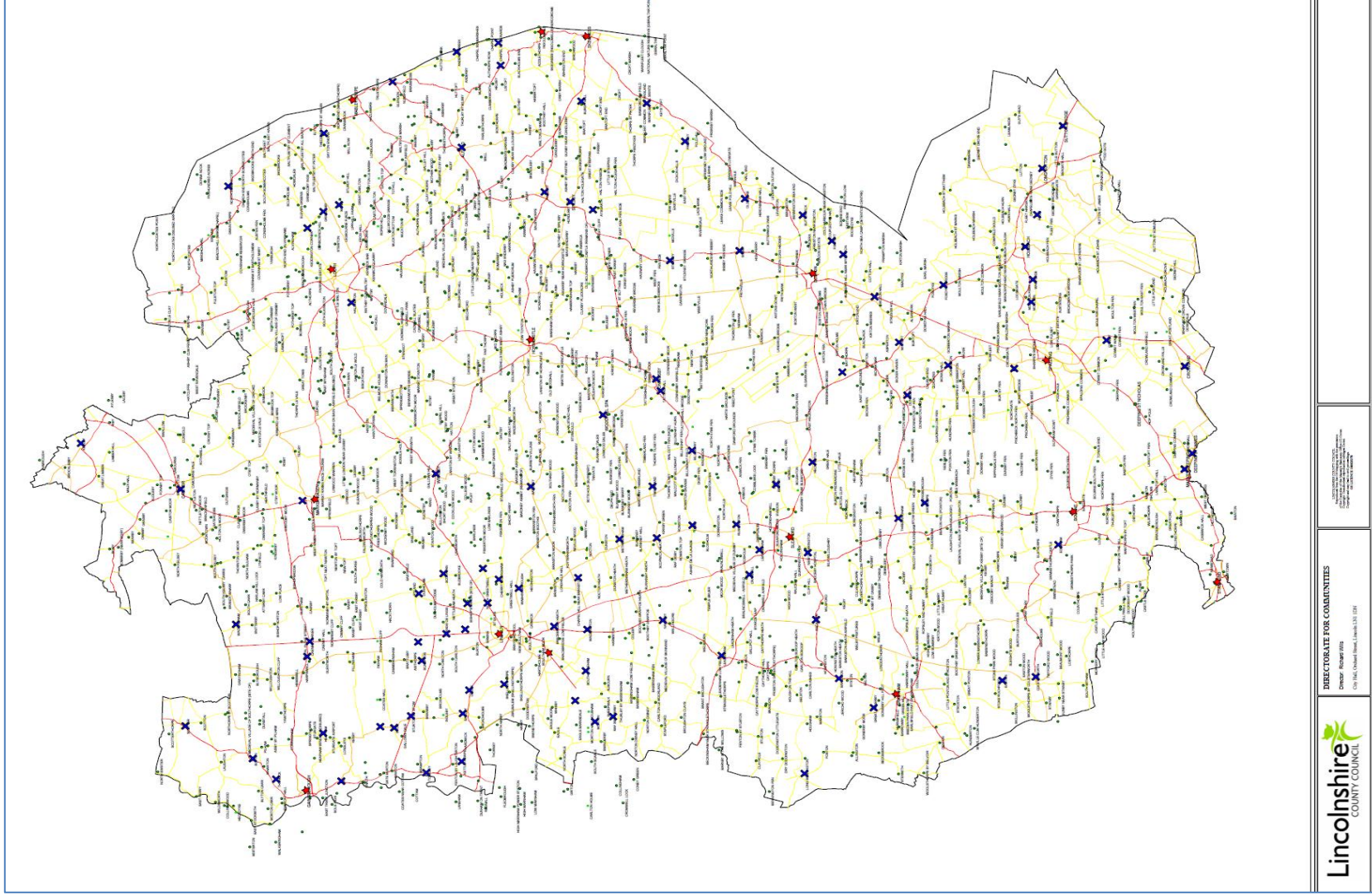
Lincolnshire has 9000km of road network within an area of 5921km² making our enforcement area amongst the largest in the country.

To cover this area with such a small team requires a proactive approach to patrol requirements, customer requests and the efficient use of transport.

For the purposes of enforcement, the County is split into 3 categories, A, B and C. Category A covers town and city centres, along with other high traffic density routes and locations. These locations are patrolled daily. Category B areas are for smaller towns and are patrolled twice a week, depending on resources. Category C areas are all other areas, subject to parking restrictions, not covered by category A or B and are patrolled fortnightly.

CEO's are allocated to a patrol location to meet the councils requirements, however category C areas are also patrolled using cars and scooters. These routes are planned so that the most efficient use of the CEO's time is made, along with lower transport and fuel costs.

The following map shows the locations in the county that have parking and waiting restrictions. The red stars  mark the category A locations and the blue **X** marks a location with one or more parking restrictions in a category B or C location:



Enforcement routes are planned to ensure that category C locations are covered when transiting between category A and B locations. For town and city locations the areas are further sub-divided to make the route manageable for foot patrol, although scooters are used to move from one area to another or in more widespread areas, such as resident parking schemes.

What are the benefits of enforcing restrictions?

Parking and waiting restrictions are used to help regulate traffic flow, assist access, increase road safety and contribute to reduced traffic congestion. Uncontrolled parking can cause some serious problems by reducing road safety, denying access for visitors, delaying journey times and adding to air pollution.

It's not just about enforcement though, the CEO's are also seen as a point of contact, advising visitors on where to park, finding amenities and general information about the area.

Regular enforcement has also helped to highlight issues with parking schemes that are not apparent, helping to focus on unintended consequences. Parking schemes in Lincoln, Boston and Grantham have been changed as the effect of enforcement becomes clear.

Examples:

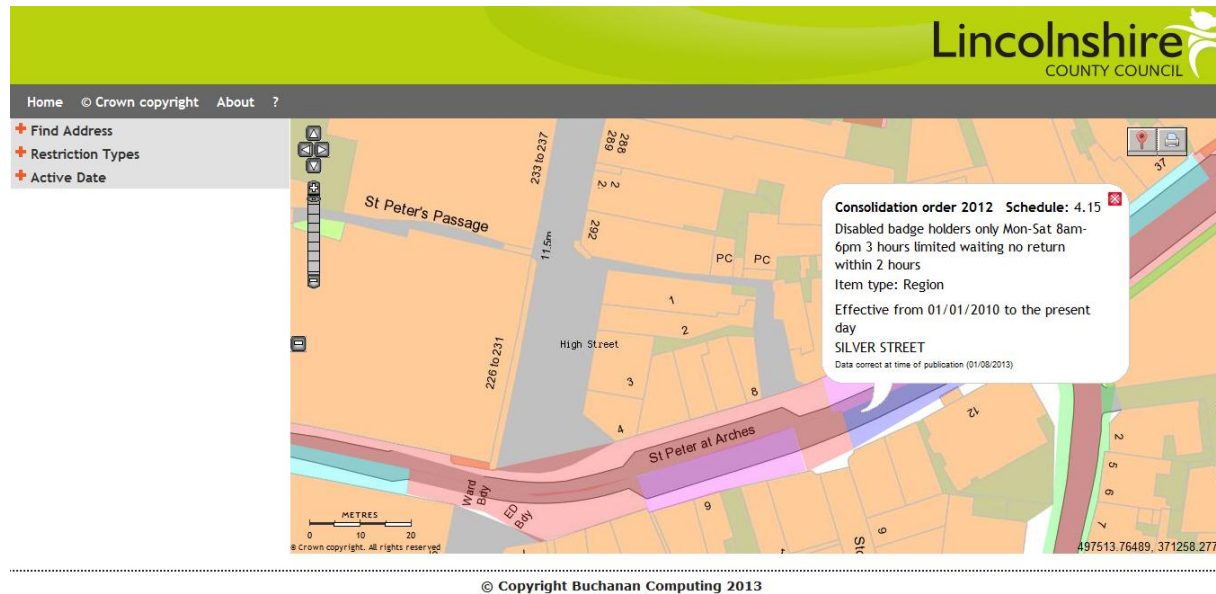
The Bailgate area in Lincoln has an area of limited waiting parking, allowing a maximum stay for 30 minutes. With effective enforcement the availability of parking bays increased as all day parking ceased but it was soon realised that 30 minutes was not long enough for visitors to explore the area or visit the local businesses and attractions. Consultation with local businesses, the Highways Division and Parking Services led to an extension of the limited waiting to 1 hour, helping to keep the area vibrant and popular and keeping the balance for availability of short stay parking.

In Grantham the Marketplace and Westgate are covered by a restricted parking zone. Regular enforcement of the restrictions highlighted some issues for visitors and the small businesses, especially around access, loading and unloading and the taxi stands.

Working with our colleagues in the Highways Division and the Police the restrictions were reviewed and the scheme amended to help ease the issues that had been identified. At the time of this report the new traffic regulation order has been advertised and the amended scheme should be implemented by mid-summer 2014.

On line - Parking and Waiting Restrictions

All the on-street parking and waiting restrictions throughout Lincolnshire are mapped based; the restrictions are overlaid onto the map of the County's road network. We have used this information to provide the public easy access to all the on-street orders to help them check for restrictions before going to a location or to check for parking and waiting restrictions during the journey. An example of the information can be seen below:



You can access the online traffic orders facility at <http://www.lincolnshiretraffweb.co.uk/>

Our hope is that the information will help drivers to find appropriate parking prior to their arrival and reduce journey times. This would benefit all residents and visitors, helping to reduce congestion, increase traffic flow and assist drivers to avoid parking in contravention of the rules.

Statistics and the Parking Account

The council publishes a monthly breakdown of penalty charge notices issued, appeals received and challenges accepted on its website [here](#).

The figures below reflect the penalty charges issued at each level, the number challenged and accepted, reasons for cancellation and the revenue from penalty charges for on-street contraventions:

Penalty charges are issued for contraventions of the parking restrictions. Under government legislation different types of contraventions are classed as higher (£70) or lower (£50) levels. The level is dependent on the seriousness of the contravention. If paid within 14 days, the penalty charge is reduced by 50%.

PCN's Issued	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Higher Level	2155	1722	1320	1612	1460	1975	1715	2053	2118	1722	1723	1657	21232
Lower Level	1293	1223	838	912	736	992	936	1071	1009	1049	1019	948	12026
Total	3448	2945	2158	2524	2196	2967	2651	3124	3127	2771	2742	2605	33258
Paid PCNs - Total	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Lower - Discounted - £25	935	914	637	660	522	668	649	651	715	729	662	650	8392
Higher - Discounted - £35	1508	1266	956	1165	1007	1228	1251	1298	1377	1246	1183	1145	14630

Lower - Full - £50	88	119	90	89	98	61	89	92	82	110	80	110	1108
Higher - Full - £70	187	167	131	127	128	102	152	140	136	222	137	174	1803
Lower plus CC £75	19	25	21	30	17	12	14	24	11	16	21	16	226
Lower plus legal £82	0	0	0	5	31	34	35	33	26	40	24	35	263
Higher plus CC £105	46	41	48	34	26	20	29	38	30	33	37	26	408
Higher plus Legal £112	0	0	0	11	76	46	86	86	63	56	38	57	519
Total	2783	2532	1883	2121	1905	2171	2305	2362	2440	2452	2182	2213	27349
Paid PCNs - Value													
	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Lower - Discounted - £25	£23,375	£22,850	£15,925	£16,500	£13,050	£16,700	£16,225	£16,275	£17,875	£18,225	£16,550	£16,250	£209,800
Higher - Discounted - £35	£52,780	£44,310	£33,460	£40,775	£35,245	£42,980	£43,785	£45,430	£48,195	£43,610	£41,405	£40,075	£512,050
Lower - Full - £50	£4,400	£5,950	£4,500	£4,450	£4,900	£3,050	£4,450	£4,600	£4,100	£5,500	£4,000	£5,500	£55,400
Higher - Full - £70	£13,090	£11,690	£9,170	£8,890	£8,960	£7,140	£10,640	£9,800	£9,520	£15,540	£9,590	£12,180	£126,210
Lower plus CC £75	£1,425	£1,875	£1,575	£2,250	£1,275	£900	£1,050	£1,800	£825	£1,200	£1,575	£1,200	£16,950
Lower plus legal £82	£0	£0	£0	£410	£2,542	£2,788	£2,870	£2,706	£2,132	£3,280	£1,968	£2,870	£21,566
Higher plus CC £105	£4,830	£4,305	£5,040	£3,570	£2,730	£2,100	£3,045	£3,990	£3,150	£3,465	£3,885	£2,730	£42,840
Higher plus Legal £112	£0	£0	£0	£1,232	£8,512	£5,152	£9,632	£9,632	£7,056	£6,272	£4,256	£6,384	£58,128
Total	£99,900	£90,980	£69,670	£78,077	£77,214	£80,810	£91,697	£94,233	£92,853	£97,092	£83,229	£87,189	£1,042,944
Challenges													
	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Reviewed	555	558	559	568	440	561	567	657	382	793	498	395	6533
Granted	185	153	148	195	105	167	157	197	122	266	139	116	1950
Percentage granted	33.33%	27.42%	26.48%	34.33%	23.86%	29.77%	27.69%	29.98%	31.94%	33.54%	27.91%	29.37%	29.85%

Cancelled for other reason	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Admin Error	0	0	0	0	0	0	1	0	0	0	3	3	7
Foreign Vehicle	0	0	0	1	0	0	0	1	0	0	0	1	3
General reason	25	8	7	9	14	20	14	11	12	10	7	4	141
No Trace	0	6	1	0	55	13	2	2	2	2	0	3	86
Not Enforceable	0	0	0	0	1	0	1	0	0	0	0	0	2
PA Error	12	11	12	20	12	22	10	22	7	11	20	24	183
PCN not issued	25	25	19	17	15	26	22	22	30	17	12	7	237
Test Notice	0	0	2	13	3	21	3	7	3	0	0	1	53
Bankrupt	0	0	0	0	0	1	0	0	0	0	0	0	1
Total	62	50	41	60	100	103	53	65	54	40	42	43	713
Immobilisation													
Immobilisation	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Totals
Vehicles Immobilised	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles Removed	0	0	0	0	0	0	0	0	0	0	0	0	0

Annual Account

The following account is for Lincolnshire County Council from 1st April 2013 to 31 March 2014 for on-street parking enforcement and the costs of running the service.

<u>Income</u>	
Penalty Charges	£1,042,000
District Council Operational Costs	£20,000
Total	£1,062,000
<u>Costs</u>	
Enforcement Contract	£544,000
Notice Processing Contract	£197,000
Council costs	£165,000
Total	£906,000
<u>Surplus</u>	£156,000

In line with the Traffic Management Act 2004, any surplus arising from on-street parking and enforcement is ring-fenced and can only be used for the provision of the enforcement service, supplying or making good parking facilities, transport projects, environmental projects or if the council feels that none of these are required, the funds can be set aside against potential losses for up to 5 years.

Excess income is currently helping to fund changes to parking restrictions, such as Westgate and the Marketplace in Grantham as well as ensuring other schemes throughout the county are correctly lined and signed.

Lincolnshire County Council receives no income for on-street parking, preferring to provide free limited waiting parking in town centres, helping to support local businesses and services by encouraging more visitors.

Breakdown of Civil Parking Enforcement Deployments 2013/14

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
LINCOLN CITY	30	31	30	31	30	30	31	30	30	30	28	31	362
GRANTHAM	26	26	23	27	27	26	28	27	28	27	25	26	316
BOSTON	25	28	26	23	21	25	28	28	27	29	26	28	314
STAMFORD	26	26	24	27	27	25	25	27	26	28	25	28	314
SLEAFORD	25	26	22	27	24	26	27	26	24	26	25	28	306
SKEGNESS	30	30	25	26	26	26	18	21	22	25	24	26	299
GAINSBOROUGH	19	19	23	27	22	25	26	28	25	27	24	26	291
SPALDING	24	12	13	24	20	23	26	27	25	26	25	28	273
LOUTH	13	10	16	27	26	24	28	24	24	26	25	28	271
TORKSEY	30	28	29	20	14	19	13	10	10	7	8	8	196
MABLETHORPE	2	14	14	19	6	13	19	17	15	21	19	22	181
OLD LEAKE		16	17	18	15	17	7	12	23	25	17	1	168
SUTTON ON SEA	1	6	7	12	10	9	18	13	14	22	21	22	155
CHAPEL ST LEONARDS	1	1	5	3	3	9	12	11	12	21	23	22	123
BUTTERWICK							21	21	22	23	12	1	100
NORTH HYKEHAM	5	8	3	6	11	14	5	5	9	5	5	8	84
ANDERBY CREEK		1			1		10	11	11	16	18	3	71

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
INGOLDMELLS	16	7	2	4	4	4	2	2	9	16	3	2	71
WADDINGTON	4	2	5	10	4	4	3	4	9	5	8	12	70
WRAGBY	20	22	7	3		1	1		1	2	2	9	68
KIRTON	1	4		1	2	5	9	8	10	6	11	6	63
HORNCastle	11	5	4	3	5	5	5	9	5	3	3	2	60
BOURNE	3		2	1	4	5	8	10	7	9	6	4	59
MARKET RASEN	2		4	7	5	5	2	8	6	8	3	8	58
WAINFLEET ALL SAINTS		1	1	2		7	5	5	7	5	9	7	49
MORTON						4	1	6	7	9	7	8	42
NETTLEHAM	1			1		4	1	7	7	8	3	7	39
SAXILBY	4		1	3	1	3	1		4	2	8	9	36
ALFORD	2			4	1	2	5	5	6	5	3	2	35
BRACEBRIDGE HEATH			1				1	4	8	3	7	10	34
GOSBERTON	2				2	2	5	1	5	4	8	5	34
HOLBEACH	1	3	4	3	5	1		2	5	2	4	4	34
BRANSTON	1	2	1	5			2	7	8	3		4	33
FISHTOFT	17	6	3		1	1	2		1	2			33
SPILSBY	2	3	4	2	1	1	2	2	5	4	3	4	33

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
MANBY							5	6	4	3	8	5	31
BURGH LE MARSH	1		1	2	1		1	2	4	5	4	4	25
DONINGTON	21	2					1						24
LONG SUTTON		2	2	1	5			1	4	2	3	3	23
HEMSWELL CLIFF	2		6	9			1	1		1	1	1	22
WASHINGBOROUGH							2	2	7	3	2	6	22
NAVENBY				5			1			2	6	7	21
SOUTH HYKEHAM		1				2		4	6	2		6	21
MARKET DEEPING	2			1	1	2	1	3	2	3	2	3	20
CROWLAND					1	14	2			1	1		19
WOODHALL SPA				1	1	3	1	2	3	2	1	4	18
BILLINGHAY		1			1	1	1	3	5	4	1		17
CAISTOR	1			1	2	1	2	1	2	2	1	3	16
HOGSTHORPE	1	1		2	1	3			1	3	3	1	16
SCAMPTON	4	2	2		1	2		1		2	2		16
STURTON BY STOW	1									1	6	7	15
CONINGSBY						1	2	5	1	2	1	2	14
SUTTON BRIDGE		1		1	2	3		3	2		2		14
COLSTERWORTH									1	1	5	6	13

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
BARKSTON							1			1	5	5	12
CRANWELL	1	1					2	1	1	2	4		12
SKELLINGTHORPE				1				2	6	2		1	12
ANCASTER										1	5	5	11
MOULTON									4		7		11
PINCHBECK		1		1			1	2		3	3		11
SIBSEY	3	1	2	1	1	1						1	10
RUSKINGTON	1	3						1		2		2	9
BILLINGBOROUGH								2	2	3		1	8
THORPE ON THE HILL	2			1		1		1		1		2	8
BARDNEY							1		1	1	2	2	7
CHERRY WILLINGHAM		1			1			1		3	1		7
WILLINGHAM BY STOW										1	4	2	7
LEA											3	3	6
SCOPWICK	1			1						2		2	6
SCOTHERN										1	1	4	6
CAENBY CORNER			1					1		1	1	1	5
DEEPING ST JAMES	2							1		1	1		5

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
GREAT GONERBY										2	1	2	5
HECKINGTON	1	1					1		1	1			5
REEPHAM										1	3		4
WADDINGHAM				1						1	1	1	4
BLYTON			1	1							1		3
EASTON									1	1		1	3
LONG BENNINGTON										1		2	3
METHERINGHAM							1		1	1			3
RAF SCAMPTON		1								1	1		3
WELTON										1	1	1	3
DIGBY									1	1			2
EWERBY									1	1			2
FRISKNEY										2			2
LEASINGHAM								1		1			2
SCOTTER	1										1		2
STICKNEY	1				1								2
TIMBERLAND							1			1			2
USSELBY										1	1		2
HEAPHAM											1		1

	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Total Days
KEELBY											1		1
THEDDLETHORPE											1		1

Open Report on behalf of Richard Wills, Director responsible for Democratic Services

Report to:	Highways and Transport Scrutiny Committee
Date:	15 September 2014
Subject:	Speed Management in Lincolnshire Scrutiny Review - Executive Response

Summary:

This report presents the Executive Response and draft Action Plan for comment, in response to the nine recommendations arising from the Speed Management in Lincolnshire Scrutiny Review final report. The Executive Response and draft Action Plan is attached at Appendix A.

Actions Required:

- i) To consider and comment on the Executive Response and draft Action Plan in response to the nine recommendations from the Speed Management in Lincolnshire report.
- ii) To identify when it will be appropriate to receive an update on progress with the implementation of the agreed recommendations.

1. Background

A Task and Finish Group comprising nine non-executive County Councillors has undertaken a review of the Council's current speed management policies. Councillor Michael Brookes was appointed the chairman of the Task and Finish Group.

The review was undertaken between October 2013 and May 2014 and the Task and Finish Group met on nine occasions.

On 9 June 2014, the Highways and Transport Scrutiny Committee approved the Speed Management in Lincolnshire final report. The report was presented to the Executive on 1 July 2014 where it was referred to the Executive Councillor for Highways, Transport and IT for him to formally respond.

Councillor Richard Davies, Executive Councillor for Highways, Transport and IT has responded to the recommendations. The nine recommendations have been developed into a draft Action Plan in order to address the issues raised within the

review. The Executive Response and draft Action Plan is attached for consideration at Appendix A.

2. Conclusion

The attached draft Action Plan has been developed in order to drive forward the recommendations. The Committee is asked to consider the draft Action Plan and to identify any further actions. This could include a further update to a future meeting.

3. Consultation

a) Policy Proofing Actions Required

Not applicable

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Speed Management in Lincolnshire - Executive Response and draft Action Plan

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Louise Tyers, who can be contacted on 01522 552102 or louise.tyers@lincolnshire.gov.uk.

**EXECUTIVE RESPONSE TO SPEED MANAGEMENT IN LINCOLNSHIRE SCRUTINY REVIEW –
ACTION PLAN ARISING FROM RECOMMENDATIONS**

Recommendation	Recommendation Accepted? Yes/No	Initial Response	Action	Timescale	Who
1. That the criteria for identifying a settlement contained within the existing Speed Limit Policy should be maintained.	Yes	Noted. This will be included within the revised Speed Limit Policy.	The existing Speed Limit Policy will be revised and brought back to the Highways and Transport Scrutiny Committee for consideration.	April 2015	Andy Wharff/ Graeme Butler
2. That the current gaps within lengths of development provision contained within the existing Speed Limit Policy should be maintained.	Yes	Noted. This provision will be included within the revised Speed Limit Policy.	This provision will be included within the revised Speed Limit Policy.	April 2015	Andy Wharff / Graeme Butler
3. That the borderline cases provision contained in the current Speed Limit Policy should be amended so that if the length and number of development units fronting the road under review is within 20% (currently 10%) of that	Partly	Noted. This recommendation will be investigated further and the results and possible options reported to the Highways and Transport Scrutiny Committee for further consideration.	This element of the policy will be considered further and brought back to the Highways and Transport Scrutiny Committee for consideration. Once agreed, this provision can be included within the revised policy.	December 2014	Andy Wharff / Graeme Butler

Recommendation	Recommendation Accepted? Yes/No	Initial Response	Action	Timescale	Who
<p>required or that the mean speed data falls within +/- 3mph (currently +/- 1mph) of the Mean Speed Limit Table these are classed as borderline cases. Under these circumstances any requests to change the speed limit are considered by the Planning and Regulation Committee. The local member should continue to be consulted on these cases prior to consideration at the Committee.</p> <p>If this recommendation is accepted that it is reviewed after six months after its implementation to ensure that the parameters are set at the correct level.</p>					

Recommendation	Recommendation Accepted? Yes/No	Initial Response	Action	Timescale	Who
4. That a menu of options for those sites which have speed issues but which are not appropriate for a lowering of the speed limit, e.g. bends and junctions, be developed.	Yes	Noted. Options will be developed and included within the revised Speed Limit Policy.	A menu of options will be developed following discussions with appropriate officers and the Lincolnshire Road Safety Partnership and brought back to the Highways and Transport Scrutiny Committee for consideration. Once agreed, these options can be included within the revised policy.	April 2015	Andy Wharff / Graeme Butler
5. That the current 20mph speed limit provision contained within the existing Speed Limit Policy should be maintained and that any requests for a 20mph speed limit should be assessed on a case by case basis.	Yes	Noted. This provision will be included within the revised Speed Limit Policy document.	This provision will continue to be included within the revised Speed Limit Policy.	April 2015	Andy Wharff / Graeme Butler
6. That a toolkit is developed for consideration of any	Yes	Noted. A toolkit will be investigated and developed and included	A toolkit will be developed to include options to address speed and parking issues to	April 2015	Andy Wharff / Graeme Butler

Recommendation	Recommendation Accepted? Yes/No	Initial Response	Action	Timescale	Who
requests for school safety measures. This should detail a menu of options for possible solutions to address specific issues at individual sites and include a flowchart which explains the process to reach the most appropriate solution.		within a new Speed Management Strategy.	cater for specific sites and brought back to the Highways and Transport Scrutiny Committee for consideration. Once agreed, the toolkit will be included as part of the new Speed Management Strategy.		
7. That when school safety measures are implemented, the school works in partnership with the County Council to support the work being done on speed management, including reviewing regularly their School Travel Plan.	Yes	Noted. This can be developed further and options included within the new Speed Management Strategy.	Options to address this specific issue will be discussed further with Road Safety Officers and will be included within the toolkit of options for school sites.	April 2015	Lincolnshire Road Safety Partnership. Andy Wharff/ Graeme Butler
8. That the County Council develop an overarching Speed	Yes	Noted. The various documents can be collated and included within this	Officers will collate all of the various policies together under one overarching	June 2015	Andy Wharff / Graeme Butler

Recommendation	Recommendation Accepted? Yes/No	Initial Response	Action	Timescale	Who
Management Strategy which incorporates all elements of speed management including speed limits and school safety measures.		strategy.	strategy.		
9. That the Community Speed Watch scheme is endorsed and that it is included within the proposed Speed Management Strategy as a self-help tool for local communities in managing speeding issues.	Yes	Noted. This can be included within the toolkit and developed further and be included as part of the Speed Management Strategy.	Officers in the Road Safety Partnership will lead on this specific project, but it will also be included within the toolkit of options within the Speed Management Strategy.	Ongoing	Lincolnshire Road Safety Partnership

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Open Report on behalf of Richard Wills, Director responsible for Democratic Services

Report to:	Highways and Transport Scrutiny Committee
Date:	15 September 2014
Subject:	Highways and Transport Scrutiny Committee Work Programme

Summary:

This item enables the Committee to consider and comment on the content of its work programme for the coming year.

Actions Required:

To consider and comment on the work programme as set out in Appendix A to this report.

1. Background

The Committee's work programme for the coming year is attached at Appendix A to this report. The Committee is invited to consider and comment on the content of the work programme.

Work Programme Definitions

Set out below are the definitions used to describe the types of scrutiny, relating to the items on the Work Programme:

Budget Scrutiny - The Committee is scrutinising the previous year's budget, or the current year's budget or proposals for the future year's budget.

Pre-Decision Scrutiny - The Committee is scrutinising a proposal, prior to a decision on the proposal by the Executive, the Executive Councillor or a senior officer.

Performance Scrutiny - The Committee is scrutinising periodic performance, issue specific performance or external inspection reports.

Policy Development - The Committee is involved in the development of policy, usually at an early stage, where a range of options are being considered.

Consultation - The Committee is responding to (or making arrangements to) respond to a consultation, either formally or informally. This includes pre-consultation engagement.

Status Report - The Committee is considering a topic for the first time where a specific issue has been raised or members wish to gain a greater understanding.

Update Report - The Committee is scrutinising an item following earlier consideration.

Scrutiny Review Activity - This includes discussion on possible scrutiny review items; finalising the scoping for the review; monitoring or interim reports; approval of the final report; and the response to the report.

2. Conclusion

To consider and comment on the Work Programme.

3. Consultation

a) Policy Proofing Actions Required

This report does not require policy proofing.

4. Appendices

These are listed below and attached at the back of the report	
Appendix A	Highways and Transport Scrutiny Committee Work Programme

5. Background Papers

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

This report was written by Louise Tyers, who can be contacted on 01522 552102 or louise.tyers@lincolnshire.gov.uk

HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE

Chairman: Cllr Michael Brookes

Vice Chairman: Cllr Andrew Hagues

27 October 2014		
Item	Contributor	Purpose
Highways Alliance	Paul Rusted, Head of Highways Client Services	Performance Scrutiny
Highways Maintenance Plan	Paul Rusted, Head of Highways Client Services	Update Report
Update on Major Schemes	Paul Coathup, Assistant Director, Highways & Transportation	Update Report
Grantham Southern Quadrant Link Road Side Road and Compulsory Purchase Orders	Les Outram, Senior Project Leader	Pre-Decision Scrutiny (Executive 2 December 2014)
Spalding Transport Strategy	Jonathan Wickham, Senior Project Leader	Pre-Decision Scrutiny (Executive TBC)

15 December 2014		
Item	Contributor	Purpose
Quarter 2 Performance Report – 1 July to 30 September 2014	Paul Coathup, Assistant Director, Highways & Transportation	Performance Scrutiny
Winter Maintenance Update	David Davies, Principal Maintenance Engineer	Update Report
Speed Management – Borderline Cases Provision	Graeme Butler, Projects Manager; and Andy Wharff, Area Highways Manager	Update Report

19 January 2015		
Item	Contributor	Purpose
Budget Proposals for 2015/16	Paul Coathup, Assistant Director, Highways & Transportation; and Dave Simpson, Head of Finance	Budget Scrutiny
Highways Alliance	Paul Rusted, Head of Highways Client Services	Performance Scrutiny
Winter Maintenance Update	David Davies, Principal Maintenance Engineer	Update Report

19 January 2015		
Item	Contributor	Purpose
Communication Strategy and Dashboard Review	Simon Burgess, Strategic Communications Officer	Update Report
Update on Major Schemes	Paul Coathup, Assistant Director, Highways & Transportation	Update Report

9 March 2015		
Item	Contributor	Purpose
Winter Maintenance Update	David Davies, Principal Maintenance Engineer	Update Report
Quarter 3 Performance Report – 1 October to 31 December 2014	Paul Coathup, Assistant Director, Highways & Transportation	Performance Scrutiny
Cycling Strategy	Chris Briggs, Head of Transportation	Update Report
School Crossing Patrol Policy	Brian Thompson, Divisional Highways Manager	Update Report

For more information about the work of the Highways and Transport Scrutiny Committee please contact Louise Tyers, Scrutiny Officer, on 01522 552102 or by e-mail at louise.tyers@lincolnshire.gov.uk