



Ayrshire Roads Alliance

Winter Service Plan

for East Ayrshire Council



East Ayrshire
COUNCIL

INTRODUCTION

The Ayrshire Roads Alliance within the Department of Neighbourhood Services is responsible for providing the winter service for East Ayrshire including:-

Establishing standards

Establishing treatment priorities

Day to day direction of operations

Monitoring performance

Liaison with adjoining Councils and Emergency Services

The Winter Service Plan was revised during the summer of 2011 to introduce the concepts and to follow the format provided in the code of practice 'Well Maintained Highways', which was updated in May 2011.

There is additional and more detailed information available (within the Ayrshire Roads Alliance Quality Management System) for personnel involved with the management and implementation of this Winter Service Plan.

The Winter Service Plan will be reviewed annually and amended and updated before the 1st of October to include any revisions and changes considered necessary and appropriate to the service delivery.

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1.0 Statement of Policies and Responsibilities

1.1 Statutory Obligations and Policy

1.11 Statutory Obligation

1.12 The Council has a statutory obligation under Section 34 of the Roads (Scotland) Act 1984 to 'take such steps as it considers reasonable, to prevent snow and ice endangering the safe passage of pedestrian and vehicles over public roads.'

1.13 In terms of the above legislation a 'road' includes carriageways, footways and pedestrian areas.

1.14 Policy

1.15 The Council's aim is to provide an effective and efficient Winter Service in accordance with 'Well Maintained Highways' and within the resources available to:-

- allow the safe passage of vehicles and pedestrians
- minimise delays due to winter weather
- ensure operations are undertaken safely

1.16 The aim of the Winter Service Plan is to set out how the Winter Service will be provided within East Ayrshire.

1.2 Responsibilities

1.21 The enabling and service delivery of the Winter Service is the responsibility of the Head of Service - Ayrshire Roads Alliance.

1.22 The Ayrshire Roads Alliance will be responsible for the work involved in providing the Winter Service. These responsibilities include the following:-

- Developing the Winter Service to cope with an 'average winter' but having the capability to be extended or adapted when winters are more severe or of a longer duration than average.
- Production and distribution of the Winter Service Plan.
- Carrying out an annual review of the service and updating the Winter Service Plan where necessary.
- Liaising with adjacent roads authorities in the preparation of the Winter Service Plan to ensure continuity of service across boundaries.
- Providing a list of roads designated for priority treatment.
- Providing a list of footways and pedestrian areas designated for priority treatment.

- Providing a list of roads designated as strategic routes for snow clearing.
- Providing decision-making charts, advice and guidance for those involved in the Winter Service.
- Liaising with the Winter Supervisors to provide help and advice to ensure the service is delivered in the most effective, efficient and economical way, including establishing operational priorities during extreme weather conditions.
- Arranging for weather forecasts, ice prediction reports and road and weather monitoring information to be available throughout the winter period.
- Arranging for appropriate specialist vehicles and equipment to be available throughout the winter period.
- Arranging for supplies of salt to be available at the start of the overall winter period.
- Monitoring the salt usage and ensuring supplies are replenished to maintain an appropriate level of salt in the stockpile.
- Establish contact numbers for access to emergency services control rooms, public transport operators, local media and the motoring organisations.
- Passing of factual information on road conditions to the Council's Communications Team as and when required.
- Monitoring all aspects of the Winter Service and providing information on performance indicators.
- Maintaining full and comprehensive records of all Winter Service activities.
- Directing all available resources.
- Liaising when necessary with the Road Weather Forecast Provider.
- Monitoring the weather forecasts and actual weather conditions.
- Monitoring actual road surface temperatures and road conditions.
- Assessing the requirement to carry out precautionary or post salting treatment or snow clearance on the network, deciding appropriate start times and rates of spread and arranging for the work to be carried out, monitoring effectiveness of treatments and amending instructions, when necessary, due to a change in conditions.
- Assessing the need to carry out post salting or snow clearance of the remaining road network during prolonged spells of sub-zero temperatures, and ensuring the works are carried out when necessary and as resources permit.
- In the event of deteriorating conditions, notably major blockages to the primary route network and/or severe drifting snow to contact:

- a) The Emergency Services Control Rooms.
(Police, Ambulance, Fire)
 - b) Ayrshire Civil Contingency Team
 - c) The Council's Communications Team.
 - d) Depute Chief Executive / Executive Director Neighbourhood Services.
- Maintaining a list of contractors with suitable plant and operatives for snow clearing purposes and hiring in such when necessary to do so.
 - Liaising on operational matters when appropriate with the adjacent Local Authorities to ensure continuity of treatment across authority boundaries.
 - Liaising when appropriate with the Emergency Services and Public Transport Operators.
 - Providing accurate and timely information to the Council Risk Management Centre.
 - Ensuring the Transport workshops are notified of any vehicle faults and that they are repaired without delay.
 - Arranging with Transport workshops for appropriate staff to be available on 24 hour call out to deal with any serious mechanical breakdown(s).
 - Checking and calibrating salt spreading equipment and weighbridges and retaining of the certificates.
 - Ensuring all operatives receive adequate and appropriate training in Winter Service activities and those drivers are issued with 'route cards' to record details of the treatment times, etc.

1.3 Decision Making Process

- 1.31 The day to day routine operational decisions will be made by the Winter Controller using weather forecasts provided by MeteoGroup UK Ltd, and the road and weather monitoring data.
- 1.32 The Overall Winter Period shall be from 1st October until 15th May, with the Core Winter Period being from 6th October 2014 to the 13th April 2015 (these periods can be extended should conditions warrant).
- 1.33 On receipt of a weather forecast or update, the Winter Controller will reach a decision on action for the next 24 hours from one of the five following options.
- a) Presalting to commence immediately.
 - b) Presalting to commence at a specified time (e.g. 1900 hours).
 - c) Treatment is likely-but start time cannot yet be determined.
 - d) Treatment is possible-conditions being monitored (marginal night).
 - e) No action planned (minimum forecast temperature + 1°C).
- 1.34 If treatment is planned the decision record will include the required salt spread rate. Any post salting or snow clearance subsequently required shall also be recorded.
- 1.35 This decision and any updates will be distributed to appropriate roads personnel and stakeholders.
- 1.36 The Winter Decision Matrix is contained in Appendix 1.
- 1.37 Post salting would be carried out under the following circumstances.
- a) On Priority 1 Routes where salt has been washed off due to rain.
 - b) Remaining roads may be treated by salting as determined by priority, progress, conditions and resources.
- 1.38 Snow clearing operations will be undertaken across the network as conditions dictate.
- 1.39 When snow is forecast the precautionary routes will be treated in accordance with the Treatment Matrix in Appendix 2
- 1.310 Three stages of snow clearing can be considered
- a) Light falls of undisturbed accumulation of snow reaching a depth of less than 30mm.
 - b) Moderate falls of snow between 30mm and 100mm in depth or light falls associated with drifting.
 - c) Falls of over 100mm or moderate falls associated with drifting.
- Stage a) will normally be dealt with by one or more repeated applications of salt.
- Stage b) and c) conditions may require the use of ploughs or mechanical excavators in addition to salting. As ploughing may block junctions and side roads, arrangements will be made to remove any resulting accumulations of snow.
- 1.311 Normal priority will be to clear the snow from Minimum Winter Network Routes (Snow Routes) then clear the remaining Priority 1 Routes before dealing with the Priority 2 and Priority 3&4 routes.
- 1.312 Under extreme conditions the priority will be to clear and treat the Minimum Winter Network Routes (Snow Routes).
- ### 1.4 Arrangements with Adjacent Authorities
- 1.41 Reciprocal arrangements will be made with adjacent authorities to ensure the most efficient and consistent treatment of routes at boundaries, and co-operation in providing the winter maintenance service.

1.42 List of routes with reciprocal arrangements at Council boundaries is contained in Appendix 3

1.5 Resilience Levels

1.51 Resilience Levels for salt stocks shall be as follows.

1.52 Resilience for the Overall Winter Period shall be six days at heavy salting levels, equating to 2,400 tonnes. Heavy salting is calculated as two treatments of the Priority 1 network and 1 treatment of Priority 2 and 3 networks.

1.52 Resilience for December and January shall be increased to 12 days at heavy salting levels, equating to 4,800 tonnes.

1.53 If stock levels fall below 4,800tonne, consideration will be given to introducing salt conservation methods in accordance with the Salt Resilience Plan (Appendix 4), this may include restricting treatment to the Minimum Winter Network Routes (Snow Routes) and the use of salt / grit mixes.

2.0 Quality

2.1 Quality Management regime

2.11 The Winter Service Plan is included in the Ayrshire Roads Alliance Quality System.

2.12 The Ayrshire Roads Alliance Quality System is maintained by the Design Section within the Ayrshire Roads Alliance and is externally audited and verified by SGS.

2.2 Document Control Procedures

2.21 All quality documents are controlled and held on a computerised document management control system and are available for viewing by all members of Ayrshire Roads Alliance staff.

2.22 The Winter Service Plan will be maintained within the Quality System and will be distributed as detailed in section 2.3.

2.3 Distribution of Documents

2.31 The Winter Service Plan is issued and made available as listed below

- Operational Staff
- Elected Members
- Neighbouring Councils
- Emergency Services and Community Planning Partners
- Other Council Departments and Services
- Community Councils

2.4 Information Recording and Analysis

2.41 The Winter Service is contained within the Quality System as one process which contains two main procedures Winter Preparation and Winter Action.

2.42 The Winter Preparation process includes the following

- a) Preparation of different categories of treatment routes
- b) Training of personnel
- c) Calibration of plant
- d) Placing and maintaining of grit bins
- e) Ordering an adequate supply of salt for the start of the Overall Winter Period.
- f) Allowing for additional resources should they be required for extreme conditions.
- g) Liaison with external and internal partners.

2.43 The Winter Action process which includes the following.

- a) The decision making process for the Winter Controller.
- b) Issuing of Instructions.
- c) Distribution of Instructions.
- d) Procedures for gritting and ploughing.
- e) Response Times.
- f) Monitoring and reporting of actions completed.
- g) Maintaining an adequate supply of salt.

2.5 Arrangements for Performance Monitoring and Updating

2.51 Performance Monitoring

2.52 Ayrshire Roads Alliance evaluates and compares the following 5 local key performance measures for each winter period:-

- Percentage of vehicles ready for winter by 15th October
- Percentage of pre-salted routes completed within 3 hours target time
- Route efficiency
- Actual winter expenditure per kilometre of Carriageway/per kilometre of gritted route.
- Tonnage of salt used

2.53 These performance measures will be input to the Council's electronic performance reporting system CORVU.

2.54 Updating

2.55 The Winter Service Plan is reviewed annually and amended and updated before the 1st of October to include any revisions and changes to the service delivery.

- 2.56 The Quality System has been updated to the standard specified in ISO9001:2008 which includes the concept of monitoring and continuous improvement in line with the concepts of best value.

3.0 Route Planning for Carriageway and Footway

3.1 General

- 3.11 The pre and post salting routes are reviewed on an annual basis taking into account any alterations to the roads which are treated under the specified gritting criteria.
- 3.12 The main treatment options are as follows
- precautionary pre salting
 - post salting
 - snow routes
- 3.13 Routes have been devised to ensure efficient coverage within reasonable timescales.
- 3.14 Sets of Route Cards listing all precautionary salting routes are held electronically by the Head of Service - Ayrshire Roads Alliance.
- 3.15 The Winter Treatment Matrix is contained in Appendix 2
- 3.16 Route descriptions for Priority 1 carriageway Routes are available on the East Ayrshire Council web site

3.2 Carriageways Routes for precautionary treatment

- 3.21 The following roads will be treated if it is forecast that ice or snow is likely to be present on road surfaces.
- Priority 1** – Strategic Routes and Main Distributor Routes, i.e. all 'A' class roads i.e. A70, A71, A77, A713, A735, A736, A759, A719. Safe and reliable access to emergency facilities including fire and rescue, police, ambulance services and hospitals. Other public services (Schools, health centres etc.) access to towns and villages, routes with high percentage of school traffic, designated public transport routes, access to main industrial and business centres.

The duty Winter Controller has authority to amend agreed treatments should updated forecasts or conditions make this necessary. Where changes in the expected weather are forecast the duty Winter Controller will contact the Winter Supervisors and instruct them to take the necessary action. All such changes will be recorded in the electronic Vaisala MANAGER System.

3.3 Carriageway Routes for post treatment

- 3.31 Given the presence of ice or snow on roads and a forecast that these conditions will last for a period longer than it would take to treat the roads, appropriate treatment may take place, at any time, to cover the following: -

a) Priority 2 routes to be treated as resources permit when sub-zero temperatures are forecast to continue to last beyond midday, following completion of Priority 1 routes.

Priority 2- Secondary distributor roads, including B class roads not included on Priority 1 routes, local distributor roads in residential areas.

b) Priority 3 and Priority 4 Routes will be treated as resources permit when sub-zero conditions are forecast to continue over an extended period.

Priority 3- Local access roads in residential and industrial areas, minor rural through routes and C class roads not included on priority 1 or priority 2 routes.

Priority 4- Routes with restricted access, cul-de-sac etc), not treated during post salting, as resources permit utilising specialist plant

c) Reported trouble spots not treated during precautionary treatment, or requests for assistance from emergency services or social services, as resources permit.

3.4 Carriageway Routes for snow clearance

- 3.41 At any time the priority is as follows
- a) While snow is still falling, only the Minimum Winter Network Routes (Snow Routes) will be ploughed and treated in order to target resources and to keep these routes open for traffic.
- b) After snow has stopped falling but is lying, the remaining Priority 1 precautionary routes will be ploughed and treated before commencing ploughing and treatment on Priority 2 and Priority 3 routes as resources and conditions permit.
- c) Additional resources to be called out to plough and treat Priority 2 and Priority 3 routes after snow has stopped or when conditions warrant.

3.5 Footway Routes for Precautionary Treatment

- 3.51 The following footways will be considered by the Head of Service – Ayrshire Roads Alliance for treatment if it is forecast that ice or snow is likely to be present on road surfaces or where surfaces are wet, with temperatures forecast to remain below zero until 10.00 the next working day.

a) **Priority 1** - Urban shopping areas and precincts. Safe and reliable footway access to emergency facilities including fire and rescue, police, ambulance services and hospitals. Other public services (Schools, health centres etc.).

- 3.52 Priority 1 footways will only be treated as resources permit.

3.6 Footway Routes for Post Treatment

- 3.61 The following footways will be treated if it is forecast that ice or snow is likely to be present on road surfaces, with temperatures forecast to remain below zero over a prolonged period.
- a) **Priority 2** – Main access routes to town and village centres, special needs of disabled people or older people where critical footway access is required. (residential homes etc.). Known problem areas including significant gradients. Exposed areas and other topological areas.
- b) It is not possible with the resources to treat all of the footways. The Council encourages self help through the placing of Community grit bins.

3.7 Routes for cycle route treatment

- 3.71 Road cycle routes will be treated along with the adjacent carriageway when resources permit. No treatment will be carried out on off-road cycle routes.

3.8 Response and Treatment Times for Carriageway Treatments

- 3.81 When ice is predicted to be present during the morning peak traffic flow (prediction from the previous evening's forecast) precautionary salting of routes should be completed in 3 hours from start of treatment and before 08:00 hours.
- 3.82 For Emergency Salting and Ploughing the time between the decision to start treatment and the start of treatment will be no more than one hour except where pre-planned gritting is scheduled.

3.9 Response and Treatment Times for Footway and Cycle Route Treatments

- 3.91 Priority 1 footway routes should be completed in 5 hours from start of treatment and before 10:00 hours.
- 3.92 On-road Cycle Routes will be treated with the adjacent carriageway as resources permit.

3.10 Allocation of plant, vehicles, equipment and materials to routes

- 3.101 The road network within the East Ayrshire boundary is serviced by two roads depots located at Galston and Cumnock.
- 3.102 The necessary resources are located within these two depots to treat the carriageway routes within their designated areas.

- 3.103 The treatment of footway routes is undertaken by the Council's Outdoor Amenity Services and by private contractors.

3.11 Location and maintenance of grit bins

- 3.111 Approximately 430no. grit bins are sited locally for self-help by the public, these bins are topped up on a monthly basis as required and as resources permit.
- 3.112 In general, grit bins will only be placed at locations where the criteria within the grit bin policy (Appendix 7) are met.
- 3.113 35 Community grit bins are available to encourage self help and are located within town and village centres. These bins will be topped up on a monthly basis as required and as resources permit.
- 3.114 Community Grit Bin locations are indicated in Appendix 8

4.0 Weather Prediction and Information

4.1 Forecasting, Patrols and other Decision Support Information

- 4.11 The support information for use in 'Decision Making' will usually be a combination of the Road Weather Forecast, Road and Weather Monitoring Data and Patrolling of the network.
- 4.12 Ayrshire Roads Alliance have contracted MeteoGroup UK Ltd to supply forecasts for East Ayrshire each day over the period 1st October to 15th May.
- 4.13 The road weather forecasts are provided by MeteoGroup UK Ltd via a computer link to Ayrshire Roads Alliance during the normal working day or a portable computer to the Winter Controller outwith normal hours.
- 4.14 Should any problems exist with the computer systems for obtaining the weather forecast alternative arrangements are in place.
- 4.15 Three Ice Detection Outstations are installed near Dalmellington, Dunlop and Fenwick. In addition the Council has access to a further 4 on the Trunk Road Network within East Ayrshire. Access to information from the stations is available to the Winter Controllers via the Internet.
- 4.16 The data available from the outstations, which can be presented in both graphic and tabular format include:-

- a) road surface temperature
 - b) deep road temperature
 - c) air temperature
 - d) wind speed and direction
 - e) relative humidity
 - f) precipitation.
 - g) surface state (including level of salt present on road surface)
- 4.17 MeteoGroup UK Ltd also has direct access to the information from the outstations, which improves the accuracy of their forecasts.

4.2 Information to be provided by Forecaster

- 4.21 Specification of Forecasts
Three forecasts are provided to Ayrshire Roads Alliance daily at 07.00, 12.00 and 19.00 (including weekends). Each forecast details the expected weather and road conditions for the forthcoming 24 hour period and contains the following information

- i) details and confidence of hazards from Ice, Hoar Frost, Snow, Fog, Strong Wind and Rain,
- ii) wind speed and direction, road state, and snow depth accumulations.
- iii) a 2-5 day forecast of expected hazards of Ice, Hoar Frost, Snow, Fog, Strong Wind and Rain with comments on the outlook.

- 4.22 MeteoGroup UK Ltd carries out 24 hour monitoring of conditions and if these vary significantly they will contact the Winter Controller directly to advise of the change and when appropriate will issue an updated forecast.
- 4.23 MeteoGroup UK Ltd provides a 24 hour consultancy service for the Winter Controller for advice and clarification of forecasts.

4.3 Timing and distribution of information

- 4.31 The Winter Controller will receive the main weather forecast each day between the hours of 12:00 and 13:00 and will assess and consult on the forecast and any other relevant data and decide what action to take if any. An instruction will then be issued to the relevant staff and external bodies detailing the action proposed. Each evening at 19.00 the duty Winter Controller will assess the latest forecast and make adjustments (if considered necessary) to the current plan for the next 12-24hour period. All decisions are recorded in Vaisala MANAGER and are available to relevant staff at all times.
- 4.32 During periods when the temperature is close to or below zero, the duty Winter Controller will

check the 07.00 forecast and re-consider the current planned actions.

- 4.33 If the weather changes out with these times MeteoGroup UK Ltd will contact the Winter Controller directly with a revised forecast.
- 4.34 Any amendment made to previous instructions after an update from MeteoGroup UK Ltd, either by phone or during the evening update will be passed to the Winter Supervisors immediately and the appropriate records updated.

4.4 Maintenance of ice detection equipment

- 4.41 Maintenance arrangements are in place for these outstations and the appropriate company carries out any essential maintenance.

5.0 Organisational Arrangements and Personnel

5.1 Organisation chart and employee responsibilities

- 5.11 The organisation of staff for Winter Maintenance is shown on the chart in Appendix 5
- 5.12 Employee Responsibilities
- 5.121 The Winter Controller is responsible for monitoring the road and weather conditions, for reaching an appropriate decision on treatment of the network and passing on the information to the Winter Supervisors who are responsible for overseeing the work.
- 5.122 The Winter Supervisor is responsible for utilising and managing effectively all resources under his control i.e. labour, plant and materials to effect swift treatment of the road network. He/she will also complete all relevant paperwork timeously.
- 5.123 The Roads Maintenance Manager will ensure adequate resources are available for the supervisor to undertake his duties efficiently with regard to performance indicators.
- 5.124 The Winter Service Operatives are responsible for undertaking gritting duties in a safe and efficient manner.
- 5.125 All personnel involved in the Winter Service should acquaint themselves of the duties, responsibilities and working procedures necessary for them to carry out their tasks in an effective and efficient manner.

- 5.126 The contact details and numbers are listed below.
- a) During Normal Working Hours

Risk Management Centre, 08457 24 0000
Ayrshire Roads Alliance, 01563 503164

b) Out with normal working hours

Risk Management Centre, 08457 24 0000

5.2 Employee duty schedules, rotas and standby arrangements

5.21 Special arrangements will be made to ensure the availability of trained operatives and supervisory staff for the Overall Winter Period

5.22 A weekly rota system is in operation for the Winter Controllers, Winter Supervisors and Winter Operatives.

5.3 Additional Resources

5.31 During severe weather conditions the Head of Service - Ayrshire Roads Alliance may augment resources from other East Ayrshire Council Departments and/or private contractors using the externally procured Winter Maintenance Assistance Contract.

5.32 Labour rates will be agreed with these departments and interested private contractors prior to the onset of the winter period.

5.33 All contractors must supply a list of contact numbers which must be available 24 hours a day and 7 days a week.

5.34 All operatives and contractors are trained annually in all aspects of Health and Safety in respect to the operation before being accepted as suitable service providers.

5.4 Training

5.41 Winter Controllers and Winter Supervisors will receive MeteoGroup UK Ltd Open Road Forecast Training.

5.42 Winter Supervisors and Winter Service Operatives will receive training on all aspects of their duties including a familiarisation exercise with all plant and procedures before the onset of the Overall Winter Period.

5.43 All Winter Service Operatives will either have an SVQ certificate in Winter Maintenance be working towards achieving one.

5.5 Health and Safety Procedures

5.51 The Head of Service - Ayrshire Roads Alliance is responsible for the Health, Safety and Welfare for staff.

5.52 During winter service operations, drivers/operatives must adhere to the following health and safety documentation: -

- East Ayrshire Council Health and Safety Policy
- Departmental Health and Safety Policy Statement
- Health, Safety and Welfare at Work Employee Handbook
- Risk Assessments for Individual Activities
- Compliance with EAC Health, Safety and Welfare standards.

6.0 Plant, Vehicles and Equipment

6.1 Plant, Vehicles and Equipment

6.11 The availability of vehicles and ancillary equipment is detailed in Appendix 6.

6.12 Global Positioning System (GPS) tracking equipment is installed in the vehicles to allow accurate control of gritting and to establish accurate treatment records.

6.2 Location of Plant, Vehicles and Other Equipment

6.21 Ayrshire Roads Alliance vehicles will operate from the two depots located at Galston and Cumnock.

6.3 Garaging, servicing and maintenance arrangements

6.31 Mechanics will be available on an out-of-hours rota to maintain and repair the dedicated salting vehicles.

6.4 Contact and hire arrangements for Contract plant

6.41 Contract and hire companies on the East Ayrshire Plant Hire framework agreement will be solely hired. Only in extreme weather and emergencies conditions will other private contract and hire companies be considered.

6.42 During severe weather conditions the Head of Service - Ayrshire Roads Alliance may increase resources from other East Ayrshire Council Departments and private contractors.

6.5 Calibration Procedures

6.51 Pre-winter checks and calibration on all vehicles, plant and equipment, used by Ayrshire Roads Alliance for Winter Service provision will be carried out by the 1st October and confirmation of their readiness to the Head of Service - Ayrshire Roads Alliance will be made by the Road Maintenance Manager.

- 6.52 Transport Services will ensure that the controls of all spreading equipment are calibrated and clearly marked for specified rates of spread up to a maximum of 40g/m².
- 6.53 Salt is the principal de-icing agent used in East Ayrshire and should be supplied in compliance with BS3247 (1991).
- 6.54 The original copies of road salt test certificates will be kept as part of the Ayrshire Roads Alliance Quality System to allow both internal and external auditing.

6.6 Fuel stocks and locations

- 6.61 Fuel stocks for the dedicated salt spreading and other vehicles being used for winter maintenance operations are provided at Gauchalland Depot, Galston, Underwood Depot, Cumnock and Transport Depot, Crookedholm. The vehicles should remain topped up ready for immediate use. Standard East Ayrshire Council fuelling arrangements apply.

7.0 Salt and De-Icing Materials

7.1 Location and capacity of stocks for salt and other materials

- 7.11 Salt will be kept in salt barns at the two Roads Depots.
- 7.12 The quantity of salt held in stock at the start of November will be a minimum of 10,500 tonnes split equally between the two depots. The minimum stock level will be 2400 tonnes, rising to 4,800 tonnes in December and January (to cover the holiday period) based on level of resilience as recommended in the United Kingdom Roads Liaison Group (UKRLG) review of February 2009.
- 7.13 A weighbridge system is in place at both depots for stock control and salt usage purposes.
- 7.14 The depots will supply daily reports on salt usage to the Roads Maintenance Manager who will place supplementary orders for salt as required.

7.2 Testing arrangements

- 7.21 Salt for use on roads during winter should be to the requirements of BS 3247 'Salt for Spreading – Coarse Rock Salt'. On request of the Head of Service – Ayrshire Roads Alliance, salt materials will be tested when delivered to confirm compliance with the specification.

7.3 Loading arrangements

- 7.31 Depot Managers are responsible for ensuring a loading shovel is available for loading the salting vehicles. A 'backup vehicle', in case of breakdown of the primary loading shovel should be available at the depot at all times during the Overall Winter Period.

7.4 Pattern of spreading

- 7.41 The gritters are to be set to salt a width of carriageway which will be both lanes of single carriageways or both lanes of one side of a dual carriageway.
- 7.42 The gritter will generally travel in the left hand lane and the spreading pattern will be set to cover both lanes unless multiple passes are required on a wide one way road.

7.5 Salt Spread Rates

- 7.51 The variable nature of winter conditions makes it difficult to define exact treatments and salt applications. Guidance on appropriate spread rates is given in the winter treatment matrix Appendix 3.
- 7.52 Sustained low temperatures occur only rarely. In this event however, account will be taken of the need to increase the rate of spread of salt. Below -11°C the action of salt is ineffective.

7.6 Salt purchasing arrangements and supplies

- 7.61 Ayrshire Roads Alliance is a member of the Scotland Excel consortium of local authorities for the purchase of winter salt. The tender includes for the main delivery of salt to the 2 salt domes before the start of winter and also includes for further deliveries of salt, upon request, to replenish the stockpiles as necessary.

7.62 Other Council Departments

- 7.63 Other Council Services and Stakeholders must make their own provision for treatment of areas outwith the limits of the public road network, which are not the responsibility of the Ayrshire Roads Alliance.

7.64 Supply of salt to others

- 7.65 No salt purchased by Ayrshire Roads Alliance will be available for purchase by external parties.

8.0 Operational Communications

8.1 Technical systems information

- 8.11 Good communications are essential to ensure speedy and effective response to winter conditions.
- 8.12 The Winter Controllers and Winter Supervisors will be issued with mobile phones so they can be contacted at any time regarding Winter Service operations.
- 8.13 Treatment plans and timings, ongoing actions, alterations to plans and salt usage will be recorded on Vaisala MANAGER. This web-based system will be accessible by all Winter Controllers and Supervisors. All information is archived by the software supplier, Vaisala, and is held remote from the Council network.
- 8.14 During salting and snow clearance operations each vehicle is fitted with a mobile phone to maintain contact with the operations depot.
- 8.15 All gritters are fitted with a GPS system which allows the sections of road which have been treated to be clearly identified along with a time of treatment.

8.2 Reporting arrangements and protocols

- 8.21 The Winter Controller will report the 'Daily Decision' to the appropriate roads personnel and stakeholders as soon as possible after it has been reached.
- 8.22 The standard method of distributing the information will be via Vaisala MANAGER.
- 8.23 The Winter Supervisor will prepare a daily report on the previous 24 hour road conditions and treatments, any ongoing treatments and salt usage for the Head of Service - Ayrshire Roads Alliance. The report will be required by 0845 hours daily Monday – Friday.
- 8.24 The Roads Depots will record details of salt usage via Vaisala MANAGER and of plant breakdown daily.
- 8.25 The Winter Supervisors will report details such as all additional plant and labour, etc, hired from other Departments or Contractors, as soon as practical, to the Winter Controller.
- 8.26 During prolonged spells of severe conditions a decision will be made whether to set up a manned 24 hour control centre. This operational centre will be based at Gauchalland Depot. When required a Strategic Centre will be based at the Risk Management Centre.
- 8.27 Winter Supervisors will report progress with snow clearing operations / dealing with prolonged spells of ice throughout the period of treatment as requested by the Winter Controller.

9.0 Information and Publicity

9.1 Local Press and broadcast information

- 9.11 It is important that the general public is aware of and understands East Ayrshire Council's approach to the Winter Service. Publicity is to be given before the beginning of the Core Winter Period describing the level of service provision and contact points.
- 9.12 During the Overall Winter Period and particularly during prolonged spells of snow and ice information will be made available to the public by the Communications Team via
 - a) Press releases
 - b) Local Radio Stations
 - c) East Ayrshire Intranet / Web Site
 - d) Looking Local East Ayrshire digiTV channel
 - e) Social media sites such as Facebook and Twitter
- 9.13 The Head of Service - Ayrshire Roads Alliance is authorised to respond to the Press, Radio and Television on matters relating to local road conditions.

9.2 Publicity

- 9.21 General advice and information for the public concerning the Winter Service will be catered for by publishing a Winter Advisory leaflet which will be available to the public via the Council web-site and at selected locations throughout East Ayrshire, such as libraries etc.

9.3 Other Key Local Contact Information

- 9.31 The Head of Service - Ayrshire Roads Alliance will inform the Police Force Control and Ayrshire Civil Contingency Centre when snowfalls in excess of 30mm are predicted.
- 9.32 Reports from the Police or Risk Management Centre of dangerous road conditions will be acted on as soon as practicable.
- 9.33 The Head of Service - Ayrshire Roads Alliance will consult the Police and advice the Risk Management Centre when any road is closed due to winter weather conditions.
- 9.34 The Risk Management Centre as East Ayrshire's Customer Care Centre is responsible for dealing with the general public's telephone inquiries regarding the Winter Service. The Risk Management Centre has access to Vaisala MANAGER and other key information regarding winter service operations to enable an efficient response to public enquiries.

9.35 Risk Management Centre is in operation 24 hours a day, 7 days a week, and can be contacted on 0845 724 0000.

9.4 Records

9.41 Records will be retained by the Council for 3 years and retained in archives for a further 7 years.

9.5 Responsibilities and Guidance for Providing Information

9.51 The Head of Service - Ayrshire Roads Alliance is responsible for guidance of the information to be supplied.

APPENDIX 1

WINTER DECISION MATRIX

Road Surface Temperature	Precipitation	Predicted Road Conditions		
		Wet	Wet Patches	Dry
Temperature Forecast between +1.5°C And +0.5°C	No Rain No Hoar Frost No Fog	High Route Patrols		No action likely
	No Rain No Hoar Frost No Fog	(Priority 1 Routes) Salt before frost		
Temperature Forecast below +0.5°C	Expected Hoar Frost Expected Fog	(Priority 1 Routes) Salt after rain stops		
	Expected rain BEFORE freezing	(Priority 1 Routes) Salt before frost, as required during rain and after rain stops		
	Expected rain DURING freezing	(Priority 1 Routes) Salt before frost, as required during rain and after rain stops		
	Possible rain Possible hoar frost Possible fog	(Priority 1 Routes) Salt before frost		Monitor weather conditions
	Expected Snow Fall	(Priority 1 Routes and footways) Salt before snow fall		
<p>The decision to undertake precautionary treatments should be adjusted, where appropriate, to take account of residual salt.</p> <p>All decisions should be evidence based, recorded and continuously monitored and reviewed.</p> <p>All records should be held within Vaisala MANAGER</p>				

APPENDIX 2	WINTER TREATMENT MATRIX		
Weather Conditions Road Surface Conditions Road Surface Temperature (RST)	Treatment		
	Air Temperature	Salting(g/m2)	Ploughing/Scraping
Frost or forecast frost RST at or above -2C roads dry Priority 1 Carriageways		10	No
Frost or forecast frost RST at or above -2C damp or wet Priority 1 Carriageways		10	No
Frost or forecast frost RST below -2 and above -5 roads dry Priority 1 Carriageways		20	No
Frost or forecast frost RST below -2 and above -5 roads damp or wet Priority 1 Carriageways Priority 2 Carriageways (after 0800) Priority 1 Footways		20	No
Frost or forecast frost RST below -5C and above -10C roads dry or damp conditions Priority 1 Carriageways Priority 2 Carriageways (after 0800) Priority 1 Footways		20	No
Frost or forecast frost RST below -5C and above -10C wet road conditions (existing or anticipated) Priority 1 Carriageways Priority 2 Carriageways (after 0800) Priority 3 Carriageways (ad hoc) Priority 1 Footways		Pre grit 20 Morning Grit 20	No
Light snow forecast(10mm) Priority 1 Carriageways Priority 1 Footways		20	No
Medium/Heavy snow or freezing rain forecast Priority 1 Carriageways Priority 2 Carriageways (after 0800) Priority 3 Carriageways (ad hoc) Priority 1 Footways		Pre grit 20 Morning grit 20	Scrape locations where necessary
Ice formed Priority 1 Carriageways Priority 2 Carriageways (after 0800)	Above -5C	20	No

Priority 3 Carriageways (adhoc) Priority 1 Footways			
Ice formed Priority 1 Carriageways Priority 2 Carriageways (after 0800) Priority 3 Carriageways (adhoc) Priority 1 Footways	Below -5C	Pre grit 20 Morning patrol 20	No
Snow covering exceeding 30mm Priority 1 Carriageways Priority 1&2 Footways Priority 2 and Priority 3 Carriageways when resources permit		20-40 (Successive)	Scrape/Plough
Hard packed snow/ice Priority 1 Carriageways Priority 1 Footways Priority 2 and Priority 3 Carriageways when resources permit	Above -8C	20-40 (Successive)	No
Hard packed snow/ice Priority 1 Carriageways Priority 1&2 Footways Priority 2 and Priority 3 Carriageways when resources permit	At or below -8C	Salt/grit or sand (Successive)	No

APPENDIX 3
RECIPROCAL ARRANGEMENTS AT COUNCIL BOUNDARIES

Roads to be Treated by adjacent Authorities	Roads to be Treated by East Ayrshire Council
<p><u>North Ayrshire Council</u></p> <p>A736 From Caldwell Bridge southwards to Lugton</p> <p>A736 From B778 junction south-eastwards to Torranyard</p> <p>C24 From Greenhill Terrace, Knockentiber to East Ayrshire Boundary at Plan Bridge</p> <p>C126 From Montgreenan Bridge to North Lodge</p> <p>Uncl Knockentiber Road from East Ayrshire Boundary near Springside to junction with C24 (U45 Kirkland)</p>	<p>A71 From East Ayrshire Boundary westwards to Corsehill Roundabout</p> <p>A735 That section within North Ayrshire boundary</p> <p>B706 From East Ayrshire Boundary to A736</p> <p>B769 From East Ayrshire Boundary south-westwards to Chapelton junction</p> <p>C129 That section within North Ayrshire boundary</p> <p>C20 That section within North Ayrshire boundary</p> <p>C117 From Chapelton Bridge to Wheatrig Bridge</p>
<p><u>South Ayrshire Council – Ayrshire Roads Alliance</u></p> <p>A719 From junction with A76 at Crossroads to South Ayrshire Boundary south of Aird Farm. (Priority 1)</p> <p>A713 From junction B742 Boghall east to South Ayrshire Boundary at Session field. (Priority 1)</p> <p>B7034 From junction B742 in Dalrymple to South Ayrshire Boundary east of Knockjarder Farm</p> <p>B743 From South Ayrshire Boundary west of Muir Farm to junction A76 Kilmarnock Road, Mauchline.</p> <p>B744 From South Ayrshire Boundary east of Hill Farm to junction A76 at Crosshands. (Priority 1)</p> <p>C11 From South Ayrshire Boundary at Backglen Burn to South Ayrshire Boundary at junction with U32 at Dalvennan Farm.</p> <p>A759 from East Ayrshire Council boundary at Old Rome Bridge to U16 junction at Cochrane Inn, Gatehead.</p> <p>B730 from the East Ayrshire Council boundary at Stair Bridge to C3 junction at Stair Inn.</p> <p>B742 from the East Ayrshire Council boundary at Dalrymple Bridge to the B7034 junction at Dalrymple. (Priority 1)</p> <p>C21 from East Ayrshire Council boundary east of Laurieston Farm to A713 junction south east of Hollybush Mains.</p> <p>C119 from East Ayrshire Council boundary north east of Maintree Farm to junction C53 north west of east Mosside Farm.</p>	<p>A759 From South Ayrshire Boundary at Gatehead to junction with C120. (Priority 2)</p> <p>C120 From the junction with A759 to the Boundary at Caprington continuing to junction with B7038 in East Ayrshire. (Priority 2)</p> <p>A70 From South Ayrshire Boundary at Shield Main to Coylton, turning at Meadowhead Depot for return to East Ayrshire. (Priority 1)</p> <p>B741 From South Ayrshire Boundary at Grimmet to Straiton, turning at Straiton. (Priority 2)</p> <p>C119 From junction C8 Howcommon Farm to junction C53. (Priority 3)</p> <p>B742 from the A70 junction at Coylton to the South Ayrshire Council boundary at Snipe Loch.</p> <p>C8 from junction with C64 west of Craigie to South Ayrshire Council boundary south of C119 junction.</p> <p>C35 from South Ayrshire Council boundary at Mossgiel Tunnel to the B744 junction at Largietoll Cottage.</p> <p>U95 from the South Ayrshire Council boundary north west of Broomhill trout Fishery to junction C21.</p>

Roads to be Treated by adjacent Authorities	Roads to be Treated by East Ayrshire Council
<p><u>East Renfrewshire Council</u></p> <p>B769 From East Ayrshire Boundary southwards to Windy Yet (Cairn Road) junction</p> <p>B764 From East Ayrshire Boundary to A77</p> <p>A77 From junction with B764 to East Ayrshire Boundary at Floak</p>	<p>C7 From East Ayrshire Boundary to Nether Carswell access road</p> <p>A77 Cycleway – From East Ayrshire Boundary to its termination immediately north of the entrance to East Renfrewshire Golf Course</p>
<p><u>South Lanarkshire Council</u></p> <p>A70 For approximately 400m west of South Lanarkshire boundary at Glenbuck (if not previously gritted by East Ayrshire Council)</p> <p>A71 From South Lanarkshire Boundary to first entrance to Loudounhill Quarry</p>	<p>A70 For approximately 800m east of South Lanarkshire boundary at Glenbuck (if not previously gritted at South Lanarkshire Council)</p> <p>A71 From South Lanarkshire boundary to Stoneyford Farm</p>
<p><u>Dumfries and Galloway Council</u></p> <p>A173 Each council will treat to turning point approximately 20m north of Boundary.</p>	

APPENDIX 4

SALT RESILIENCE PLAN

Priority 1 Routes – Tonnage for 1 20g treatment = 65T

Priority 2 and 3 Routes – Tonnage for 1 20g treatment = 70T

Typical usage = $2 \times P1 + 1 \times (P2 + P3) = 200T$ - Heavy usage = 400T

Assuming 10,500 tonnes in stock at start of winter our total resilience would be either

- **Total Resilience during periods of heavy snow - 26 days**
or

Total Resilience during periods of frost & ice conditions - 52 days

Level 1 (Green) Service – Stock Levels 4800 Tonnes and above

- Service levels as detailed in Ayrshire Roads Alliance Winter Service Plan.
- Typical daily salt usage (snow conditions) 400T – **resilience 12 days**
or
- Typical daily salt usage (frost & ice only) 200T – **resilience 24 days**

Level 2 (Amber 1) Service – Stock Levels 4800 Tonnes – 3960 Tonnes

- Only Priority 1 carriageway routes treated with pure salt, remaining priority carriageway routes reduced to half the normal spread rate or salt/grit mix at 50/50
- All footway routes reduced to salt/grit mix at 50/50
- Grit bins replenished with salt/grit mix at 50/50.
- Typical daily salt usage (snow conditions) 330T – **resilience 12 days.**
or
- Typical daily salt usage (frost & ice only) 165T – **resilience 24 days**

Level 3 (Amber 2) Service – Stock Levels 3960 Tonnes – 2400 Tonnes

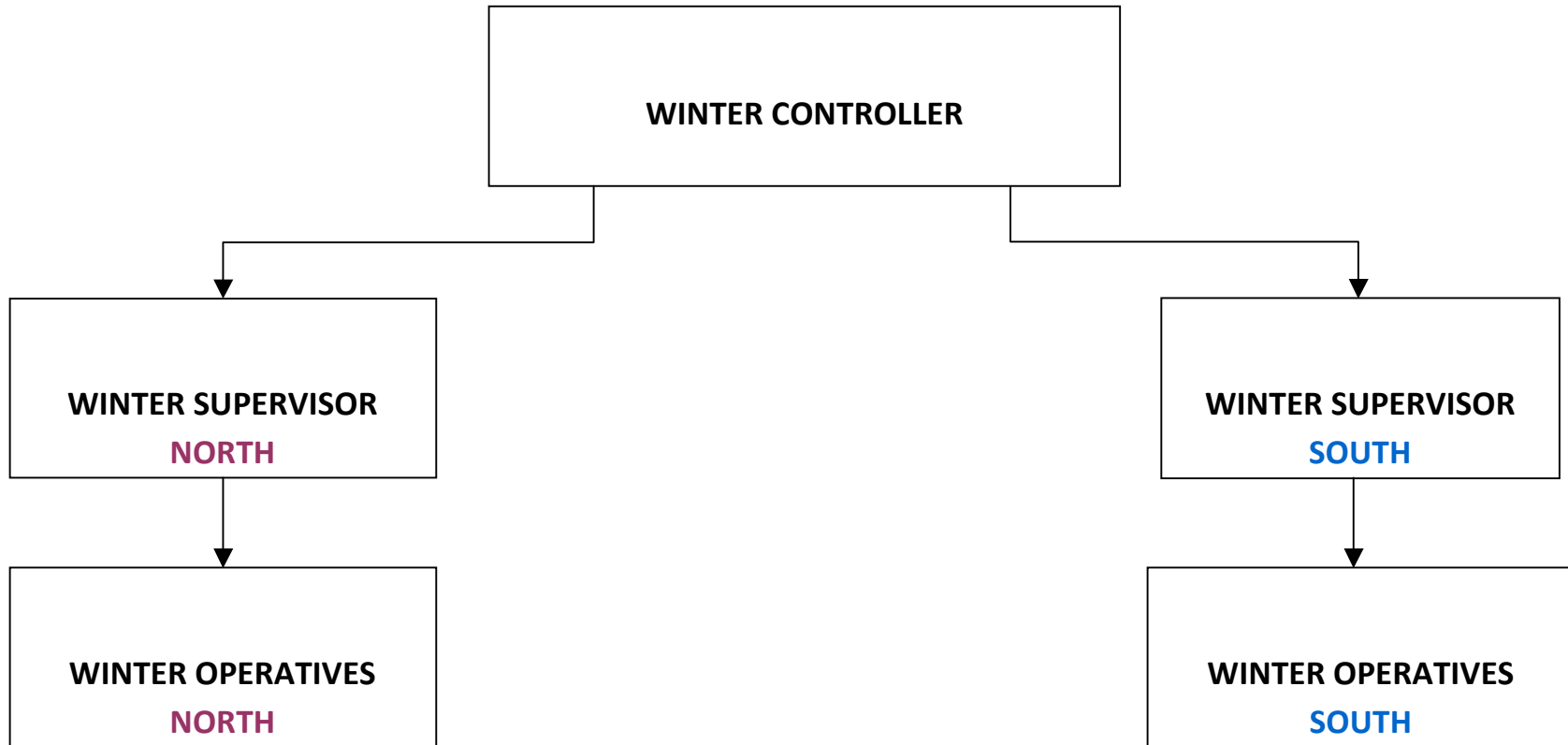
- All carriageway routes reduced to half the normal spread rate or salt/grit mix at 50/50
- Priority 1 footway routes treated with salt/grit mix at 50/50
- Remaining footway routes treated with sand/grit mix at 50/50
- Grit bins replenished with salt/grit mix at 25/75
- Typical daily salt usage (snow conditions) 200T – **resilience 12 days.**
or
- Typical daily salt usage (frost & ice only) 100T – **resilience 24 days**

Level 4 (Red) Service – Stock Levels less than 2400 Tonnes

- Priority 1 carriageways reduced to half the normal spread rate or salt/grit mix at 50/50 or reduce treatment to Minimum Winter Network (snow routes)
- Treat remaining carriageway routes with sand/grit mix at 50/50
- All footway routes treated with sand/grit mix at 50/50
- Grit bins replenished with sand/grit mix.
- Typical daily salt usage (snow conditions) 130T – **resilience 18 days**
or
- Typical daily salt usage (frost & ice only) 65T – **resilience 36 days**

APPENDIX 5

WINTER SERVICE ORGANISATION CHART



APPENDIX 6

WINTER TREATMENT PLANT

Item	Quantity		Comments
Gritters fixed	14		Unibody (14no. 18t Tippers)
Gritters demountables	4		Mini Units – 4t
Snow ploughs	30		12 v and 14 scrapers
Footway gritters	7		Towed Units
Trailing brine sprayers	0		
Trained staff	64		6 controllers / 10 supervisors / 48 drivers
JCBs	2		
Tractors	5		
Loading Shovel	2		

APPENDIX 7

GRIT BIN POLICY

- 1) Ayrshire Roads Alliance shall provide grit bins for self-help by members of the public. These shall be sited locally in accordance with this policy.
- 2) Grit bins shall only be located where the following criteria are met: -
 - a) The location is not on a precautionary carriageway route;
 - b) The gradient is greater than 1 in 15, or at a junction with a known history of accidents;
 - c) The location shall not obstruct the passage of pedestrians, a minimum of 1.5m clearance on the footway is required;
 - d) The location shall not obstruct sight lines;
 - e) The location is not within 200m of another grit bin location.
 - f) The location is within an urban area.
 - g) The location is within the boundary of the public road. The Ayrshire Roads Alliance will not provide grit bins in private areas or car parks for internal use by either the Council or any other public or private property such as schools, parks, hospitals, old people's homes, etc unless a service level agreement is in place.
- 3) Grit bins will only be located where they can be filled from a lorry. The grit bins shall be replenished at the start of the Winter Period and on a monthly cycle during the Winter Period, as resources permit.
- 4) Grit bins will generally be left in place during the summer months, unless there is a history of vandalism at a particular location.
- 5) The location of grit bins will be recorded in an electronic database, which will be made available on the East Ayrshire Council website.
- 6) Only written requests submitted via Elected Members and Community Councils will be considered. Requests for grit bins must be made in writing to the Head of Service - Ayrshire Roads Alliance, the Johnny Walker Bond, 15 Strand Street, Kilmarnock KA1 1HU, using the attached form. A written response will be sent directly to the applicant, with a copy sent to the Elected Members in the relevant Ward.
- 7) A request will not be accepted unless a location to site the grit bin has been agreed. Therefore, even if the criterion for locating a grit bin is met, none will be provided if the adjacent residents cannot agree a position.

REQUEST TO SITE A GRIT BIN

1. Proposed Location

1.1 **Street Name**

1.2 **Location**

2. Checklist

	Yes	No		Yes	No	Roads Check
Steep Gradient			Location within Urban Area			
Footway Wider than 1.8m			Location on Public Road			
Location outwith junction visibility splay			More than 200m from nearest grit bin			

3. Application

This application is submitted on behalf of

Organisation

Name

Address

.....

Date

Office Use

Request Granted Yes / No.

Reason for Refusal (if applicable).....

Instruction issued to provide grit bin Yes / No(date)

Signed

Neighbour Notification

The following neighbours have been consulted and have no objections to a grit bin being placed at this location.

Name	Address	Date	Agreement Y/N	Signed

Appendix 8

Community Grit Bin Locations

Community Location	Number Of Grit Bins	Number of Community Bins	Location
Auchinleck	10	1	Well Road at Community Centre
Catrine	13	1	At Mill Square
Cumnock	26	3	Craigens Road at New Road to Centre Tanyard Surgery Car Park Barshare Road at Shops
Cronberry	1	0	0
Crookedholm	1	1	Seright Square at Car Park
Crosshouse	4	1	Gatehead Road Car Park
Dalmellington	24	2	Dalmellington Square Bellsbank Shops
Dalrymple	3	1	Barbieston Road at Community Centre
Darvel	22	1	Ranoldcoup Road at Car Park
Drongan	9	1	Mill o Shields Road at Library
Dunlop	5	1	Main Street at School
Fenwick	5	1	Footpath adjacent to War Memorial
Galston	17	1	Chapel Lane at recycle bins
Gatehead	1	0	0
Hurlford	14	1	Cessnock Road at Community Centre
Onthank/Southcraigs	28	1	Amlaird Road at Shops
Shortlees/Bellfield	24	1	Blacksyke Avenue at Community Centre
Town Centre Areas	41	0	0
New Farm Loch	26	1	Grassyards Road at Community Centre
Bonnyton/Grange	19	1	Loanfoot Ave at wide area
Kilmaurs	10	1	East Park Drive at Community Centre
Knockentiber	3	1	Outside Games Hall

Appendix 8

Community Grit Bin Locations

Logan	3	1	Logan Ave at Shops
Lugar	0	0	0
Lugton	0	0	0
Mauchline	14	2	Kilmarnock Road at Community Centre Welton Road at junction Loanhill Avenue
Moscow	0	0	0
Muirkirk	9	2	Pagan Walk at Games Hall Smallburn Road at side Co-op
New Cumnock	12	2	Pathhead at junction A76 Mounthope Terrace at top of Path
Newmilns	16	1	Main Street across from Morton Hall
Ochiltree	4	1	Main Street at Community Centre
Patna	11	1	Doonside Avenue at Community Centre
Rankinston	2	0	0
Sinclairston	1	0	0
Sorn	3	1	Main Road across from Bowling Green
Stewarton	41	2	Avenue Street at Institute Hall Standalane at Annick Community Centre
Waterside	1	0	0



Burns House, Burns Statue Square Ayr KA7 1UT. Telephone 01563 503160
The Johnnie Walker Bond, 15 Strand Street, Kilmarnock KA1 1HU. Telephone 01563 503160
www.ayrshireroadsalliance.org



A partnership between East Ayrshire Council and South Ayrshire Council

