Cove Communities

Medmerry Holiday Park

Construction Traffic Management Plan

July 2023

a company of Royal HaskoningDHV

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Version 3-0

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Produced by:

a company of Royal HaskoningDHV

For:

Cove Communities

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Project Information Sheet

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Notice

Table of Contents

List of Tables

List of Figures

1. Introduction

1.1 Integrated Transport Planning Ltd (ITP) has been commissioned by Cove Communities to prepare a Construction Traffic Management Plan (CTMP) to accompany an application for the redevelopment of the existing Medmerry Holiday Park (the Site) with the replacement and relocation of the existing 308 holiday chalets into a high-quality holiday resort comprising 308 modern holiday lodges (the Development).

1.2 The Development involves two main phases, namely, construction (including demolition) and operation. Each phase will have different characteristics and hence will have different traffic and transportation implications.

1.3 The purpose of this CTMP is to address transportation matters during the construction phase of the project, ensuring that the effects of construction vehicles on the local highway network and communities are suitably mitigated.

1.4 The document provides a bespoke suite of initiatives to be adopted by the appointed contractor to ensure that works travel to the Site in a manner that is sustainable and minimises construction traffic impact on the local highway network.

1.5 The CTMP forms the basis for traffic management procedures and details during the construction phase of the development. The CTMP will be a live document to reflect any further requirements and/or consideration during the planning approval process and more granular detail that arises from the post-determination procurement and Engineering Principal Contractor (EPC) appointment.

1.6 This CTMP is accompanied by a Transport Assessment (TA) that sets out the anticipated impact of the Development, as well as a Travel Plan (TP) which forms a package of measures aimed at promoting greener, cleaner travel choices and reducing reliance on the private car.

2. Aims and Objectives

2.1 The overall aim of this CTMP is:

> *To ensure that the movement of people and materials to Site are achieved in a safe, efficient, timely and sustainable manner and to cause minimal disruption to the local highway network, local communities and businesses.*

2.2 The CTMP will seek to achieve this through the following objectives:

1) Safeguard the existing level and quality of local resident amenity and safety against construction traffic and activities
2) Limit the potential for congestion and exacerbation of existing accident clusters on the local highway network
3) Ensure that the structure and quality of the local highway network is not degraded by construction vehicles

2.3 This CTMP is focused on ensuring that contractors and employees at the Site operate in a safe, responsible and sustainable manner to limit all impact on the local highway network and its users. Therefore, the measures presented within this document are targeted at those working and traveling to the Site during the 6-year construction period.

Measures

2.4 To address the aim and objectives of this CTMP, a variety of measures are proposed to help limit the cumulative impact that construction traffic will have on local communities and the local road network. Table 2-1 presents a summary of the proposed mitigation measures in the context of addressing the aim and objectives of the CTMP.

Table 2-1: Summary of CTMP measures

Objective	Measure	Impact
Objective 1: Safeguard the existing level and quality of local resident amenity against construction traffic and activities	Access and routing strategy	Designated construction traffic routes to avoid sensitive receptors and inappropriate roads and lanes.
	HGV movement restrictions	Restriction of HGV movements to certain periods to minimise disruption to regular local car journeys.
	Traffic Management Group	Monitor, evaluate and update measures of the CTMP to address any shortfalls in effectiveness.
	Signage strategy	Signage for construction vehicles to use designated routes and to warn other road users of the presence of construction traffic.
	Co-ordinated approach with LHA	Liaise with the Local Highway Authority (LHA) to ensure that the highway network remains serviceable throughout construction.
Objective 2: Limit the potential for congestion and maximising safety for all road users on the local highway network	Core working hours	Core working hours to avoid the need for workers to travel during peak periods.
	HGV movement restrictions	HGV movements will avoid the school drop and pick up times to minimise conflict during peak periods.
	Delivery Management Strategy (DMS)	A DMS to manage the arrival and departure of delivery vehicles in designated time slots to avoid any build-up of HGVs on the local road network and within the Site.
	Information packs and communication	Information packs and incentives for construction staff to help encourage car sharing. The contractor will be encouraged to procure a mini-bus to transport workers staying in local accommodation to the Site.

	Signage strategy	Signage at necessary junctions to improve safety and warn other road users of the presence of construction traffic.
Objective 3: Ensure that the structure and quality of the local highway network is not degraded by construction vehicles	Highway condition surveys	Highway condition surveys before, during and after the construction period to identify any potential damage caused to the local highway surface. Surveys to be undertaken along construction vehicle route, including through the village of Earnley.
	Highway protection and repair	Appropriate padding and surface treatments will be implemented when and where necessary to protect and reinstate any damaged areas.
	Wheel washing	Equipment located at the Compound and Site exit to avoid the transfer of mud and debris to the public highway.
	Highway sweeping	Routine sweeping of the public highway adjacent to the Site to further eliminate any mud and debris originating from the Site not prevented by wheel washing.
	Access and routing strategy	Designated construction vehicle routes will make it easier to locate and address sensitive areas for surface treatments and risk mitigation.

3. Development Context

3.1 The Development involves the demolition of existing chalets and construction of new lodges at Medmerry Holiday Park. Details of the full construction methodology are not confirmed at this stage and will be subject to confirmation from the contractor.

3.2 The redevelopment of the site would take place in five phases, to ensure continuous viability, with each phase comprising both the demolition of existing chalets and construction of new lodges.

3.3 The works themselves will only take place within the boundary of the Site, which is some distance from the local highway network and most neighbouring properties.

3.4 It is important to note that cut and fill methodology is proposed to ensure that site earthworks do not require external vehicle movements to bring in materials from off-site, which significantly reduces the construction vehicle impact of the development.

Vehicle movements

3.5 Vehicle movements related to the construction of the Development are made up of standard HGV deliveries of plant, parts and materials, as well as light vehicles primarily for transport of construction personnel. In addition, a number of vehicle movements are associated with removal of waste, welfare facilities and other temporary infrastructure at the end the construction period.

3.6 No Abnormal Indivisible Loads (AILs) or other non-standard deliveries are expected.

3.7 It is to be noted that the full construction methodology and number of HGV movements is not confirmed at this stage; however, robust estimations are provided in this CTMP based on our experience of previous similar developments and input from the wider Project Team.

3.8 In total, it is estimated that around 1,720 two-way movements by HGVs will be required over a 6-year (72-month) construction period, as detailed in Table 3-1.

Table 3-1: Anticipated HGV vehicle movements

Construction activities	HGV Type	Number of two-way movements over construction period
Arrival of 308 new lodge units	2x HGVs per lodge	1232
Removal of waste (2,896.7 Tonnes based on worst-case scenario Outline Waste Management Plan)	32 Tonne Tipper Lorry carrying 16 Tonnes per Lorry	362
Arrival of construction plant, parts and materials (high level estimation of 1,000 Tonnes)	32 Tonne Tipper Lorry carrying 16 Tonnes per Lorry	126
Total HGV movements		**1720**
Total HGV movements on average per year		**287**
Total HGV movements on average per month		**24**
Total HGV movements on average per day		**1**

Routing

3.10 All HGVs delivering components, equipment, and materials associated with the construction of the Development will access the Site from the existing point of access from Drove Lane, which is a private access road. Drove Lane is accessed via Clappers Lane in the village of Earnley to the north, which then connects on to the wider highway network.

3.11 Given the rural nature of the site, the construction vehicle routing has been set out to make the most appropriate routes where possible, limiting exposure to sensitive receptors on the local highway network such as small local villages, narrow roads, and low bridges.

3.12 The routing strategy will ensure that HGVs are directed along the most appropriate route via wider roads more suited to larger vehicles. As such, the construction vehicle route guides HGVs from the A27 to travel along the A286 and B2198, to the gain access to Clappers Lane and then on to Drove Lane.

3.13 The geography of the Manhood Peninsula and the resulting layout of the highway network means that there are a limited number of routes available to access the site from the highway network. The west of the Manhood Peninsula is served by the A286,

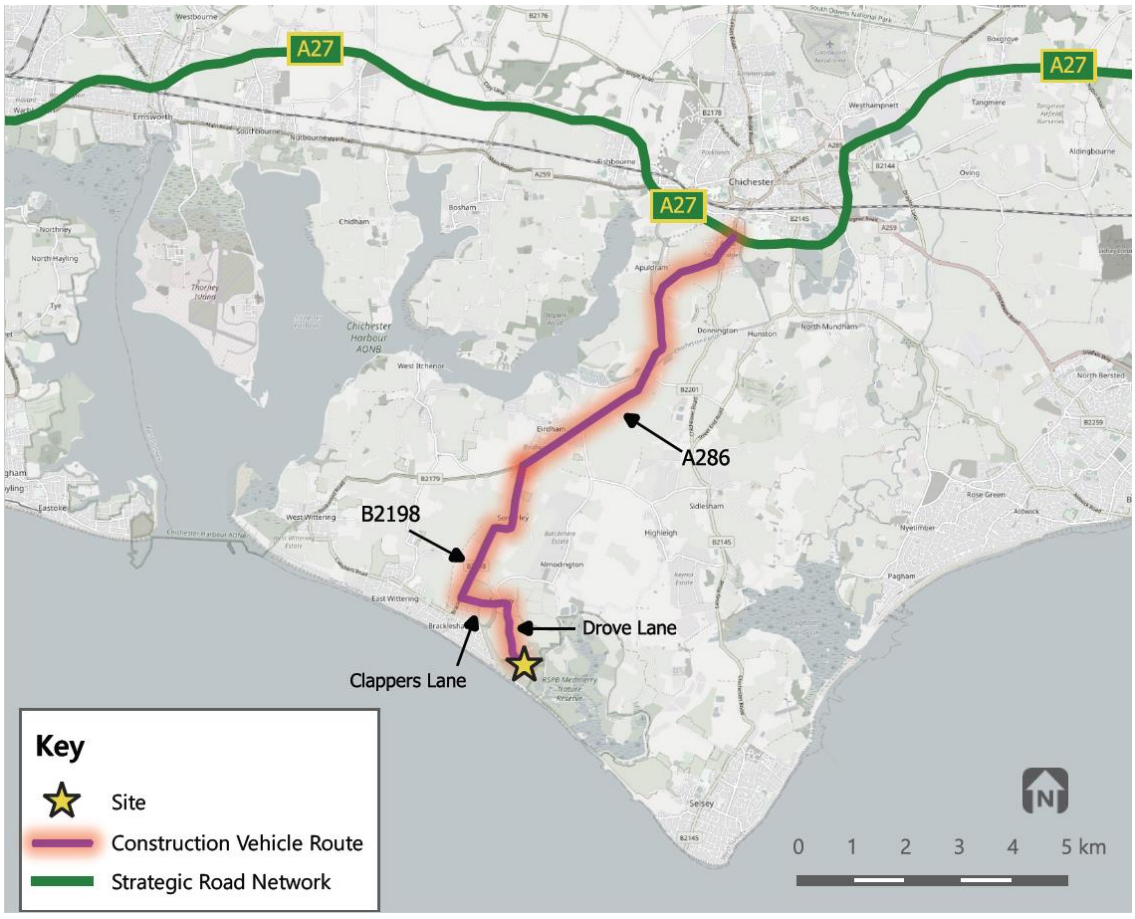
which joins the strategic road network at the Stockbridge Roundabout on the A27 Chichester Bypass.

3.14 Routing north of Earnley varies by navigation tool, however the most appropriate route is via the B2198 Bracklesham Lane, which is a wider road that is more suited to larger vehicles; this then leads on to the B2198 Bell Lane. Bookers Lane is a more direct route on to the B2198 Bell Lane, however, is a narrower rural road, which is likely to be unsuitable for larger vehicles.

3.15 Alternative routing onto the A27 (Whyke Roundabout) could be made via the B2145, however this is not suitable for larger vehicles due to a convoluted routing via several narrow rural lanes.

3.16 The construction routing strategy is outlined in Figure 3-1.

Figure 3-1: Construction vehicle routing



Source: Open Street Map (2023)

3.17 Depending on the Engineering Principal Contractor, non-local construction staff will either be expected to make their own way from local accommodations or share a mini-bus if the Contractor wishes to procure a mini bus, which will be encouraged.

3.18 Prior to commencement of construction and delivery, the Engineering Principal Contractor will liaise with the Highways Authority on any planned highways or street works scheduled along the confirmed Site access route.

3.19 In the event that any planned highways works along the access route are identified, the implications of the works on construction traffic for the development will be evaluated and, where necessary, discussed in further detail with the Local Highway Authority. This CTMP may be updated to account for any transport and access issues arising in advance of Site works.

4. Proposed Measures

4.1 The following measures set out how traffic associated with construction worker travel and HGV deliveries will be managed to ensure that the aims and objectives of the CTMP are achieved.

Core working hours

4.2 Core working hours will be between 07:00 and 19:00 Monday to Friday and between 07:00 and 13:00 on Saturdays. No work will be carried out in darkness, therefore working hours will be curtailed around winter months. No work will take place on Sundays or public holidays.

4.3 To maximise productivity within the core working hours and avoid contributing to peak local traffic periods, contractors would require a period of up to one hour before and after core working hours for start-up and closedown activities.

4.4 All staff are anticipated to arrive at the Site during the 30-minute period preceding the start of the operating day and depart during the 30-minute period that follows the end of the operating day.

Construction Worker Travel Plan

4.5 A Travel Plan is a package of measures aimed at promoting greener, cleaner travel choices and reducing reliance on the private car. It enables employers to reduce the impact of travel on the environment, whilst also bringing a number of other benefits to the organisation as an employer and to staff.

4.6 This section seeks to address activities related to the construction of the Development which includes commuter journeys for construction workers, material supplies and deliveries. By successfully addressing these different types of travel by the workers at the Site through the promotion of sustainable methods, in the first instance, the wider CTMP objectives can be achieved.

Worker Travel to Site

4.7 Staff car sharing would be achieved through management of staff travel patterns and actively encouraging car sharing. The Construction Site Manager (CSM) would actively promote the use of car sharing as the primary method for construction workers to

access the Site should they drive by car. Car parking will be provided in a designated compound internal to the Site.

4.8 It is envisaged that the majority of non-local workforce will stay at local accommodation. The contractor will be encouraged to facilitate transportation of non-local workers to the Site by mini-buses, to minimise the impact on the strategic and local highway network. The location where staff will travel from is unknown at this stage as it will depend on the appointed contractor.

4.9 There is potential for construction workers to car share to work, especially given the fact that some sub-contractors are likely to be travelling from the same origin to the same destination (the Site).

4.10 Car sharing represents a relatively convenient form of travel offering a significant potential to reduce overall private mileage of construction workers. It is this mode of transport which often forms one of the most convenient methods of sustainable travel for construction workers.

The CSM would promote a car-sharing scheme throughout the construction program.

4.11 The CSM will determine construction staff members' willingness to car share. Furthermore, looking at construction workers home / local residence postal addresses it would become evident whether there are any area groupings of people that would make the principle of car sharing a reasonable prospect of being successful. The CSM will then investigate setting up a database of construction workers willing to share journeys, including information such as their home / local residence addresses and could try and match suitable car sharers.

4.12 The construction Site will provide facilities in accordance with requirements set out in Health and Safety Executive guidelines. Consequently, the Site will provide a changing room, storage facilities, toilets and offices within the welfare area. This will encourage people to travel to the Site by sustainable modes.

4.13 As indicated above there is potential for construction workers to car share or travel by bicycle to the Site. It is therefore deemed appropriate to deliver the following measures to promote sustainable travel by construction staff:

- Include local public transport timetables and route maps within the on-site compound for construction staff to review
- Providing changing and storage facilities for construction staff
- Assist in matching car sharers

- Minimise, where possible, the number of contractors on Site at any one time to reduce trips generated and promote car sharing

HGV Travel to Site

4.14 HGVs will not be permitted to arrive at or depart from the Site between 08:15 and 09:15 and between 15:00 and 16:00 to avoid the start and finish times of local schools and their associated pick up and drop off times. This avoids the potential for interaction between HGVs and children walking to or from school, as well as limiting congestion during drop off the periods.

4.15 It will be the responsibility of contractors and the CSM to ensure that a DMS system is in place that monitors deliveries and HGV movements. The contractor will be accountable for the holding and calling of HGVs to Site so as to ensure the time restrictions placed on them are upheld.

Access Route Signing

4.16 Temporary signage will be erected along the proposed construction traffic routes on the local road network to inform and guide construction vehicles and staff to the Site safely from the Strategic Road Network (SRN). Locations of the temporary signage will be agreed with West Sussex County Council (WSCC), and if applicable National Highways, prior to installation.

4.17 Designated access routes informed by signage will ensure that construction vehicles and staff will use the most appropriate routes to avoid sensitive receptors and physical weight, height or width restrictions. Overall, the signage will help to enforce the designated construction vehicle routes to help limit the impact of construction on the local area and highway network, whilst informing the local population of the steps that are being put in place.

4.18 Temporary signage will also be provided at key junctions within the vicinity of the Site, giving warning to other road users of the likely presence of construction vehicles. Again, this signage will be agreed with WSCC prior to installation.

Public Rights of Way (PRoW)

4.19 Construction HGVs will be subject to a booking system with fixed arrival / departure times. This will enable banksmen to be at the PRoW to forewarn any users of the PRoW at that time and manage the construction HGVs in conjunction with any such users of

the PRoW accordingly. This will ensure that the safety of users of the PRoW is maintained.

4.20 In these instances, PRoW users would normally receive priority but may on occasion have to wait for a short period of time when construction HGVs cross the PRoW. Users of the PRoW will be advised when the crossing of construction HGVs is complete, and it is safe to continue along the PRoW.

4.21 A signage scheme will also be implemented to alert the users of the footpath approaching the Site that it will be used for construction traffic for a limited period.

4.22 All signs will be regularly inspected to ensure that they remain in place, are legible and have not been tampered with. Signage will also alert construction drivers of locations where there is an interface between construction traffic and the PRoW. All signage will be removed once construction is complete.

Road condition survey

4.23 The route described in Section 3 will be subject to a visual survey pre and post construction. Both surveys will incorporate making a photographic record. Any defects found in the post construction survey, which are attributable to vehicle movements associated with the development, will be rectified by the Engineering Principal Contractor / Developer.

5. Management Structure

Introduction

5.1 This section reviews the management structure that will oversee the continued implementation of the CTMP. It is important that a strong management structure is in place to ensure that the CTMP objectives are met, and that continued monitoring and reviewing of the CTMP is maintained.

5.2 The Developer will be responsible for the Engineering Principal Contractor appointed to undertake the works on Site and manage aspects of the Development. The CSM will be responsible for EPC operations on Site.

5.3 The EPC is responsible for managing all activities on and off-site, ensuring public safety at all times, and in accordance with all relevant policy and regulatory provisions relating to highways safety.

5.4 The CTMP is a working document, and it would be the responsibility of the EPC to review it prior to commencement on-site and ensure all provisions would be imposed.

5.5 The EPC will ensure that all Subcontractors and personnel receive a Site induction, which will ensure the relevant provisions of this CTMP will be adhered.

Transport Co-ordination

5.6 The CSM for the project will undertake the transport co-ordination role for the Site. In this respect, their main responsibilities will include:

- Managing implementation of the CTMP
- Vehicle scheduling
- Checking for scheduled road works on the one.network website
- Checking for scheduled refuse collections to avoid conflict with HGV deliveries within built up areas
- Handling any complaints
- Acting as a point of contact for employees and contractors

Traffic Management Group

5.7 A Traffic Management Group (TMG) will be formed, and Site Manager employed prior to commencement of works and will have the following transport related responsibilities.

- Monitor the final CTMP
- Communicate with the TMG about mitigation and any remedial measures if required
- Update the final CTMP as required
- Resolve issues and problems through liaison with relevant stakeholders

5.8 The TMG will communicate with representatives from the Developer, the EPC Site Manager, and WSCC for review and comments of the above.

5.9 The TMG will discuss and review the traffic and transportation elements of the construction phase of the Development. It is envisaged that update meetings / telecommunication will be held on an ad-hoc basis as required. Furthermore, the Site Manager will provide any monitoring data, delivery schedules, complaints or breaches of agreements to WSCC, if requested.

5.10 The primary role of the TMG engagement will be to consider the following information;

- Implementation and effectiveness of mitigation measures
- Contractor obligations with regards to the CTMP
- Suitable changes to the CTMP based on the success of the mitigation measures seeking to enhance its efficiency and effectiveness

5.11 Discussion will be aided by a monitoring report produced by the CSM, ensuring the objectives set out within the CTMP are being met.

Communications and Community

5.12 Prior to commencement to construction, the EPC will establish the methods of communication to enable the local authority, Parish Councils and local residents to be informed on the Development. These methods will include:

- Posters on local information boards and leaflets circulated to all residents within a 1km radius of the Site. To include name and details for a dedicated project representative point of contact

- A Project Webpage, inclusive of development programme, specific phased installation activities, and notifications relevant to local interests

5.13 The CSM will ensure that there is adequate liaison between the following key stakeholders throughout the construction period:

- The Engineering Principle Contractor
- The Developer (the Applicant)
- Parish Councils
- Other local stakeholders including but not necessarily limited to Site neighbours, CDC Ward Councillors, and WSCC County Councillors.

Information Packs and Communications

5.14 Information packs will be provided to all contractors which will form part of the contractual agreement between the contractors and the applicant. The information pack will contain the details of the following CTMP requirements:

- Risk Assessment Method Statement (RAMS) guidance
- HGV restrictions
- Construction routes
- Delivery Management System (DMS)
- Non-compliance guidance
- Complaints procedure
- CTMP protocols and indications required for all contractors include a Code of Good Practice
- Guidance on standard communication procedures between contractors and Site
- CTMP contacts (emergency and non-emergency)

Monitoring and Review

Monitoring strategy

5.15 The TMG will be established, and a CSM will be appointed prior to construction as part of the CTMP, to oversee the implementation and monitoring of the CTMP in line with the requirements set out.

5.16 Contractors will be required to undertake monitoring as necessary to ensure compliance with the requirements of the CTMP.

Review

5.17 The TMG will monitor and review the CTMP. These reviews are required to ensure that the CTMP delivers on the commitments set out in the document.

Compliance

5.18 The enforcement procedures within this CTMP are yet to be finalised as this will be a measure fully established in collaboration with the appointed EPC. However, it is anticipated that the mechanisms employed will be as follows:

- Risk Assessment Method Statement (RAMS) – this will include Site inductions for contractors, briefing on the obligations of standards, induction and adherence to risk assessment method statements, DMS briefing, driver inductions and compliance guidance
- Contractual conditions – to be employed as part of this CTMP methodology and will be built into supplier and sub-contractor's contract
- Actions – to be employed if the commitments of this CTMP are breached

Enforcement

5.19 This CTMP will form part of the contractual agreements between the supplier and sub-contractors working at the Site and the EPC who will be the Principal Contractor on behalf of the Applicant/Developer.

5.20 The EPC will ensure that appropriate measures are taken to ensure that contractor behaviour and performance is monitored. Where appropriate, corrective measures will be implemented to resolve, address and enhance service performance which may be in breach of the standards within this CTMP.

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