
	FORM	Title: CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN	
		IMS Number: IMS-FRM-SUS-002	
		Revision	Date: 2 25/05/2022
		Authorised: Josie Thornewill	

# LAND EAST OF KEYMER ROAD AND SOUTH OF FOLDERS LANE, BURGESS HILL




## CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN

On behalf of THAKEHAM HOMES LTD &  
CHARLES CHURCH DEVELOPMENTS LTD

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## 1. Planning Condition

No development shall take place, including any works of site clearance, until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Department. Therefore, the approved plan shall be implemented and adhered to throughout the entire construction period. The Plan shall include, and not be restricted to, the following matters.

- (a) *The anticipated number, frequency and types of vehicles used during construction*  
- This can be found on page 9 (Number of vehicles accessing the construction site)
- (b) *the method of access and routing of vehicles during construction,*  
- This can be found on page 24 within the TMP – Appendix B
- (c) *the parking of vehicles by site operatives and visitors,*  
- This can be found on page 24 within the TMP – Appendix B
- (d) *the loading and unloading of plant, materials and waste,*  
- This can be found on page 24 within the TMP – Appendix B
- (e) *the storage of plant and materials used in construction of the development,*  
- This can be found on page 24 within the TMP – Appendix B
- (f) *details of both construction working hours and construction delivery times*  
- This can be found on page 6 (Hours of work)
- (g) *the erection and maintenance of security hoarding,*  
- This can be found on page 24 within the TMP – Appendix B
- (h) *the provision of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders)* - This can be found on page 24 within the TMP – Appendix B
- (i) *measures to control the emission of dust and dirt during demolition and construction, lighting for construction and security*  
- This can be found on page 20 – Nuisance
- (j) *measures to control noise or vibration affecting nearby residents,*  
- This can be found on page 20 - Nuisance
- (k) *any artificial illumination*  
- This can be found on page 20 - Nuisance
- (l) *details of public engagement both prior to and during construction works.*  
- This can be found on page 8 - Considerate Contractor, Public Engagement, and Advance Notifications
- (m) *measures to monitor and control noise and vibration affecting nearby residents*  
- This can be found on page 20 - Nuisance
- (n) *pollution incident control and site contact details in case of complaints*  
- This can be found on page 14 – pollution prevention  
- Site contact details can be found on page 24 within the TMP

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## 2. PURPOSE & IMPLEMENTATION

### 2.1 Objectives

The purpose of the Construction Environmental Management Plan, (CTEMP), is to outline how the construction project will avoid, minimise, or mitigate effects on the environment and surrounding area from construction activities. It is anticipated that as part of the planning approval for the development, a CEMP will be required. The CEMP aims to:

Outline a series of strategies, standards, best practice techniques and procedures that will be observed through the construction process to ensure compliance with all relevant national environmental legislation and local planning policy.

Ensure that construction industry best practice standards are adopted throughout the construction process.

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### 3. SITE DETAILS & MANAGEMENT

#### 3.1 Site Description & Location

The site is located in Keymer Road, Burgess Hill, south of Folders Lane, in the jurisdiction of Mid Sussex County Council, is approximately 15HA and is irregular in shape.

The site is located SW of Burgess Hill town, approximately 1km south of Burgess Hill railway station and 1.6km north of the village of Keymer. Access to the site is via the existing Willowhurst, off Keymer Road.

The site is located with residential properties to the North, West and South and a fishery & farmland & woodland to the East. A nature reserve is located West of Keymer Road, close to the site.

#### 3.2 Approved Development

The development comprises of 260 dwellings made up of 1, 2, 3 and 4 bedroomed houses and flats and associated roads, sewers, SW attenuation basins and a new FW pumping station and electrical substations. A LAP and LEAP will also be provided. The scheme is to be built using timber frame construction methods.

There will be a new site access into the development from Keymer Road using the existing entrance to Willowhurst.

The basic programme of works (key Dates), for the development will be as follows:


##### THAKEHAM HOMES:

- Tree Surgery, RPA Fencing & Hoarding – October / November 2023
- Temporary Compound Set Up - November 2023
- Site Haul Road & Access Drive (TTRO in place) – November 2023 to February 2024
- Attenuation Ponds - January 2024 to April 2024
- Permanent Compound Setup – February 2024
- 1<sup>st</sup> Foundations Excavated – January 2024
- Construction Pumpstation - April 2024
- Estate Roads Complete – July 2024
- 1<sup>st</sup> Property Build Complete – July 2024
- Site completion – March 2026

These dates are subject to change. (See Appendix A for Build Programme)

##### CHARLES CHURCH DEVELOPMENTS LTD

- Temporary compound set up August 2024
- Phase 1 infrastructure to be installed between August 2024 – October 2024
- 1<sup>st</sup> Foundations September 2024
- 1<sup>st</sup> occupation March 2025
- Site completion June 2027

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### 3.3 Hours of Work

Working hours are set within the planning permission. Condition 22 states that no machinery or plant shall be operated, no demolition or construction processes should be carried out between the hours of: -

8.00am – 18.00pm Monday to Friday. (Restricted delivery times between 8:30am-9:00am & 15:30pm – 16:00pm within the school terms)

9.00am to 13.00pm Saturdays

No work on Sundays or public holidays

### 3.4 Screening and Hoarding

All boundaries of the development will be secured with various forms of screening and hoarding to minimise the visual and noise intrusion of the construction site on nearby residents and users of local facilities. This will include solid timber 2m hoarding at the entrance to the site off Willowhurst and will be set back and will not impact on existing visibility splays. The remaining boundary will be RPA Fencing which consist of heras panels on posts, and 2m timber close board fencing to the northern boundary (compound area's only) as highlighted within Appendix B

The site perimeter will be delineated and will be provided with warning signs to inform of the dangers of construction sites and advise against unauthorised access.

Examples of Security fencing can be found within Appendix B.

A recorded inspection will be carried out on the boundaries on a weekly basis, with Photographic evidence.

### 3.5 Construction Traffic Routing and deliveries, loading and unloading and site entrance.

There will be one entrance / exit points for pedestrian and vehicular access to the site via Willowhurst Road only. This will be used for all construction traffic. As the site progresses and parts of the site are occupied, the entrance will be progressively relocated to separate the construction zone from occupied completed areas.

Construction vehicles will access and egress the site via the M23/ A2300 junction. Traffic route plan can be found within the TMP (Appendix B)

A compound area will be established which will include site offices and welfare, material and plant storage, delivery offloading and vehicle turning area.

All vehicles, plant deliveries and materials will be dropped off and offloaded within the site compounds. Material offload will be via Thakeham controlled forklifts. All vehicles will be banked accordingly by a trained Traffic Marshall or gatekeeper and turned within the site compound or construction site, not on the public highway. A jetwash will be located at the site entrance where an operative will wash vehicles wheels to ensure that debris is not discharged onto the highway.

Sufficient parking will be provided on site for all the workforce as shown on the Site Logistics Plan, The proposed compound area can facilitate parking for all projected Staff/ Subcontractor requirements.

Please see Appendix B for the Site Logistics Plan.

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### 3.6 Site Management Structure

The management structure for the site will be as follows:

#### Principal Contractor

The principal contractors will be THAKEHAM HOMES LTD and CHARLES CHURCH DEVELOPMENTS LTD, who will be ultimately responsible for the implementation of this CEMP as well as being responsible for all environmental risk and controls and the activities of their subcontractors.

#### Project Lead

The Project Managers will be responsible for the delivery of the CEMP. This will include allocating appropriate resource to enable its delivery, communicating with the local authority and other relevant third parties (i.e., the Environment Agency). They will also undertake the periodic review and update of the CEMP.

#### All Site Managers

All site managers are responsible for assisting the project lead in the implementation of the CEMP and any environmental monitoring programmes

#### All Project Staff and Subcontractors

All staff and subcontractors are responsible for:

Working to agreed plans, control measures, methods and procedures to minimise environmental risk and effects.

Minimising the environmental impact or risk from their work activities.

Understanding the importance of avoiding environmental impacts and incidents and knowing how to respond in the event of an incident to minimise its effects

Reporting all near-misses and incidents immediately to their line manager or the Thakeham project team.


Monitoring the workplace for potential environmental risks and alerting their line manager, or the Thakeham project team, if any are observed.

Co-operating as required during site inspections and audits.

### 3.7 Considerate Contractor, Public Engagement, and Advance Notifications

The site will be registered on the Considerate Constructors Scheme (CCS) and local residents and businesses will be kept informed of progress in the form of regular letter drops and visits if appropriate. The resident neighbours letters will contain details of Thakeham's website where there will be a 'contact us' tab to allow the public to consult directly should any concerns arise. In addition, a Considerate Constructors sign will be displayed at the site entrance with contact details for the Project Manager. Site visits by local school will be encouraged to engage with the wider community.

Thakeham Partnerships will appoint a Resident Liaison Officer whom for the duration of the project will keep local residents and businesses informed of progress and forthcoming work and ensure that residents' concerns Ref No. Thakeham Homes – CEMP V4 – Land East of Keymer Road and South Folders Lane, Burgess Hill


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are dealt with in a caring and timely manner. Further to this, the site team will issue a Fortnightly newsletter to the surrounding residents to inform of progress on site and to maintain an ongoing relationship throughout the development programme. Private meetings will also be arranged to the most affected residents before mobilization works commences. Prior to works commencing on site, newsletters will be issued by the Contract's Manager to the surrounding residents, informing them of any activities occurring on site and dates of interest. Once a site hoarding has been erected around the perimeter of the site, information boards will be installed, these will aim to share the vision, values, and goals for the site with the local community through site maps and bulletins.

Communication	Frequency	Audience	Note
Letter drop (hard copy)	Monthly (commencing early Sept23)	All nearby residents, including Keymer Road and Folders Lane (inc Woodwards Close, Folders Gardens, Guild Place, Wintons Close, Folders Grange, Keymer Place, Willowhurst, Broadlands).  cc. (by email) to BHTC, Ward Members, Case Officer, MT at MSDC.	To include main site timescales to end of 2023, contact details for queries and details of e-newsletter signup.
E-newsletter	Intended fortnightly but with scope to be more regular as appropriate	Signed up nearby residents, together with BHTC, Ward Members, Case Officer, Cabinet Members, MT at MSDC.	Can be used as 'quick response' for urgent issues or changes.
Private meeting(s)	As appropriate (next meeting already scheduled for Mid September)	Willowhurst, Woodlands close, folders gardens, Guild place, & Wintons close Residents	As the most affected residents, we are continuing to engage closely with residents at Willowhurst.
Public Meeting	TBC	General public	As requested by BH Ward Councillors
Site Notice	Installed at Site Entrance	General Public	To include key updates and contact details

Off-site road works will be pre-planned in association with the Highway Authority and carried out under licence using approved traffic management contractors. Motorists and the public will be informed of planned works by way of information boards placed on the roadside verges which will advise the public of the duration of the works and emergency contact details



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### **3.8 Number of Vehicles Accessing the Construction Site**

The number of construction vehicles required to access the construction site over the course of the construction process will vary from week-to-week. The forecasted requirement for construction vehicle access is summarised below:

#### *Enabling Works and Critical Infrastructure – First 12 Weeks*

Average of 31 construction vehicles per day:

Delivery of Large Plant and Equipment – 3 per day – in flatbed lorries

Delivery of Aggregates – 8 per day – in large tippers

Delivery of Materials – 8 per day – in flatbed lorries

General Deliveries – 5 per day – in flatbed lorries and vans

Removal of spoil from site – 7 per day (from Week 5 onwards) – in large tippers (to be organised for collection between 09:30 and 14:30)

Average of 30 Staff/ Subcontractors vehicles per day:

Staff – 2 per day

Subcontractors – 28 per day

#### *Substructure and Superstructures (commencement of starting to construction dwellings – 186 weeks)*

Average of 38 construction vehicles per day:

Delivery of Large Plant and Equipment – 3 per day – in flatbed lorries

Delivery of Aggregates – 7 per day – in large tippers

Delivery of Materials – 12 per day – in flatbed lorries

General Deliveries – 8 per day – in flatbed lorries and vans

Fuel Deliveries – 2 per week – in fuel tankers

Removal of spoil from site – 4 per day – in large tippers


Mobile Cranes – 2 per week

Average 75 staff/ subcontractors vehicles per day:

Staff – 5 per day

Subcontractors – 70 per day

*\*note that the above is based on both the northern and southern parcels being constructed in phases of up to 60 plots at a time (construction of up to 120 dwelling at one time across the wholesite).*

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*Landscaping and Finishing Works – 8 Weeks*

Average of 15 construction vehicles per day:

Delivery / Removal of Large Plant and Equipment – 2 per day – in flatbed lorries

Delivery of Materials – 8 per day – in flatbed lorries

General Deliveries – 5 per day – in flatbed lorries and vans


Average of 30 staff/ subcontractors per day

Staff – 2 per day

Subcontractors – 28 per day.

It is re-iterated that the number of construction vehicle per week is an average, and that there will be some days where there are higher and lower requirements for construction vehicles to access the site. Where possible the PCs will coordinate deliveries and collections to help minimise the total amount of traffic on the local highway network. Further effort will be made to effectively manage the call up on departure of construction vehicle from the construction site the manage and mitigates as far as possible the construction site’s impact on the local highway network.

There will be restricted delivery times between 8:30am-9:00am & 15:30pm – 16:00pm within the school terms.

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#### 4. ENVIRONMENTAL RISK REGISTER

The following section details the expected environmental risks for common environmental aspects and impacts, including how they will be mitigated and managed. These site-specific measures are supported by an Integrated Management System that details how sites shall prevent and manage environmental risks. Some sections also provide an introductory summary of how that environmental topic will be managed.

##### 4.1 Waste


###### Waste Management Strategy

The site will follow the waste hierarchy taking the following measures to prevent, reuse or recycle waste:

###### Waste prevention

Design, procurement and construction strategies will attempt to minimise the production of waste wherever possible by:

- Storing materials in a way to prevent the likelihood of damage from weather, collision, theft and vandalism. This will include:
  - Secure locked containers with access to keys limited to specific personnel
  - Locked banded fuel bunds with access to keys limited to specific personnel
  - Secure gas storage cages with access to keys limited to specific personnel
  - Covered Timber racks
  - Brick Covers
  - Lintel racks
  - Truss racks
- Ordering materials just in time to reduce the likelihood of over ordering.
- Using suppliers who can minimise single-use packaging for deliveries.
- The site will use the following prefabricated items to reduce waste from on-site construction
  - Timber frames
  - Roof trusses
  - Floor beams
- If wasteful activities are identified their cause will be investigated and actions taken to mitigate the causes.

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Hazardous waste production will be minimised by specifying non-hazardous alternative products and work methods as follows:

- The project specification documents will ensure that hazardous materials are avoided wherever possible.

### **Reuse & Recycling**


The site will look to maximise opportunities to reuse and recycle spare or waste materials by:

- Reusing spare materials, such as:
  - Top Soil
  - Crushed Concrete / Hardcore
  - Hardcore
  - Timber Offcuts
  - Pallets
- Segregating the following waste streams to maximise recycling rates:
  - Plasterboard
  - Hazardous Waste
  - Liquid Waste
  - Waste Electrical and Electronic Equipment (WEEE)
  - Batteries
- Using waste contractors that can maximise recycling rates

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Below are the site-specific waste risks and mitigation measures:

Environmental Aspect	Environmental Risk (Impact)	Mitigations / Initiatives
Storing waste	Risk of waste escaping into the environment causing damage to ground, water, or flora / fauna. As well as a risk of breaching waste regulations.	<ul style="list-style-type: none"> <li>All waste will be stored in dedicated containers</li> <li>Regular housekeeping will be carried out around skip areas</li> <li>Waste requirements will be included within the site induction</li> </ul>
Disposing of waste	Risk of waste escaping into the environment causing damage to ground, water, or flora / fauna. As well as a risk of breaching waste regulations.	<ul style="list-style-type: none"> <li>Waste will be collected and disposed of through appropriately licensed carriers and end destinations and related duty of care paperwork kept on file.</li> </ul>
Segregating waste	Risk of cross-contamination of waste streams leading to a breach of regulations and reducing recycling rates.	<ul style="list-style-type: none"> <li>Separate clearly labelled bins / skips will be provided for Plasterboard, Hazardous Waste, Liquid Waste, WEEE waste,</li> </ul>
Identifying unexpected hazardous materials	Risk of hazardous waste escaping into the environment causing damage to ground, water or flora/fauna. As well as a risk of breach waste regulations.	<ul style="list-style-type: none"> <li>Contaminated material will be segregated from all other waste and will be collected and disposed of by an appropriately licensed carrier and end destination and related duty of care paperwork kept on file.</li> </ul>

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#### **4.2 Pollution Prevention**


The location of items that pose a pollution risk (e.g., COSHH Storage) and pollution prevent equipment will be displayed on the sites Traffic & Environmental Management Plan.

The following pollution control equipment will be held on site:

- Spill Kits for dealing with minor fuel, oil or hydraulic spills.
- Spill Tectors (or similar product) for fuel storage containment.
- Drip trays
- Leak sealing paste for temporary patching of leaks on fuel tanks and other COSHH containers.
- Drain protection for use on any live surface water drainage.


See the following sections for topic-specific pollution risks and controls:

- Silt pollution Section 3.3. 'Water & Silt Management'
- Pollution to the public highway – Section 3.4 'Traffic Management'
- Contaminated land – Section 3.9. 'Contaminated Land'
- Air & Noise Pollution – Section 3.10 'Nuisance'

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Below are the site-specific pollution prevention risks and mitigation measures.

Environmental Aspect	Environmental Risk (Impact)	Mitigations / Initiatives
Storing & using COSHH	Risk of a liquid COSHH spill resulting in pollution to ground, water or a negative impact on flora / fauna.	<ul style="list-style-type: none"> <li>• The volume of COSHH stored on site will be no more than necessary.</li> <li>• All liquid COSHH will be stored within a dedicated COSHH store providing 110% containment.</li> <li>• When in use all liquid COSHH will be stored on a Spilltector (or equivalent product).</li> <li>• Spill kits will be stored with each fuel store and by the delivery entrance.</li> <li>• Where fuel is contained within pieces of equipment being used (such as small generators) these will be stored on an absorbent mat such as a Spilltector (or equivalent product).</li> <li>• When parked in the compound and not in use a Spilltector (or equivalent product) will be placed under any large mobile machinery including telehandlers, excavators, and dumpers.</li> </ul>
Fuel deliveries and refuelling	Risk of a fuel spill resulting in pollution to ground, water or a negative impact on flora or fauna.	<ul style="list-style-type: none"> <li>• All refuelling will be constantly attended.</li> <li>• Spilltectors (or equivalent products) will be used to catch any drips.</li> <li>• Funnels will be used for refuelling small plant and equipment.</li> </ul>
Using concrete and mortar	Risk of release of concrete or mortar contaminated water resulting in pollution to ground, water or a negative impact on flora or fauna.	<ul style="list-style-type: none"> <li>• All concrete washout will be carried out in a skip with heavy duty lined impermeable material to allow it to contain washout and set.</li> </ul>


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### 4.3 Water & Silt Management

A Construction Surface Water Management Plan will be developed and implemented to manage surface water during construction in relation to pollution and flood risk. Below are the site-specific water and silt risks and mitigation measures:

Environmental Aspect	Environmental Risk (Impact)	Mitigations / Initiatives
Silt production from groundwork activities.	Risk of silt pollution to surface water causing damage to water quality and aquatic life	<ul style="list-style-type: none"> <li>• A Construction Surface Water Management Plan will be developed and implemented to manage surface water during construction.</li> <li>• All live surface water drains will be protected with a geotextile layer below the grating of the gully's to prevent spoil entering the network.</li> <li>• Baffles installed where required.</li> </ul>
Surface water run-off	Risk of flooding from increased water run-off due to stripped ground.	<ul style="list-style-type: none"> <li>• An overland flow drawing will be produced demonstrating the flow of water once the site is stripped.</li> <li>• Attenuation basins will be constructed in the first phase of works to allow the surface water run-off to be collected.</li> <li>• Silt fences / bunds will be constructed as specified in the CSWMP</li> </ul>




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#### **4.4 Soil Management**

The topsoil will be stripped in phases in line with the build programme. Topsoil will be stored on site in bunds no greater than 2.5m.

Below are the site-specific soil management risks and mitigation measures:


<b>Environmental Aspect</b>	<b>Environmental Risk (Impact)</b>	<b>Mitigations / Initiatives</b>
Excavating & re-using soil	Risk of breach of waste regulations.	<ul style="list-style-type: none"> <li>All topsoil will be stripped, and a portion will be kept on site for the use of finishing back gardens and landscaped areas. A detailed cut and fill will demonstrate where possible the re-use of subsoil on site. The remainder will be WAC tested and moved to the relevant licensed tip.</li> </ul>

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#### 4.5 Nuisance

Below are the site-specific nuisance risks and mitigation measures:

Environmental Aspect	Environmental Risk (Impact)	Mitigations / Initiatives
Noise	Risk of noise pollution to neighbours	<ul style="list-style-type: none"> <li>On-site construction activities will not take place outside the hours of 8am – 6pm on weekdays and 9am – 1.00pm Saturdays and not at all on Sundays or Bank holidays.</li> <li>Hoarding and fencing will be used to areas of construction where adjacent to sensitive receptors.</li> <li>Hoarding and fencing will be inspected regularly and repaired as necessary.</li> <li>All hand held and portable equipment where practicable will be electrically powered</li> <li>All plant and equipment will be maintained in good working order</li> <li>Plant, when in operation intermittently, will be switched off during periods of inactivity</li> <li>All vehicles will observe site speed limits</li> <li>Stationary equipment and plant such as generators will be placed as far as practicable from noise sensitive properties, and where practical in areas benefiting from natural or purpose-built attenuation such as bunding or behind non-sensitive buildings</li> <li>Delivery of materials and removal of waste from the site will be planned to minimise disturbance to neighbouring properties. Idling of plant, machinery and delivery vehicles will be prohibited when not in use.</li> <li>Care will be taken when loading and unloading materials to limit impact noise</li> <li>Vehicle parked within the site, outside working hours will have their engines switched off.</li> <li>Vehicle routes and traffic management plans will be arranged to avoid where possible any reversing operations.</li> </ul>
Dust	Risk of dust pollution to neighbours	<ul style="list-style-type: none"> <li>Materials will be removed from site as soon as possible. Site fencing, barriers and scaffolding will be kept clean using wet methods.</li> <li>Only cutting, grinding or sawing equipment fitted or in conjunction with suitable dust suppression techniques such as water sprays or local extraction will be used.</li> <li>As soon as practical, permanent roads and drainage will be constructed, and plant will be restricted to these hard standings</li> <li>For the duration of the development, wheel cleansing and road sweeping will be in use.</li> <li>Appropriate speed limits will be set and enforced around site.</li> <li>Stockpiles of stored materials will be dampened down during dry spells.</li> </ul>
Vibration	Risk of vibration nuisance to neighbours	<ul style="list-style-type: none"> <li>The relevant recommendations for the control of noise and vibration on construction and open sites in the approved Code of Practice BS5228 will be adopted.</li> <li>Non-driven, auger piling will be utilised to minimise risk of vibration</li> </ul>

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Environmental Aspect	Environmental Risk (Impact)	Mitigations / Initiatives
Lighting	Risk of light pollution nuisance to neighbours	<ul style="list-style-type: none"> <li>Where possible a daylight only construction schedule will be adopted to minimise adverse lighting.</li> <li>Where required temporary lighting will only be operational during construction hours and switched off outside these hours.</li> <li>Construction Security Lighting will be positioned at low height and motion activated on short timers. It will be directed only to where particular attention is required, to avoid upward spread of light, and away from site boundaries</li> </ul>

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## 5. SUMMARY

This document summarises the approach to environmental management on site to minimise and mitigate the environmental effects of the construction process. To ensure its continued relevance the document will be used as an on-site reference document during all phases of this development, monitoring will take place to determine compliance with the CEMP and it will be regularly reviewed and updated where necessary.

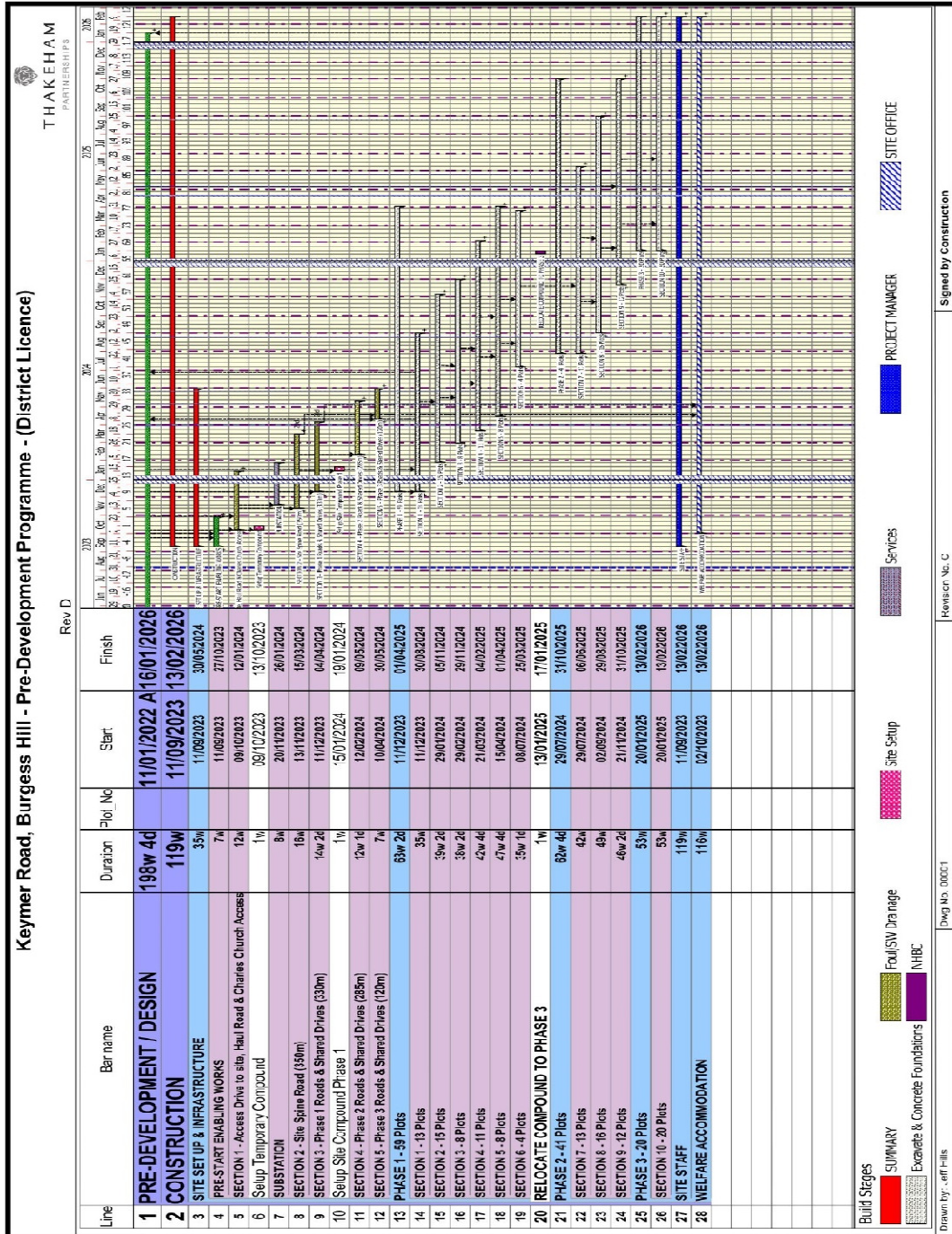
## 6. APPENDICES


Appendix A - Build Programme

Appendix B – Traffic Management Plan

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Appendix A



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# THAKEHAM


## TRAFFIC MANAGEMENT PLAN

<b>Project Name</b>	Keymer Road	<b>Job No</b>	H093/ T0041
<b>Site Address</b>			
Keymer Road Burgess Hill RH15 0DR			
<b>Site Telephone No</b>	TBC	<b>Site Email</b>	TBC

Authorised by (name)	Title	Signature
Nick Brasier	<b>Operations Director</b>	
Paul Dye	<b>Construction Director</b>	
Adam Crawford	<b>Construction Manager</b>	

### CIRCULATION

Copy No.	Issued to:	Location:
1.	<b>Project/Site Team</b>	Head Office and Keymer Road Site Office
2.	<b>Principal Designer</b>	Thakeham Head Office – Mark Nichols
3.	Other	
4.	Other	
5.	Other	
6.	Other	

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# THAKEHAM

## Revision Record

This document has been reviewed and where necessary updated as detailed below.

Note – This document shall be reviewed weekly, and updated as and when the site changes are significant (in conjunction with the occupation strategy) and revised at intervals no longer than 3 months.

Revision	Date	Purpose	Amendment	Updated By
-	August 2023	Draft		Adam Crawford
A	11/09/23	Following WSCC Comments	Traffic Routing and deliveries	Adam Crawford
B				
C				
D				
E				
F				
G				
H				
I				

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# THAKEHAM

## Introduction

The purpose of this Project Traffic Management Plan is to consider initially at the planning stage and then throughout the duration of the Project the arrangements for the management of pedestrians and mobile plant / vehicles.

If planned correctly at the start this can prevent expensive reactive management.

## Responsibilities


The following persons are responsible for the development, implementation and monitoring of the Project Traffic Management Plan:

<b>Site Manager:</b>	<b>Name: Dan Di-Della</b>
The Site Manager shall develop and implement the project traffic management plan. The Plan must be effectively communicated to all site personnel and appropriate visitors.	

<b>Construction Manager:</b>	<b>Name: Adam Crawford</b>
Is responsible for monitoring the effectiveness of implementation of the Project Traffic Management Plan.	

<b>Appointed site traffic marshal (s): (Where appropriate)</b>	<b>Name(s):</b>
	TBC
The appointed site traffic marshal shall be responsible for the movement of vehicles on site including banking and reversing etc of all site plant and delivery vehicles. On sites where traffic marshals are not appointed the Gateman will undertake the responsibility for traffic control.	



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## Site Specific Traffic & Plant Management Arrangements

**Access to and from the site:** (Is there a specific route that vehicles must take to the site? Are signs required to direct vehicles to the site? Should vehicles enter site by turning left from flowing traffic and exit left into flow of traffic?):

The proposed construction vehicle routing is presented in Appendix D. Construction vehicles will route to and from Keymer Road Via the M23 exiting at A2300 junction. Continue east along the A2300 until you reach the A273 via the 3<sup>rd</sup> exit from Link Rd Roundabout. Resume south until you reach the B2036 then exit onto B2113 before taking the 3<sup>rd</sup> exit onto keymer Road. Access to site will be from the main entrance off Willowhurst Road at all times.

The designated routes will be signed to instruct construction and delivery vehicles of the direction to and from the site. In addition, 'No Access for Construction Traffic' signs will be erected where appropriate. A Site Access Route Plan is included in Appendix C.

**Site entrances:** (How are pedestrians and vehicles to be segregated, what approach signage is required, What signage will be displayed at site entrances / exits? Consider pedestrian as well as vehicular traffic. How will visiting vehicles know where to go, what signs are provided to direct vehicles on site? Do these need to be illuminated?):


The site entrance will be clearly signed up to all construction traffic.

All vehicles must enter and exit the site in forward gear to prevent excess manoeuvring within the highway and appropriate turning areas will be provided on site.

Visitor/end user traffic will also enter the site from the Keymer Road. Site staff & operatives will use the entrance off the shared access drive to the welfare compound where there will be onsite car parking for all construction operatives and visitors.

Pedestrian traffic will be segregated by fencing at the main entrance to the site. A separate pedestrian entrance gate will be provided adjacent to the main site entrance and fencing will be provided to all site walkways to provide adequate segregation from site traffic. Signage will clearly identify the all pedestrian routes and crossing points and warning signs will be erected on traffic routes. Pedestrian routes can be located within TMP Within Appendix B

A gateman will be located at the main site entrance to direct site traffic and visitors to relevant parking and unloading areas. All deliveries will be inducted, and relevant lifting plans reviewed. Induction form included within Appendix D


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<p><b>Restrictions:</b> (What restrictions have been identified within the Pre-Construction Information? Are there restrictions on approaches to the site? Consider width, weight and height restrictions? Are there any environmental restrictions? E.g. delivery / site operating hours, Bus stops, taxi ranks, other access. Are there any other nearby schools, hospitals, homes for the elderly / disabled / blind/ deaf?):</p> <p>Site traffic will be discouraged from approaching the site via Keymer village from the South. Road in Keymer village are narrow and unsuitable for large vehicles. The site is unsuitable for articulated vehicles and only Rigid vehicles will be allowed on site.</p> <p>All collections and deliveries will be pre-planned, and no collections or deliveries will be permitted to site outside the site working hours of 08.00 – 18.00 hrs Monday to Friday, 09.00 – 13.00 hrs Saturday. At no time will they be allowed on Sundays or Bank/Public holidays.</p> <p>Further to the above, due to close proximity of schools delivery restrictions between 8:30am – 9:00am &amp; 3:30pm – 4:00pm will be enforced.</p> <p>Large or more complex deliveries require pre-arranged arrival time allocation and ensuring materials are delivered on suitable vehicles for their size.</p>
---

<p><b>Site constraints / Conditions:</b> (What site restrictions have been identified within the Pre-Construction Information? Are there restrictions on site? Consider width, length, weight and height restrictions imposed by items like Overhead cables or positions of fragile drains/ditches? Are there any environmental restrictions? Where will visitors, site personnel etc park their vehicles? Is there adequate space for the anticipated numbers? Will private cars be excluded from construction areas? How will vehicle and plant speeds be controlled and what are the speed limits? E.g. 10mph, speed ramps etc):</p> <p>Vehicular access for construction vehicles will be taken from the proposed site access on Willowhurst (road). It is proposed that a formal construction access into the site is constructed, and this, with corresponding enabling works, will take place within the first four weeks of the total construction process. Thereafter the main infrastructure into the site would be constructed, comprising of the main spine road serving both the northern and southern parcels of the development, with the critical elements of these works expected to take 12 weeks.</p> <p>There will be a designated on-site car parking for all Managers, site operatives and visitors within the welfare area. At no point during the construction project will parking be permitted off site in the local residential areas or in completed areas within the development. All visitors are to report to Project Office and sign in.</p> <p>All sub-contractors will be encouraged to either use public transport or car /van share when working on site at Keymer Road to minimise the amount of vehicle parking required.</p> <p>A 10mph speed limit will be enforced for all construction traffic operating within the construction areas. Signage will be provided to make all site personnel aware and this will be reinforced at site induction and controlled visually by all Site Management. Speed humps will be considered if deemed appropriate.</p>
---

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**Loading and unloading:** *(What facilities are available on site for unloading vehicles/ and plant (e.g. Loading and unloading gantry's, Tower cranes, fork lifts, crawler / mobile cranes). Where are the loading / unloading areas? Are they segregated? How are reversing vehicles controlled? What arrangements are practical in terms of protecting persons from falling when unloading lorries?):*

A materials storage area has been designated on site and a designated unloading / loading area provided, (see Appendix B).

All deliveries will be diverted to unloading areas by the gateman, from this point the material coordinator and forklift driver will organise the unloading activities. No materials will be unloaded without a specific lifting plan in place.

Deliveries requiring unloading by mobile crane will require their loads to be pre-slung to prevent the need for slingers to access lorry bed.

Vehicle holding areas will be formed across site to assist with traffic build up on site, these will be located within Visitor bays across the main road infrastructure.

All deliveries will be encourage to enter site immediately and be held at holding areas until such point they can be unloaded, at know point will be vehicles stored on Willowhurst road.


**Pedestrian segregation / Protection:** *(By what means will pedestrians be segregated or protected from moving traffic and plant (e.g. barriers, road and footpath markings etc)? What signage will be provided to inform pedestrians and plant / vehicle operators? How will crossing points be clearly identified? E.g. zebra crossings, lights and signage):*

Pedestrians are segregated by water filled separation barriers with designated crossing points provided by proprietary walkthrough barrier which will be clearly signed. Appendix B

All visitors and labour are site inducted prior to entry to site.

Thakeham management and all plant operatives are to manage this system.

Areas where segregation is not possible, pedestrians will make themselves known to personnel working in machinery and will not move into the area until they have confirmed that the plant operator has seen them, Furthermore pedestrian refuge areas will be set up across site (Safe Zones)


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<p><b>Road and footpath maintenance:</b> <i>(What arrangements are there for wheel wash, road and footpath cleaning? Maintaining sound and level access routes for pedestrians etc?):</i></p> <p>Site management and supervisors will monitor and review the pedestrian barriers and heras fencing on a daily basis.</p> <p>A wheel cleaning facility would, in accordance with good practice, be provided at the construction site access throughout the construction programme. Any mud or debris that might find its way onto the public highway would be removed by a dedicated member of the PCs' staff. A suitable site operative would monitor the local carriageway, most notably Willowhurst (road), daily within the vicinity of the site for debris and clean as required.</p> <p>When require mechanical Road sweepers will be deployed to manage this process also.</p>
--

<p><b>Site Standards:</b> <i>(What site specific standards apply? Are there any relevant safety alerts? Will all mobile plant have flashing beacons / hazard warning lights / reversing sirens? What types of barriers will be used? E.g. Timber Baulks, Scaffold 'A' frames. How will excavations be protected?):</i></p> <ul style="list-style-type: none"> <li>• All plant will have a flashing beacon, reverse sounding signals and a banksman at all times (without exception).</li> <li>• Mobile phone use whilst in any plant is banned.</li> <li>• The speed limit on site is restricted to 10mph.</li> <li>• The site will have appropriate signage and all fencing will be checked to maintain full segregation from public.</li> <li>• Excavations will be protected by 'heras' fencing &amp; signage.</li> <li>• Hard hat, high visibility vest/jacket, toe protective footwear, are to be worn at all times. Gloves and goggles will be worn where required.</li> </ul> <p>Site Traffic and plant rules can be located within Appendix A</p>
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**Contacts / Liaison:** (Who are the local contacts in relation to traffic issues? How can they be contacted? Are there any local initiatives to coordinate multiple sites in the vicinity of the project? Have the emergency services been advised of the site access arrangements?):

Thakeham H&S board will be positioned at the main entrance, this will include all emergency numbers and contact details. Further to this a fire box will be present which contains relevant information to assist the emergency services.


The emergency services will be contacted and invited to site and review access and egress and an emergency pack will be sent to all emergency services.

Traffic management plan, Fire plan and Monthly Newsletters will be included within the entrance notice board.

**Site Layout Plans (See Appendix 1):**

- Traffic routes
- Pedestrian routes
- Signage
- Crossing points
- One way systems
- Loading / unloading areas
- Lifting availability
- Physical restrictions
- Proximity hazards

**Other relevant information:**

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# THAKEHAM

## Site Traffic & Plant Rules

Appendix A

**Project:** Keymer Road

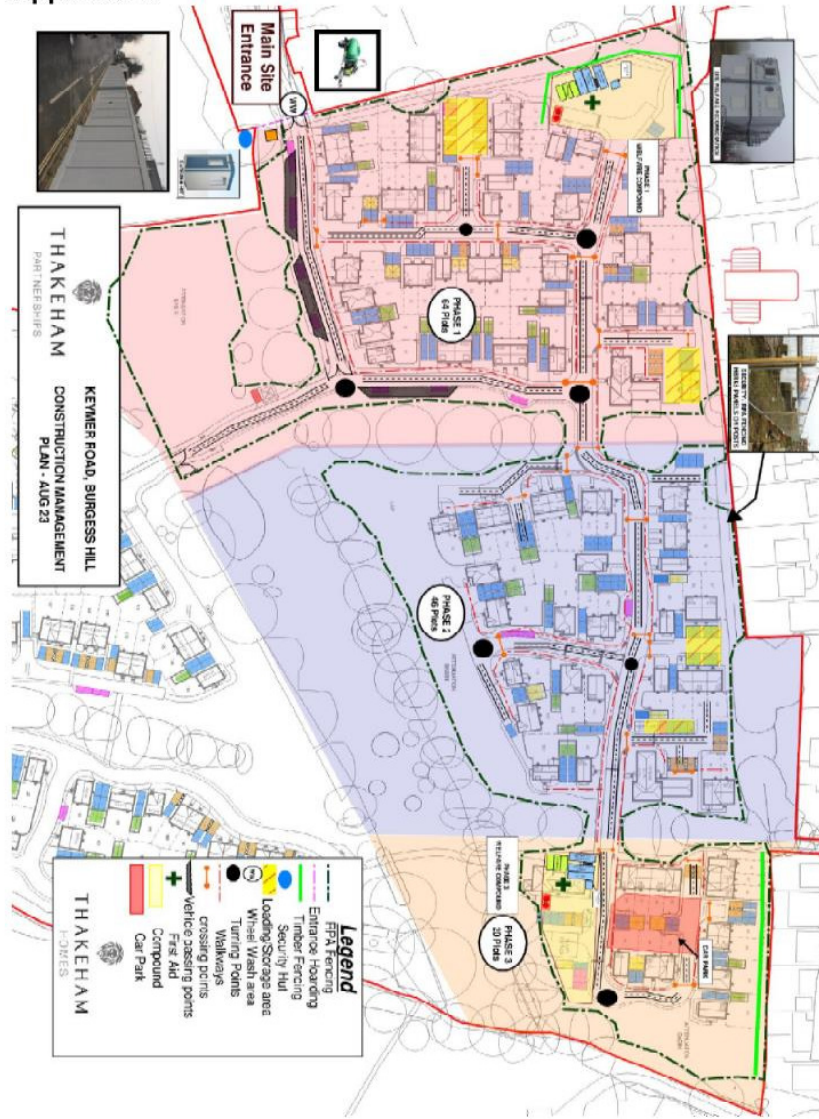
<b>1.</b>	<b>NO PASSENGER RIDING ON SITE VEHICLES UNLESS PROVISIONS ARE MADE (E.g. a seat &amp; seat/lap belt)</b>
<b>2.</b>	<b>DRIVERS/OPERATORS &amp; PEDESTRIANS TO FOLLOW &amp; COMPLY WITH SITE SAFETY SIGNS &amp; ROAD MARKINGS.</b>
<b>3.</b>	<b>PEDESTRIANS TO KEEP TO DESIGNATED &amp; SIGNED FOOTPATHS &amp; CROSSING POINTS.</b>
<b>4.</b>	<b>DRIVERS/OPERATORS TO OBEY SITE SPEED LIMITS (10MPH)</b>
<b>5.</b>	<b>ROADS &amp; FOOTPATHS ARE TO BE KEPT CLEAN &amp; TIDY &amp; FREE FROM MATERIALS &amp; WASTES.</b>
<b>6.</b>	<b>REVERSING MUST BE AVOIDED WHEN POSSIBLE. USE TURNING POINTS WHERE PROVIDED.</b>
<b>7.</b>	<b>NO REVERSING WITHOUT THE ASSISTANCE OF A TRAFFIC MARSHAL.</b>
<b>8.</b>	<b>PARKING IS BY PERMISSION ONLY &amp; WITHIN THE DESIGNATED PARKING AREAS.</b>
<b>9.</b>	<b>VEHICLES MUST NOT BE LEFT RUNNING WHILST UNATTENDED.</b>
<b>10.</b>	<b>KEYS MUST BE REMOVED &amp; VEHICLES LEFT SO AS TO PREVENT UNINTENTIONAL MOVEMENT. (E.g. Handbrake on).</b>
<b>11.</b>	<b>OPERATIVES MUST NOT REMAIN ON DUMPERS WHILST LOADING IS IN PROGRESS.</b>
<b>12.</b>	<b>MOBILE PHONES MUST NOT BE USED WHILST OPERATING PLANT, DRIVING VEHICLES OR DIRECTING VEHICLES.</b>


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		<b>Authorised:</b> Josie Thornewill		



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## Appendix B

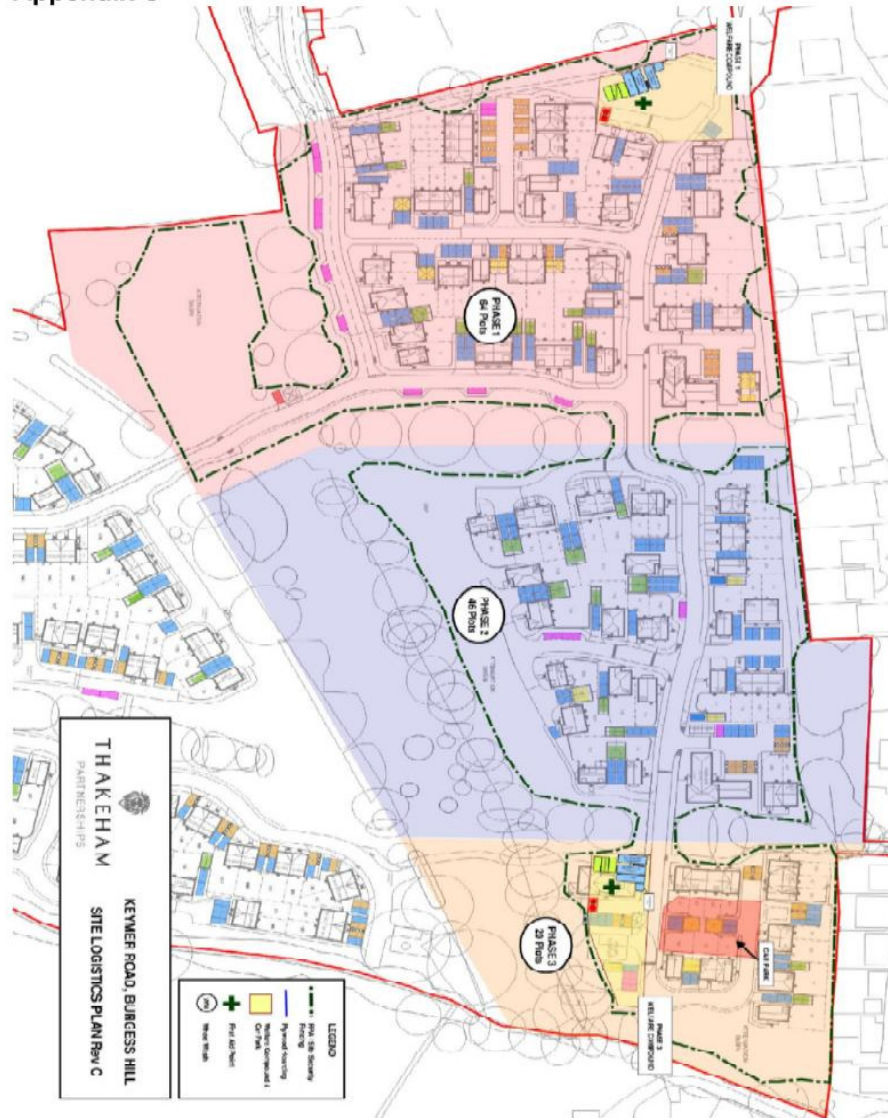


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# THAKEHAM

## Appendix C



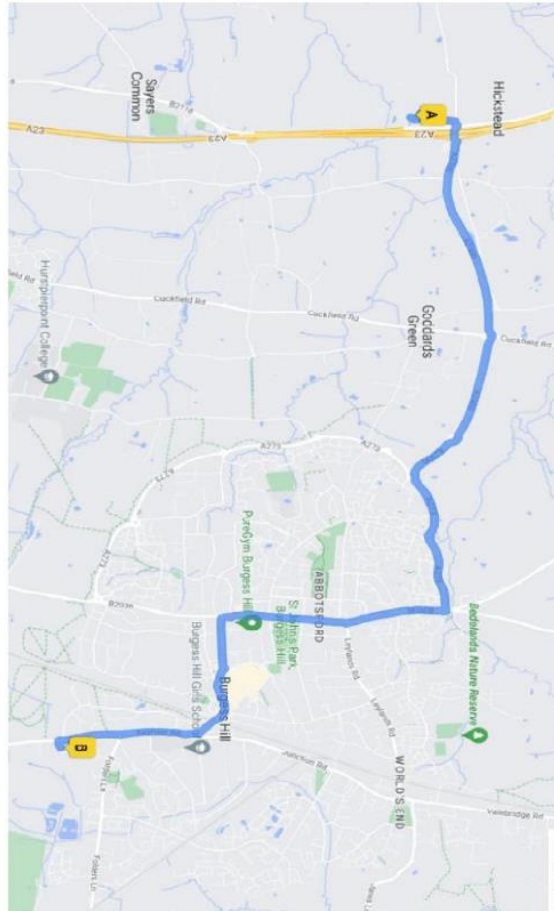



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## Appendix D – Construction Traffic Routing & Deliveries




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## Appendix D

	<b>Form</b>	Title:		<b>DELIVERY DRIVER INDUCTION</b>		
		IMS Number:		IMS-FRM-HS-066		
		Rev:	Date:	2	14/09/2021	
		Authorised:		Adrian Holland		


All drivers delivering to this Project **MUST** abide by the following site rules.


Please read and initial each point and complete the form in full.

		Initials
1	Once directed by the Gate Person to the Marshall, wait until directed by the Marshall.	
2	<b>DO NOT REVERSE</b> unless a Marshall is banking the vehicle.	
3	Ensure your reversing alarms are on when reversing.	
4	Site speed limit is <b>10MPH</b> and <b>MUST</b> be adhered to by all drivers.	
5	<b>DO NOT</b> get out of cab unless wearing <b>Hardhat, Hi-Visibility Vest / Jacket and Safety footwear</b>	
6	<b>No Access to rear of delivery vehicle</b> unless suitable leading edge/work at height protection is in place. Failure to have suitable safe system in place will result in the vehicle being sent away without off-loading	
7	Drivers <b>must stop</b> for cleanliness of wheels to be checked prior to leaving site. Thakeham will clean wheels. <b>All drivers of concrete wagons must ensure any unavoidable washing down of chutes is carried out into the sites concrete washout facilities.</b> <b>Turn off engines</b> whilst operatives are cleaning wheels.	
8	All drivers off-loading using a <b>LORRY LOADER</b> must be trained and competent, have a lifting plan/risk assessment in place, know the weight of load and safe system for slinging and provide the appropriate certification. The lifting plan / risk assessment, along with thorough inspection records, must be provided to the Site Manager before lifting commences	
9	On <b>Exiting Site</b> , it is the vehicle driver's responsibility to check for oncoming public vehicles, cyclists, and pedestrians before moving. Ensure you follow the latest Traffic Management Plan	
10	All drivers must have and show, when asked, UK Driving License and training for Lorry Loader/Moffett etc.	
11	All equipment such as lights, CCTV, alarms must be in working order	
12	To manage the risk from COVID-19 you must remain in your cab unless the Site Manager / Forklift Driver or Storeman gives you alternative instructions	

**PLEASE NOTE – Incoming vehicles have priority over exiting vehicles**

Name of Driver	Employer	Signature of Driver
Company Delivering To	Vehicle Registration	Name of person conducting induction

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