



**WINCOTE, COW LANE,
STEEPLE ASTON, OXFORDSHIRE**

CONSTRUCTION TRAFFIC MANAGEMENT PLAN

JULY 2021

REPORT REF: 26322-08-CTMP-01 REV A



**WINCOTE, COW LANE,
STEEPLE ASTON, OXFORDSHIRE**

CONSTRUCTION TRAFFIC MANAGEMENT PLAN

JULY 2021

REPORT REF: 26322-04-CTMP-01 REV A

CLIENT: Mr Henry Squire

ENGINEER: Mewies Engineering Consultants Ltd
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Director

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SCHEDULE OF CHANGES

ISSUE/DATE	COMMENTS & SUMMARY OF CHANGES	PREPARED BY	CHECKED BY
- June 2021	Initial submission.	DN	AB
A July 2021	Client comments and change in development description	DN	AB

CONTENTS

1. INTRODUCTION
2. SITE DESCRIPTION
3. LEGISLATION
4. ROLES AND RESPONSIBILITIES
5. COMMUNITY LIAISON
6. CONSTRUCTION PROGRAMME AND WORKING HOURS

APPENDICES

- A. SITE LAYOUT
- B. PROPOSED SITE LAYOUT PLAN
- C. DRAWING 26322_02_010_01A – CONSTRUCTION ACCESS
- D. HIGHWAY BOUNDARY AND TITLE BOUNDARY

1.0 INTRODUCTION

1.1 Mewies Engineering Consultants have been commissioned by Mr Henry Squire (hereafter referred to as 'the applicant') to prepare a Construction Traffic Management Plan (CTMP) for the proposed construction of a replacement dwelling at Wincote, Cow Lane, Steeple Aston, Oxfordshire (hereafter referred to as 'the site').

1.2 A site location plan is provided in Appendix A and a site layout plan is contained in Appendix B.

1.3 The description of development is as follows:

Application for full planning permission and Conservation Area Consent for the demolition of the existing dwellinghouse and the construction of a replacement dwellinghouse at Wincote, Cow Lane, Steeple Aston.

1.4 The proposed extensions to the dwelling would be confined to land currently in residential use and the area would remain a single dwelling.

1.5 As part of the pre-application consultation with Cherwell District Council, it is noted that Oxfordshire County Council identified concerns about construction vehicles accessing the site and their ability to turn within the site and egress in a forward gear. In addition, the County Council requested that a CTMP is submitted with any future application relating to the proposed development.

1.6 The purpose of this CTMP is to provide an overall strategy for managing traffic aspects and impacts throughout the construction period and provide details relating to traffic routing and provision of onsite facilities to minimise the impact on the local highway network.

1.7 The structure of this report is as follows:

- Section 2.0 summarises existing legislation
- Section 3.0 outline the proposed construction access
- Section 4.0 outlines the proposed site-specific measures
- Section 5.0 outlines the HGV routing strategy
- Section 6.0 outlines the summary and conclusions

1.8 M-EC has completed this report for the benefit of the applicant referred to in Paragraph 1.1 above and any relevant statutory authority which may require reference in relation to approvals for the proposed development. Other third parties should not use or rely upon the contents of this report unless explicit written approval has been gained from M-EC.

1.9 M-EC accepts no responsibility or liability for:

- a) The consequence of this documentation being used for any purpose or project other than that for which it was commissioned;
- b) The issue of this document to any third party with whom approval for use has not been agreed.

2.0 LEGISLATION

2.1 The Project will comply with all applicable legislation, regulations and Standards, including obtaining and complying with all necessary consents.

2.2 A legislation register will be maintained and updated by the designated environmental function. Any requisite changes in procedures due to legislation changes shall be communicated to the relevant personnel.

2.3 Relevant legislation and guidance includes, but is not limited to the following:

- Control of Pollution Act 1974
- Countryside and rights of Way Act 2000
- Environmental Protection Act 1990
- Environment Act 1995
- Hazardous Waste (England and Wales) (Amendment) Regulations 2005
- The Waste (England and Wales) Regulations 2011
- CIRIA Environmental Good Practice on Site guidance
- Environment Agency Pollution Prevention Guidance Notes

3.0 CONSTRUCTION ACCESS

- 3.1 Construction vehicles will access and egress the site via Cow Lane which is approximately 4.0m wide and is shown in Figure 1 below.

Figure 1: Image of Cow Lane



- 3.2 Access for construction vehicles will be achieved through the provision of a temporary access on Cow Lane with a temporary construction route (haul road) provided within the site boundary. The proposed access and haul road arrangement are shown on drawing 26322_02_010_01a in Appendix C.
- 3.3 As part of the haul road adequate space will be provided to enable vehicles to leave the site in a forward gear and this is detailed on drawing 26322_02_010_01a in Appendix C.
- 3.4 The formation of any new construction access will need to be undertaken in consultation with Oxfordshire County Council and guidance contained on their website at this link - <https://www.oxfordshire.gov.uk/business/licences-and-permits/dropped-kerbs>. Key information at this link states:

We are responsible for permitting construction, or alteration, of dropped kerbs (otherwise known as vehicle access crossings or crossovers) for domestic and industrial use. The permission is valid for twelve months and will only apply to land that is part of the public highway.

You are strongly advised to check there is no intervening land between your property and the highway boundary. It is for the applicant to obtain any other permissions that are required, and a copy of that agreement must be included with your application.

You must be the owner of the property to apply. If not, we will require written confirmation from the owner of the property that they are happy for you to apply for an access to their property.

Work to construct the new access must not begin until written permission has been issued and the Licensing and Streetworks Team has been notified of the contractor's details and the start date for works has been agreed.

- 3.5 The proposed works will be delivered within the highway boundary and within land controlled by the applicant. Relevant information confirming the title boundary and highway boundary extents can be found in Appendix D.
- 3.6 Any new access would be constructed post planning permission and following the submission of relevant details to meet the requirements of Oxfordshire County Council.

4.0 SITE SPECIFIC CONDITIONS

Roles and Responsibilities

- 4.1 Key individuals should be identified before deliveries arrive, to undertake management activities throughout the delivery period. Suggested roles and responsibilities in implementing the CTMP are provided below.

Project Manager

- 4.2 The Project Manager would be responsible for overall management of the project, ensuring that all deliveries are carried out in accordance with the CTMP and all other obligations.
- 4.3 The Project Manager will also ensure Oxfordshire County Council/Cherwell District Council are consulted in order to discuss methods of working and measures planned throughout the construction works.

Site Foreman

- 4.4 The Site Foreman (or suitable nominated persons) would be expected to report to the Project Manager and will be responsible for:
- Managing the delivery of materials to the site
 - Ensuring vehicles do not park on Cow Lane or the surround highway network are parked in the correct areas within the site
 - Ensure persons attending the site understand any routing requirements and restrictions along with the placement of appropriate signage at the entrance to the site at the start of each working day / prior to any deliveries
 - Complete daily vehicle log
 - To act as the Community Engagement/Liaison Officer so all local residents are kept informed of progress. This will include a letter drop, prior to commencement of the works to advise on start dates, key contact information and how construction traffic and deliveries will be controlled.

Working Hours

- 4.5 Construction work and deliveries will take place between agreed hours and days of the week. Construction work will only take place between the hours of 08.00 and 18:00 Monday to Friday and 08:00 to 13:00 on Saturdays. No construction activities or working on Sundays or Bank Holidays will take place.

4.6 Due to the proximity of Dr Radcliffes Church of England Primary School, delivery's must be scheduled to avoid drop off and pick up times, with at least 30 minutes before and after these times.

4.7 In the unlikely event that there is a requirement for out-of-hours working, then a site hours variation request will be forwarded to Cherwell District Council, at least five days before the activities are planned to take place. Variation of site hours will only be worked once approval has been provided.

Vehicle Parking

4.8 A vehicle parking area will be accommodated within the site at a suitable location to ensure no parking on the existing highway network.

Loading/Unloading of Materials

4.9 The Local Highway network will remain clear at all times and there will be no waiting for delivery vehicles within the highway. The loading and unloading of materials will occur within the site area and along the construction route.

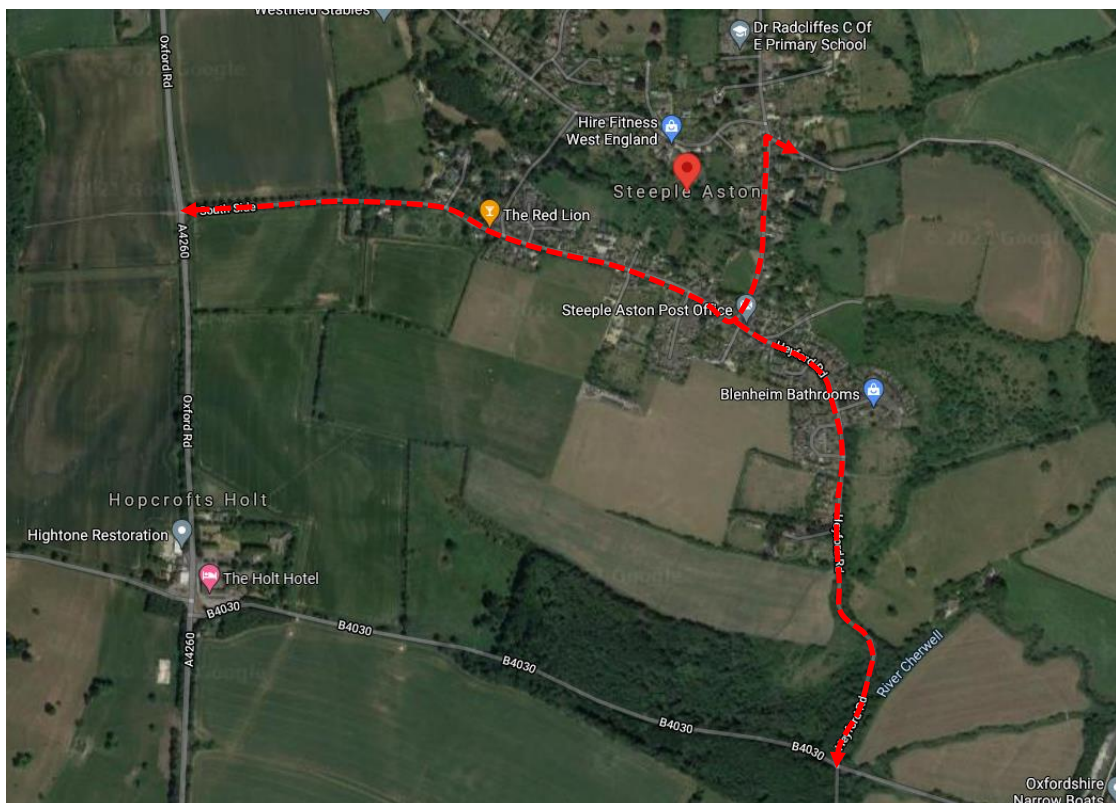
Construction Traffic Noise and Vibration

4.10 It is not envisaged that issues associated with noise and vibration will be encountered due to the operation hours however, industry recognised controls will be initiated.

5.0 HGV ROUTING STRATEGY

- 5.1 The following routing strategy is identified for larger HGVs movements only with any contractor cars and LGVs not be subject to the same access restrictions.
- 5.2 Construction traffic should enter and exit the village from the south via routes along South Side and Heyford Road to enable access to/from the A4260 and B4030. The routing is shown in Figure 1 below.

Figure 1: Proposed HGV Construction Routing Plan



- 5.3 No construction traffic is to use North Side and Fir Lane (north of Cow Lane) to access the new site. These roads are unsuitable to HGV traffic and clear prohibition signage displayed will be displayed.
- 5.4 All delivery drivers will be instructed to contact the Site Foreman in advance of attending the site to ascertain that the delivery timing is acceptable and within agreed hours and to ensure they understand the routing requirements.
- 5.5 Due to the narrow nature of Cow Lane, delivery's must be scheduled to avoid queues and congestion. The movement of larger HGV's into and out of the site and along Cow Lane will be managed by the Site Foreman.

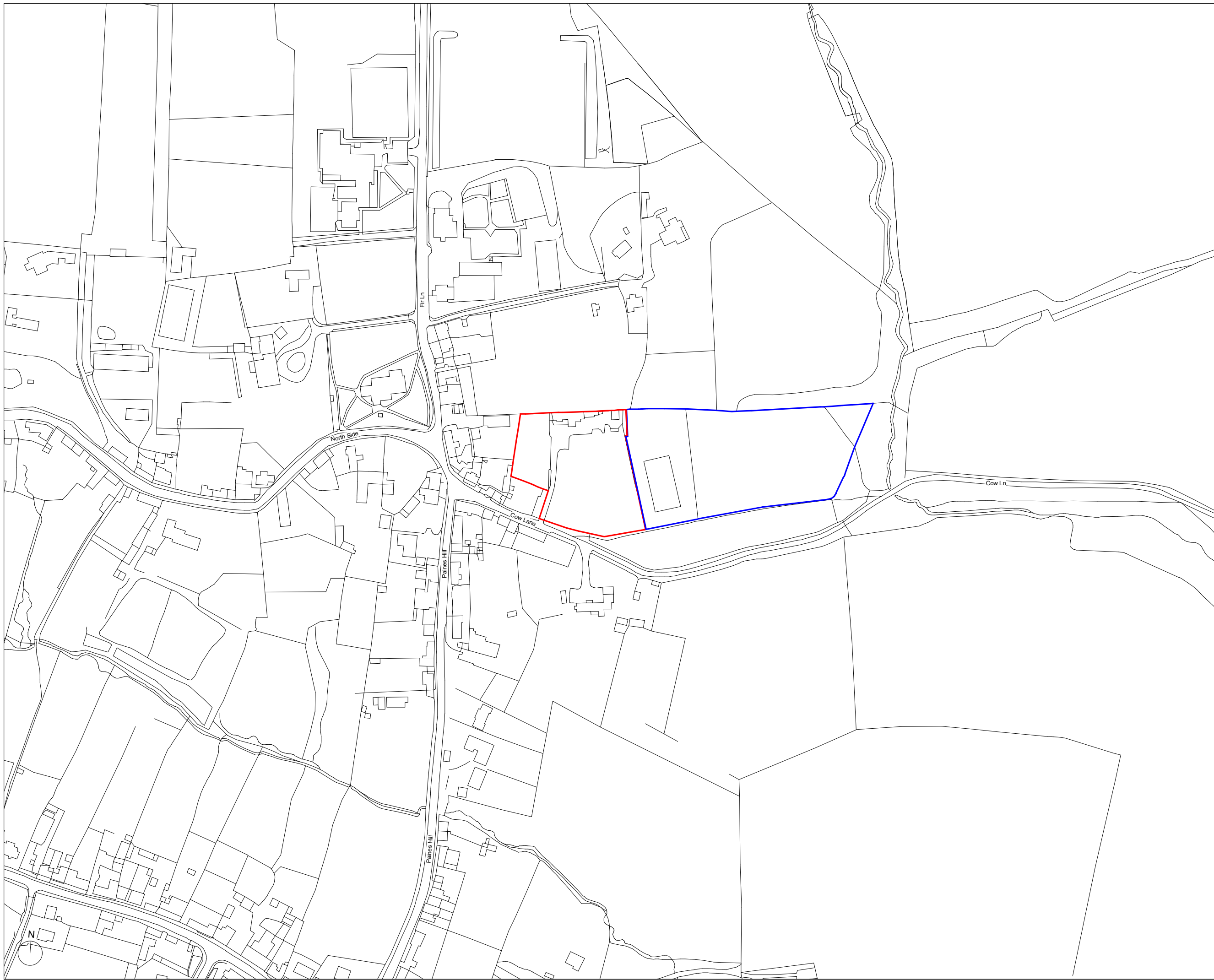
- 5.6 The suitability of the traffic management arrangements will be subject to an ongoing monitoring and review process, to be undertaken by the Project Manager and Site Foreman.

- 5.7 All drivers will be reminded to be mindful of local on street parking, reduced visibility and vulnerable road users when manoeuvring through Steeple Aston.

6.0 SUMMARY & CONCLUSIONS

- 6.1 This CTMP has been prepared in relation to a proposed the proposed construction of a replacement dwelling at Wincote, Cow Lane, Steeple Aston, Oxfordshire
- 6.2 A temporary access will be formed from Cow Lane and a haul road route will be formed within the site area to ensure all vehicles can access and egress in a forward gear. Any new construction access will need to be undertaken in consultation with Oxfordshire County Council and guidance contained on their website.
- 6.3 Construction traffic should enter and exit the village from the south via routes along South Side and Heyford Road to enable access to/from the A4260 and B4030. No Construction traffic is to use North Side and Fir Lane (north of Cow Lane) to access the new site.
- 6.4 In order to mitigate potential safety and environmental impacts of construction traffic activity on the adjacent highway network a series of site measures are proposed including:
- Appropriate signage
 - On-site vehicular maneuvering space
 - On site space for contractor vehicle parking
 - Community liaison
 - Defined operational hours
- 6.5 It is considered the proposals within this document address any potential impacts, as much is reasonably possible, which may arise from construction traffic accessing the site during the construction period.

APPENDIX A



Do not scale from this drawing. All dimensions to be checked on site. All omissions and discrepancies to be reported to the Architect immediately

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- Application Boundary
- Ownership Boundary

Planning Application Description	02/07/21	P1
Date	Chk	Rev

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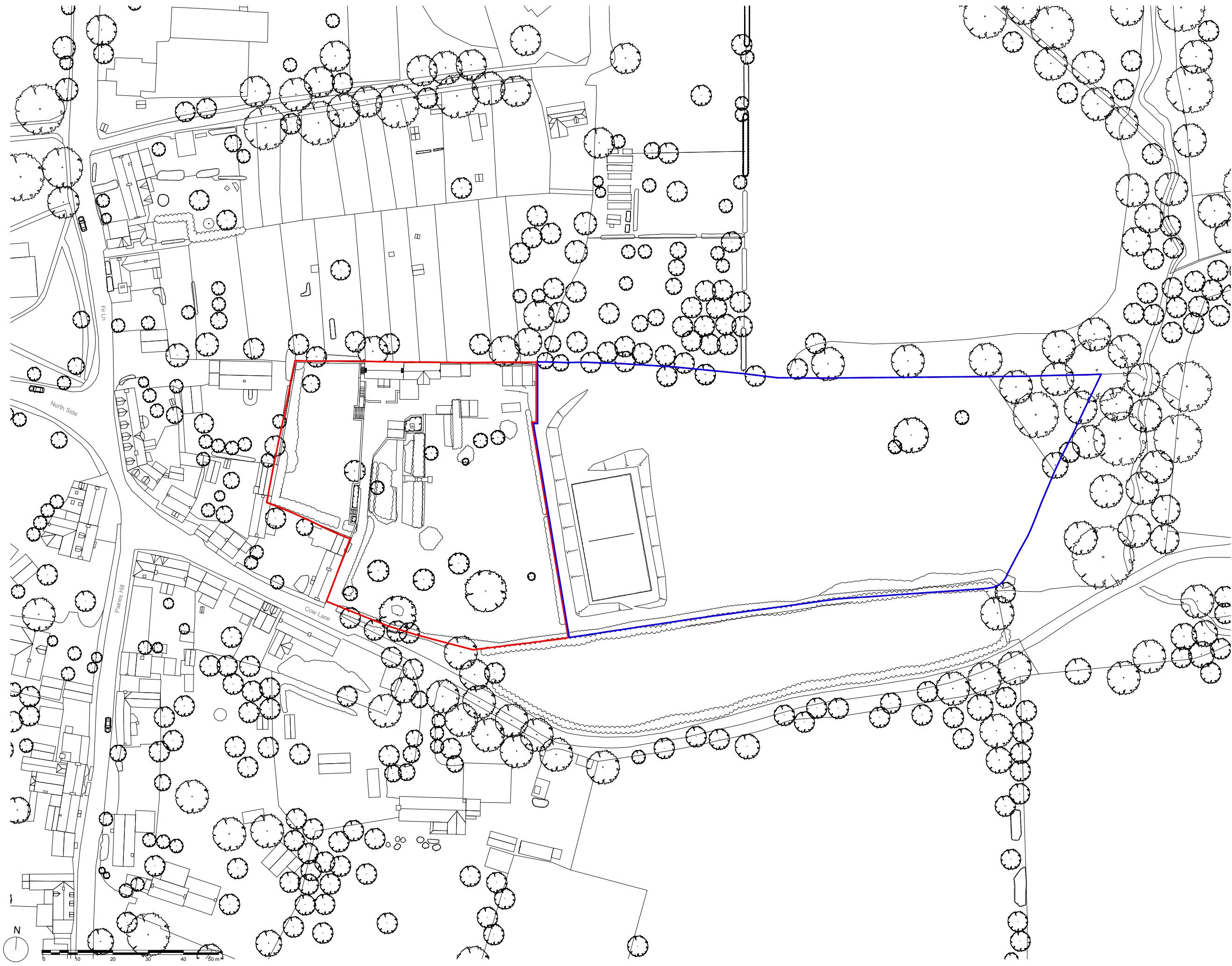
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 info@squireandpartners.com
 www.squireandpartners.com

Project
Wincote
Steeple Aston

Title
Planning
Site Location Plan

Drawn	Date	Scale @ ISO A1	Job Number
DOL	21/06/21	1 : 1250	20064
Drawing Number	Revision		
20064-SQP-ZZ-ZZ-DR-A-PL100	P1		

APPENDIX B



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Application Boundary
 Ownership Boundary

Planning Application	02/07/21	P1
Description	Date	Chk Rev

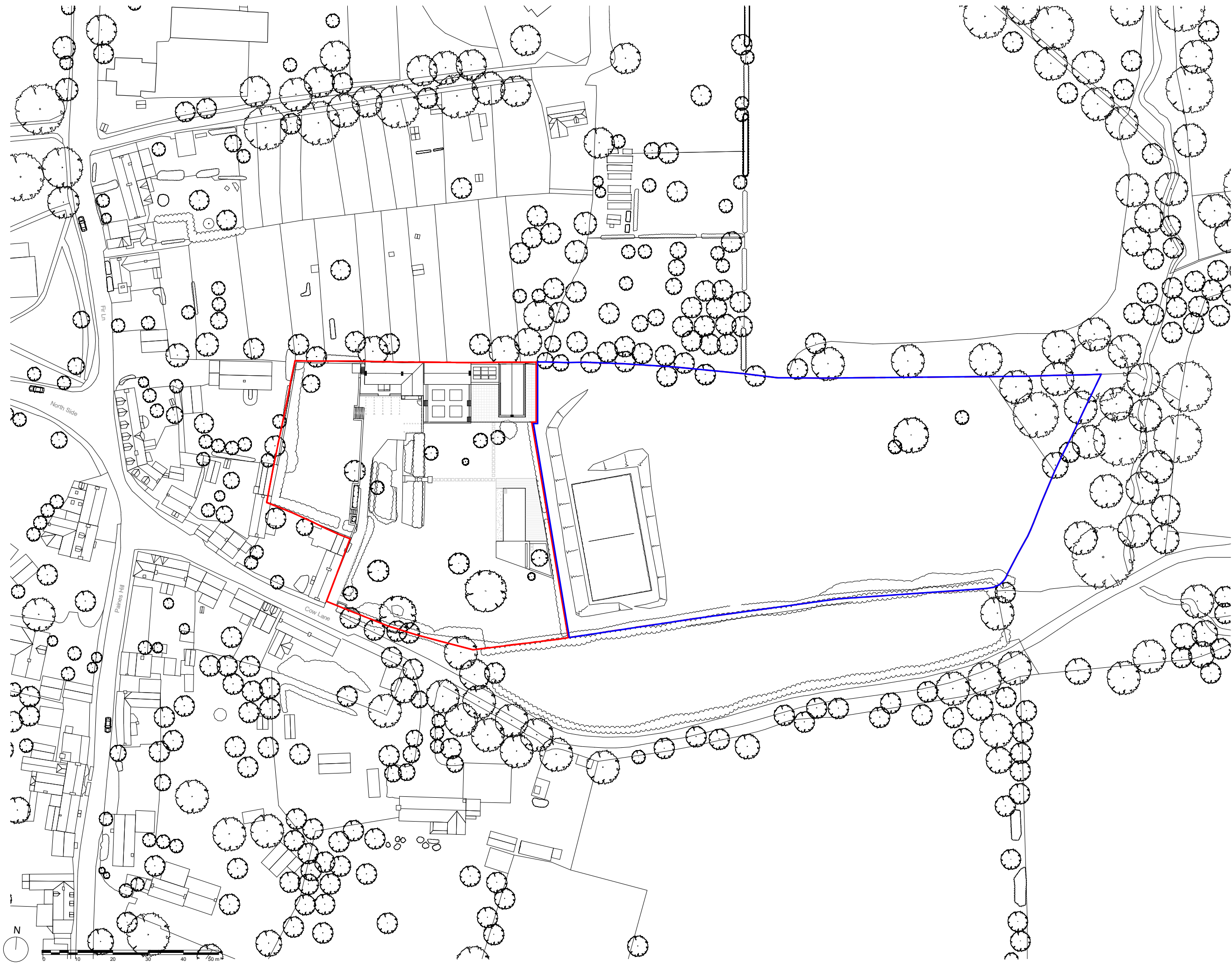
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Project
 Wincote
 Steeple Aston

Title
 Planning
 Existing
 Site Plan

Drawn	Date	Scale @ ISO A1	Job Number
DOL	21/06/21	1 : 500	20064
Drawing Number			Revision
20064-SQP-ZZ-ZZ-DR-A-PL101			P1



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Application Boundary
Ownership Boundary

Planning Application	02/07/21	P1
Description	Date	Chk Rev

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Project
Wincote
Steeple Aston

Title
Planning
Proposed
Site Plan

Status	Planning		
Drawn	Date	Scale @ ISO A1	Job Number
DOL	21/06/21	1 : 500	20064
Drawing Number			Revision
20064-SQP-ZZ-ZZ-DR-A-PL121			P1

APPENDIX C

APPENDIX D



H.M. LAND REGISTRY

TITLE NUMBER

ON216623

SP4725 SP4726

Scale 1/2500



AREA OXFORDSHIRE CHERWELL

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Our Ref: MJ/38134/10.11.364
Your Ref: Cow Lane

**Highway Records
County Hall
New Road
Oxford
OX1 1ND**

M-EC
The Old Chapel
Station Rd
Hugglescote
Coalville
LE67 2GB

**Paul Fermer
Assistant Director
Community Operations**

Date: 17 June 2021

Dear Sir,

Steeple Aston: Cow Lane – Highway Enquiry

Thank you for email dated 15 June 2021 and the card payment for £64.00.

I attach a plan showing coloured what are, according to our current highway record plan (see Notes 1 & 2), the highways maintainable at the public expense in the area of interest and a key explaining the colouring used. Uncoloured areas (which are not otherwise Public Rights of Way) are not publicly maintained and we hold no records of private ownership. The colouring shows the extent of the highways according to our current highway record plan except that where there is a roadside ditch the highway boundary is usually the roadside edge of the ditch. There can however be exceptions to this rule and we may have further information on any particular ditch.

Public Rights of Way, may be viewed online via the Countryside Access Map:

<https://www.oxfordshire.gov.uk/cms/content/countryside-access-maps>

For further information about public rights of way, please contact the Countryside Records Team, Oxfordshire County Council, County Hall, New Rd, Oxford OX1 1ND (01865 810808) or via countrysiderecords@oxfordshire.gov.uk.

If you have any questions about the plan, please contact this office.

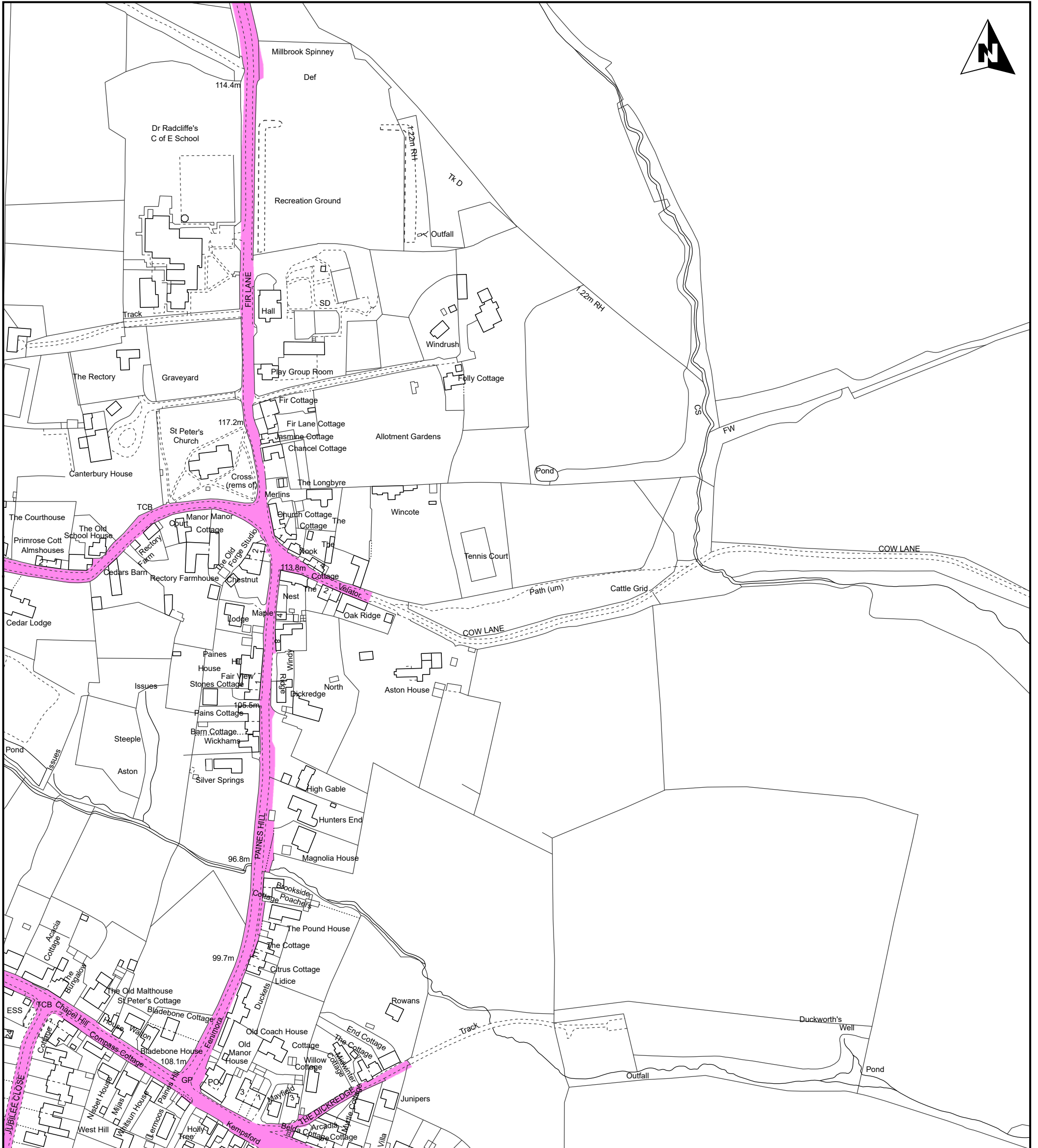
Yours faithfully,

Nick Blacow
Highway Records Manager
Please ask for: Highway Records
Direct line: 01865 815082
Email: highway.records@oxfordshire.gov.uk
www.oxfordshire.gov.uk
Enc.

1. This extract of the highway record plan is derived from a variety of sources of differing quality/accuracy, which to a large extent is inevitable given the piecemeal development of the highway. The colouring indicates the general boundaries of the highway (not an exact line), except where there is a roadside ditch the highway boundary is usually the roadside edge of the ditch.

2. It is presented on an Ordnance Survey base and such maps are drawn by them according to their prescribed practices. They are not topographic surveys and should not be considered as such. We may also hold historic background papers and are able to provide these, there may be an additional charge for these documents.

Steeple Aston: Cow Lane - Highway Enquiry



KEY

- Oxfordshire Maintained Highway
- Highways England Maintained Highway
- Oxfordshire Maintained Surfaced Right of Way

1:2,500

447,807 225,995

Plot Date: 17/06/2021

Oxfordshire County Council
Highway Records



Consulting **Development** Engineers