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# Innovation Quarter

(Ref 23/01941/F)

## CONSTRUCTION TRAVEL MANAGEMENT PLAN

FOR

<b>Contract Name</b>	<b>Bicester Motion</b>
<b>Contract Address</b>	<b>Bicester Heritage Buckingham Road Launton Bicester OX26 5HA</b>
<b>Contract Number</b>	

<b>Date Produced</b>	<b>November 2023</b>
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### CTMP Review

<b>Construction Management Plan</b>	<b>Issue No : 01</b>	<b>Issue Date:</b>	<b>Nov 23</b>
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### CTMP Review

**Construction Management Plan**

**Issue No : 01**

**Issue Date:**

**Nov 23**

<b>Revision Number</b>	<b>1</b>	<b>Date</b>	17.11.23
<b>Approved by</b>			<b>Date</b>
<b>Project Manager</b>			
<b>Construction Director</b>			
<b>HSEQ Advisor</b>			

<b>Revision Number</b>	<b>Rev 1</b>	<b>Date</b>	<b>17 November 2023</b>
<b>Approved by</b>			<b>Date</b>
<b>Project Manager</b>	<b>Norman White</b>		<b>17.11.23</b>
<b>Construction Director</b>			
<b>HSE Advisor</b>			

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## Introduction

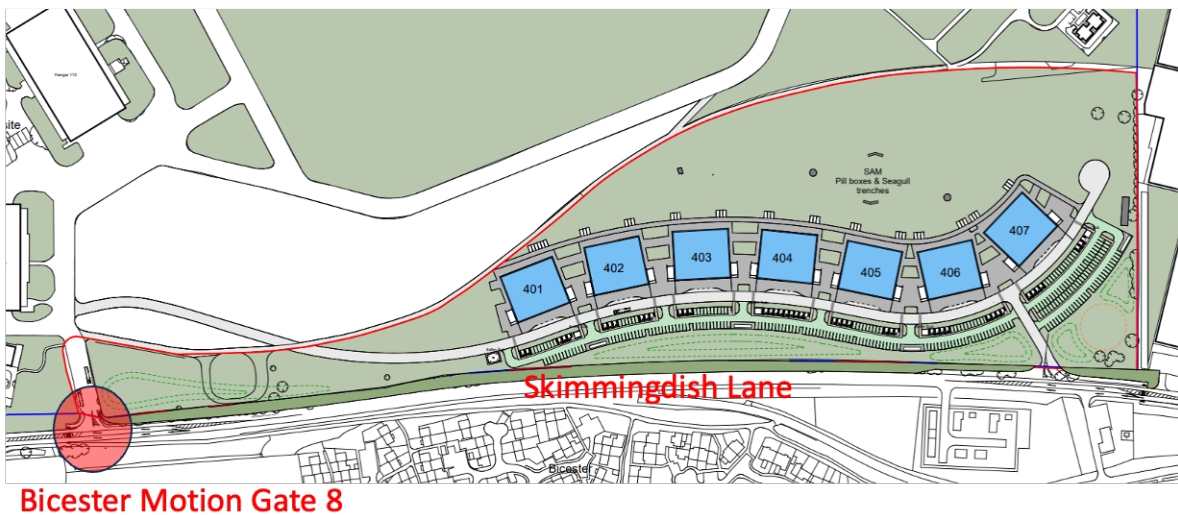
This Construction Travel Management Plan has been compiled by the Bicester Motion project management team to comply with the requirements of Construction Design and Management Regulations 2015 (CDM). The Plan forms the basis of traffic management on the site and is tailored to suit the project.

The plan is a “live document” to be supplemented and/or revised as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project

### 1.0 Scope of Work

To undertake the construction of the project known as the Innovation Quarter consisting of seven building (each of 30,000 ft2 approximately) together with associated hard and soft landscaping/civils works.

This CTMP relates to Condition 11 of the application ref 23/01941F which was approved on 12<sup>th</sup> October 2023 for Variations of Condition 3(plans) of 19/02708/OUT - -to vary the approved parameter plans.



Site working hours:

Monday – Friday	8am – 6pm
Saturday	8am – 12:30pm
Sunday	No works without prior arrangement unless an emergency.

Site traffic to arrive on site from 7am but no works to be undertaken until 8am unless of a priority nature which will not be audible from the site boundary.

No work is permitted on site on Public or Bank Holidays

The Project is scheduled to commence on-site in April 2024

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## 2.0 Contact Details

Contact details for the site staff are as follows:

Development Manager	Jonty Ashworth	01869 327928
Project Manager	Norman White	01869 327928
Employer's Agent	Iain Stevenson	01869 327928

## 3.0 Site Comments

We will maintain a site comments book for use by the client, project team, local businesses and local residents. This will be reviewed and actioned regularly and can be discussed at the monthly progress meetings.

## 4.0 Traffic Arrangements

The final, approved Construction Phase Traffic Management Plan (CPTMP), part of the overall Construction Phase Health, Safety, Environment and Quality (HSEQ) Plan, will take full account of all site transport arrangements and local / existing traffic routes and movements.

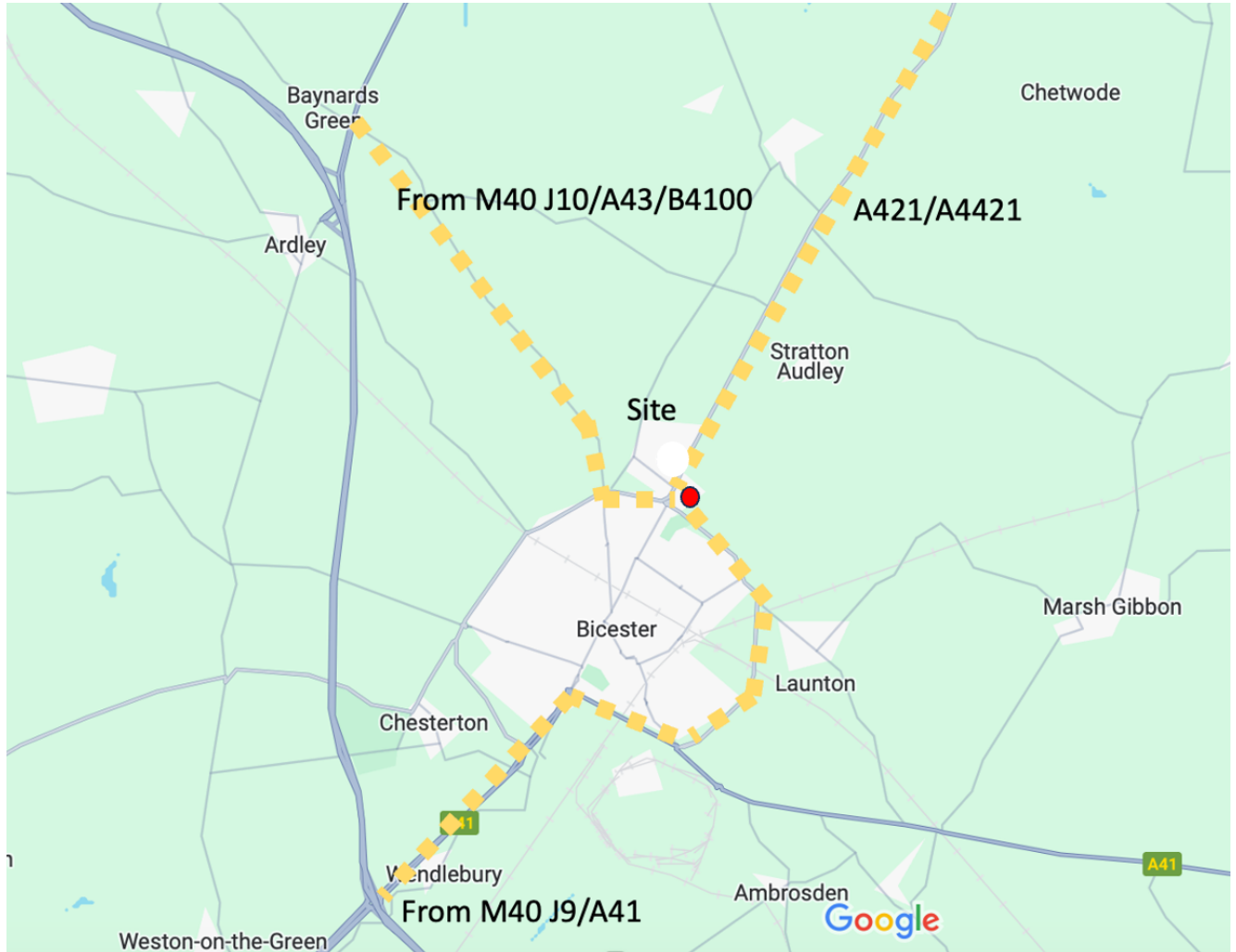
The plan will be agreed with the Local Authority Highways Department prior to commencing main works on site and will consider and detail the following:

- We have considered the approaches to site and minimised any risks
- We understand the site requirements for the area surrounding the site
- The site entrance is off Skimmingdish Lane through an existing entrance delineated as Gate 8; exit will be a left turn only onto Skimmigdish Lane
- The site is within close proximity of residential properties and other operational businesses. Local residents will be kept informed of significant deliveries and newsletter updates will be provided throughout the construction project duration
- A before work commencement highway condition survey will be undertaken in conjunction with a representative of the Highways Depot

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## 5.0 Site Access

- Site access and egress routes together with signage demonstrating safe access to the site taking into account surrounding land use and adjacent buildings. See sketch below



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- Staff and visitor parking arrangements - No vehicles will be allowed to park on the approach roads to the site. The site gateman will keep the approach roads under surveillance ensure that no vehicles associated with the site are parked on the approach roads. All vehicles related to construction, including private cars, are to be parked within the site curtilage.
- Arrangements and timing of deliveries to the site. Major plant and equipment will be delivered to site generally between 09:30 and 16:30 hours.
- Any abnormal loads will have the delivery route approved by the Highways Agency prior to delivery.
- Arrangements for the removal of waste.
- Vehicle and plant and equipment movement - An adequate turning area will be provided always to ensure that as no vehicle reverse out of the entrances of the site
- Pedestrian Routes - Separate and dedicated pedestrian access routes and walkways will be provided around the site in order to provide safe access for site operatives and others around the site.
- Existing vehicular and pedestrian routes.
- Signage requirements.
- Banksman requirements for the co-ordination of movements into, around and off the site.
- Traffic plan drawings.
- Detailed methodology and designs will be submitted for approval prior to works commencing.

### 5.1 Site Fencing

Existing site fencing secures the perimeter of the site. Local site compound fencing will be installed at the start of the main project works and will consist of heras fencing. Heras fencing, along with site signage and pedestrian fencing on-site will be regularly inspected and immediately repaired should it become necessary.

### 5.2 Vehicle Movements on Site

All site activity will be managed in accordance with Construction (Design and Management) Regulations Part 4, Regulation 27 relating to traffic on site

The following procedures / arrangements for will apply for traffic routes on site:

- All traffic and pedestrian routes will be clearly separated from each other by designated walkways, signage and suitable barriers.
- Road crossing points will be clearly identified using red barriers and signage within the pedestrian walkway fencing.
- Vehicles will be subject to a 5mph site speed limit.
- All major deliveries to site will be pre-booked onto site a minimum of 48hours notice and on arrival will notify security.
- All delivery vehicles will sign in and security will notify the respective contractor of their presence before releasing them onto site.
- All delivery drivers will be advised of site issues on arrival including all pedestrian routes, crossing points, etc.
- All traffic on site will be checked for cleanliness prior to leaving the site and if required, will pass through the jetwash before entering the public road.

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### 5.3 Loading and Unloading of Plant and Materials

All offloading of plant and materials will be carried out on-site, generally within the site compound area. Large deliveries and off-loading will be co-ordinated by the gateman using the 48 hour booking procedure.

Should the need arise to alter these arrangements this will be discussed fully with the client steering group, project team and local businesses and residents

### 5.4 Pedestrian Movements on Site

The following procedures / arrangements will apply for pedestrian routes on site:

- All traffic and pedestrian routes will be clearly separated from each other by designated walkways and suitable barriers.
- Road crossing points will be clearly identified with barriers and warning signage.
- Vehicles will be subject to a 5mph speed limit.

### 5.5 Vehicle/Pedestrian Segregation

As noted in 5.4 above

### 5.6 Signage Requirements

Regulation signage will be provided from the highway and throughout the clearly indicating site guidance for all users and visitors. Additional signage will be provided throughout the Bicester Motion site informing casual users of the site that site works are progressing.

### 5.7 Banksmen Requirements

A trained, qualified banksman will ensure vehicles enter and exit site safely without causing issues with pedestrians and vehicles. While on-site vehicles will be restricted to non-pedestrian areas

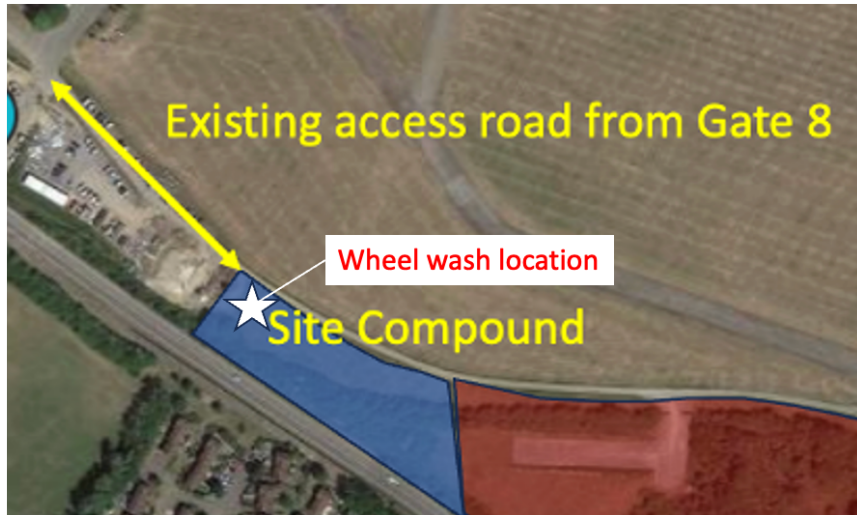
### 5.8 Public Highway and Site Environment Maintenance

Prevention of dust, dirt, mud and debris on-site and on the surrounding roads will be managed by:

- Regular inspections and monitoring - The Project Manager, along with appointed main contractor site staff to agree appropriate road cleaning measures as necessary dependent on the climatic conditions.
- Reducing the number of vehicles leaving the site through adopting sustainable construction techniques which maximise the volume of suitable recoverable materials.
- Minimising the amount of mud generated on site by grading and maintaining site haul roads.
- Sheeting up of all lorries before leaving the site to prevent spillages of mud and debris.
- Having a road sweeper on call to clean and maintain the surrounding roads and footpaths and the site entrance weekly or at a greater frequency as site conditions dictate.

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- Damping down in extended periods of dry weather.
- Inspecting and cleaning all vehicles leaving the site, ensuring that no vehicles leave site until their wheels, chassis, and external bodywork have been effectively cleaned and washed free of earth, mud, clay, gravel, stones or any other similar substance. We will provide, install and operate a suitable wheel cleaning facility at the exit of the site compound to ensure that roads remain clean both within the Bicester Motion site and on adjacent public roads.



## 5.9 Road Closures and Traffic Management

It is unlikely that road closures will be required. Should this prove necessary it will be identified in good time and the client steering group, project team and Highways Department notified in sufficient time to allow the road closure to take place to suit the project programme.

There will not be a need for traffic management during the project works as all off-loading will be carried out within the confines of the site.

## 6.0 Responsibilities

Issue	Primary responsibility	Delegated to	Notes
1. Traffic management	Project Manager	Site Manager	Daily visual inspection
2. Traffic segregation	Project Manager	Site Manager	Daily visual inspection
3. Traffic signage	Project Manager	Site Manager	Daily visual inspection
4. Banksmen	Project Manager	Site Manager	Daily visual inspection
5. Highway maintenance	Project Manager	Site Manager	Daily visual inspection

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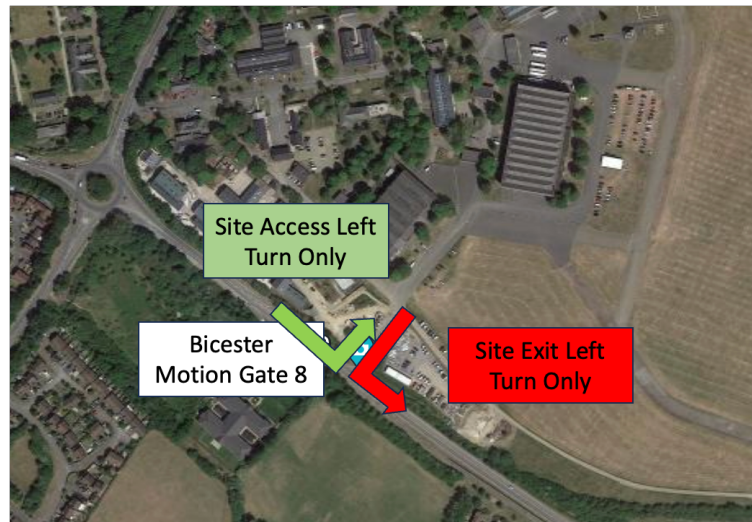
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## 7.0 Traffic Management Plan Drawing



## 8.0 Site Logistics Plan - Access

The plan above identifies our logistics proposals

- Manned security will be placed at the entrance to Gate 8
- Site vehicular access will be via Skimmingdish Lane Gate 8
- Traffic will access the building footprint via the existing road turning into the site compound area in front of the work face.
- Signage and traffic management arrangements will be put in place to control the vehicles and to direct pedestrians to alternative entrances.
- Roads will be maintained and kept clean always.
- Controlled hours for delivery periods will be set up with all suppliers in the pre - let meetings
- Construction vehicles to minimise risk to road users shall include sidebars, audible“ turn left“ warning and reversing beepers.
- Any changes to existing points of access shall have the sightlines approved by the local planning authority before use.

## 9.0 Plant Parking, Fuelling Station and Spill Kit Plan

A dedicated individual will be delegated by the Project Manager to take overall responsibility to ensure that the environment is fully protected from any contamination. This will include the following:

- Ensuring all diesel tanks are doubled bunded and kept locked at all times.
- All items of plant are parked in a designated area for re-fuelling with drip trays or nappies sufficient for the task in hand.
- A fire call point will be established at the re-fuelling point with Co2 and foam extinguishers available.

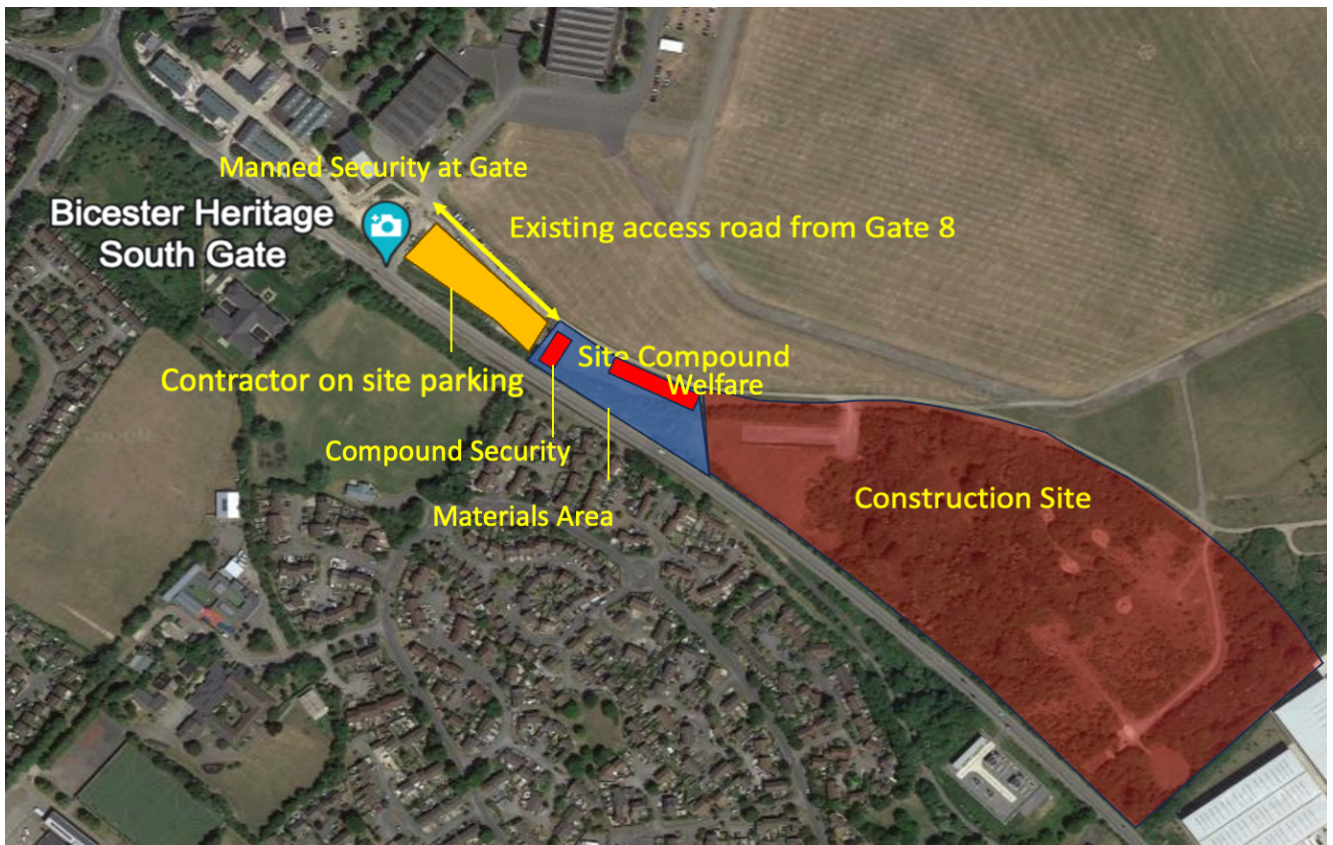
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- A register of all spill kits will be maintained in the Project Office and their locations will be clearly marked on a site plan.
- Training on environmental spills will be reviewed and updated as necessary, including key subcontract personnel

### 10.0 Site Compound Plan

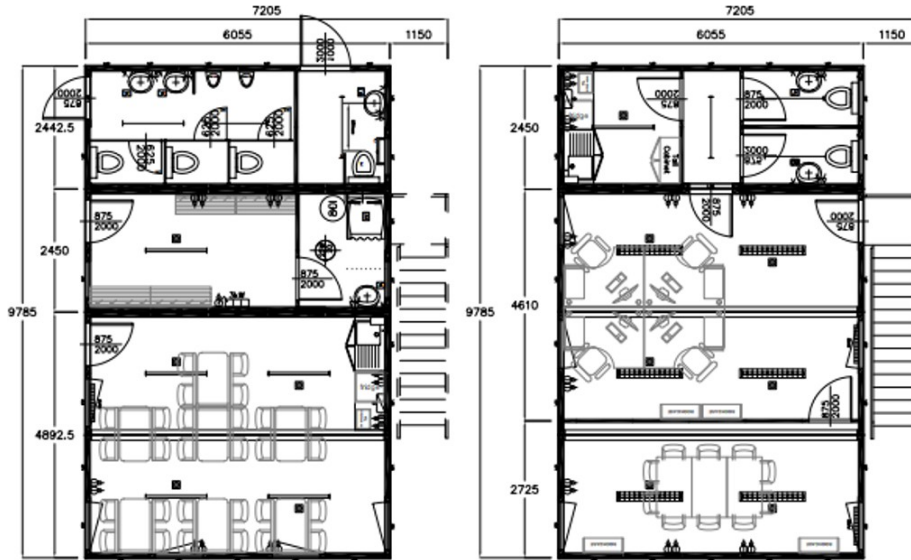
The plan below identifies the proposed site compound setup for this project;

- A site-specific plan will be developed and circulated to all relevant parties and clearly displayed on site.
  - The site offices and car parking will be located within the site compound (see sketch below) providing an ideal location for safe access and enabling on-site queueing for vehicles where necessary. Turning within the site curtilage will be available
  - Car parking for Staff and Visitors within this compound area will be provided and maintained.
  - We will provide additional contractor site parking adjacent to the compound within the Bicester Motion site boundary. No external parking will be required.



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- The plan below shows the indicative site office layout for this project.



## 11.0 Waste Management

Segregated waste skips will be provided to ensure minimum 95% of waste is recycled to meet our sustainability responsibilities. While some segregation can be carried out at site (plasterboard is a good example) the majority of waste segregation will be carried out off-site at the Waste Transfer Station and a report provided to confirm we have met this target.

Where possible demolition waste will be recycled on-site, being crushed and graded into sub-base material for use below slabs and roadways.

## 12.0 Ecology

Protection measures will be taken in accordance with reports submitted as part of the planning application and the subsequent planning conditions; these include site inspection prior to works commencing and avoidance of relevant works affecting nesting season

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