

Former Telephone Exchange
Ashford Road, Hollingbourne

Construction Transport Management Plan

For

Lusher Architects

Document Control Sheet

Former Telephone Exchange
 Ashford Road, Hollingbourne
 Lusher Architects

This document has been issued and amended as follows:

Date	Issue	Prepared by	Approved by
31/08/2023	1 st Draft	MS	DM



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Appendices

- A Swept Path Analysis – Delivery Vehicle
- B Swept Path Analysis – Staff Vehicles

1.0 Introduction

- 1.1 Motion has been appointed to prepare this Construction Transport Management Plan (CTMP) in relation to redevelopment proposals at a former telephone exchange, located on Ashford Road, near to Hollingbourne within the administrative authority of Maidstone Borough Council as planning authority and Kent County Council as highway authority.
- 1.2 The site is located to the north of Ashford Road (A20) close to the village of Hollingbourne, Maidstone, approximately 800 metres north of Leeds Castle. The M20 is located to the north of the site.
- 1.3 Following the introduction, the remainder of this report comprises the following sections:
 - ▶ Baseline Conditions;
 - ▶ Construction Project Manager;
 - ▶ Construction Programme;
 - ▶ Traffic Management;
 - ▶ Nuisance Control; and,
 - ▶ Monitoring and Management.

2.0 Baseline Conditions

Site Location

- 2.1 The site is located on Ashford Road, Hollingbourne approximately 800 metres north of Leeds Castle and the site benefits from close proximity to the A20 and M20. The site in relation to the surrounding area is shown in Figure 2.1 below.

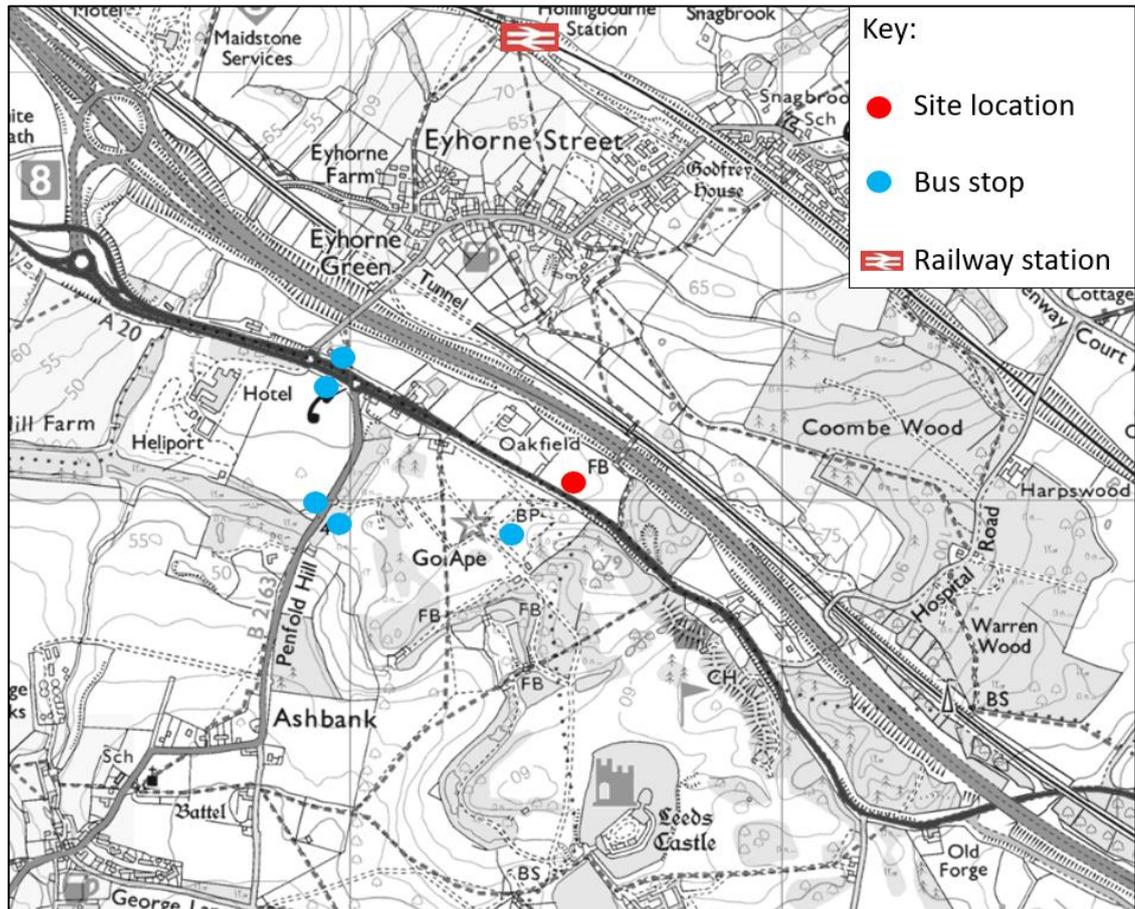


Figure 2.1: Site Location Plan

Development Proposals

- 2.2 Development proposals for the site include the extension of the existing former telephone exchange building and the change of use of the building to office space (Class E use). The site is proposed to be provided with two car parking spaces and will utilise the existing crossover from Ashford Road.

Local Highway Network

- 2.3 Vehicular access to the site is via Ashford Road (A20), a two-way single carriageway road subject to a 60 miles per hour speed limit. The A20 connects south to Ashford and north to Maidstone.

3.0 Construction Project Manager

- 3.1 The Construction Project Manager (CPM) will be responsible for implementing measures contained in this CTMP.
- 3.2 The CPM will be responsible for monitoring and reviewing the CTMP and will deal with any concerns of local residents and businesses. The contact details will be provided when known.
- 3.3 MBC and KCC will be notified should the CPM change during the works.

4.0 Construction Programme

Programme of Works

- 4.1 Works are anticipated to continue for a period of 6-8 weeks. The level of traffic attraction during this time period will be fairly consistent.

Description of Works

Site Set-up

- 4.2 Prior to any works commencing on the site, there will be temporary signage provided from both directions to inform traffic to be cautious of construction vehicles reversing into the site ahead.

Structural/Non-Structural Works/ Internal Fit Out

- 4.3 Construction vehicles will access the site and stop on-site to unload materials. Further details of the vehicle access arrangements and site setup are detailed at Section 5.

Site Clear-up

- 4.4 Following the completion of works, works will be undertaken to return the site to suitable for use. The temporary signage will be removed from the highway.

5.0 Traffic Management

- 5.1 It is proposed that all construction deliveries and loading will take place on site and all materials will be stored on site. There is an existing access fronting Ashford Road which the vehicle will use to access the site. Vehicles will require to reverse into the site from Ashford Road as there is no turning area within the site. A banksman will be present to support the vehicle reversing into the site, the drawing attached at **Appendix A** demonstrates this.
- 5.2 All operatives, sub-contractors and suppliers will be advised of the loading arrangements at the site and that under no circumstance should vehicles parked or stop on the public highway outside the site. The CPM will ensure that no vehicles associated with the development are permitted to stop or wait on the public highway, nor cause any obstruction to neighbouring properties that would impede pedestrian or vehicle access/egress to those properties.

Construction Vehicles

- 5.3 It is envisaged that vehicular activity associated with the construction operations will comprise a mix of the following:
- ▶ Ready-mix concrete deliveries during construction; and
 - ▶ Deliveries of construction materials and fixtures and fittings.
- 5.4 Swept path analysis has been undertaken to demonstrate the expected construction vehicle can access and exit the site appropriately using the access. The analysis demonstrates that the expected vehicles would approach from the north on the A20, pull up and reverse into the site and then exist the site in forward gear. Swept path analysis is attached at **Appendix A**.
- 5.5 The CPM will be responsible for managing the safe and efficient movement of vehicles to the site.

Delivery Management

- 5.6 All deliveries will be pre-booked in advance and allocated set arrival times. Suppliers shall call the Construction Project Manager before their arrival to inform the CPM of their expected arrival time, this will allow the banksman to get to the site access and ensures the safe entry and exit of the vehicle.
- 5.7 Vehicles arriving to the site will take place outside the network and school peak hours. Vehicles will be scheduled to distribute vehicle movements throughout these hours and to avoid more than one vehicle arriving and departing at any one time. There will only be one vehicle parked on site at any one time.
- 5.8 All contractors, delivery companies and visitors to the site will be made aware of the access and egress route and of the parking restrictions in the vicinity of the site prior to undertaking their journey. A written briefing and plan for the site will be provided to contractors, delivery companies and visitors.
- 5.9 The CPM will be responsible for managing the safe and efficient movement of vehicles to the site and the interaction between construction vehicles, pedestrians, cyclists and other road users.
- 5.10 There will be a daily average of three expected vehicles to the site per day, at a maximum of five/six. In addition, a banksman will be located at the access junction when deliveries are anticipated to take place to ensure quick movement of vehicles into and out of the site.

Staff Parking

- 5.11 There is scope to accommodate staff parking on site whilst also providing space for HGVs to unload. This is highlighted on the drawing attached as **Appendix B**, which illustrates four parked cars. Staff will be encouraged to car-share where possible.

Vehicle Routing

- 5.12 Construction vehicles will route to and from the site from Ashford Road (A20) from the north, which offers direct connections to the M20.

6.0 Nuisance Control

- 6.1 A range of measures will be implemented to ensure that the potential impact of the works on local residents and businesses will be minimised. These measures are discussed in turn below.

Waste and Recycling

- 6.2 All waste will be stored on site and dealt with in accordance with the duty of care Section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991. Where hazardous waste is identified, it will be controlled and disposed of following the Environment Agency approved procedures.
- 6.3 Waste material will be sorted on site and any suitable materials will be recycled. In addition, during the progress of the works every effort will be made to avoid waste, and where waste material is produced, this will again be sorted and recycled in accordance with good practice guidance. As part of their induction, all site operatives will be made aware of the need to reduce waste and where waste is unavoidable, that waste will be sorted and recycled where possible.

Hazardous Material

- 6.4 In the event that hazardous materials are found, the materials will be disposed of using the appropriate procedures and local residents/businesses advised accordingly.

Noise Control

- 6.5 There will be no HGV movements to or from the site between the hours of 08:00 and 09:00am and 17:00 and 18:00pm. This is to avoid potential conflict with traffic during the peak periods of the day. Where possible, deliveries will be scheduled to distribute vehicle movements throughout these hours to limit the number of vehicles on site at any one time.

Wheel Washing

- 6.6 To prevent the spread of dirt and debris to the public highway, all vehicles accessing the site will be inspected and wheels cleaned before leaving the site to the public highway, if necessary. In event that mud is spread on the public highway this will be cleaned using a road sweeper.

Site Security

- 6.7 All materials will be stored on site within a secure area. The CPM will be responsible for site security and emergency procedures and contact details for the CPM will be advertised.

Consultation

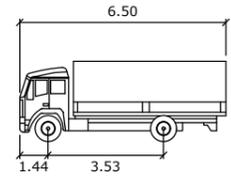
- 6.8 The CPM will liaise with immediate neighbouring school and immediate neighbours in the nearby vicinity of the site to ensure that residents and businesses are aware of how the construction works are progressing and provide them with the opportunity to raise any issues that may arise as they occur.

7.0 Monitoring and Management

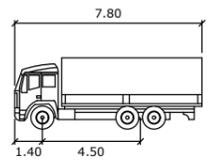
- 7.1 The CPM will be responsible for the ongoing monitoring and management of the construction process. This will include the following:
- ▶ The control of the frequency of vehicles entering the site and the safety of the vehicles accessing the site;
 - ▶ Waste management and reduction, including the disposal of hazardous materials; and,
 - ▶ Review meetings with the planning authority, as necessary.
- 7.2 The CPM will further be responsible for the updating of the Plan as and when it is required.

Appendix A

Swept Path Analysis – Delivery Vehicle



SKIP LOADER
meters
Width : 2.50
Track : 2.50
Lock to Lock Time : 6.0
Steering Angle : 36.3



TIPPER 3AXLE
meters
Width : 2.55
Track : 2.55
Lock to Lock Time : 6.0
Steering Angle : 38.5



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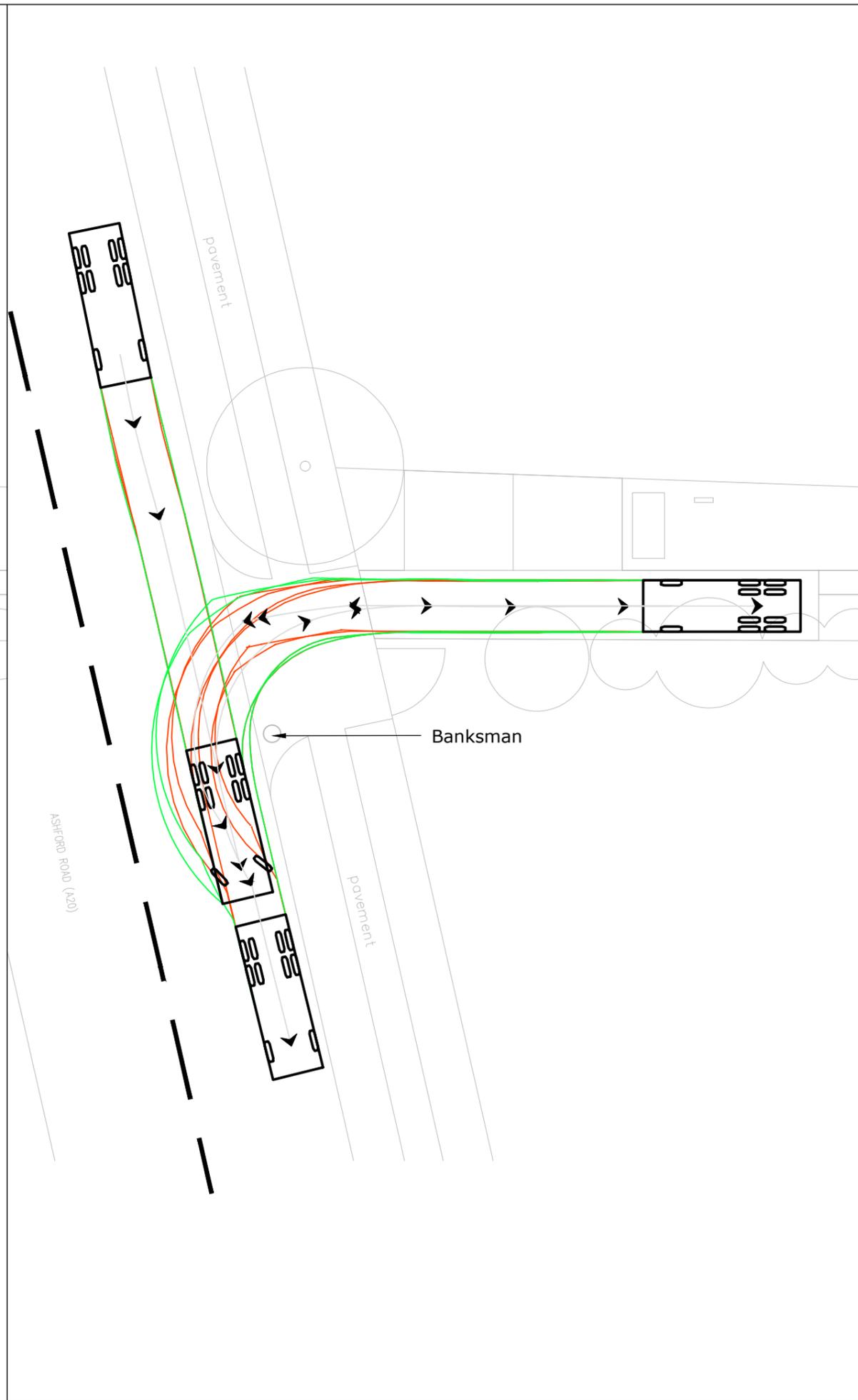
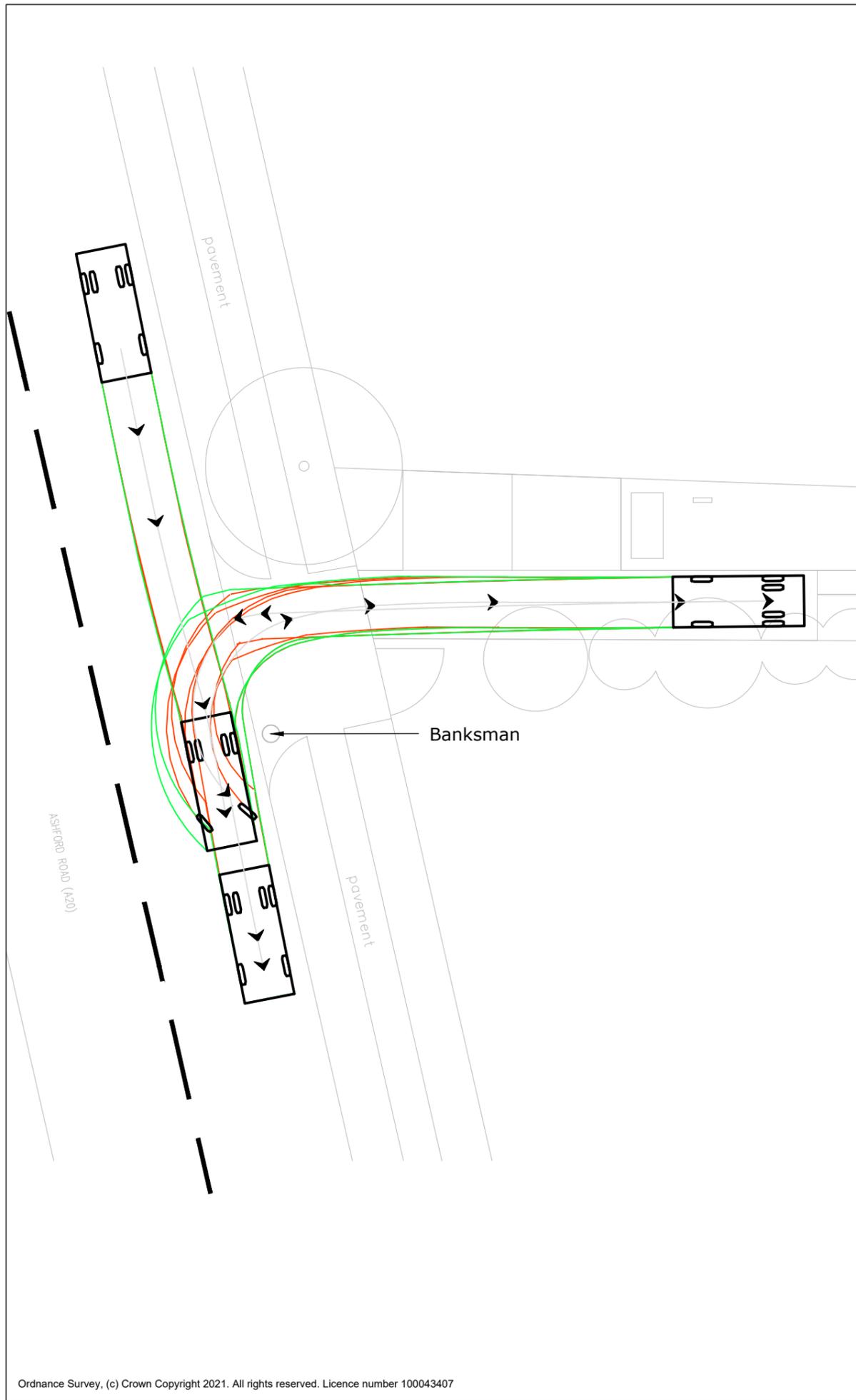
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Project:
Ashford Road, Hollingbourne

Title:
**Swept Path Analysis
Construction Vehicles**

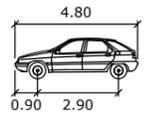
Scale: 1:250 (@ A3)

Drawing: **2302045-TK02** Revision:



Appendix B

Swept Path Analysis – Staff Vehicles



SDV

	meters
Width	: 1.80
Track	: 1.80
Lock to Lock Time	: 6.0
Steering Angle	: 37.8



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Project:
Ashford Road, Hollingbourne

Title:
**Swept Path Analysis
Large Car**

Scale: 1:200 (@ A3)

Drawing:	Revision:
2302045-TK01	B

