

HAMPSHIRE COUNTY COUNCIL ECONOMY TRANSPORT & ENVIRONMENT DEPARTMENT

Traffic Management Plan for all Significant Highway Works, or Works that will Significantly Affect the Highway - Proforma.

Note.

The purpose of the Traffic Management TM plan is to identify the risks to traffic safety and congestion that may arise through any works on the highway, and minimise them as far as possible whilst considering the statutory duties of the works promoters involved. Where a 'route' TM plan, written by the County Council, as the Highway Authority is already in place that document should be read in conjunction with this proforma. (Currently route plans have been written for the A32, the A27 and the A3023)

TM plans for works are always owned and maintained by the works promoter as they describe his plans and actions being taken. They are never approved by the County Council. The Works Promoter should work with the County Council and other relevant organisations to develop the plan. The County Council will require to see and retain an up to date copy of the TM plan.

The County Council has some specific requirements for works in Hampshire, eg the use of directional drilling and the use of portable traffic lights. These requirements can be downloaded from the following web page; <http://tma.hants.gov.uk/> (Username = TMAWP, Password = zaQvfR04)

The County Council requests works promoters to cooperate with the requirements of this proforma in the interests of safety, to minimise inconvenience of persons using the highway and to protect the structure of the highway. For works promoters that are utility company's executing their powers under the New Roads & Street Works Act 1991(NRSWA) the requirements of this proforma are considered to fall under the requirement to cooperate as described in Section 60 of NRSWA.

Wherever possible, a draft plan is required 9 weeks before works start and the final plan is required 3 weeks before works start.

Plan Proforma;

Scheme Overview

- Please describe the scheme, it's context with the surrounding network and drivers for the scheme.
- Please supply a plan of the works. In particular the plan should show the works in context with the surrounding highway network.
- Please explain the objectives of the scheme.
- Please explain the priority for undertaking the works at this location at your proposed date & time.

Contact Details

Contact details are essential to ensure clear lines of communication. These details must include names, phone numbers, and e-mails where appropriate. Contact details should also include any out of hours contact information. Although such information is usually provided on the EToN notices or the on-site information boards it is helpful to have the information repeated in the plan.

- Please provide the contact details for the client manager for this scheme.
- Please provide the contact details for the contractor and sub contractors for this scheme.

Construction / Works Method

It is recognised that the EToN notice will contain a summary of the construction / works method, however, for the purposes of the TM plan it is essential to fully understand the full detail of the nature of the works being undertaken. Please describe the construction method to be used, paying specific attention to the following;

- Please indicate reasons for selecting the construction method. If less disruptive methods of construction (eg no dig technology) are not being used please indicate the reasons for not using these methods.
- Please describe any specific hazards such as delivery of large / unique loads that will impact on traffic or health & safety. Including specific dates of delivery.
- Please confirm that you will take the opportunity to update the locations of your own apparatus encountered during the works. Note that all apparatus or buried features encountered (that do not appear on plans obtained via plant enquires) should be recorded and passed to the County Council. In addition, details regarding the use of any special materials shall be provided.
- Where the street where works are being undertaken is designated as having special engineering difficulties or where the works will affect a structure; please describe consultation undertaken with the bridge authority and summarise the outcomes of the requirements of Schedule 4 of the New Roads & Street Works Act 1991.
- Please describe any specific agreements and actions being taken where works are within a conservation area (RVEI or similar) or an area with special surfaces / construction needs.
- Please describe how the site will be kept tidy and will be left tidy and clear once works have completed.
- Please describe the actions being taken to minimise disturbance to any local businesses or residents.
- The County Council's special requirements for directional drilling can be found here; <http://tma.hants.gov.uk/>
- Any modular materials excavated from the public highway remain the property of the County Council and should be re-used wherever possible in the subsequent reinstatement if appropriate.
- Great care must be exercised when excavating modular materials. The County Council's special requirements for works in special materials designated on the LSG / ASD can be found here; <http://tma.hants.gov.uk/>
- Temporary reinstatements should only be used as a last resort. All temporary reinstatements should be made permanent within 6 months unless prior agreement with the County Council is obtained.

Works Schedule

Timing of the works, including separate phases, breaks for holidays or other purposes may have a significant impact on disruption.

- Please provide a works schedule for your scheme.
- Where occupation of the highway is required then works must be undertaken without delay. Wherever practical the highway must be returned to normal use during any hiatus in works. The plan must provide adequate evidence to justify any occupation / impact on the highway for the full period requested.
- Please indicate the normal working hours. Extended working hours, weekend working, night working should be utilised wherever practical and appropriate.
- If extended working is not to be used please indicate the reasons why not.
- If works are to be undertaken outside of normal hours, eg at night or on weekends, then they may have an adverse affect on residents or local businesses. Where residents or local businesses may be adversely affected by working outside of normal hours then this should be considered alongside the disruption to traffic.

- Timings of deliveries / plant movements on the open highway should be planned to avoid peak traffic times. Please describe how this will be achieved and provide reasons where this may not be achieved.
- Vehicles delivering materials must not queue on the public highway. If all delivery vehicles cannot be accommodated within the site then a plan must be drawn up to hold them at a suitable point until they can access the site.
- The site must be fully occupied at all times (subject to valid working restrictions). Where a site is not fully occupied valid reasons must be provided.

Traffic Management Measures

Traffic management is key to minimising the congestion & safety impact of the scheme. Road closures and traffic control are considered to be a LAST resort and their need must be proven in this plan. It is recognised that commercial, practical and safety pressures will impact the type of TM to be employed, however, it is also important that disruption to traffic, residents and businesses is considered in the TM plan. It is also recognised that TM information will be supplied on the EToN notice, however, further information is required in the TM plan in order to fully understand the impact of the works and to understand why the works promoter has selected a particular TM option for the scheme.

- Please describe the type of traffic management to be used and the reason this type of TM has been selected. You will be asked to prove the necessity for closures or the use of traffic control. Traffic modelling may be required to prove the viability of a TM type.
- Please provide an analysis of all types of traffic management that could be used (eg, Signing & guarding only, road closures, traffic control etc). The analysis should consider safety and both disruption to traffic and local residents / businesses.
- Please supply details of any road closures needed and appropriate diversion routes. Diversion routes should be selected in consultation with the County Council.
- Please supply a plan of the traffic management measures, including locations of signage.
- Please describe the measures to be taken to discourage inappropriate use of 'rat runs'.
- Please describe the measures you will take to facilitate emergency vehicles onto your site, and, where possible, through your site.
- Please describe any agreements made with the Traffic Authority or neighbouring authorities as regards the alteration of signal timings or the use of matrix signs or variable message signs.
- Please describe the details of the use of any temporary traffic signals (TTS) or other forms of traffic control. You must describe the locations and timings that the controls will be in operation.
- TTS shall be used only when absolutely necessary and must be removed or deactivated immediately after use. They must also be appropriately managed during all traffic sensitive times on traffic sensitive streets (and at other times as specifically instructed by the County Council) whether works are on-going or not. Appropriate management means that the equipment must be managed throughout the traffic sensitive period (or instructed period) by a competent operative, to ensure that queue lengths are minimised and the phasing of the lights responds in 'real time' to any tidal traffic demand to maximise traffic flow through the site. At no time during a traffic sensitive time on a traffic sensitive street or any other specifically instructed period shall TTS equipment be set to basic timed phasing. This requirement is considered to be a standard condition of a licence / notice for the use of any TTS system.
- An appropriate licence / notice must be provided for all TTS use. Further information on the County Council's special requirements for the use of temporary traffic signals can be found here; <http://tma.hants.gov.uk/>

- The use of automated traffic control systems, such as automated stop/go boards should be treated as if they were temporary traffic signals, except that no separate permissions / notices are needed for the use of such.
- Where options for a diversion route exists each should be considered on the grounds of disruption and safety. An independent safety audit may be needed.
- The County Council may require inspections of diversion routes and likely 'rat runs' before and after the works in order to determine damage attributed to the works or traffic diverting from the works. the works promoter may be liable to compensate the County Council for any such damage.
- The County Council's special requirements for trench cover systems (plating) can be found here; <http://tma.hants.gov.uk/>

Collaborative Working / Diversionary Works

The County Council encourages the works promoter of the scheme to share road closures / traffic management with other schemes / works that may be scheduled for the same time / location wherever it is safe and appropriate to do so.

- Please provide details of other works promoters you have consulted with to offer opportunities of collaborative working.
- Please provide a summary of any collaborative working you have already agreed within this scheme.
- If you are unable to facilitate collaborative working please explain your reasons.
- Please summarise the nature of any diversionary works agreed.

Consultation & Communication

The County Council expects the promoter of the scheme to consult and communicate with all appropriate organisations, residents and businesses and take appropriate action as a result of any consultation. Support for enquiries regarding the works is also essential to ensure that the travelling public and local residents / businesses are fully aware of the reasons and need for the scheme. It is also useful to describe any issues identified during the consultation / notification phase and what measures may have been employed to mitigate the issues (if possible)

- Please list the organisations you have consulted with. As a minimum the promoter should contact the following; local residents, police, fire & ambulance and local bus companies. Additionally the promoter may also need to contact; neighbouring traffic / transport authorities, schools, businesses, local disability groups, local cycle clubs, taxi companies and councillors.
- Please describe any consultation and agreements with appropriate professional organisations (consultants, local planning authorities etc).
- Please supply details of any contact centres / enquiries departments that will handle queries regarding the scheme.
- Please supply details of any publically accessible website set up to deal with information regarding this scheme
- Please describe your processes for reviewing claims for compensation from residents, organisations and businesses affected by your works or diversion route.
- Please describe consultation / communications with local organisations representing residents / businesses
- Please describe consultation with local town / parish / district councils and local councillors.
- Please describe the press releases you will issue. Joint press releases with the County Council should be considered.
- Please describe the processes used to alert and update the public of the works.

Advance Warning / Press Releases / Dealing With Enquiries

Giving advance warning of significant disruption allows traffic to plan their journeys accordingly.

- Please provide a plan indicating the locations and wording of advance signage that will be deployed.
- Please provide details of any other advance warning undertaken (press releases etc).

Street Authority Restrictions

The County Council may make restrictions on the works in order to minimise traffic disruption and disruption to local residents. Most of these restrictions will be made under the New Roads & Street Works Act 1991. Specific legislation exists to restrict duration and timing and protection of the final surface. Further, general legislation exists regarding the cooperation of the promoter with the Authority for the purposes of minimising traffic disruption.

- Please confirm any agreed restrictions regarding these works.

Other Works & Events

Other works or events may affect this scheme. Wherever possible the County Council will coordinate the timing and location of these works to minimise the impact on traffic and local residents / businesses. In some cases the promoter of this scheme may be able to minimise the impact by undertaking short term measures (eg, by halting works during a short event).

- Please list the works / events that you are aware of that may affect or be affected by, your scheme and what arrangements you have made with the local County Council coordinator to minimise adverse affects from such conflicts. (The local County Council Coordinator will have details of any known events).

Formal Notification of Works under NRSWA

Notification under NRSWA is mandatory for all works on the highway.

- Please confirm the relevant notice numbers for these works, including any notice numbers of advance planning notices.
- Major works should also be discussed at the regular quarterly coordination meetings chaired by the County Council. Please confirm the dates of the County Council's quarterly coordination meetings that this project was raised at.

Working on a Strategic Diversion Route

Working on, or diverting additional traffic onto a Highways Agency tactical diversion route, or any other strategic diversion route carries high risks of traffic disruption if the diversion route needs to be activated. Accordingly it is essential that plans are in place to cope with such an incident. Ideally plans should be developed to remove the works or re-route the diversion route. As a minimum the operator of the diversion route needs to be aware that their route may be compromised so that they can make alternate plans themselves in the case of an incident. The County Council's Streetworks Manager or the local County Council coordinator will be able to provide details of strategic diversion routes.

- Please confirm whether your works will directly or indirectly affect a diversion route.
- Please describe plans agreed regarding temporarily withdrawing your works or rerouting of diversion routes, or the consultation with the operator of the Highways Agency diversion route.

Continual Plan Review / Daily Management

The plan is a 'live' document and needs to be updated to take into account changes in the works programme and unforeseen traffic issues.

- Please explain the processes you will undertake to ensure continued compliance with and review of the plan. (eg, regular progress meetings).

Handover Processes

For the County Council's own schemes (and some other schemes) there will be a need to ensure that the maintaining authority (Usually the local Hampshire Highways Office) has been provided all of the scheme details including requirements for any special designations needed to update the gazetteer.

- Please confirm brief details of any special designations or the use of special materials that will come into force as a result of this scheme.
- Please provide details of stocks of material held for future maintenance of, or works in the project area.

County Council Actions

In addition to the actions undertaken by the works promoter to minimise disruption the County Council will also take action to minimise disruption from the works. A summary of these actions may be provided to the works promoter in order to attach them to the plan. In some cases the works promoter may be charged for certain additional activities the Authority has to undertake. Such actions are likely to include;

Coordinating the works to avoid conflict with other works or planned events.

- Liaising with the County's own press office and traffic alert facilities (eg <http://www.romanse.org.uk/>)
- Setting up any web pages that might be needed on the County Council's web site.
- Advising local councillors.
- Setting up any restrictions under Section 58 or 58A of NRSWA 1991.
- Salting / winter treatments of diversion routes for closures to the same standard as the closed road.
- Provision of additional bus stops, shuttle buses or alternative means of public transport. (Possibly at the cost of the works promoter).
- Undertaking improvements to a diversion route to make it suitable for use. (The works promoter may be asked to compensate the County Council for this task).
- Undertaking a before and after survey of any diversion route.
- Making good any damage done as a result of the works promoters activity. (The works promoter may be asked to compensate the County Council for this task).
- Protecting the works by use of Section 58 or Section 58A of NRSWA.
- Updating the gazetteer with details of any new restrictions / designations information arising from the works undertaken by the works promoter