

KPC 127-11

**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL  
TUESDAY, 19<sup>th</sup> APRIL 2022  
HELD IN THE ROYAL BRITISH LEGION HALL, HAVERHILL ROAD, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
Cllr Stella Wilsher (Vice-Chair)  
Cllr Terry Wheeler  
Cllr Ross Standeven  
Cllr Lynda Woodward  
Cllr Sharon Eames  
Cllr Jeffery Potter

**In attendance:** Mr John Boxall (Parish Clerk)

**Also in attendance:** Two Parishioners present.

**ACTION**

**1 Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present.**

One parishioner was present with particular regard to item 13.2 regarding a Village History Recorder.

**2 Welcome and apologies.**

The Chair welcomed everyone present. Apologies accepted from Cllr Barber for work reasons.

**3 To receive members' declarations of Disclosable Pecuniary Interests and Local Non- Pecuniary Interests in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items.**

None declared.

**4 Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 22<sup>nd</sup> March 2022.**

Clerk advised that there is an amendment to be approved in item 12.1.a. regarding Chair's comments as follows "Chair advised that following some research she has found that Waitrose convenience stores are 3,000 to 9,000 square feet and a supermarket is 12,500 to 29,000 square feet. The Nisa is sized at 45 square metres that equals 484.375969 square feet, the convenience size of a Waitrose."

Clerk advised that having published the draft minutes on the website and emailed them to all Councillors on 1<sup>st</sup> April 2022, Chair had informed him of an error in what she had said during the meeting and asked for an amendment to be agreed at the next meeting as follows "The Nisa is sized at 450 square metres that equals 4843.75969 square feet, the convenience size of a Waitrose."

A resolution was put forward by Cllr Woodward and seconded by Cllr Wheeler to agree the amendments to and the minutes of the meeting of Kedington Parish Council held on 22<sup>nd</sup> March 2022 as a true record. There were no other resolutions; unanimously agreed.

Chair to sign the minutes outside of this meeting.

**5 Receive visitor's reports and reports from District and County Councillors.**

ANNEX 1

All Councillors present confirmed that they had received a copy of the District Councillors report at ANNEX 1 by email prior to this meeting. There was nothing to add.

Cllr Rushbrook advised she had seen the Police conducting speed checks that afternoon in the vicinity of this Hall. Cllr Eames advised they had been there last week as well.

Cllr Roach advised there was a lot of work going on around Special Educational Needs and Disabilities at present.

Cllr Roach advised that the renewal of the Local Plan that addresses the housing needs and provision of new homes is ongoing. This happens roughly every five years and will take us up to 2040.

Council discussed the potential of doing a Neighbourhood Plan that would give some control over our own Parish. Cllr Roach confirmed that this would not supersede the Local Plan but would give an opportunity to have a say in what happens locally. Cllr Roach confirmed that there are grants available to help putting a Neighbourhood Plan together. Chair advised that a Neighbourhood Plan is expensive to compile.

Neighbourhood Plan to be placed on next meeting's agenda for discussion.

**6 Financial Statements: Receive budget statements and any other financial reports and consider action.****6.1. Receive budget statements effective to date.**

Cllr Wheeler sought clarification as to why the Clerk's salary budget for 2021-2022 was overspent by £1,105.41 and asked if it was because of the delayed confirmation in the increase in the hourly rate dating back to April 2021. Clerk advised it was due to this and also a period of time when both the previous Clerk and the current Clerk were being paid and also overtime for the previous Clerk.

Cllr Wheeler also sought clarification as to why the Amenity Cleansing budget for 2021-2022 was overspent by £950.70. Clerk advised that this was due to payments made for extra cleaning around the village and for cleaning of the Parish Council office and its carpets.

**6.2 Asset register.**

Clerk advised that following on from the meeting on 22<sup>nd</sup> March 2022 he has contacted the Insurers and the Internal Auditor and advised them of changes to the asset register regarding the skate ramp, a reduction from £44,840.56 to £11,654.50. The insurers advised that they will let the Clerk know if there will be any change in the premium. They will also send the Clerk details of the insurance values that increase yearly with interest rates.

**6.3 Bank Of Ireland account on Scribe.**

Clerk advised that the account has been deleted from the Scribe 2022 to 2023 accounts.

**6.4 Rent payment for The Cut.**

Clerk advised that this is an annual payment of £1 peppercorn rent to Thurlow Estates in order to prevent the Parish Council having a claim of ownership to The Cut as we maintain it. This payment was authorised by the Chair and the Clerk and was made on 31<sup>st</sup> March 2022 for the period October 2021 to October 2022. Clerk asked for this payment to be ratified by Council and for it to be added to the regular payments list. A resolution was put forward by Cllr Wheeler and seconded by Cllr Eames to agree these requests by the Clerk. There were no other resolutions; unanimously agreed.

**6.5 SALC subscription payment for 2022-2023.**

Clerk advised that this payment will be for £660.61 and it is due by 31<sup>st</sup> May 2022. Clerk advised that last year's subscription was £660.48. Clerk asked Council to authorise this payment and for it to be added to the regular payments list. A resolution was put forward by Cllr Wilsher and seconded by Cllr Standeven to agree these requests by the Clerk. There were no other resolutions; unanimously agreed.

**6.6 VAT quarterly refund claim.**

Clerk advised that the 2021-2022 Quarter 4 claim totalling £1,315.05 was submitted on 11<sup>th</sup> April 2022.

Clerk

Clerk

Clerk

**6.7 PAYE quarterly payment.**

Clerk advised that the 2021-2022 Quarter 4 payment totalling £1,844.70 was made on 11<sup>th</sup> April 2022. This is for the Clerk and the Village Cleaner's PAYE and National Insurance contributions.

**6.8 Underspend for 2021-2022.**

Clerk advised that the 2021-2022 precept balance remaining in the Barclays account on 31<sup>st</sup> March 2022 was £22,130.36. Clerk advised that the 2022-2023 precept of £81,570.00 has not yet been credited to the Barclays account. Therefore, last year's precept balance is currently being used to pay for items from both last year's budget and this year's budget. To arrive at a true figure for any underspend in 2021-2022 we need to take into account items ordered in 2021-2022 but not being paid for until 2022-2023 i.e. green benches, play surfaces etc. Once the precept has been received the Clerk would like to move the balance remaining of the 2021-2022 underspend into its own earmarked reserve and pay for 2021-2022 orders from that. Once all paid a true 2021-2022 underspend balance will be available.

Clerk

Clerk advised that this balance also includes the £500 Locality Grant for the Jubilee celebrations received from Marion Rushbrook and Karen Richardson on 24<sup>th</sup> March 2022 that Clerk would then like to move to the Jubilee celebrations earmarked reserve.

Clerk

A resolution was put forward by Cllr Potter and seconded by Cllr Eames to agree these requests by the Clerk. There were no other resolutions; unanimously agreed.

**6.9 External Auditor.**

Clerk advised he has received an email from PKF Littlejohn in which they say "We are appointed by Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor of your smaller authority for the 5 financial years from 2017/18 to 2021/22."

**7 Grants.**

7.1. Uptake: None

7.2. Applications

**a. Lighthouse Women's Aid.**

Following a discussion by Councillors it was decided not to grant any funding.

**b. Anne Robson Trust.**

Not discussed as this was for information only, not a grant application.

**c. Kedington Bowls Club.**

Following a discussion by Councillors it was decided to grant the requested £750 to the Club.

Clerk

**8 Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.****8.1. Queen's Platinum Jubilee celebrations.**

Clerk advised that he was previously asked to check that the Council's insurance cover was sufficient for the celebrations. He has confirmed this during a telephone call to the insurers on 7<sup>th</sup> April 2022.

**8.2. Queen's Platinum Jubilee mugs.**

Clerk advised that he has received an email from a company called Silverline Ltd regarding purchasing personalised mugs for the young people in the community to commemorate the Queen's Platinum Jubilee and that this email had been forwarded to Councillors. The email said they are "an ever popular memento to celebrate the royal occasion and give the young people a personalised item to remind them of the time at the local school and also the Jubilee itself". The mugs cost £1.79 + VAT each.

Following a discussion Cllr Wheeler proposed and Cllr Standeven seconded the purchase of a mug for each child at the Primary Academy. There were no other resolutions; unanimously agreed. To be funded from the Contingencies/Sundries cost code.

Clerk

**8.3. Defibrillator installation on Westward Deals.**

Clerk advised that the defibrillator post cannot be fitted outside the butcher's shop as there are sewerage utilities below. Instead it has been installed by Haverhill Town Council fitters between the Parish Council Notice board and the dog litter bin next to it on the green opposite.

**8.4. Calford Green damage caused to green on 11<sup>th</sup> February 2022.**

With regards to the last meeting on 22<sup>nd</sup> March 2022 Clerk has obtained the two quotes in a more official format and he will now forward them to the delivery company.

Clerk

Clerk also advised that he has had an email from Ian Evans confirming that he has now removed the white posts from around Calford Green as it is now dry enough to do so and that he will

replace them when appropriate. Mr Evans has further advised that his neighbour "without consultation, embellished some posts with reflectors. He wants them left. I have asked him to get the committee's approval."

Chair advised that her view is that the posts should be removed as previously agreed by Councillors as we do not have planning permission to have them in place permanently. The reflectors can be removed and returned to the neighbour if wanted back. Following a discussion, it was agreed by all Councillors that all of the posts should be removed and the reflectors be returned to the neighbour, if wanted back.

Clerk

**8.5. Pedestrian Assistant.**

Clerk advised he sent an email to Mrs Doherty, the Headteacher at Kedington Primary Academy, asking if there have been any matters reported to her, good or bad, since the previous Pedestrian Assistant's resignation at the end of October 2021 and would the school consider contributing financially if the position were filled. Mrs Doherty has replied as follows "I haven't heard anything from parents about the crossing since Pauline left. In an ideal world, we would love to contribute financially, but I need to prioritise the budget elsewhere, I'm afraid. The schools' finances are always very tight, but we have just been advised to allow for 8% inflation and a 60% rise in fuel costs with no additional income, so it is going to be even tighter this year and next."

Following a discussion it was agreed by all Councillors not to fill the position.

**8.6. Review and agree Fire Risk Assessment for Parish Council Office**

**8.7. Review and adopt Freedom of Information Policy.**

**8.8. Review and adopt Privacy Notice.**

**8.9. Review and adopt Grievance Procedure.**

Following a discussion, it was agreed by all Councillors to replace any reference to the "Council's Staffing Committee" with the "Parish Council".

Clerk

**8.10. Review and adopt Co-Option Policy.**

With regards to items 8.6 to 8.10 inclusive. Councillors had been emailed these five documents on 13<sup>th</sup> April 2022. A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to adopt these five documents. There were no other resolutions; unanimously agreed.

Clerk

A resolution was put forward by Cllr Woodward and seconded by Cllr Standeven to review these five documents every two years. There were no other resolutions; unanimously agreed.

Clerk

**9 Play Equipment.**

**9.1. Receive defect report(s) (if any); agree action.**

Clerk confirmed that Councillors had received the reports and that all work had been completed or was in hand.

Clerk advised he has been in contact with the Play Inspection Company asking why the inspection report for Old School Field still details that the black tape shown on page 17 needs removing when it was removed in December 2021 and the end cap shown on page 18 needs repairing when it was repaired in January 2022. Clerk has not yet received a reply to these questions.

Clerk has also advised them that the surfaces of the flat swings and the multi-play equipment areas will be replaced later this year.

**9.2. Play Inspection Service Level Agreement.**

Clerk confirmed that Councillors had received this document by an email sent on 13<sup>th</sup> April 2022 and are happy to continue with this agreement.

**9.3. Old School Field replacement of play surfaces.**

Clerk advised that Playquip plan to commence the work in the week commencing 6<sup>th</sup> June 2022.

**10 Environmental / Grounds Maintenance matters.**

**10.1 Strimming contract.**

Clerk advised that he has sent an email to Bob Dellar of RMS Trees advising him that his quote was successful. Clerk has received from him a copy of his current Public Liability Insurance and a Risk Assessment.

Following a discussion Councillors agreed that Cllr Wheeler will speak to Mr Dellar regarding the possibility of being flexible around the strimming dates detailed in the contract, but not the number of strims.

Cllr Wheeler

**11 Highway/Footpath/Street Furniture matters.****11.1 Kedington village sign.**

Cllr Standeven advised that he has had two quotes that he has emailed to the Clerk. One is to repair the sign with wood for £400-£500, the other is to replace the sign in metal and with paint galvanizing for approximately £1,600 that doesn't include installation. Councillors were reminded that Kevin Betts has previously advised that re-carving the whole sign, staining and refitting would be around £2,000 (KPC 15/2/22). Cllr Standeven to make further enquiries including a new post. A discussion was then held around whether or not the sign was in a conservation area as any change could then only be like for like. Cllr Roach indicated there is no conservation area. Cllr Standeven to make enquiries to confirm this also.

Cllr Standeven

Cllr Standeven

**11.2 Repaint and repair green benches in Silver Street Park and Old School Field.**

Clerk advised that he received an invoice from Stuart from Helions Forge for a 30% initial payment totalling £542.70 to get the job confirmed, that he paid on 4<sup>th</sup> April 2022. Stuart removed the two benches on Thursday last week, 14<sup>th</sup> April 2022. Clerk has also received a copy of Helions Forge current public liability details.

At this point Cllr Wheeler brought up the issue of the Parish Council noticeboard that had not yet been removed from the wall of the Nisa stores and put on the wall of the Parish Council office, as agreed at the meeting on 21<sup>st</sup> September 2021 (PC 127-04). Clerk advised he had simply not had the time to do it as yet but had recently had two thoughts about it:-

1. With regards to the recent planning application to relocate the Nisa, despite the fact it was something agreed seven months ago, might it be taken the wrong way by some parishioners.
2. He had seen a draft lease agreement regarding the Parish Council office that he recalls mentioning that nothing should be mounted on the outside wall of the office.

Councillors discussed this and with these in mind agreed to pause relocating the noticeboard.

**12 Outstanding estimates awaited or work ordered.****12.1 Youth Shelter benches.**

Requests for quotes to galvanize the benches were emailed to Helions Forge and Acrow Galvanising on 4<sup>th</sup> April 2022. No quote received from Acrow as, being Hot Dip Galvanizers only, they would not be able to remove the benches nor shot blast them prior to galvanizing them without the use of third parties. Helions Forge quoted £2,093.09. After a discussion regarding the current condition of the bench and the asset register value of the whole youth shelter being £2,500.00, Councillors decided not to have the bench galvanized yet but to review this yearly as part of the street furniture condition report.

Clerk

**13 Any other reports (on-going matters).****13.1 Queen's Platinum Jubilee bespoke bench.**

Chair confirmed that she has emailed pictures of two benches to all Councillors. After a discussion around which bench or combination of the two is preferred and its location, Councillors agreed that Chair will progress this and it will be on the agenda for the next meeting.

Chair

**13.2 Village History Recorder.**

Parishioner Peter Deeks was present and interested in the role. Cllr Potter and Mr Deeks to meet outside the meeting to progress this.

Cllr Potter

**13.3 Defibrillator at Royal British Legion Hall.**

Clerk advised he has spoken to Keith Jesson of the Community First Responder Scheme. He stated that a wall mounted defibrillator is about £2,200 to £2,300 to install and they normally hope for a commitment of 50%. However, they are currently part funding three in Haverhill and finances currently will not support any more. Also, the defibrillator at the Dr's is so close to the British Legion Hall that there is not a significant need for another. During their discussion Councillors had various thoughts:-

- Running across the road to get to the defibrillator.
- Funding the purchase in full because the closer you are to one the better.
- Royal British Legion fundraising for it.
- If the Nisa does get planning approval then there will be an increase in pedestrian traffic in the area so maybe the Nisa will sponsor it.

Cllr Wheeler will advise the Royal British Legion of Mr Jesson's thoughts. There has been no formal grant application as yet so the Parish Council can't make any decision on it. Cllr Clarke advised he would also consider putting some money towards a defibrillator. Cllr Standeven will make enquiries as to how many defibrillators other villages/parishes have.

Cllr Wheeler

Cllr Standeven

#### 13.4 **Office Lease.**

Chair advised that the Kedington Community Association solicitors are putting together a lease agreement that will be discussed at their next meeting in May 2022.

#### 13.5 **Speed Indicator Device data.**

Chair advised that she has emailed documents to Councillors regarding speed data. They suggest that Haverhill Road is not as busy nor the traffic as fast as people's perceptions of it. In general it has remained similar over the last few years. Chair however is concerned about how old the SID is. Clerk advised that it first appeared on the asset register for year ending 2016 and is valued at £2,975.00. Chair advised that it is about £175.00 plus delivery and VAT for the SID to be updated. Councillors agreed that SID should be updated/serviced.

Clerk

Discussion around the SID location on Haverhill Road. No conclusion reached.

### 14 **Housing/Planning.**

#### 14.1 **Applications for discussion at meeting.**

- a. DC/22/0507/FUL - Barns, Stonebridge Farm, Hundon Road, Kedington - Planning application - conversion of barn to one dwelling.

Clerk advised this was emailed to Councillors on 13<sup>th</sup> April 2022 with comments due by 29<sup>th</sup> April 2022. No objections so far from seven of the eight Councillors.

Clerk advised a linked application for planning permission to build a dwelling once the barn is demolished was emailed out to Councillors today with comments due by 6<sup>th</sup> May 2022.

- b. DC/21/2490/RM - Land at junction of Hall Road and Mill Road, Kedington, CB9 7QX – reserved matters application.

No observations from Councillors regarding an email from Gary Hancox, the Principal Planning Officer, on 29<sup>th</sup> March 2022 that was forwarded to Councillors on 4<sup>th</sup> April 2022, in response to Council's response to the Reserved Matters application ANNEX 2

ANNEX 2

No observations from Councillors regarding an email from Gary Hancox, the Principal Planning Officer, on 4<sup>th</sup> April 2022 that was forwarded to Councillors that day, regarding the Traffic Management plan. ANNEX 3

ANNEX 3

#### 14.2 **Planning Applications – Observations conveyed by Parish Council**

- a. DC/22/0336/FUL - Land West Of Haverhill Road, Kedington - Planning application - one retail unit (class E) and associated vehicular and pedestrian access

Clerk updated that Council's observations were emailed to the Planning Officer on 11<sup>th</sup> April 2022.

#### 14.3 **Planning Applications – Decisions received from Borough Council - NONE**

### 15 **Events: Please bring your diaries**

#### 15.1 **Date and location of next meeting.**

Next Parish Council meeting to be held on the 17<sup>th</sup> May 2022 at 7 pm at the Royal British Legion Hall. Clerk advised that this is the Annual Meeting of the Parish Council.

Clerk advised that the Annual Parish Meeting will be on the 24<sup>th</sup> May 2022 at 7 pm at the Royal British Legion Hall.

The meeting closed at 9:05 p.m.

Signed .....

AEN Naylor

..... Dated .....17<sup>th</sup> May 2022.....

# ANNEX 1

Report from West Suffolk District Councillors - Nick Clarke, Karen Richardson and Marion Rushbrook

## Grass cutting

This year West Suffolk Council (WSC) have divided the district into three areas, and they aim to cut approximately one third of the amenity grass in each area, each week. You can find information on this webpage:

[www.westsuffolk.gov.uk/grasscutting](http://www.westsuffolk.gov.uk/grasscutting)

which they will continue to update.

In addition to the amenity grass areas, there are other areas that are cut less frequently to encourage greater biodiversity. The various types of land we maintain can also be found by using [My West Suffolk](#) which provides a mapped image of the different areas under the Tree and Grounds Maintenance tab.

## Council Tax Rebate Grant ([westsuffolk.gov.uk](http://westsuffolk.gov.uk))

As guidance comes in we are putting information on our dedicated [webpage](#) on how residents will be able to claim the Government funded £150 Council Tax Rebate Grant. We are set up to do this as swiftly as we can. Payment can depend on things like how residents pay their Council Tax. We are asking people to keep an eye on the dedicated [webpage](#) for details on how and when the rebate grant will be paid.

## Supporting refugees

WSC together with organisations and local authorities across Suffolk have pledged their full backing for the Ukrainian people, with the offer of help for refugees arriving in the County and support for the national Homes for Ukraine scheme.

WSC are part of Suffolk's Ukraine Task Group alongside representatives from the county's other local authorities, three Clinical Commissioning Groups, Health Outreach, Suffolk police, Suffolk Refugee Support, Anglia Care Trust and Community Action Suffolk.

The Task Group exists to ensure that refugees' arrival into Suffolk goes as smoothly as possible – considering how best to meet refugees' health and wellbeing needs, what assistance can be provided with school admissions, and how we can offer support to help with integration and ESOL (English for speakers of other languages), particularly if there are lots of people arriving in dispersed, rural locations.

In particular West Suffolk Council is helping with homing people and making the links to other support organisations. We have already been carrying out a number of home checks on properties of residents who have applied to host refugees.

If you have questions about what we are doing in across the districts and the county to support Ukrainian Refugees.

Information on how you can help is available on the [Suffolk Council website](#) – you can also sign up to receive a weekly email update by sending your details to [Refugee Support](#).

## Consultations

There is currently a consultation open on new proposals for the West Suffolk Council Hackney Carriage and Private Hire Conditions Policy Handbook, which can be accessed via this link: [West Suffolk taxi policy consultation 2022](#). The consultation is open until 18 May 2022.

Taxi drivers and customers are being urged to have their say on a proposed package of licensing policy changes intended to support both the trade and residents.

WSC is asking for views on changes to its policies around the provision of wheelchair accessible vehicles, taxi zones and to the maximum vehicle age limit.

## The Suffolk Walking Festival

The Suffolk Walking Festival is back for 2022 with a 16-day programme of over 70 walks, covering 400 miles! Whether you enjoy exploring outstanding landscapes, seascapes, and rivers, watching wildlife and seasonal spectacles, or learning more about Suffolk's local history.

This is being launched on Saturday 14 in Clare Castle Country Park. Please see the website for full events and tickets

<https://suffolkwalkingfestival.co.uk>

## West Suffolk Council Constitution: updated

The West Suffolk Council Constitution has now been updated. The updates made to the Constitution are in relation to the amendments approved by Council in February 2022, allowing adjacent ward members to be able to attend to speak on applications at the Development Control Committee, on behalf of and with the approval of the ward member(s).

# ANNEX 2

Dear Mr Boxall

Thank you for sending through the comments of Kedington Parish Council. I have discussed the comments and questions with the applicant and I can respond as follows.

Construction Deliveries – The applicant has agreed to the requested ‘no delivery’ times between 08:00 to 09:00 and 14:45 to 15:45.

Traffic Management Plan – I have requested this from the applicant’s agent.

Condition 5 – details of pedestrian crossing and road markings – this condition is not actually part of the RM application and is being dealt with under a separate discharge of condition application (DCON). However, the information submitted for both applications indicates that the road markings and TRO will be in place as part of the off-site highway works that will be secured through a Section 278 highway works agreement with the Local Highway Authority.

Highway improvements required as part of a S278 (1 and 2) and S106 (3) agreements – both the site layout plan for this RM application, and the S278 plan submitted under the DCON application, both show the highway works as set out in your e-mail. These will form part of any approval of both applications. The 15k cost for the upgrading of the two bus stops has been secured via a S106 legal agreement. I will ask for a timetable for these works from SCC once the applications have been determined.

Conditions – I have every confidence that the developer will adhere to the requirements of the conditions, and will work with the developer to ensure this.

Transport assessment – unfortunately we cannot now require a further survey and report to be submitted. SCC Highways were consulted and did not raise this as an issue. Provided that the required highway works are completed, then they are content with the level of information already submitted.

Biodiversity Net Gain (BNG) assessment – as this application seeks approval of reserved matters only, we cannot now request a BNG assessment, appreciating of course that for all new developments this is now likely to be a requirement. The outline application was assessed in respect of biodiversity having regard to the development plan policies at the time, and then re-assessed against the adopted policies in place prior to determination, which important were mostly the same.

I hope the above is helpful, and that the Parish Council do not wish to object to the application, subject to the above. I would be grateful if you could confirm this in due course.

Kind regards

Gary Hancox  
Principal Planning Officer

# ANNEX 3

## HSEQ MANAGEMENT

**EHA**Group

### EHA Group Traffic Management Plan



## Kedington Project

**Mill Road  
KEDINGTON  
CB9 7NN**

**This Traffic Management Plan will be Subject to Continual Review as the  
Project Evolves.**

**Version 1: 17/01/2022**



# HSEQ MANAGEMENT

**EHA**Group

## Kedington Project - Traffic Management Plan v1

### EHA Group Traffic Management: Kedington Project

**Primary Objective:** To ensure the safety of the workforce, residents and the travelling public.

**Secondary Objective:** To prevent congestion and keep traffic flowing as freely as possible.

#### 1.0 Traffic Management Plan (TMP): Existing plan access and egress from the site.

Site works will be conducted over 2 Phases, with a planned project time frame of 24 Months (~94 Weeks). This Traffic management Plan (TMP) defines the methodologies in place for the Kedington Project (CB9 7NN), consisting of the formation of 40 New Build Units (28 Private Dwellings Houses and 12 Affordable Houses).

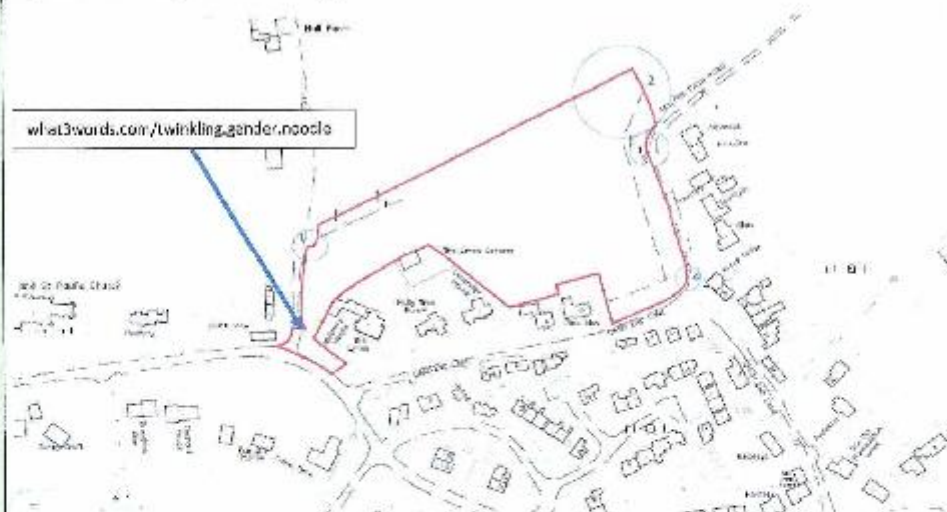
#### Site Overview:

The site is currently a "Green Field" site, access to site will be via the main site entrance at the junction of Mill Road and Hall Road (As Per the Below).

**NOTE:** The site entrance is assessable by driving from the Mill Rd, Site Plant/Delivery Vehicles/Lorry's will **NOT** be authorised to reverse off the Mill Rd onto site – Plant operators/Vehicle drivers **MUST** ensure minimal disruption to the local traffic network and residents as possible.

A Traffic Management System (Banksmen) will be in place to control the flow of traffic and maintain pedestrian segregation from manoeuvring plant and soil removal vehicles.

All persons entering site **MUST** comply with "Section 2" detailed within this TMP.



#### Main Construction Works:

Will involve the formation and construction of 40nr new housing units and associated ground works and landscaping.

Construction site deliveries will be conducted in accordance with this TMP.

A Traffic Management System will remain in operation throughout the duration of the construction works.

# HSEQ MANAGEMENT

**EHA**Group

**Figure 1- Proposed Site Layout:**

EHA Banksman present  
for scheduled  
delivery/removals  
See Figure 2

Site Entrance Gate



**Figure 2 - Site Delivery/Return Route:**



**Site Safety is Everyone's Responsibility**

# HSEQ MANAGEMENT

EHA Group

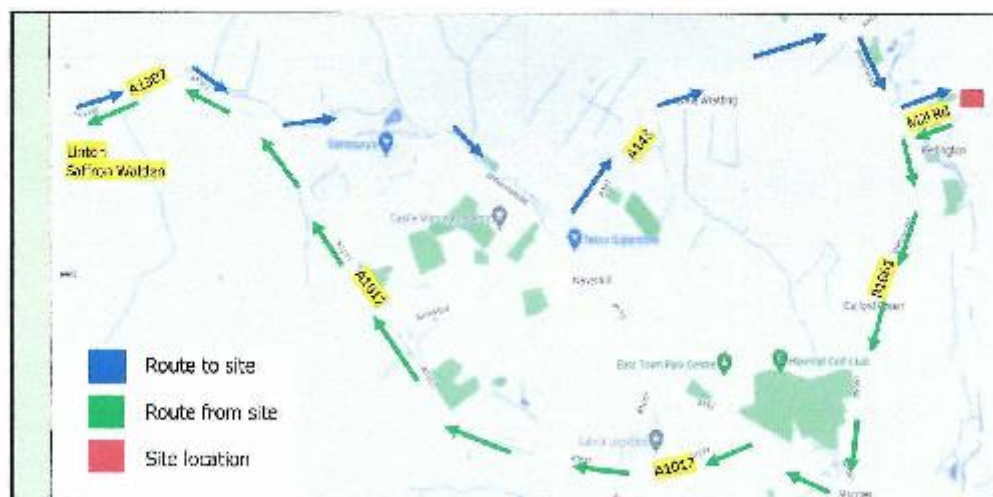


Figure 3: Signage to Warn Road users & Members of the Public of the presence/ location of the construction site.



# HSEQ MANAGEMENT



## 2.0 Traffic Management Plan (TMP) Implementation.

### APPROACH TO THE SITE: Delivery/Removal Vehicles

All construction vehicles will approach the site via the Haverhill Road (A143) onto the (B1061) then onto the Mill Road and Site Entrance as shown in figure 3. Banksman to be present at all times during all Deliveries/Removals.

All Banksmen will wear High Visibility Clothing for visibility

#### Vehicle/Plant Drivers MUST:

- ❖ Comply with the appointed Banksman's instructions.
- ❖ Follow the designated routes as shown above in figure 3.
- ❖ Comply with EHA Group's Site Safety & Environmental Rules and Traffic Management Plan.

### ENTERING THE SITE: (See figure 3)

**Site Personnel, Delivery/Removals and Visitors vehicles are Prohibited from:**

- ❖ Parking on the public highway.
- ❖ Parking on footpaths.
- ❖ Causing an obstruction on the public highway.
- ❖ Queuing for extended periods on the public highway waiting to access the site.
- ❖ Reversing on to site.

**Site Personnel, Delivery/Removals Vehicles and Visitors vehicles Must at all times:**

- ❖ Comply with the appointed Banksman's instructions.
- ❖ Follow the designated routes as shown above in figure 3.
- ❖ Comply with EHA Group's Site Safety & Environmental Rules and Traffic Management Plan.

### EXITING THE SITE:

Egress from the site will involve all vehicles following the one-way system through site, exiting at the junction of Hall Rd/Mill Rd, turning "Right" onto Mill Rd towards Haverhill, at the end of the road, turn "Left" onto the (B1061) towards Sturmer Village.

At the junction turn "Right" onto the (A1017) at the roundabout, take the first exit and remain on the (A1017) following the ring road until merging with the (A1307).

Remain on the (A1307) towards "Linton" and beyond.

**Site Personnel, Delivery/Removals Vehicles and Visitors vehicles Must comply with the following:**

- Ensure that tipper lorries are fully lowered prior to any movement on site.
- Comply with the site speed limit (5 Mph) at all times.
- Reversing out onto the public highway is Prohibited.
- Banksman must be present to enable lorries to safely access/egress the site.
- Vehicles must not be overloaded or have debris protruding over the sides.
- Adequate sheeting to be used as applicable.
- Vehicles loaded with wet material – controlled waste as an example must be drained prior to accessing the public highway.
- A road sweeper/ wheel wash will be deployed (as applicable).




### Scheduling Deliveries/Removals Including Plant and Equipment - Minimising disruption to the public Highway:

All Deliveries to Site **MUST** Adhere to the following **MANDATORY** Requirements:

- Deliveries must be scheduled/ booked with EHA Site Manager in advance to avoid disruption.
- Deliveries to be scheduled to avoid peak "Drop Off/Pick-up and or Collection" from both "Ketton Early Birds Nursery" and "Kedington Primary Academy"

**NO Deliveries/Removals Scheduled between: 08:00 – 09:00/14:45-15:45 (Mon-Fri)**

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	<ul style="list-style-type: none"> <li>- All Delivery drivers to be provided with a copy of the designated routes to and from site during procurement stage.</li> <li>- If deliveries are expected to arrive earlier or later than the assigned time, delivery drivers are required to call the site manager to ensure that the delivery can be accommodated at the proposed time.</li> <li>- Mechanical road sweeper to be used to clear the highway of any mud/debris from the construction works/vehicles - no mud to be swept into gullies.</li> <li>- Vehicles must not be overloaded or have debris protruding over the sides. Adequate sheeting to be used on all vehicles carrying waste materials.</li> </ul>
5	<p><b>Delivery Vehicles- Compliance:</b></p> <ul style="list-style-type: none"> <li>- As reasonably practical, all HGVs arriving at the site would conform to the CLOCS (Construction Logistics and Cycle Safety) Standard for construction logistics.</li> <li>- All delivery drivers to follow the designated routes to and from site.</li> <li>- All artic Lorries to follow designated routes to and from site as shown in figure 2.</li> <li>- All delivery drivers must follow the appointed Banksman's instructions.</li> <li>- All delivery drivers must comply with EHA Group's Site Safety &amp; Environmental Rules and Traffic Management Plan.</li> </ul>
6	<p><b>Mandatory Speed Limit on Site:</b></p> <p>LHA Group HSEQ have imposed a <b>MANDATORY</b> site speed limit of <b>5mph</b>. All vehicles on site <b>Must</b> adhere to the <b>MANDATORY</b> speed limit.</p> 
7	<p><b>People and Vehicle Segregation – Safety Zone:</b></p> <p>Vehicles and people must be kept segregated as follows:</p> <ul style="list-style-type: none"> <li>✓ Entry to site: separate pedestrian access and vehicle access.</li> <li>✓ Clearly defined segregated walkway/s.</li> <li>✓ All personnel on site will wear as a minimum: high viz clothing safety footwear, head protection</li> <li>✓ Visitors must be accompanied at all times.</li> <li>✓ All vehicles to adhere to the site speed limit: 5MPH</li> </ul> 
8	<p><b>Construction Site Parking:</b></p> <p>There is limited parking areas on the site for Personnel or Visitors. Please telephone the Site Manager prior to arrival to arrange a parking space.</p> <p>Vehicle Access will be limited for:</p> <ul style="list-style-type: none"> <li>▪ Site Delivery/Removal vehicles</li> <li>▪ Construction vehicles/plant/equipment</li> </ul> <p>Vehicles are <b>Prohibited</b> from:</p> <ul style="list-style-type: none"> <li>▪ Parking anywhere on approach / neighbouring roads.</li> <li>▪ Parking on public footpaths.</li> <li>▪ Causing an obstruction which would prevent emergency services accessing fire hydrants.</li> <li>▪ Causing an obstruction which would prevent emergency services accessing the area.</li> <li>▪ Obstructing local services/amenities.</li> <li>▪ Causing any form of obstruction on the public highway.</li> </ul> 
9	<p><b>ROAD TRAFFIC INCIDENT:</b></p> <ul style="list-style-type: none"> <li>▪ Depending on the nature and location of the incident, either the Driver or Site Foreman/ Supervisor must raise the alarm with the EHA Site Team, as soon as safe to do so.</li> <li>▪ If the incident is serious, the emergency services must be contacted immediately. The Police will be liaised with as will the Fire and Rescue Emergency Services ie Ambulance etc.</li> <li>▪ A member of the EHA Site Team will go to the scene to carry out a brief visual assessment of the area to establish the severity of the situation and decide the potential for any further danger.</li> <li>▪ Trained First Aiders are to administer immediate first aid, if required, to the injured person(s).</li> </ul>

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- EHA may assign 2 competent persons to go to a safe but visual point on the approach roads to act as flagmen to warn and /or divert oncoming emergency traffic in both directions. (High Vis Vests to be worn)

## Emergency Escape/ Vehicle Access:

Where Fire and Rescue Emergency or Emergency Response Vehicles require access to the local area/neighbouring buildings, the following will be implemented:


- Site plant delivery/removal operations will cease, loading/unloading will stop
- Site plant and delivery/removal vehicles will be moved to a safe location to allow emergency access/egress

## Risk Assessment:

Hazard	Risk	Control Measures
Working alongside Plant	Impact with moving Plant	<ul style="list-style-type: none"> <li>A temporary Traffic Management System will be operational throughout the duration of the works</li> <li>Operatives will remain a suitable safe distance for manoeuvring plant/vehicles</li> <li>PPE must be worn by all construction site operatives, whilst carrying out this work especially a high visibility vest, steel toe cap boots and a safety helmet</li> <li>Pedestrians/members of the public are not permitted within the works area, a physical presence (Banksman) present during vehicle/plant movements to prevent/restrict pedestrians from encroaching to the site entrance</li> </ul>
Pedestrians access within the area/footpath	Materials falling onto pedestrians	<ul style="list-style-type: none"> <li>The road network including footpath on the Mill Road will be restricted using a physical presence (Banksman) during vehicle/plant movements during all loading/unloading operations</li> <li>Members of the Public will be kept well out of any potential fall zone or area where there is a risk of falling materials</li> <li>Banksmen will be present to ensure pedestrians do not enter the works area</li> </ul>
Slings of loads	Collapse of load Striking persons with load	<ul style="list-style-type: none"> <li>Certified lifting gear slings/chains will be used to secure loads during any lifting operation</li> <li>All load attachments will be double checked by the slinger to ensure they are secured properly</li> <li>All loading/unloading will only be conducted well within the site boundaries, this will ensure that pedestrians/member of the public are kept well away from lifting operations as per the attached Drawings.</li> </ul>
Transporting of site plant & machinery  Deliveries to site	Collision with vehicles/pedestrian and network fabrication or personnel on site	<ul style="list-style-type: none"> <li>A temporary Traffic Management System will be operational throughout the duration of the works</li> <li>Banksman must be in place to ensure proper safe movement of site plant &amp; machinery and segregation from pedestrians/site personnel at all times.</li> <li>Ensure all vehicles on site are equipped with flashing beacons, reversing sirens, mirrors as per legislative requirements. This equipment must be used at all times during this activity</li> </ul>

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		<ul style="list-style-type: none"> <li>- Loading/unloading will only take place within a controlled area – the area cordoned off with barriers and controlled by banksman, ensure no pedestrians/vehicle access</li> <li>- Communication using 2-way radios will be maintained throughout</li> </ul>
Fire & Emergency	Access/Egress for local occupiers and emergency vehicles	<ul style="list-style-type: none"> <li>- Where Emergency access/Egress is required – All vehicle/plant operations on site will cease</li> <li>- Plant/vehicles moved to a safe area to facilitate emergency access/egress</li> <li>- Physical barriers removed to safe area to facilitate emergency access/egress</li> <li>- Plant/materials/equipment “MUST NOT” obstruct fire emergency routes, what hydrants etc</li> </ul>
Manual Handling	Injury to employees	<ul style="list-style-type: none"> <li>- All operatives to carry out good manual handling practice as per manual handling training.</li> </ul>

<b>Prepared By:</b>	Lee Whiteside
<b>Position:</b>	EHA HSEQ Manager
<b>Date:</b>	18/01/2022
<b>Signature:</b>	

**EHA**Group 

Kedington Project, Mill Road  
CB9 7NN- Traffic Management Plan  
Notes Section:

This image shows a full page of a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or ledger paper. There is no handwriting or other markings on the page.