

SANDON FIELDS

Sat 13th & Sun 14th June 2020

Hyde Hall Farm, SG9 0RU

TRAFFIC MANAGEMENT PLAN

V1

Document Control

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1. Event Overview

1.1 - TM Overview & The Proposed Event

This 'Traffic Management Plan' provides details of all procedures to be implemented by the TM team at the Sandon Fields event in 2020. We have been in regular contact with the local traffic management unit officer when working on these plans. Sandon Fields is an interactive and immersive music and world food festival. The main public traffic will be on Saturday 20th June 2020 from 11:45am until 2am and Sunday 21st June 2020 from 11am until 8pm, with approx. 10 days pre and 5-7 days post the event for production build / breakdown.

The site will have 3x 'Zones' **See Site Maps Appendices A1-A3 for details and visual aid**

Zone 1: The Event (licensed zone)

Zone 2: Parking & PUDO

Zone 3: The Camp Site

Zones 1 & 3 will have a perimeter fence (heras anti climb)

Zone 2 will have the main pedestrian walkway routes from the pick up / drop off points and the car parks cordoned off with a combination of pedestrian barrier fence (metal) and or red and white barrier tape where applicable.

All in use zones will be manned by either security or stewarding teams at all times during the event.

Please see 'Appendix A1 - Site Map Overview' for a full site layout overview

There will also be transport information provided on the main event website, ticket sale sites and via social media, that customers are strongly advised to visit:

<https://www.sandon-fields.co.uk/eventinfo-contactus>

All contractors, traders and crew will be sent an information sheet, which will include traffic management procedures. For local residents an emergency complaints hotline will be advertised pre-event, and a response team available (Phone number to be provided 5 days before the event starts) The traffic response team will be available in a dedicated 4x4 vehicle with amber lights, they are on hand with an experienced TM operative on board (from a team of 2 minimum) and will handle / organise any road related incidents, e.g, breakdowns etc. This team will be on stand by on site & capable of assisting with vehicle recovery, both on & off site.

1.3. Event Site Address

Hyde Hall Farm, Sandon, Buntingford, Herts, SG9 0RU

1.4. TM Objectives:

Aims of Traffic Management Plan & Organiser Responsibilities

The objectives of this Traffic Management Plan are outlined below:

- Provide a safe environment for all road users, including attendees, the general public, cyclists, motorists etc.
- Prevent any traffic hazards that may arise as a result of Sandon Fields taking place.
- Minimise disruption, delays and/or congestion for road users.

- Ensure access to surrounding residential and commercial properties is maintained at all times.

To achieve these objectives, we, the TM company and the Event Organiser will:

- Encourage that only roads suitable for event traffic are used by attendees.
- Ensure that delays and congestion within and on the road immediately next to the site are dealt with immediately through the use of experienced CSAS accredited traffic management staff
- Ensure that the needs of all attendees are accommodated at and within the event site, including motorists/motorcyclists, taxi arrivals, people with disabilities.
- Have an adequate number of experienced stewards / car park attendants, with a team leader present to ensure vehicles are parked as quickly and safely as possible, keeping the road clear at all times.

The Event Organisers will take the greatest care to prevent any risk of injury to attendees, road users or members of the public, and also any damage to property. Any event activity will not go ahead until all appropriate measures are in place, including all relevant signage erected, stewards & car park attendants on site etc.

The above will be checked / maintained throughout the event both before the event start and every 2 hours.

- **The TMP will be installed and maintained as per**

'Appendix C1 - SFTM - 1533-D1-REV1

'Appendix C2 - SFTM - 1533-D2

'Appendix C3 - SFTM - Signage Additional

1.5 - Signage Objectives / Traffic Route Planning Specifics.

Prior to submitting a license for the event, the TM team have planned and driven the entire area / locality of the site multiple times and have conducted site meetings and further dialogue with the Traffic Management unit.

As depicted in: **'Appendix C1 - SFTM - 1533-D1-REV1**

We will direct event traffic to and from the site via the **'A10'** and apply for a **TTRO with HCC (for the duration of the event)** to create a **one way system with the vehicle ingress / access via the "unnamed road" from the A10 (See Appendix C1 and below for depiction) and the egress route out from "Sandon Road" back onto the A10, part of this exit route leading up to 'Sandon Road' is via private road owned by the land owners of the site.** All signage and event advertising (via website, printed on tickets and via social media) will state that the only way to access the site is via the A10 & any attempt to short cut through the narrow country lanes will result in a delayed journey. The entrance to the event site is approx 1.2 miles from the turning off the A10 junction along the "unnamed road"

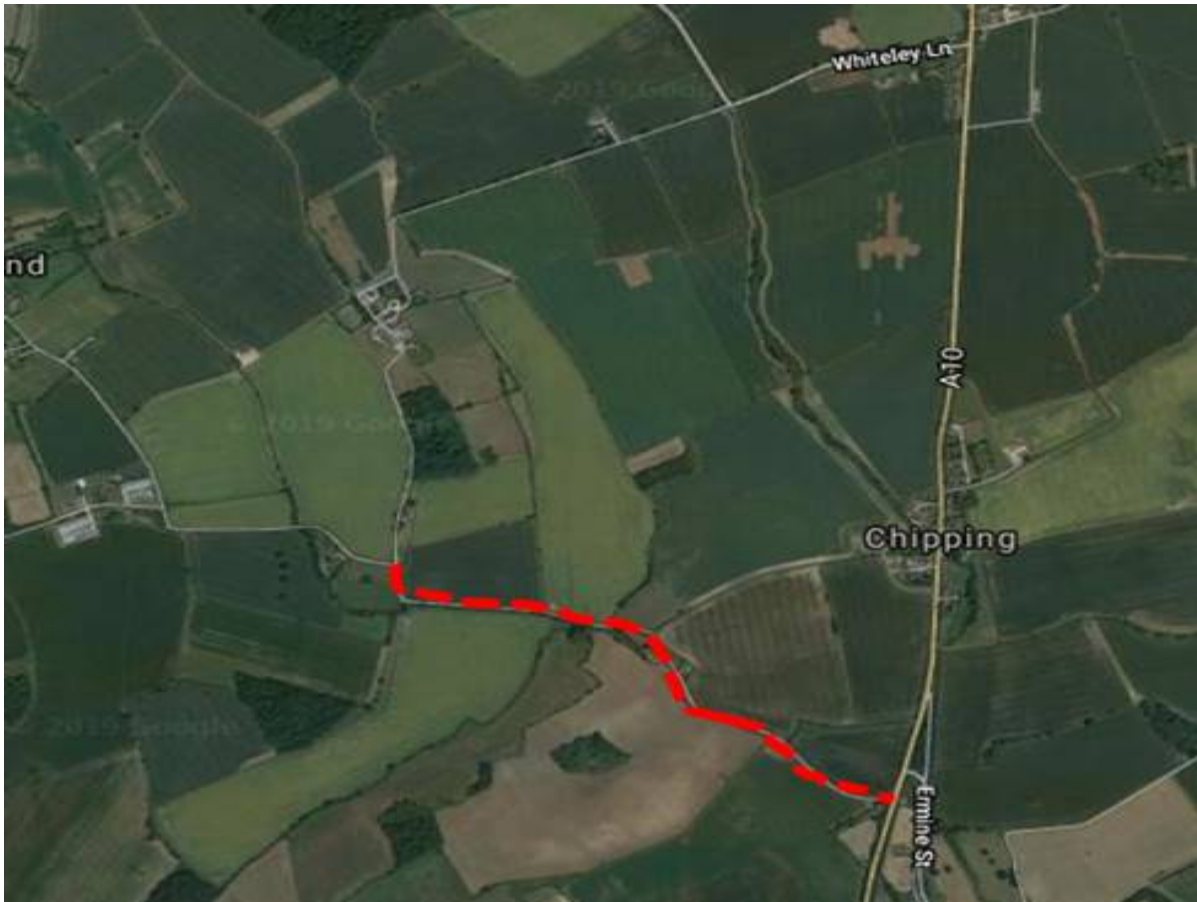
[The ingress / access route from the A10 has a central right turn lane to allow some stacking of vehicles from the A10 to the event / approx 1 mile from event site.](#)



The ingress / access route to event site via “unnamed road”



ONE WAY TTRO INBOUND ROUTE “UNNAMED ROAD”



Our traffic response team will be patrolling the route periodically in a 4x4 vehicle.

1.6 - Main Public / Event Attendee / Vehicle Traffic Entrance & Exits:

There will be a dedicated entrance and separate exit for **public / event attendee vehicles** to Hyde Hall Farm. There will be a vehicle route leading to the main car park with a separated (via pedestrian barrier) public walkway from the onsite PUDO (Pick up drop off point) straight to the main event site **See 'Site Map' Appendices: A Range & Traffic Management 'C' Appendices for details** **Staff vehicles** will also use the main entrance but will have dedicated areas of the car park reserved and will for the most part be on site before the event opens to the public.

1.6.1 - Artist Entrance & Emergency 'Blue Route'

There will be a dedicated 2 way route for headline artists and emergency vehicles on blue lights.

This route will not be open to the general public / event goers**

See 'Site Map' Appendices: 'A' Series & Traffic Management 'C' Appendices for details

****Other than in a contingency planning situation (further info to follow)**

1.6.2 - Pre & Post Event Signage – Signage Detail

Please refer to Appendix C3 Series of Documents

All signage will be RA1 reflective onto 3mm composite for fixing to Quick Frames c/w Sand bars and secured with sand bags.

Installation/Removal of the signage will be 24hrs before/after the event day and will be carried out by National Highways Sector Scheme Lantra Accredited 12 AB Operatives. Lantra Cards available for inspection, to be supplied once staff are assigned to the job.

1.7 - Event Signage Map

'Appendix C1 - SFTM - 1533-D1-REV1

'Appendix C2 - SFTM - 1533-D2

'Appendix C3 - SFTM - Signage Additional

1.8 - Available Capacity on Site

Average car occupancy	Car parking (per hectare) (greenfield)	Typical rate of entrance or exit (per minute)
2.2-3.5	320-440	12-20

Table 1: Car parking facts

Please refer to 'Appendix C5 – Parking Space Overview' for high details version of the below map

Working from the [purple guide](#), an average of 180 cars can be parked per acre.

ZONE 2 (the main public car park) has 8.15 useable acres, 3.3 hectares, (2.47) acres per hectare) So a capacity of approximately 1467 cars.



Total 1467 public car park spaces.

The MAX event capacity is 4999 per day in 2020

This is comprised of 4769 public attendees and 230 staff, vendors, artists / performers

Based on factual data from the 2018 and 2019 events (and taking into account we will offer overnight camping in 2020) 54% of attendees travelled to the event via car and actually parked for at least part of the event duration. 44% being dropped off and collected later (via taxi, bus, designated driver / parent etc) then the last 2% will be locals of Buckland / Green End & Mill End (Sandon) who will walk to the event.

The **purple guide** states an average car occupancy of 2.2 to 3.5 person per vehicle. We have based our calculations around an occupancy of 2.9 persons to add a margin and degree of safety. 1467 public car parking spaces x 2.9 persons average occupancy per vehicle = **4254**

****Not all event attendee vehicles will be arriving or leaving at the same time and artists and staff will be arriving and leaving at different times and intervals through the day due to on stage times or shifts****

With the above taken into account, the parking facilities are adequate for the event.

Parking tickets will be sold online, alongside event tickets and we advise to purchase in conjunction with an event ticket.

There will be detailed info and recommendations regarding how to get to the event and to follow signage ONLY (not sat nav's) once in the vicinity of the event:

1.9. Site Traffic Rules

1. All plant vehicles will be escorted by a banks man at all times
2. No dogs will be permitted on site during event hours (whilst open to the public)
3. No unaccompanied children will be allowed on the site.
5. Headlights or amber Rotating beacons will be required to be on in all areas, except the public car park for moving vehicles
6. Fuel will be locked, and only available to accredited people, as per Fire & Rescue service recommendations

7. Failure to comply by staff will result in removal from site.

All of our production / staff will wear correct PPE as outlined below.

High visibility clothing

High visibility clothing must conform to the relevant current British or European standards. High visibility clothing must be worn when operating outside the working space e.g. when setting out, maintaining or removing signing, lighting, guarding and temporary traffic control, etc. Your employer may also require you to wear high visibility clothing when operating within the working space. High visibility clothing must be correctly fastened and maintained in a clean and useable condition.

High visibility clothing (England and Northern Ireland)

The standard of high visibility clothing required should be determined by a risk assessment. In most circumstances for work outside the working space, an adequate assessment is likely to indicate a requirement for a jacket with the greatest minimum amount of visible material specified in the relevant current British or European standards.

2 Production / Staff / Vendor Traffic

2.1. Expected Traffic levels and Arrival Times

Event staff and vendors will arrive 2-3 hours before the site is open to the public

x5 articulated lorries expected overall. x3 deliveries on 10th and 11th of June 2020 (temp security fencing, tele handler forklift, staging and PA / lighting) and x2 on the 18th of June (toilets, generators, marquees, bins, skips etc) everything else would arrive by smaller vans, transits etc. Production traffic and deliveries will only arrive between 8am and 6pm on non-operation days and on show days (20th & 21st of June) will arrive before the event opens to the public (12noon) During opening hours of the public car park, no large deliveries will be expected and the majority of production traffic at this time will be artists and small scale contractors. All collections will operate between 8am and 6pm.

2.2. Access Routes

*Large production vehicles (over 3.5 tons) can only enter by the main entrance until the day before the first show date (20th-21st June 2020) during the event only small production based traffic (cars, small vans) can enter through the main gate and travel down the pre-existing track and sign in with the production or security manager.

*Excludes mini busses

2.3. Vehicle Labelling System

All **PUBLIC attendees** parking (staying at the event) will be given a [REDACTED] parking pass, to display on their windscreen

PRODUCTION: Access to all areas within the site - all vehicle occupants must be wearing a [REDACTED]. [REDACTED] on dashboard

STAFF: Access to staff parking and event site - all vehicle occupants must be wearing a [REDACTED]. [REDACTED] on dashboard

ARTIST: Access to artist parking -all vehicle occupants must be wearing a [REDACTED].
With a [REDACTED] on dashboard.

For public attendees, wristbands will be provided after the vehicle is parked at the ticket / wristband exchange tent and after bag search as depicted on the overall event map. We will write [REDACTED] [REDACTED] on all child's wristbands with a dedicated [REDACTED] wristband and [REDACTED] wristband from 13-17 years old.

2.4. Production Event Traffic

Production based traffic (cars, small vans) can enter through the main gate and travel down the pre-existing track, then sign in with the production or security manager.

3. Ingress

All event exits will be marshaled by an experienced team that will be fully debriefed by accredited team leaders before the event starts, to make sure that all roles and responsibilities are clear and understood.

Teams will operate in shifts with ample change over times. Heads of the TM team will all have dedicated and pre tested radios and will control the site traffic. A CSAS accredited TM staff member will be on the main entrance to the site.

3.1. Expected Public / Attendee Traffic levels and arrival Times

Event staff and vendors will arrive 2-3 hours before the site is open to the public

The licensed area (Zone 1) of event opens to the public on Sat 13th June at 12 noon and closes at 02:00am TM Staff will be ready from 11am to welcome members of the public that arrive early and they will be still allowed to enter the parking (non licensed areas) of the site.

Previous factual event data (2018-2019) suggest these arrivals will be sporadic throughout the day with peak arrivals occurring at 3pm and again at 6pm. We had no instances of jams or traffic flow issues on ingress at previous events (Even with mildly adverse weather conditions, rain) The inbound route being one way and with a long 'run up' (1.2 miles) coupled with a large drop off and pick up area just off road will provide additional stacking room.

The event organisers will spread out the “headliner acts” and other popular acts / activities throughout the day / evening. It is reasonably assumed (and to a degree confirmed in previous event data) that a significant portion of public attendees arrive after 5pm (presumably after finishing work or other similar commitments) No one will be allowed on site without a valid ticket after 7:30pm and all ticket purchasers will be advised of this via the event website and T&C on ticket vendor sites.

3.2. INGRESS: Site Vehicle PUDO (Pick Up / Drop Off Point)

See ‘Site Map’ Appendices: A & Traffic Management ‘C’ Appendices for details

On Ingress there will be a designated drop off point based just after the vehicle entrance to the parking field. The DROP OFF POINT, will be clearly signed and is approx 40m wide x 150 long. This D.O point will allow stacking of up to 100 vehicles. Anyone wish to park for part or the full duration would continue straight ahead after entering the parking field entrance and will approach a marshaled “payment / confirmation” area for parking passes, at this point attendees wishing to park will be required to produce a valid parking pass purchased online in advance, or, pay for their pass here. Member of our TM team will assist and guide vehicles to a parking space. Once parked, those passengers can then proceed along the sectioned off (via ped barrier) pedestrian walkway (1.8 minimum width) directly to the ticket / wristband exchange and security / check points. We have CSAS operatives and experienced TM staff outside the entrance to the site (This is a one way system) The above arrival and PUDO procedures will be emailed to all attendees and there will also be clear signage on the approach to the event site, main entrance.

3.3. Pedestrian Routes

Pedestrian routes on the festival site will be clearly signed and marked, Pedestrians will be separated (via ped barrier providing a 1.8m wide walkway on average) from vehicle traffic wherever possible and where any crossover occurs, pedestrians will be guided via TM marshals. The public walkway route will also be segregated from vehicle traffic wherever possible in the main car park and attendee tickets accredited away from the parking field. Realistically only a small handful of local residents will travel to the event on foot.

3.4. Artists Ingress

There is a separate artist entrance just off of “Whitely Lane” This is a private 2 way road and will also be used as the emergency blue route (See section 3.7) There will be an artist accreditation area behind the main stages (area marked on Appendix A site maps) with a car park for use before the artist(s) get their artist packs and wristbands and gain access to the site via the artist gate.

3.5. Local Access

We are submitting a TTRO to create a one way system for approx 1.2 mile from the A10 on the ingress route via the “unnamed road” marked on the A series and C series maps and documents. Residents of Mill End & Green End will be largely unaffected by the event.

We will be deploying CSAS accredited operatives as depicted at key points surrounding the event to enforce the one way system.

3.7 Emergency Route (Blue Route)

There will be a dedicated 2 way route for emergency vehicles on blue lights. **This route will not be open to the general public / event goers** See ‘Site Map’ Appendices: A Series & Traffic Management ‘C’ Appendices for details** This route is via private road and will be marshalled at all times to ensure blue light vehicles and reach the main event site unhindered.

4. Egress

4.0 Egress Plan General Overview:

In 2020, we are staggering egress (with stage closures on the Saturday starting at 10pm up until 1:30am) with a further late night refreshment provision open until 2am.

There will be overnight camping from Saturday into Sunday, which will result in vehicles staying parked overnight and not adding to the egress at closure. We are advising all event goers not parking at the event to pre arrange taxis or lifts in advance.

There will be taxi rank at egress, the Pick Up (PU) area has stacking area for up to 100 cars. We have consulted with NHDC licensing to run a private taxi rank (on-site)

- The above areas will have CSAS / TM and SIA badged team leaders with event experience, to help direct those leaving the festivals to the correct locations (ie. the main car park the shuttle busses and or the PU or taxi ranks) These staff members will manage the flow of traffic and organise pedestrians.
- The pedestrian route from the event site (zone 2, see maps) to the above mentioned PU, taxi, car park will be sectioned off via ped barrier as depicted and when vehicles and pedestrians can meet, we will have trained TM staff to manage this.
- We will be sending out emails and text messages to ALL ticket purchasers and our mailing list advising them to “PRE BOOK” their taxis or pick up / collection in advance.
- We will also be advising all event ticket purchases that the PU and taxi ranks are on site only and no collections will be made out on the road side (which is a private road)
- Local taxi firms will be advised and reassured that there won't be a long delay picking up fares and that we have a dedicated pick up rank and exit point and a one way system in place for smooth egress.

4.1. Pedestrian Egress & Routes

Pedestrian routes on egress from the festival site will be clearly signed and marked. We will be using festoon and tower lighting for well lit pathways (positions of the lights marked on the Appendix A series site maps) All routes on egress will be marshalled and we will have both CSAS and TM, team leaders to help segregate pedestrians (wherever possible) from vehicular traffic These dedicated TM team leaders with CSAS an SIA security support will guide event leavers to the separate PUDO point, taxi ranks.

4.2. Main Car Park Egress

Vehicles leaving the main car park will join the one way system as previous out line and depicted in the Appendix C series supporting documents. The exit from the car park will be organised and marshalled by CSAS operatives (with radio links to the other members of the TM team)

4.2.1 Pick Up Point (PU) & Taxi Rank (Egress)

There will be a separate Pick Up (PU) and 'Pre Booked' taxi / vehicle area and a dedicated taxi rank for event leavers. in the event of incremental or forecast inclemental weather, ground works will be completed prior to the event opening to provide and maintain an all-weather vehicle route.

4.3. Shuttle Busses TO FOLLOW

4.4. Artists Egress

Artists will be arriving and leaving throughout the event, with not many still on-site at final closure. They will join the outbound traffic. The artist car park is the closest to the site exit for this reason. All routes are marshaled.

5. Car Parking

5.1. Public

Public car parking will be managed using experienced traffic management staff. They will be Visible and recognisable by wearing orange hi-viz jackets and lanyards. All of the TM team will have a full briefing prior to the event opening.

5.2. Staff / Crew and Production

Staff, crew and production parking will be managed separately to public, on receiving Accreditation, crew will travel quickly to the staff parking zone.

6. Emergency Services

6.1. Police, Fire and Medical

There will be medical staff (2x military paramedics with a field hospital) and vehicles on site and also fire fighting equipment agreed with fire and rescue that will be managed by the security teams and overseen by the health and safety officer and fire marshal.

Any extra provisions needed from off site will enter through the emergency route on amber lights and meet a member of security team or production manager at the gate. In the event of an emergency all routes to the event will be made clear as there are ample off track points to drive / walk onto. The main track way (one way system) and the dedicated emergency blue lights route means there is access to the whole of the site for emergency vehicles. In the event 999, emergency services access is required, the "blue route" will be immediately secured and cleared by event staff ([REDACTED])

The 999 route across the field will only be potentially viable in dry weather by some vehicles. There will be a grid matted section always clear to the left hand side of the main route to zone 3.

7. Lighting

7.1. Roads

Large quantities of traffic will not be mobile during the evening (dark) hours, however, the entrance will be lit and the route into the car park will also be lit during dark hours.

7.2. Pedestrian Routes

All on-site pedestrian routes on site are lit using festoon lighting, and flood lights will be Provided for the public walkway leading to Green End and Mill End.

Realistically, on a handful of locals will leave on foot at event closure. We will have a mobile response team driving the one way system at egress.