

HARTSFIELD MANOR

CONSTRUCTION LOGISTICS PLAN

PROJECT NO. 25-329 DOC NO. D002

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TABLE OF CONTENTS

1	INTRODUCTION	1
2	OBJECTIVES OF CONSTRUCTION PLANNING	4
3	CONSTRUCTION PROGRAMME	5
4	STRATEGIES TO REDUCE IMPACTS	8
5	IMPLEMENTATION, MONITORING AND UPDATING	13

FIGURES

FIGURE 1-1: SITE LOCATION	1
FIGURE 1-2: REGIONAL HIGHWAY NETWORK	3
FIGURE 3-1: CONSTRUCTION VEHICLE ROUTING	6
FIGURE 4-1: WHEEL WASHING FACILITIES – INDICATIVE LOCATION	11

TABLES

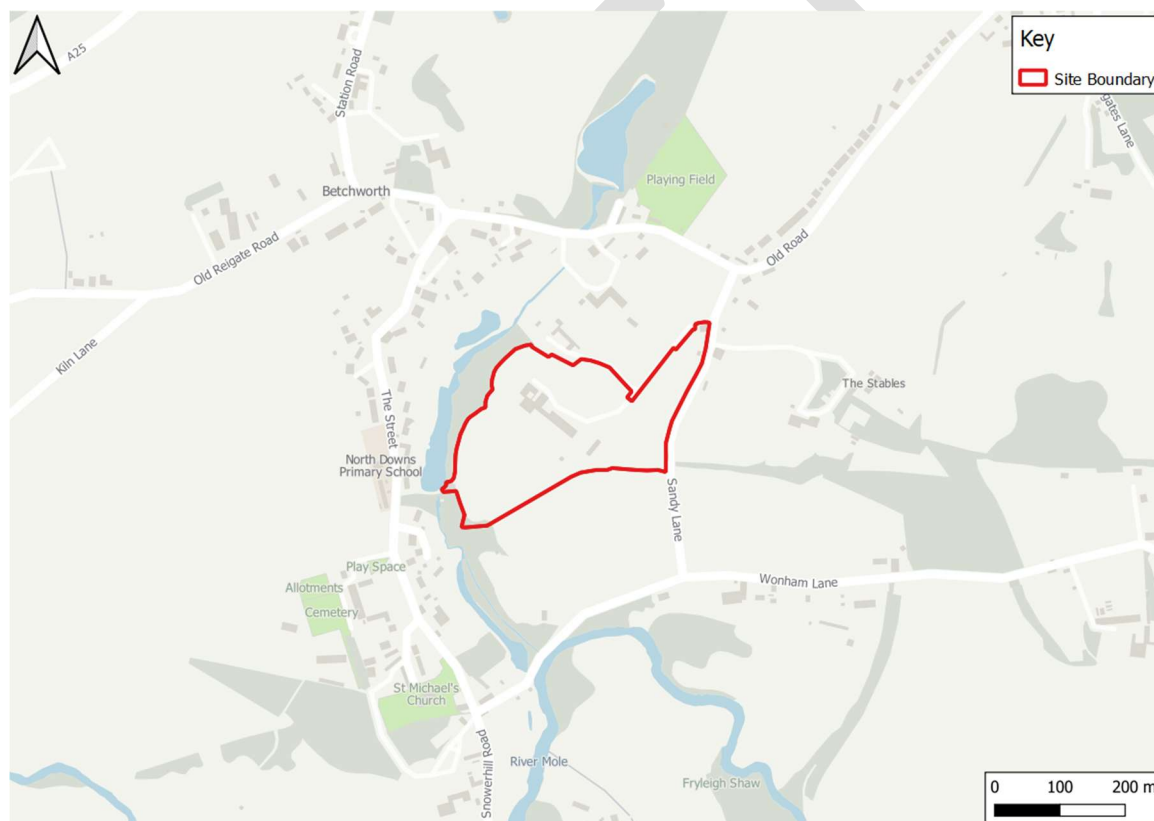
TABLE 4-1: CONSTRUCTION PLANNED MEASURES	8
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1 INTRODUCTION

1.1 APPOINTMENT

- 1.1.1 This Construction Logistics Plan (CLP) has been prepared by Velocity on behalf of HB Devco Limited to support the proposed redevelopment of Hartsfield Manor, located at Sandy Lane, Betchworth, RH3 7AA, within the administrative boundary of Mole Valley Borough Council (MVBC). Surrey County Council (SCC) are the Local Highway Authority.
- 1.1.2 The Site is located to the south of Betchworth village and comprises an area of 6.81 hectares (ha). Areas surrounding the Site comprise residential properties to the north and west, as well as agricultural land and woodland to the east and south. The Site in relation to the surrounding area is demonstrated on **Figure 1-1**.

Figure 1-1: Site Location



- 1.1.3 This CLP accompanies the Transport Assessment for the proposed development and is submitted as part of the planning application. The CLP is based upon an indicative construction programme and provides details of vehicle routing and access, strategies to reduce vehicle impacts and estimates of the numbers of vehicles. It is prepared in line with best practice guidance and would be secured by planning condition or as a planning obligation under a Section 106 Agreement.
- 1.1.4 A detailed CLP would be prepared prior to construction and would be implemented and monitored throughout the construction programme.

1.2 CONSTRUCTION LOGISTICS POLICY

- 1.2.1 Relevant local and regional planning policy and guidance has been reviewed to provide context for deliveries and servicing in relation to the development proposal.
- 1.2.2 While SCC do not stipulate specific policy and guidance requirements for the preparations of CLP's or similar for new development, the Local Transport Plan 4 (LTP4) does provide overarching policy support for new developments in the management of goods vehicles, deliveries and construction impacts.

SCC LTP4

- 1.2.3 As outlined above, the LTP4 sets out the County Council's stance with regards to delivery and construction related activities, the most relevant listed below:
- ⦿ SCC will "manage the impacts of goods vehicles on roads" using the Surrey Street Family and Healthy Streets Framework;
 - ⦿ SCC will support "introducing delivery restrictions and consolidation" and well as "altering traffic routing, speeds and priority";
 - ⦿ SCC supports consolidation centres and use of smaller, more efficient vehicles such as electric vans or e-cargo bikes for deliveries.

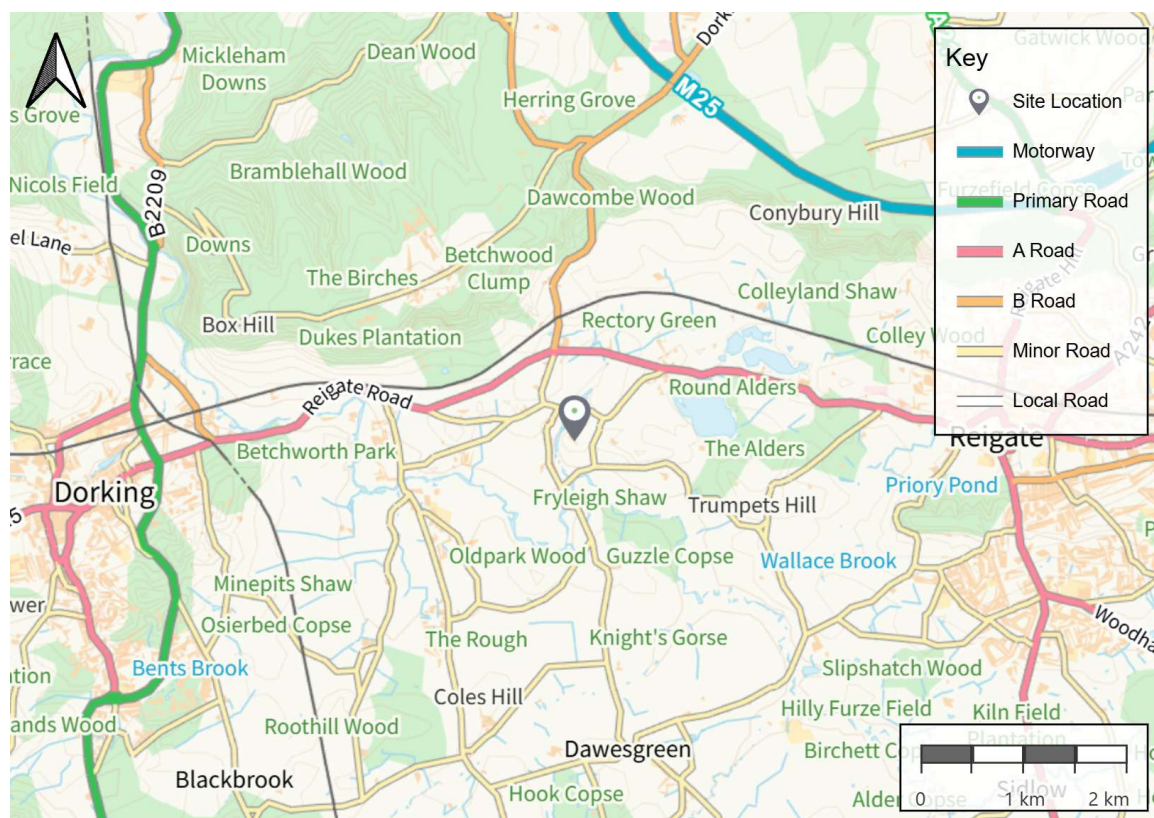
FLEET OPERATOR RECOGNITION SCHEME (FORS)

- 1.2.4 FORS is a voluntary accreditation scheme for fleet operators which aims to raise the level of quality within fleet operations, and to demonstrate which operators are achieving exemplary levels of best practice in safety, efficiency, and environmental protection.

1.3 PLANS

- 1.3.1 The sole point of vehicular access into the Site is via Sandy Lane. Further afield, it is possible to gain access onto the Strategic Road network by way of the A25 Reigate Road, to the north of the Site. The situation in terms of local highway network is demonstrated on **Figure 1-2**.

Figure 1-2: Regional Highway Network



1.4 CONSULTATION WITH SCC

1.4.1

This CLP has been prepared in line with comments received from SCC Officers. The following points were raised for inclusion within this report, as well as where they are referenced:

- ⊙ Parking for vehicles of Site personnel, operatives and visitors – Page 10.
- ⊙ Loading and Unloading of plant and materials – Page 7.
- ⊙ Storage of plant and materials – Page 10.
- ⊙ Programme of works (including measures for traffic management) – Section 3.
- ⊙ Provision of boundary hoarding behind any visibility zones – Section 3.3.
- ⊙ HGV deliveries and hours of operation – Page 10.
- ⊙ Vehicle Routing – **Figure 3-1**.
- ⊙ Measures to prevent the deposit of materials on the highway – **Table 4-1**.
- ⊙ Before and after construction surveys of the highway and a commitment to fund the repair of any damage caused – Page 9
- ⊙ No HGV movements to or from the Site shall take place between the hours of 08:30 and 09:15 and 15:15 and 16:00 nor shall the contractor permit any HGVs associated with the development at the Site to be laid upon waiting, in The Street, Old Road and Sandy Lane during these times – Page 10.
- ⊙ On-site turning for construction vehicles – Page 7.



2 OBJECTIVES OF CONSTRUCTION PLANNING

2.1.1 The overall objectives of the CLP are to:

- ⦿ Lower Emissions;
- ⦿ Enhance Safety – improved vehicular and road users' safety; and
- ⦿ Reduce Congestion – reduced trips overall, especially in peak periods.

2.1.2 To support the realisation of these objectives, several sub-objectives include:

- ⦿ Encouraging construction workers to travel to the site by non-car modes;
- ⦿ Promote smarter operations that reduce the need for construction travel or that reduced or eliminate trips in peak periods;
- ⦿ Encourage greater use of sustainable freight modes;
- ⦿ Encourage the use of greener vehicles;
- ⦿ Managing the on-going development and delivery of the CLP with construction contractors;
- ⦿ Communication of site delivery and servicing facilities to workers and suppliers; and
- ⦿ Encouraging the most efficient use of construction freight vehicles.

3 CONSTRUCTION PROGRAMME

- 3.1.1 The construction programme is expected to be in the order of 21 months (i.e. just under 2 years). Construction is expected to commence within the second quarter of 2027, with an indicative completion date within Q1 of 2029.

3.2 CONSTRUCTION TRIPS

- 3.2.1 Given the scale of development, it is envisaged that approximately 20-25 construction vehicle trips could be made to the site on a daily basis. These trips would be limited in size to a 10m rigid construction vehicle. Trips will be undertaken to avoid local restrictions, and management in place to ensure that large vehicles meeting each other at pinch points are avoided, e.g. just-in-time deliveries and offsite holding areas being explored.

3.3 CONSTRUCTION PHASING

- 3.3.1 The assumed construction phases likely to be required for the construction of the site are as follows:

SITE ESTABLISHMENT AND ENABLING WORKS

- ⦿ A hoarding (2.m high) will be erected to provide a secure site to ensure construction activities are contained. The hoarding will be well lit and maintained throughout the works to ensure public safety;
- ⦿ Site offices and welfare facilities would be provided on site;
- ⦿ Construction vehicle access will be provided via the existing access off Sandy Lane.

DEMOLITION AND SITE CLEARANCE

- ⦿ Demolition will be carried out using machinery and robotic plant. All demolition work that generates dust particles will be controlled by water mists at the point of origin;
- ⦿ Any waste material associated with demolition arising would be removed via skips or loaded directly into a waiting vehicle via mechanical plant;
- ⦿ During demolition, noise, dust and vibration will be constantly monitored from various locations around the site, with the result evaluated to ensure that the agreed levels are not exceeded.

SUB-STRUCTURE

- ⦿ This will include any foundation works and works below ground. Any requirements for concrete which can't be mixed on-site will be pumped from a concrete mixer which will stop within the proposed loading area.
- ⦿ Any support material will be delivered to the proposed loading area and offloaded into the site.
- ⦿ Concrete slabs will be formed to allow the construction of the superstructure works to commence.



SUPERSTRUCTURE

- ⦿ This phase will relate to the implementation of windows and brickwork. All materials will be delivered to the site using a range of delivery vehicles which will stop in the loading area. Material will be off-loaded either manually or via machinery.

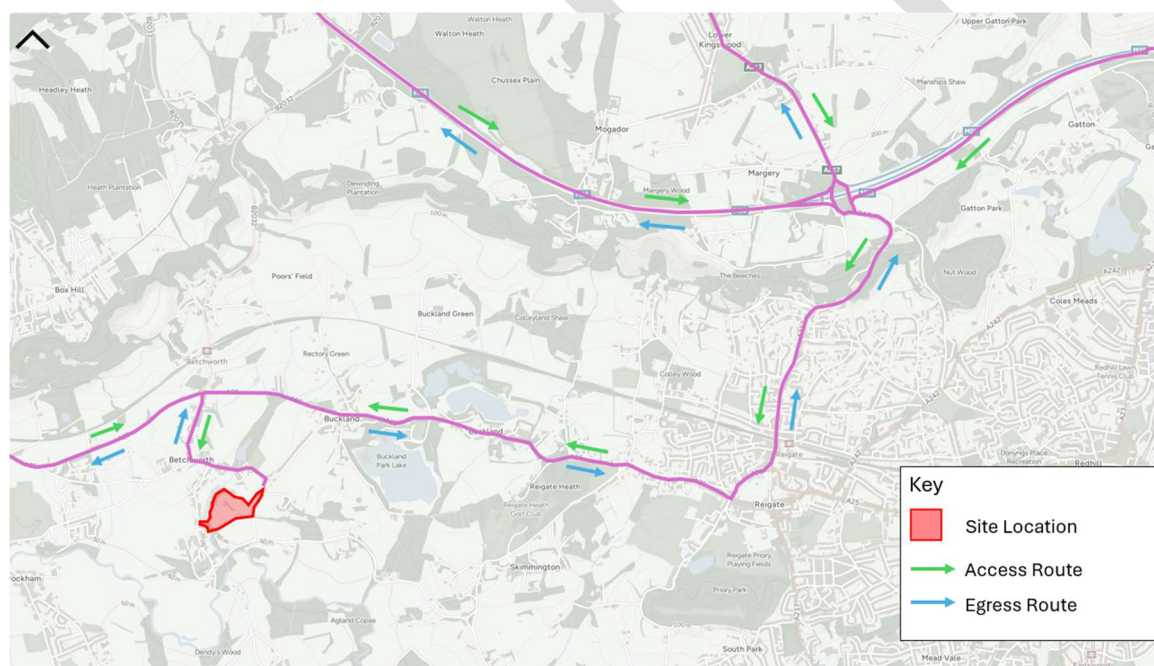
FIT OUT

- ⦿ This stage includes all mechanical, electrical and plumbing installations as well as testing of newly installed systems. This phase will be undertaken by various tradesmen utilising smaller vehicles such as Light Goods Vehicles.

3.4 VEHICLE ROUTING

- 3.4.1 As outlined within this section, construction vehicles will access the site via the existing access off Sandy Lane. It is proposed that construction vehicles will access and egress the site from the north, given this route is the most efficient towards the SRN. Proposed routes for construction vehicles are shown on **Figure 3-1**.

Figure 3-1: Construction Vehicle Routing



- 3.4.2 The above routes have been determined following comments received from Buckland Parish Council (BCP). Construction vehicles will be routed towards Betchworth Roundabout via the A25 where they will continue south along Station Road / Old Reigate Road. The A25 is the closest point of access onto a major road, providing direct connections to the east and west towards Reigate and Dorking.
- 3.4.3 Towards Dorking, it is possible to access the A24, London Road, the nearest point of access onto the Strategic Road Network (SRN). To the east, via Reigate, the M25 can be accessed via the A217 Reigate Hill to northwards. It is envisaged that these routes will be the most utilised by construction vehicles, as they provide the most effective way to access the site, minimising utilising local roads.



- 3.4.4 The proposed route makes the best use of the SRN and minimises using local residential streets where possible, thereby minimising disruption to the community. Local narrow, one-way streets will be avoided by construction traffic. Traffic marshals will manage access and egress to ensure safe interaction with pedestrians, cyclists and other road users.
- 3.4.5 Once inside the Site, which will not be operational during construction, vehicles will be able to turn utilising the existing internal road layout.

VEHICLE ACCESS MANAGEMENT

- ⦿ The delivery operator making use of the vehicle loading area internally to the site will be controlled by a traffic marshal. The marshal will guide vehicles to the loading area and oversee their egress. Both the marshals and drivers will be trained in the appropriate safety procedures and the correct use of signalling systems;
- ⦿ Non site traffic, cyclists, pedestrians, horseriders, and livestock will be given priority with all construction vehicles either making deliveries or collections under the continuous control by a traffic marshal. If deemed necessary, there will be more than one person undertaking this activity;
- ⦿ Vehicles will enter and exit the vehicle loading area in forward gear, thereby minimising the need for reversing. The access gate will be closed at all times other than for deliveries;
- ⦿ Management measures will be in place (communication to suppliers and drivers) to ensure that large vehicles meeting each other at pinch points are avoided, e.g. just in time deliveries. Additionally, offsite holding areas for vehicles will be explored as necessary; and
- ⦿ All delivery drivers will be required to wear full PPE when on site and will be provided with a summary of site rules issued/advised when they sign in.



4 STRATEGIES TO REDUCE IMPACTS

4.1.1 A number of strategies and measures are planned to reduce the impacts of construction and construction traffic on the local area. The planned measures can be categorised as follows:

- ⦿ Committed – Measures that will be implemented as part of the CLP.
- ⦿ Proposed – Measures that are feasible and likely to be implemented. Once a contractor is appointed these measures will be studied further and confirmed within the Detailed CLP.
- ⦿ Considered – Measures that are unlikely to be implemented or feasible but could be investigated or become relevant in the future..

4.1.2 **Table 4-1** summarises the planned measures for the construction of the Proposed Development.

Table 4-1: Construction Planned Measures

PLANNED MEASURES	COMMITTED	PROPOSED	CONSIDERED
MEASURES INFLUENCING CONSTRUCTION VEHICLES AND DELIVERIES			
Safety and environmental standards and programmes	x		
Adherence to designated routes	x		
Delivery scheduling	x		
Re-timing for out of peak deliveries		x	
Re-timing for out of hours deliveries			x
Use of holding areas and vehicle call off areas			x
Use of logistics and consolidation centres			x
MEASURES TO ENCOURAGE SUSTAINABLE FRIEGHT			
Freight by water			N/A
Freight by rail			x
MATERIAL PROCUREMENT MEASURES			
Design for Manufacture and Assembly and off-site manufacture			x
Re-use of material on site		x	
Smart procurement		x	
OTHER MEASURES			
Collaboration with other sites in the area			x
Implement a staff travel plan	x		

CONSTRUCTION LOGISTICS AND COMMUNITY SAFETY (CLOCS)

4.1.3 The CLOCS (Construction Logistics and Community Safety) standard will be signed up to, which will ensure



that the construction contractor (as well suppliers and sub-contractors) follow safe practices in the management of their operations, vehicles, drivers and construction sites.

- 4.1.4 All construction vehicle operators will be required to be accredited in line with the Fleet Operator Recognition Scheme (FORS). FORS accreditation confirms that a fleet operator can demonstrate that appropriate systems and policies exist to ensure drivers are suitably fit, qualified and licenced to operate vehicles which are properly maintained, equipped and insured. It is a mechanism by which adherence to the CLOCS standard can be assured and monitored.

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CONSTRUCTION DELIVERIES

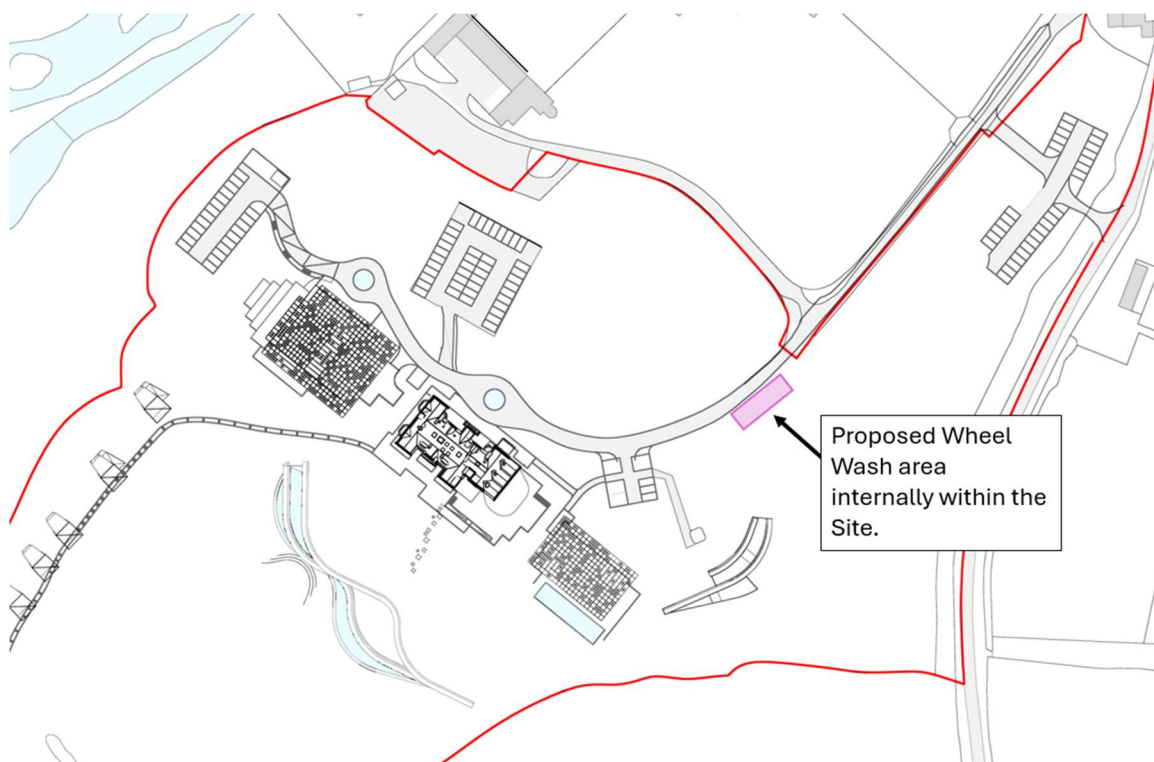
- 4.1.5 A delivery scheduling system is planned to allow for the control and management in the timings of deliveries. Booking availability will be determined by unloading space available, activities on site and managed carefully to minimise impacts on the local transport network. A comprehensive daily logistics schedule will be maintained, and unauthorised deliveries will be turned away until the approved procedure has been followed.
- 4.1.6 Construction staff on site will be prepared for the arrival of all vehicles to prevent vehicles needing to wait on the public highway. Deliveries will be made 'just in time' to minimise the amount of space required on site for construction materials. Hard copies of daily delivery schedules will be displayed at prominent locations e.g. provided at the gate/ offloading points, at hoists and also issued to drivers, forklift drivers and any other materials handling equipment operators, all of whom need to be in constant radio communication with one another. All radio users will be trained on correct radio procedures and protocols.
- 4.1.7 Highway condition surveys will be undertaken both before and after construction works commence. Should there be any damage caused to the public highway, the repair will costs will not be the responsibility of SCC.

VEHICLE CLEANING

- 4.1.8 To prevent the contamination of the local roads, a proprietary wheel wash system and a jet wash will be in place inside the site delivery gates to clean the wheels and undercarriage of vehicles during the demolition, substructure and superstructure phases. The traffic marshal will check each vehicle for cleanliness before allowing the vehicle to leave the site. Working practises will be selected to minimise release of dust.
- 4.1.9 A dedicated wheel-wash area will be provided, away from the carriageway along Sandy Lane as well as the internal access road where it is shared by surrounding dwellings. An indicative location of wheel washing facilities is shown on **Figure 4-1**.



Figure 4-1: Wheel Washing Facilities – Indicative Location



- 4.1.10 Should any mud/debris enter the public highway from the Site, the contractor will identify and clear it in a timely manner.

CONSOLIDATION

- 4.1.11 Any abnormal loads will be planned in advance and agreed with the Highways Authority.
- 4.1.12 The use of an off-site construction consolidation centre will be investigated however the booking system will allow deliveries to be managed efficiently. Where possible vehicles will be fully loaded thereby minimising the number of vehicle trips made by tipper trucks and concrete mixing trucks.
- 4.1.13 Smart procurement will be encouraged to share suppliers and minimise the number of construction vehicle trips. All suppliers will be made of aware of access and routing requirements.
- 4.1.14 Once appointed, the contractor will investigate the opportunity to collaborate with other local construction sites.

SUSTAINABLE TRANSPORTATION

- 4.1.15 The use of water and rail modes to transport freight is unlikely to be practical.
- 4.1.16 Off-site manufacture and re-use of material will be investigated and proposed where practical. Once appointed, the contractor will develop a plan to maximise smart procurement.

PUBLIC HIGHWAYS AND FOOTWAYS

- 4.1.17 The public highway and local footways will be safeguarded against damage by:

- ⦿ Scaffolding for construction works (should this be required) should be erected and fully encapsulated in fire resistant Monarflex sheeting.
- ⦿ Any vehicle removing loose rubbish or debris from the site will have the load fully sheeted hence safeguarding against any debris falling onto the road.
- ⦿ In addition, it is not envisaged that the highway will be used for storage or welfare facilities.
- ⦿ The location of the vehicle loading area allows for vehicle to approach the site in a forward direction. In the event that HGVs are required to reverse, a marshal will be in attendance at all times. The marshal/banksman directing vehicle movements will be trained and authorised to do so.

CONSTRUCTION PERSONEL

- ⦿ Confirmation will be provided in the detailed CLP as to whether welfare facilities can be provided on-site to minimise the need for travel off-site during the day.
- ⦿ This might include lockers for on-site operatives to allow storage of tools to discourage any construction workers that stay locally during the week from needing to travel by van each day, and to encourage the potential for car sharing where practical amongst the workforce. All construction staff site operatives will be given a site induction.
- ⦿ Site personnel and visitors will be able to utilise the existing parking provision should they travel to the Site via car.

CONSTRUCTION HOURS OF OPERATION

- ⦿ Construction works are anticipated to take place the following working hours, 09:15 to 15:15, and 16:00 to 18:00 Monday to Friday, and between 08:00 and 13:00 on Saturday. No construction work will take place on Sundays, Bank Holidays, or Public Holidays.
- ⦿ No HGV's associated with the development at the Site will be permitted to wait along The Street, Old Road, and Sandy Lane during the hours of 08:30 to 09:15 and 15:15 to 16:00.
- ⦿ The detailed CLP will aim to minimise the impact of construction HGV's, light goods deliveries and the construction workforce through careful coordination of arrivals and departures.

SITE COLLABORATION

- ⦿ Once appointed, the contractor will investigate the opportunity to collaborate with other local construction sites.

5 IMPLEMENTATION, MONITORING AND UPDATING

IMPLEMENTING

- 5.1.1 In the first instance, this outline CLP will be issued for review as part of the planning application.
- 5.1.2 A detailed CLP will be prepared by the principal contractor using this document as the template. This has the potential to explore alternative options in more detail.
- 5.1.3 The local community will be consulted as part of the detailed CLP to identify any concerns about construction activity and traffic.
- 5.1.4 Once there is planning approval for the scheme and certainty over the programme and start dates the contractor will discuss the opportunity for collaboration with other local construction sites as necessary.
- 5.1.5 The Principal Contractor will be responsible for implementing the CLP. It is expected that a Contractor and Driver Handbook or equivalent would be used to distribute information which makes sure that all contractors are aware of their obligations.
- 5.1.6 The key measures identified to manage and control the impacts of construction traffic are expected to be:
 - ⦿ Commitment to meet CLOCS / FORS accreditation.
 - ⦿ Use of delivery scheduling system.
 - ⦿ Designated construction traffic routes ensuring all HGVs use appropriate strategic roads.

MONITORING

- 5.1.7 Data sharing remains a key principle for the success and continuous improvement of construction. A list of items will be agreed, and specific data will be disseminated. This is expected to include:
 - ⦿ Compliance
 - FORS compliance
 - Routing compliance
 - ⦿ Data from the delivery scheduling system and the recorded log of vehicle movements to the site:
 - Vehicle type and size
 - Duration on site
 - ⦿ Safety issues including any injuries or near misses
 - ⦿ Breaches and complaints

UPDATING

- 5.1.8 This outline CLP will be developed into a detailed CLP following the grant of any planning permission. The detailed CLP will be prepared in consultation with SCC. This will ensure that all construction activities on site accord with relevant policy requirements.



- 5.1.9 After the detailed CLP is submitted and approved, the CLP will be an evolving document to account for any changes to the construction strategy and incorporate monitoring results and any consequent changes. It will be reviewed internally on a monthly basis and/or at any time there is a significant change in construction process. This will ensure that the document remains relative to the realities of the site at any point in time.
- 5.1.10 The CLP will be kept on site and updated by the principal contractor in consultation with Highways Officers at SCC and MVDC.

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