



# Traffic Management Plan

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# Contents

## **1. Introduction**

- 1.1 Overview of the Event
- 1.2 Client Details
- 1.3 Aims of this Plan
- 1.4 Area Overview Map
- 1.5 Routes to the event

## **2. TM Information**

- 2.1 Traffic Management Provider
- 2.2 Health and Safety
- 2.3 Training
- 2.4 Staffing Levels and schedules, roles
- 2.5 Recording of Incidents

## **3. Pre-Planning Event Management**

- 3.1 Planning Meetings

## **4. Traffic Access and layouts**

- 4.1 Accreditation & Site Access
- 4.2 Car Park Layout
- 4.3 Drop Off and Pick up Area

## **5. Build & Break**

- 5.1 Aims of the build and break Traffic Plan
- 5.2 Build & Break Traffic Composition
- 5.3 Vehicle Movements on Site

## **6. Public Arrival**

- 6.1 Transport
- 6.2 Car Queue Management

## **7. Event Live Ingress and Egress**

- 7.1 Arrivals
- 7.2 Exit
- 7.3 Camping On Site Vehicles
- 7.4 Movement of Vehicles on Site
- 7.5 Emergency Access

## **8. Event Live – General**

- 8.1 Lighting

8.2 Radio Procedures and communications

## **9. Emergency Evacuation**

9.1 Emergency Evacuation Route Clearance

9.2 Assembly Points

# 1. Introduction

## 1.1 Overview of the Event

The event is a music and arts festival with a focus on supporting local and national emerging artists, engaging communities in the arts, and allowing people to enjoy the outdoors as part of the great British festival experience.

The event program consists of a wide range of art forms and activities including; live music, DJs, cabaret, cinema, circus, craft markets, craft workshops, dance, street food and more. Camping facilities will be provided for attendees staying onsite for the duration of the event.

The event site and location are currently as follows:

Barkstone Woods,  
Long Lane,  
Nottingham

The whole event will run between Thursday 7 July – Sunday 10 July 2022, which will consist of a fully ticketed event for over 18's. The provision of Traffic Management and Parking stewards for the event is based on information provided by the event organiser and the maximum attendee numbers of 10000 including all staff, contractors and festival customers. The numbers of parking cars for the weekend are estimated at 3000 - 4000.

## 1.2 Client Details

Client: **Noisily Festival Ltd**

Name:

Address:

Contact Number:

Email:

## 1.3 Aim of the Plan

**The maintenance of public safety on the local highway infrastructure:** Public safety is the primary objective and the core reason for detailed traffic management planning. The event must adopt all reasonable, practical measures to ensure the risk to life is minimised to those attending and working at the event to which the Traffic Management Plan (TMP) is key.

**Minimise disruption to all road users with special emphasis on maintaining the integrity of those routes which act as a local alternative to the strategic trunk road network:** Detailed planning in use of the supporting road infrastructure is identified within the TMP and is a crucial element in meeting key objectives. Mandrake Events Ltd, in conjunction with key stakeholders, will agree the nature of the supporting traffic management to ensure that the public highway is, in so far as is reasonably practicable, kept clear of unnecessary congestion. The plan

will be suitably robust to cope with anticipated road traffic related issues raised as a direct result of this event taking place.

**Minimise the disruption and impact of such an event on local communities:** It is important that any event seeks to minimise its impact upon the local community. A series of measures are detailed in the TMP which will seek to mitigate potential adverse effects on the community.

### **Optimise the Experience of Visitors to the Event.**

Streamlining the traffic arrangements in order to maximise the effectiveness of the arrival and departure process for all customers and event staff.

#### **1.4 Area Overview Map**



Long Lane which the festival entrance would be placed is a fast road but with a relatively low traffic flow and no pavements. The what 3 words location for the event is: Flocking.Cable.Coupler

The main road runs NE to SW and is the main ingress and egress for the event.

The main road leading to the event has a 50mph limit and as such care will be taken to ensure that all vehicles approaching the entrance to the event are notified by signage leading to the entrance.

## 1.5 Routes to the Event

There are various routes but majority will use Sat Nav to the event. The festival will be signed from the major trunk roads to the event entrance.

Much of the traffic arriving at Noisily comes from the local areas of Leicester, Market Harborough and Nottingham; however, they can interrogate the ticket system and, via postcode checks, can see where people are travelling from – in the past few years a significant number of ticket-holders travelled from London.

**Full descriptions to be added once the venue is confirmed**

**A full MAP containing the signage to the venue will be produced once confirmed**

## 2. TM Information

### 2.1 Traffic Management Provider

The Traffic management, Car Park Management and live in vehicle management will be provided by Mandrake Event Services Ltd.



Event Stewarding | Car Park Marshals | Safety Stewards | Crew | Traffic Management | Traffic Management Plans | Security Plans | Event Plans

Name:

Company: **Mandrake Events LTD**

Event POC:

Event POC number:

Event POC email: **mandrakeevents@outlook.com**

Company Address:

Company Email: **mandrakeevents@outlook.com**

Company Facebook: **Mandrake Events**

### 2.2 Health and Safety

## HSE Vehicle Parking Chapter 8 Manual

All Operatives work to an approved code of practice with regards to Personal Protective Equipment (PPE) and methods used.

The workforce and site supervisory staff will wear high visibility warning clothing at all times when on site. Clothing shall comply with BS EN 471 Table 1, Class 2 or 3 (Class 3 on motorways or other high-speed roads). The color of the clothing shall normally be fluorescent yellow or fluorescent orange-red complying with Table 2 of the Chapter 8 Standard. The retroreflective material shall be to Class 2 as defined in Table 5 of the Chapter 8 Standard. Staff should also wear high visibility trousers complying with Class 1 of BS EN 471.



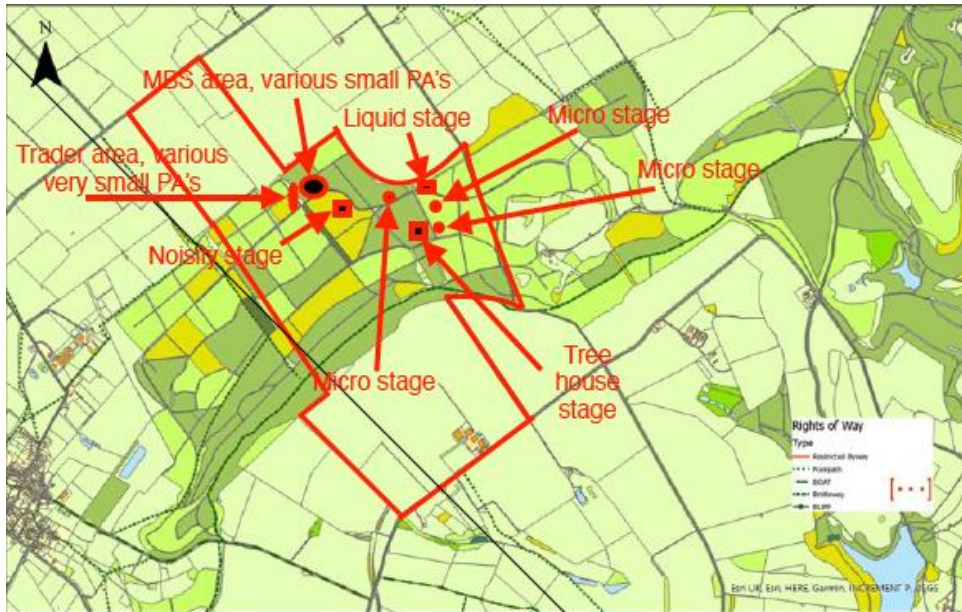
## 2.3 Training

All TM Operatives are Chapter 8 licensed. All car park stewards have been trained over multiple events and all have undergone training to enable them to fulfill the role at the festival. Mandrake Events have vast experience with events and festivals and have built a reputation with service providers and local authorities in all the areas we operate throughout the UK including Hampshire Highways, New Forest District Council, Lincolnshire County Council, Oxfordshire County Council, Somerset Council and Portsmouth City Council.

## 2.4 Staffing Levels and Schedules and Roles

Staffing levels will vary during the event with increased numbers on the ingress and egress of the event so that vehicles and public are controlled to ensure that vehicles leaving the car park or the exit of the site are managed effectively. A location map of operatives will be produced once the site is confirmed along with a schedule for inclusion into the EMP the actual staffing times are subject to approval. This is to be confirmed but a rough layout of the site is as follows.





## Staff Expectations

All staff irrespective if they are new to festivals or a seasoned pro are encouraged to check out Festival safe where they can find lots of information especially as a worker at a festival.

<https://www.festivalsafe.com/information/event-workers>

TM and CP operatives are expected to be friendly and interact with all customers and staff.

Staff are not to leave their allocated positions at any time unless they have adequate cover.

Staff will be proactive and very vigilant and as always take on a non-aggressive attitude, customers need to see a very approachable and helpful face, this will allow you to build up a mutual trust with the customers. If the staff cannot help or do not know any answers, then they are expected to go above and beyond to help the customer and find the answer or take them to someone that will.

It is our responsibility to do our best to ensure the safety of all customers and ensure they have an enjoyable experience at the festival, the first encounter they have at the festival is with the car parking and Tm operatives.

Should a situation arise where force is necessary it will be radioed immediately to the security manager so that it can be attended by senior staff and correctly logged ensuring that body cam CCTV footage is gathered for evidence gathering.

Staff should NOT smoke in view of the public, hi viz vests are to be removed when smoking. Break teams will be in place to ensure everyone gets adequate comfort breaks providing there are no incidents ongoing.

There will be a shared welfare facility setup with security which will include the following:

- A charging area
- A microwave to heat food
- Fresh Water
- Shelter with seating
- Sanitising Liquid
- Disposable Face Masks (Depending on COVID situation)

### **Campervan Area**

- Parking of the campervans is going to be completed by Mandrake Events and will be marked out prior to the event. Staff will monitor the campervans as they set up to ensure that Fire lanes are maintained.

### **Main Event Road Entrance**

- To monitor the traffic flow in and out of the site
- To manage any exiting vehicles with incoming vehicles to ensure free flow using stop/ go boards where necessary

### **Car Parking Area**

- To park the cars as quickly and efficiently as possible maximizing space
- To ensure that no cars are blocked in by others
- To leave sufficient lanes between each row to allow a fire lane and also to allow vehicles to exit.
- To manage the car park traffic so that pedestrians and cars do not mix where practicably possible
- To take any monies and issue tickets to anyone that has not pre-paid for the parking
- To guide onsite camping vehicles into the campervan search area

### **Emergency Gate**

- To keep the gates, clear at all times from customers and any vehicle traffic
- To aid any services that may need to use the gate

## **2.5 Recording of Incidents and Occurrences**

Occurrences and incidents will be recorded on the Occurrence log held within the Event Control Room.

We utilise the same Microsoft Form as security to capture as much information at the time of the event using a quick and easy method with set questions and options to add more information, a QR code will be printed and given to every operative as well as QR codes on the radios so that all incident reports can be collated easily in one Excel spreadsheet to minimize the need to keep paper notes. There will be an option on the reporting form to distinguish whether it is a Traffic Management or Security report.

Below is an example QR code that will be set up for the Event, there are example questions already set up and more will be added prior to the event as this is just an example.



FESTIVAL INCIDENT REPORT QR CODE.

## **3. Pre-Planning Event Planning**

### **3.1 Planning Meeting**

A site visit has not been conducted yet and more areas may be introduced once the visit has been conducted.

A representative will attend any SAG meeting requirements to liaise with the authorities to allow a joined up working relationship. A TTRO may be required given that signage will be placed onto the highway with minimal traffic control but this will be confirmed and produced in good time with any requirements for Advanced Warning signage.

## **4. Traffic Access and Layouts**

### **4.1 Accreditation and site Access**

All attendees, staff and performers will be accredited with a cloth wristband upon entry for identification purposes. Production passes will be via lanyards, which will be signed out at the beginning of the week.

No one without correct accreditation will be allowed to gain access to the site. The delivery of good by traders is still to be confirmed at this point, however some kind of delivery pass or a drop point is likely to be used as per previous years.

All access bands, car passes, AAA pass descriptions and pictures will be in the EMP, these will be extracted and every member of security will receive a copy to ensure they know which bands have which access to site and restricted areas.

The main road accessing the site will be signed as follows to reduce the possibility of any accidents.



## 4.2 Car Park Layout

The car park will be laid out to allow parking in rows using the maximum amount of space.

There may be a requirement for COVID testing or verification. This is subject to government guidelines nearer to the event. The car park can be adjusted to accommodate extra lanes to allow more cars to wait in the queue but there is a long track to keep cars from queuing on the main road. Extra signage with any requirements may be needed but this is again subject to government guidelines. A supplement Annex with any specific changes can follow at a later date.

## 4.3 Drop Off and Pick Up Area

The drop off and pick up area will be just outside accreditation and the main entrance. This will be manned to ensure that no cars are left unattended, this will also be used for any taxis, busses will be directed down to the bottom of the car park track to turn around and drop off at a point so that the doors are facing the festival and passengers do not walk into any moving vehicles.

**A drop off and pick up area map will be produced once the site is confirmed**

# 5. Build and Break Traffic

## 5.1 Aim of the Build and Break

Early and later stages of the build have a smaller number of overall vehicles, but they are larger as they support the installation and derig of the main infrastructure. Closer to the event moves toward smaller vehicles. Typically, the event is expecting deliveries throughout the days. All suppliers will be issued with a Supplier Advance Pack which provides details of when and how they are arriving, and who their contacts are on site. A bone yard delivery area will be utilised for deliveries and accounting of goods.

Where necessary (although an unlikely requirement on this site) they will be banked into the road by a suitably qualified banksman. All vehicles entering the site will be subject to the site's speed limits and routes. High visibility jackets must be worn, and site health & safety guidelines must always be adhered to. Mandrake Events Ltd will not be involved in the build or break period in the main site area but will control the narrow lane leading into the site to ensure that congestion and overcrowding of vehicles is avoided.

All contractors moving around the site must have their own risk assessments and insurances for the vehicles used by them.

## **5.2 Build & Break Composition**

The EMP will cover the build and break in its entirety. From a Traffic Management perspective, we will manage the gates and the routing during the build break into the main site woods.

# **6. Public Arrival**

## **6.1 Transport**

An area will be set up for drop off and pick up via taxis or private cars, anyone attending the festival in their own cars will use the main carpark. Traffic management and car parking is covered by the TM team.

On the main day, CP's will ensure that each car is parked as quickly as possible in order to keep traffic queues to the event as short as possible. We will park vehicles in rows of two, one behind another. We call these "doubles". Parking in "doubles" on allows enough room for the vehicles at the front to drive out and the ones behind to reverse.

Marshals will direct campervans to the search area for Security to conduct searches. There are currently plans for a bus service they will use the drop off and pick up area.

## **6.2 Vehicle Queue Management**

Any early arrivals in vehicles will be held in the vehicle queue and any early arrival by drop off will queue in the barrier area, The TM and Security team will discourage

anyone from parking or staying on the main track due to safety. Likewise, a coned area will be set up for any late-night arrivals after the vehicle gate has been locked so they can pull off of the main track until the following day, this will allow the road to remain clear.

## **7. Event Live – Ingress and Egress**

### **7.1 Arrivals**

Cars will turn in via the main gate and follow the same route where their car parking ticket will be scanned, and they will be allowed to park.

Cars will be parked in an order so that the first cars are closest to the customer gate into the camping field so guests are always walking away from moving vehicles. Any customers who do not have a ticket but wish to purchase a ticket will be asked to pull off the temporary trackway and drive into ticket pay lanes where they can purchase a ticket from the TM team, this operation will avoid causing queues onto the main road. If over 60% of the car parking capacities is sold in advance of the event additional fields will be explored with the estate for backup parking for customers. This will be monitored closely by the Event Organisers during the planning phase of the event.

### **7.2 Exit**

The exit phase of an event will often determine the customers' views of the event. Poorly planned exits can leave a lasting bad impression of an event. Mandrake Events will adjust cones close to the exits to anticipate queuing. By doing this, we are prepared to organise vehicles into lanes of exiting traffic and able to give each lane an equal amount of movement. Not being able to leave the site freely can often be a stressful ordeal for the customer. Marshals will always explain the reason for the queuing, whether it is an accident on a route or just sheer volume of vehicles all leaving the site on mass.

Generally, if vehicles have a free flow exit onto good access routes, we are able to exit around 400 - 500 vehicles per hour via the main gate assuming the gate is unobstructed. This number decreases if for any reason the route is busy or compromised but the main road is wide enough to cope with 2-way traffic and is some distance to the turning points towards the main motorways both North and South. Mandrake staff will not leave the car park until queues have gone and the static vehicle count is under 10%. Mandrake will ensure that enough marshals are deployed to assist with traffic exiting the site. They will be responsible for internal and external traffic management During the exit phase, all marshals will be on expected merging points within the car parks.

### **7.3 Camping Onsite Vehicles**

Camping cars are expected to arrive early Wednesday morning when and will access the site via the main entrance. There is a sellout camping weekend vehicles arriving for Noisily Festival 2022.



Any weekend campervan that leaves the festival site, will not be permitted re-entry to the site and will go home. This should be made clear when tickets are purchased, as an entry condition and when a festival customer wishes to leave. This condition will eliminate vehicle congestion around the surrounding area for any residents.

Weekend campers will exit Monday morning and be clear of the site by 1pm. When exiting the festival site, they will exit via the main gate.

#### **7.4 Movement of Vehicles on Site**

Any movement on site will be controlled by event control during the live phase. The main site arena will not be sterile and as such any vehicles will be escorted by a banksman at all times when replenishing the bars or deliveries ect.

#### **7.5 Emergency Access**

Emergency access gates are located around the site and will be manned 24 hours a day from the Friday morning until Monday afternoon, this will ensure that it remains clear.

## **8. Event Live – General**

#### **8.1 Lighting**

The EMP should cover all lighting areas on the event map. Parts of the car park and entrance will be lit with lighting towers.

#### **8.2 Radio Procedures and Communications**

Mandrake have their own internal radio communications system which is regularly utilised at events. This allows the company's internal Management to communicate what is happening inside the event directly to the traffic management outside the event, and vice versa. This allows for a good overview for the event. Mandrake also communicates directly with Event Control via our own event control radio system. Event Control forms the central hub of communications for any event. It provides a central point where all the agencies involved can communicate with each other. This is essential to avoid a long list of phone numbers that may well not work at an event (especially mobile numbers).

It is also equally important to keep clear lines of communication with both visitors to the event and members of the public not attending the event but affected by it. Residents and commuters in the locality should be informed, both through media press and leafleting, where necessary, of when the event is, the traffic management measures, and their potential impact upon them.

## **9. Emergency Evacuation**

## **9.1 Emergency Evacuation Route Clearance**

Separate entrances are designated for emergency vehicles and emergency routes around the site that will be checked and kept clear at all times. In the event of an emergency evacuation, all Marshals and stewards will open all emergency gates and entrances to allow egress.

A Traffic Management Response Team will immediately make their way to Event Control for redistribution to the emergency or help clear the site.

## **9.2 Assembly Points**

Assembly points have not yet been finalised but all staff will be completely briefed on their locations prior to the event commencing.

End of Plan.