

Item	Detail
Project	Proposed 78 bedroom care home, East Grinstead
Planning reference	DM/24/3051
Purpose	To set out the proposed construction access, traffic management and site logistics controls.
Primary construction access	Demolition phase to use the existing site entrance/Highfields drive under controlled arrangements. The new West Hill access road works are programmed to start at the beginning of September 2026 and the road is expected to be formed and stoned ready for construction access use by the end of September 2026.
Existing access	Existing access/Highfields drive to be used for controlled demolition access only. After demolition and once the new West Hill access road is formed and stoned ready for use, the existing Highfields gate will be permanently locked and signage installed to prevent construction traffic using that entrance during the construction phase.
Read with	Full CEMP Rev 1, Biodiversity CEMP, Transport Statement and approved access drawings.

Key Commitments

- Demolition phase to use the existing site entrance/Highfields drive under controlled arrangements, as the new West Hill access road will not yet be formed.
- Existing Highfields gate/signage restriction to be installed after demolition and once the new West Hill access road is formed and stoned ready for use.
- From the main construction phase, the existing Highfields gate will remain permanently locked so construction traffic cannot use that entrance.
- Signage to be installed at the drive/road entrance: No through access to Highfields; No construction site access; Construction traffic to use new West Hill access; Authorised/emergency access only.
- Demolition programmed to commence in August 2026.
- New West Hill access road works programmed to commence at the beginning of September 2026.
- New access road expected to be formed and stoned ready for construction access use by the end of September 2026.
- Maintain clean public highways using wheel cleaning, road sweeping and load sheeting as required.
- Book deliveries in advance and marshal large vehicles so they enter and leave safely in forward gear.

1. Purpose and Scope

This Highway and Logistics Plan provides a simple site-specific framework for managing construction traffic, deliveries, parking, materials handling and interaction with the public highway during the East Grinstead care home works.

The plan is based on the planning permission, Transport Statement, proposed access drawings and the project CEMP. It should be developed into the Principal Contractor's detailed construction logistics arrangements before works start on site.

Condition 5 planner response

This revised plan responds to Mid Sussex District Council further information request dated 27 July 2026 for discharge application DM/26/1727. It clarifies that the existing site entrance/Highfields drive will be used for controlled demolition access first, and that the locked-gate/signage restriction will be installed after demolition and once the new West Hill access road is formed and stoned ready for construction access use.

Item	Proposed detail
Demolition access	During the demolition phase, the demolition

	contractor will use the existing site entrance/Highfields drive as the new West Hill access road will not yet be formed. Demolition traffic will be controlled by booking slots, marshal/banksman control, load sheeting, wheel cleaning, road sweeping where required and no highway queuing.
Existing Highfields gate	The existing Highfields gate will remain available for controlled demolition access during demolition. The gate will be permanently locked after demolition is complete and once the new West Hill access road has been formed and stoned ready for construction access use.
Signage timing	Signage restricting construction traffic through the existing Highfields access will be installed after demolition and once the new West Hill access road is formed and stoned ready for use.
Signage wording	Signage at the existing Highfields drive/road entrance will state: 'No through access to Highfields', 'No construction site access', 'Construction traffic to use new West Hill access', and 'Authorised/emergency access only'.
Physical restriction	From the start of the main construction phase, the locked gate will provide the physical restriction to prevent construction traffic passing through the existing access. If required by the Local Planning Authority or highway authority, supplementary lockable bollards/barrier boards will be added on the existing access road.
Programme	Demolition is programmed to commence in August 2026. The new West Hill access road works are programmed to commence at the beginning of September 2026. The road is expected to be formed and stoned ready for construction access use by the end of September 2026, subject to weather, statutory approvals, utility constraints and highway requirements.
Main construction traffic	Once the new West Hill access road is formed and stoned ready for use, main construction deliveries, plant movements and waste collections will use the new West Hill access. From that point the existing Highfields gate will remain locked so there is no through route for construction traffic.
Monitoring	The Site Manager will inspect the gate, signs, access controls and road condition daily during active works. Any damage, unauthorised opening, missing signs or attempted misuse during the construction phase will be recorded and corrected immediately.

2. Site Access Strategy

Access Element	Proposed Control
New West Hill access	New access for the main construction phase once formed and stoned ready for use. Road works are programmed to commence at the beginning of September 2026 and are expected to be ready for construction access use by the end of September 2026, subject to weather, statutory approvals, utility constraints and highway requirements.
Access sequencing	Demolition is programmed to commence in August 2026 using the existing site entrance/Highfields drive under controlled arrangements. New West Hill access road works are programmed to start at the beginning of September 2026, with the road formed and stoned ready for construction access use by the end of September 2026. The existing Highfields gate/signage restriction will then be installed so construction traffic cannot use that entrance during the construction phase.

Existing access	The existing site entrance/Highfields drive will be used for controlled demolition access only. After demolition and once the new West Hill access road is formed and stoned ready for construction access use, the existing Highfields gate will be permanently locked. Signage will state: No through access to Highfields; No construction site access; Construction traffic to use new West Hill access; Authorised/emergency access only.
On-site movement	Vehicles are to enter the site, unload/load within the boundary and leave in forward gear. Reversing is to be avoided or controlled by a trained banksman.
Visibility splays	Visibility splays are to be kept clear of vegetation, stored materials, signs, hoarding or other obstructions between 0.6m and 2.0m above carriageway level.

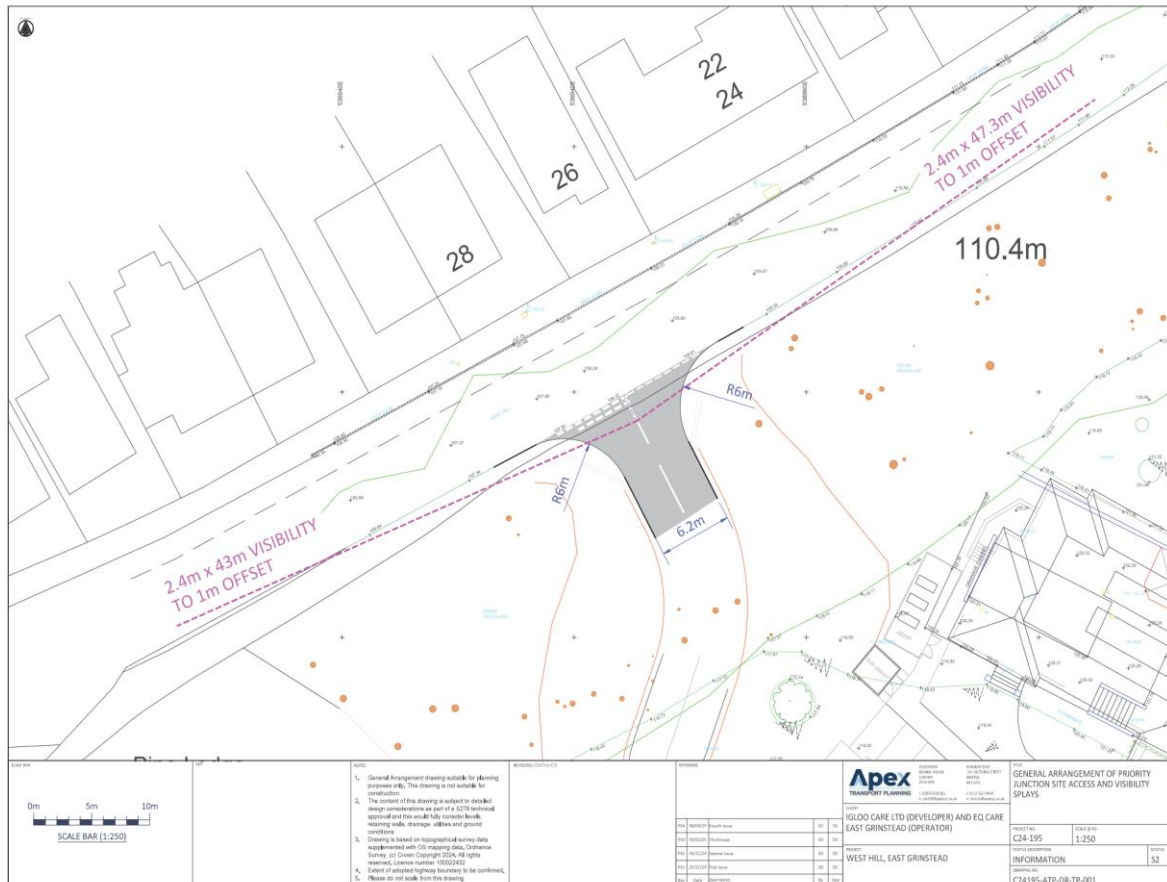


Figure 1 - Proposed West Hill access arrangement. Source: Planning Issue Drawings / site access.pdf.

3. Construction Phasing and Logistics

Stage	Logistics Requirements
1. Pre-start / August 2026	Confirm demolition route, demolition traffic controls, neighbour notification, site contacts, emergency contacts, wheel-cleaning arrangements and road-cleanliness procedure. The existing site entrance/Highfields drive will remain available for controlled demolition access at this stage.
2. Demolition / August 2026	Demolition is programmed to commence in August 2026. The demolition contractor will use the existing site entrance/Highfields drive because the new West Hill access road will not yet be formed. Demolition traffic is to be controlled by booking slots, marshal/banksman control, load sheeting, wheel cleaning, road sweeping where required and no highway queuing.
3. Access road works / early September 2026	The new West Hill access road works are programmed to commence at the beginning of September 2026, including access formation, agreed bank works, visibility splays, drainage/earthworks interfaces, temporary traffic management and highway protection.

4. Road formed and stoned / end September 2026	The new access road is expected to be formed and stoned ready for construction access use by the end of September 2026, subject to weather, statutory approvals, utility constraints and highway requirements.
5. Lock existing gate and install restriction signage	After demolition is complete and once the new West Hill access road is formed and stoned ready for use, the existing Highfields gate will be permanently locked. Signage will be installed stating: No through access to Highfields; No construction site access; Construction traffic to use new West Hill access; Authorised/emergency access only.
6. Main construction	Once the new West Hill access is formed and stoned ready for use, main construction deliveries, plant movements, waste collections and contractor parking shall use the new West Hill access. The existing Highfields gate will remain locked so there is no construction through-route.
7. Fit-out, commissioning and demobilisation	Maintain the access controls, reduce heavy goods movements, maintain site cleanliness, protect completed access/parking areas and remove temporary works/reinstate affected areas as agreed.

4. Vehicle Routing and Delivery Control

- Demolition vehicle routes are to be confirmed by the demolition contractor before commencement. Main construction routes are to be confirmed by the Principal Contractor before those works begin and communicated to suppliers.
- Demolition is programmed to commence in August 2026 using the existing site entrance/Highfields drive under controlled arrangements because the new West Hill access road will not yet be formed. After demolition and once the new West Hill access road is formed and stoned ready for use, the existing Highfields gate will be permanently locked with no-through-access/no-construction-site-access signage so construction traffic cannot use that entrance during the construction phase.
- Deliveries must be pre-booked and coordinated to avoid vehicles waiting on West Hill.
- Large or abnormal deliveries are to be assessed separately, with temporary traffic management, parking restrictions or escorts arranged where required.
- Where any works affect the highway, the relevant highway consent, licence, permit or temporary traffic regulation order must be obtained before the activity starts.

5. Working Hours

Activity	Permitted Hours
Construction works and use of plant/machinery	Monday to Friday 08:00-18:00; Saturday 09:00-13:00; no Sunday or bank holiday working.
Deliveries and collections of plant, equipment and materials	Monday to Friday 08:00-18:00; Saturday 09:00-13:00; no Sunday or bank holiday deliveries/collections.
Out of hours works	Only by prior agreement with the Local Planning Authority and any other relevant authority.

6. Parking, Loading and Storage

Item	Control
Contractor parking	To be provided within the site compound or completed internal parking areas where available. No unmanaged contractor parking on West Hill.
Visitor parking	Visitors are to report to the site office and park only in designated areas.
Loading/unloading	To take place within the site boundary. Highway loading is not permitted unless separately agreed and licensed.
Material storage	Stored within designated areas away from visibility splays, public interfaces, drainage routes and ecological protection zones.
Hoarding/security	Hoarding, fencing and gates to be maintained so the public cannot access the works. Any hoarding/scaffold in the highway requires consent.

7. Public Highway Protection

Risk	Control
Mud and debris	Wheel cleaning facilities to be provided at the exit as needed. The Principal Contractor is to inspect West Hill and arrange road sweeping when required.
Dust	Loads of spoil, demolition arisings and loose materials to be sheeted. Dust suppression to be used during dry or windy conditions.
Highway obstruction	No waiting, unloading, skips, materials, cranes, hoarding or scaffolding on the highway without the correct approval.
Pedestrians/cyclists	Maintain safe public footway routes. If footway works or restrictions are needed, provide approved temporary traffic management and clear signage.
Neighbours	Maintain access to neighbouring properties and avoid blocking driveways, Westfields access or emergency routes.

8. Service, Emergency and Waste Vehicles

- Emergency access is to be maintained at all times and communicated during inductions.
- Emergency access is to be maintained at all times. During demolition, emergency access can use the existing entrance where required. During main construction, emergency access is to be kept clear via the new West Hill access, with any emergency use of the existing access controlled by the locked-gate arrangement.
- Waste collections are to be planned so vehicles can safely enter, turn and exit in forward gear where practicable.
- Where a large refuse vehicle is not suitable, a smaller private collection vehicle should be used or an alternative collection arrangement agreed.

9. Communication and Monitoring

Measure	Requirement
Site contact board	Display site manager, emergency contact details, working hours and complaints contact at the site entrance.
Neighbour updates	Notify nearby residents before disruptive operations, access changes or abnormal deliveries.
Inductions	All operatives and delivery drivers to be briefed on access, parking, speed, no idling, no highway waiting and emergency arrangements.
Daily checks	Check access, signage, visibility splays, wheel cleaning, road condition and pedestrian protection at the start and end of each working day.
Incident response	Record highway incidents, complaints, near misses and corrective actions. Escalate significant matters to the Principal Contractor and client team.

10. Referenced Information

- Planning Permission DM/24/3051 dated 19 February 2026.
- Transport Statement, Motion, December 2024.
- Planning Issue Drawings: site access.pdf.
- Proposed Access Road Alignment and Proposed Access Road Longitudinal Profile.
- Full Construction Environmental Management Plan Rev 1 and Biodiversity CEMP.

11. Action Checklist

No.	Action	Owner / Timing
1	Confirm Principal Contractor logistics lead and named highway contact.	Pre-start
2	Confirm controlled demolition use of the existing site entrance/Highfields drive, including booking slots, banksman control, wheel cleaning and road sweeping procedure.	Before demolition
3	Commence demolition using the existing site	August 2026

	entrance/Highfields drive under controlled arrangements.	
4	Commence new West Hill access road works.	Beginning of September 2026
5	Form and stone new access road ready for construction access use.	Target by end of September 2026
6	After demolition and once the new access road is formed/stoned, permanently lock the existing Highfields gate.	Before main construction traffic
7	Install signage at existing Highfields drive/road entrance: No through access to Highfields / No construction site access / Construction traffic to use new West Hill access / Authorised-emergency access only.	Before main construction traffic
8	Move main construction traffic to the new West Hill access once ready for use.	After access road formed/stoned
9	Inspect and record gate, signage, access controls, wheel cleaning and road condition daily.	During active works
10	Issue neighbour notification before access changes, demolition, disruptive works and abnormal deliveries.	As required