

HIGHWAY AND LOGISTICS PLAN

East Grinstead Care Home

Rev 1

Planning Submission

16 June 2026

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. Main construction traffic to use the new West Hill access once formed.
Existing access	To be used by the demolition contractor as a controlled temporary construction access until the new West Hill access is constructed. After that, retained for pedestrian/cycle and emergency/secondary access only.
Read with	Full CEMP Rev 1, Biodiversity CEMP, Transport Statement and approved access drawings.

Key Commitments

- Demolition contractor to use the existing site entrance as a controlled temporary arrangement. The approved West Hill access is to be constructed after demolition and before main construction works.
- Keep construction vehicles, loading, unloading and parking within the site boundary wherever practicable.
- No routine use of the existing entrance by main construction traffic once the new West Hill access is available.
- 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.
- Obtain highway licences, temporary traffic orders or temporary restrictions before any highway obstruction or traffic management.

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.

2. Site Access Strategy

Access Element	Proposed Control
New West Hill access	Primary access for main construction once constructed. The access is shown as a new priority junction with 6m radii, approximately 6m carriageway width and visibility splays from a 2.4m set-back.
Access sequencing	Demolition is to be undertaken first using the existing site entrance as a controlled temporary arrangement. The new West Hill access, visibility works and agreed bank works are then to be completed before main construction traffic uses the site.
Existing access	To be used for demolition access only until the new West Hill access is constructed. After demolition, signage or a physical control is to prevent routine vehicular access to the care home, except emergency/secondary access where

	agreed.
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.

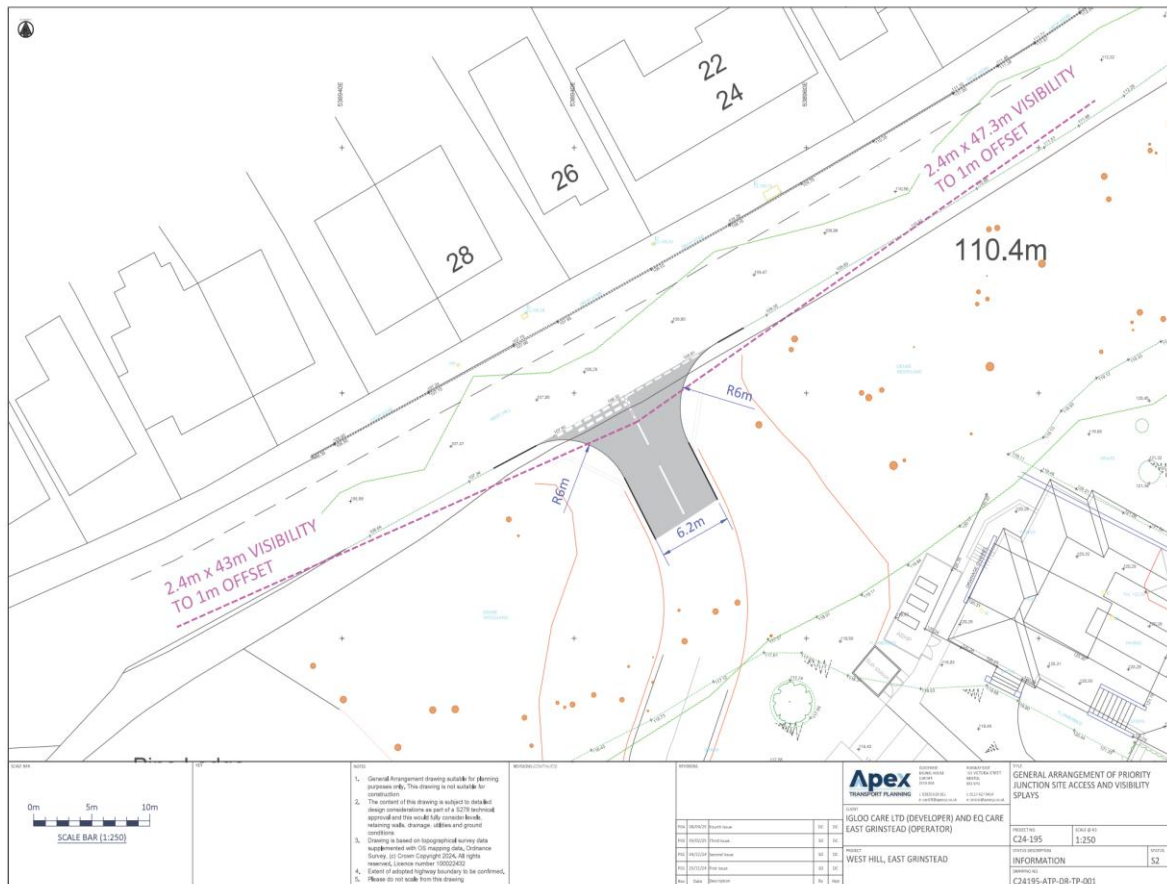


Figure 1 - Proposed West Hill access arrangement. Source: Planning Issue Drawings / site access.pdf.

3. Construction Phasing and Logistics

Stage	Logistics Requirements
1. Pre-start	Confirm licences, temporary traffic management needs, neighbour notifications, demolition traffic controls, delivery booking system, site contacts, emergency contacts and access signage.
2. Demolition / clearance	Demolition contractor to use the existing site entrance as the new West Hill access will not yet be constructed. Demolition traffic to be controlled by booking slots, marshal/banksman control, load sheeting, wheel cleaning and no highway queuing.
3. Access enabling works	Construct the new West Hill access, visibility works, drainage/earthworks interface and any approved highway works after demolition and before main construction traffic uses the site. Maintain safe passage on West Hill during these works.
4. Main construction	All material deliveries, plant, waste collections and contractor parking to use the new West Hill access once formed and to be planned around the site compound and access road. Large deliveries to be marshalled.
5. Fit-out and commissioning	Reduce heavy goods movements, maintain site cleanliness, manage smaller trade vans and protect completed access/parking areas.
6. Demobilisation	Remove temporary works and 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 vehicles are to use the existing entrance by agreed route only. Main construction vehicles are to use the new West Hill access once available and avoid unsuitable residential side streets wherever practicable.
- 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.
- During demolition, emergency access is to be maintained through the existing entrance. Once the West Hill access is available, fire tender and ambulance access is to be kept clear through the new access.
- 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	Agree detailed demolition traffic routeing, existing entrance controls and main construction delivery booking procedure.	Pre-start
3	Obtain highway consents/licences for any temporary traffic management or highway occupation.	Before affected works
4	Complete demolition using the existing entrance under controlled access arrangements.	Demolition phase
5	Construct West Hill access and associated visibility/bank works after demolition and before main development traffic.	After demolition / before main works
6	Install signage and restrict routine vehicular use of the existing access once the new West Hill access is available.	Before main works
7	Set up wheel cleaning, road inspection and road sweeping procedure for demolition and main works.	Before demolition/main works
8	Issue neighbour notification before demolition, disruptive works and abnormal deliveries.	As required