

LEEFEST MUSIC & ARTS FESTIVAL

28th – 30th July 2016

Leppards Wilderness Farm TN8 7LP

TRAFFIC MANAGEMENT PLAN

V3

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1. Event Overview

1.1. The Proposed Event

LeeFest is an interactive and immersive music and arts festival. The site will consist of 7 major areas split into: 3 performance spaces, 2 large campsites, the production area and the public car park. All will have a perimeter fence except the public car park and all spaces will be manned by either security teams or marshalls at all times. There will also be transport information disseminated from a website, that customers are advised to visit and all contractors, traders and crew will be sent an information pack which shall include traffic management procedures. For local residents an emergency complaints hotline will be advertised pre-event, and a response team available.

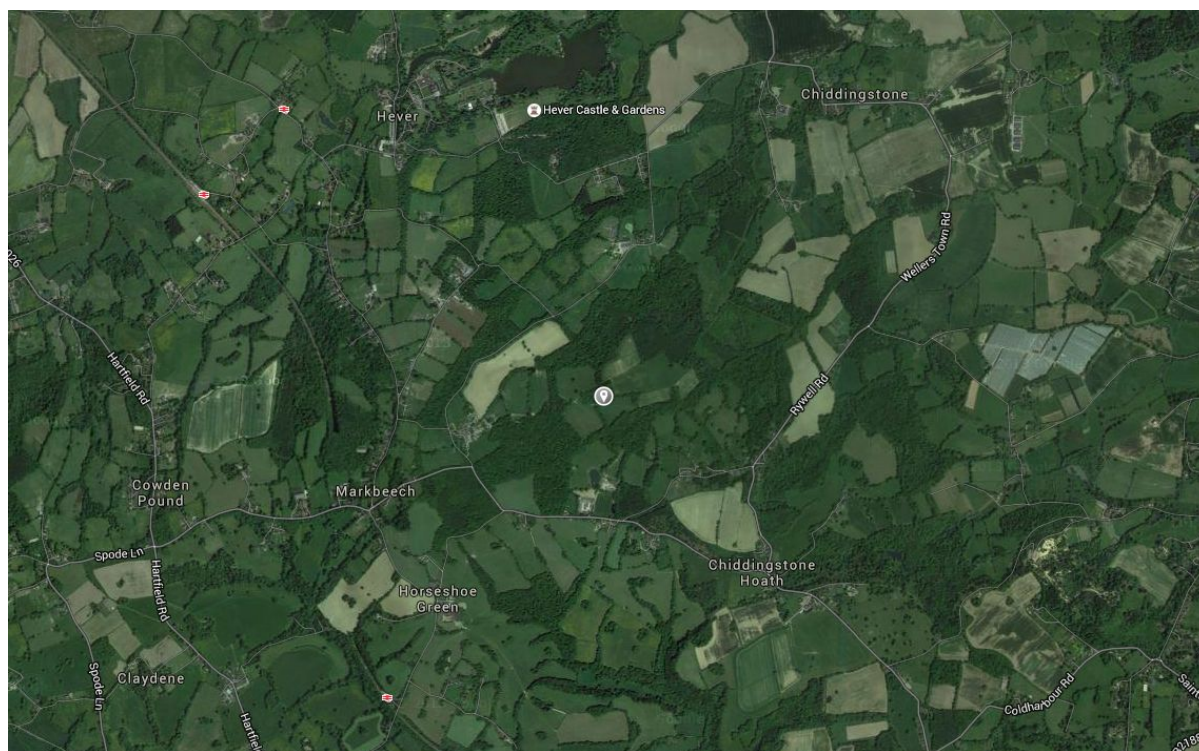
1.2. Site Description and Access Point

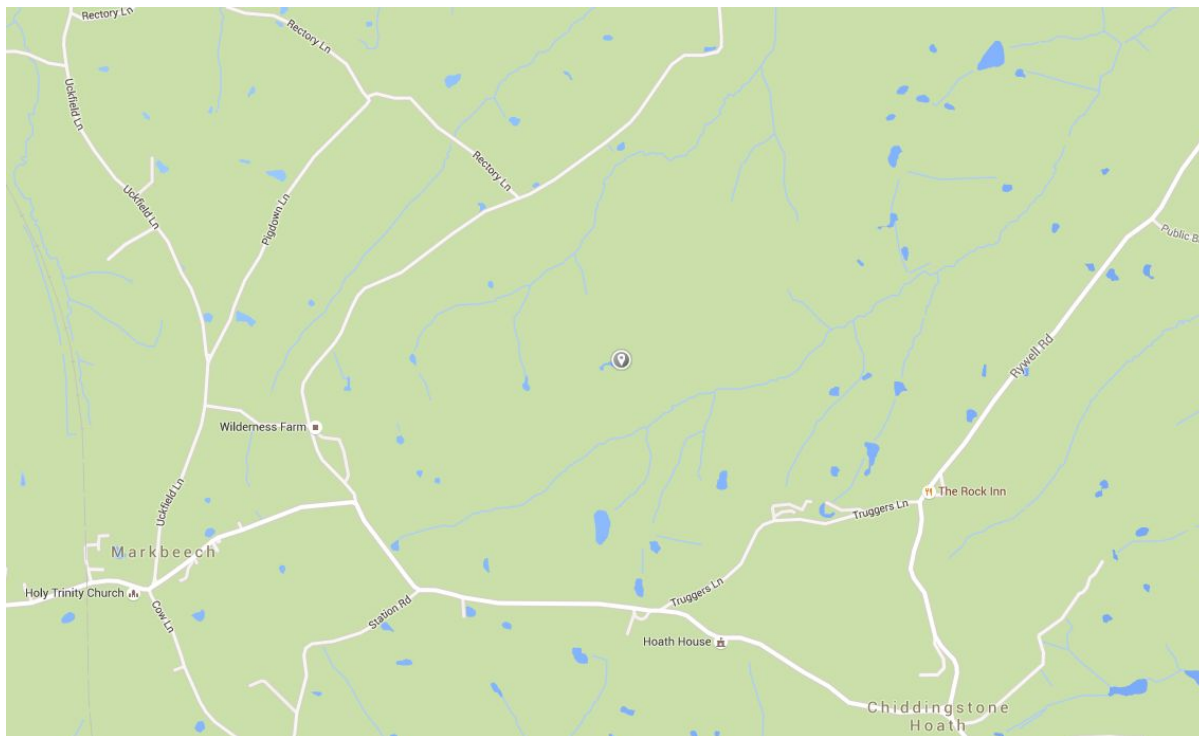
The event site predominantly is made up of grass meadow and woodland, however there are 2 pre-existing tracks which will be used during the festival. Currently there is a proposal to build a dedicated site entrance to facilitate artist and customer traffic, which will be a double width track to come straight off the public highway. All artist traffic will arrive before 11pm please see maps for detail.

1.3. Addresses

Red Gate (Production): Wilderness Farm, Wilderness Lane, Edenbridge, TN8 7LP

Blue Gate (Public Access): Unnamed Road, GR TQ483438





1.4. Available Capacity on Site

The total car park capacity is: 2223 cars + 540 spaces in contingency space, working at an average of 180 cars per acre.

An estimated maximum of 80% of attendees will travel to the event by car. Using an average car occupancy of 2.5 we can expect a maximum of 1440 cars in the public car park. Using an average of 180 cars per acre, 8 acres are required for attendee parking.

Staff & performers will require enough space for an extra 150 cars, which requires 0.83 acres.

TOTAL EXPECTED VEHICLES INCLUDING DELIVERIES - 1780

1.5. Site Traffic Rules

1. All vehicles will abide by a strict 5 mph speed limit on site
2. All plant vehicles will be escorted by a banksman at all times
3. No Dogs will be permitted on site
4. No unaccompanied children will be allowed on the site, and if this does occur, any production works will cease
5. Headlights or Amber Rotating Beacons will be required to be on in all areas except the public car park for moving vehicles
6. All staff will be required to wear the correct PPE for the activities they are undertaking at all times.
7. All PPE must be in a clean and usable state

8. Fuel will be locked, and only available to accredited people
9. No fuel can be brought onto site other than that which is authorised
10. If any of the above rules are broken, the staff member in question will be re-briefed and warned, any member of the public in violation will be warned.

2. Production Traffic

2.1. Expected Traffic levels and Arrival Times

TBC depending on production schedule. 7 Articulated lorries expected overall, 4 deliveries on 18/07 and 3 deliveries on 24/07. 4 Collections will take place on 01/08 and the remainder on 09/08.

Only production vehicles weighed under 3.5 tonnes will be permitted through Blue Gate and only on the week of the show, all others will only be permitted through Red Gate only.

Vehicle Ingress Forecast							Grand Total
	Monday 25/07	Tuesday 26/07	Wednesday 27/07	Thursday 28/07	Friday 29/07	Saturday 30/07	
Production Vehicles	30	25	25	5	5	5	95
Crew	30	10	10	10	10	10	80
Artists	0	0	0	15	30	30	75
Public	0	0	0	700	700	100	1500
Guests	0	0	0	10	10	10	30
Totals	60	35	35	740	755	155	1780

Production traffic and deliveries will only arrive between 9am and 5pm on non-operation days and on show days will arrive between 8am and 11pm, 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.

Vehicle Break Forecast					
	Monday 01/08	Tuesday 02/08	Wednesday 03/08	Thursday 04/08	Friday 05/08
Production Vehicles	40	10	10	10	10
Crew	50	10	0	0	10
Totals	90	20	10	10	20

All collections will operate between 9am and 5pm and all will exit out of Red Gate.

2.2. Access Routes

Production vehicles have two possible access routes; until the week of the show (Monday 25th July) production traffic will enter through Red Gate and travel down the pre-existing track and enter the site into the camping area and sign in with the production manager at the Wristband Check point on the map.

During the week of the show, minimal lightweight remaining production traffic will be required to enter through Blue Gate and enter site via the public campsite and check in with security at that point. Production vehicles will then exit out of Red gate. No large vehicles will be taken in through Blue Gate whatsoever.

2.3. Vehicle Labelling System

There will be the following site passes, all will include a space on the pass to add a telephone number:

ARENA: Access to all areas within the site - all vehicle occupants must be wearing a wristband

BACKSTAGE: Access to all non arena areas - all vehicle occupants must be wearing a wristband

CREW: Access to crew parking -all vehicle occupants must be wearing a wristband

CAMPERVAN: Access to campervan field - all vehicle occupants must be wearing a wristband

PUBLIC: Access to public parking field

ACCESSIBLE: Access to accessible public parking field - must be accompanied by written proof of 'accessibility' status

2.4. Pre and Post Event Traffic

Production traffic levels will correspond with the production schedule which is TBC. The earliest arrival day will be 15th July and latest departure day will be 9th August. All deliveries will arrive between 9am and 5pm.

3. Ingress

During the Marketing and Communication process the site postcode released to public, crew, production vehicles and artists will be TN8 5NP (Opposite the Queens Arms Pub). This will lead the vehicle to the key traffic control point where the vehicle will pick up the dedicated event signage.

3.1. Expected Traffic levels and Arrival Times

There will be a low cost shuttle bus operation running between Tonbridge train station and the event site. The station has been selected due to its proximity to the site (20mins) and its operational convenience, reducing possible traffic from London, Tonbridge and East Kent.

Shuttle busses will use the turning circle in the station and collect customers from a designated point, which will be signposted and a queue formed away from the public

highway on Barden Road. The schedule will allow for a bus to always be in situ at the station for loading, and queue formation will be a last resort only.

Customers will be encouraged to use this option on social media and the festival website due to its operational benefits and to keep the carbon footprint of the event as low as practicable. The schedule will be published closer to the event as information is not released until week commencing 02/05/2016, but will coincide with the national rail timetable. There will be reserve buses on standby for peak times and as a contingency. The shuttle operation will take place through the Wilderness Farm entrance only.

3.2. Taxis/Minicabs Drop off point

Although this form of transport is discouraged, a small number of customers will inevitably choose to travel this way, there will be an operation in place to take this traffic in through Blue Gate and to exit out of Red Gate efficiently.

3.3. Pedestrian Routes

Pedestrian routes on the festival site will be clearly signed and marked using festoon lights, barriers and marshals. Pedestrians will be told to travel down a side avenue in the main car park away from the traffic and be accredited away from the parking field. No customers will be advised to walk on any public highway of any sort, and there will be no need or provision for them to do so.

Those customers wishing to travel by bike will be provided secure infrastructure to do so.

3.4. VIP/Production/Crew/Artists

These vehicles will travel through the public car park and using their pass to gain entry will be directed efficiently into the event site. If they do not yet have their accreditation, they will be directed to park in the public car park and receive their passes at the box office.

3.5. Local Access

There are no planned TTRs for the event affecting local access routes. The event have made no plans for road closures, parking suspensions or mass pedestrian movement off site.

3.6. Public Access

A Traffic Survey was carried out at 0850 05/05/2016 outside the proposed Blue Gate. We have been advised that this was the peak time for highway usage due to the timings of the school run. In a 15 minute period, there were 3 vehicles observed using the road which we feel will not unduly affect the ingress or egress of the event traffic, due to the considerably low levels of usage the road experiences.

Public will access the site through a double width access point with apron and track situated at Blue Gate, the entrance will be signed, and be very clear that it is the entrance to the event. To avoid queueing, there will not be a member of staff stood on the road in within

open hours. Cars will be approaching only from the left of the track to turn right into the event site, which will speed up the ingress operation as there will be no traffic other than minimal through traffic cutting up the ingress turning in from the right. This is controlled by releasing a predetermined postcode prior to the event that guarantees the public to follow festival signage from the KTCP.

Any vehicles wishing to exit the site during the ingress period will do so out of the Red Gate to reduce traffic levels on the public highway on the unnamed road.

Vehicle Ingress Forecast/hr/sec		
Public - Thursday 28/07	Cars/Hr	Arrival Interval (Sec)
1000 - 1100	10	360
1100 - 1200	20	180
1200 - 1300	100	36
1300 - 1400	125	29
1400 - 1500	100	36
1500 - 1600	50	72
1600 - 1700	50	72
1800 - 1900	125	29
1900 - 2000	80	45
2000 - 2100	20	180
2100 - 2200	10	360
2200 - 2300	7	514
Overnight	3	N/A
Total	700	

Vehicle Ingress Forecast/hr/sec		
Public - Friday 29/07	Cars/Hr	Arrival Interval (Sec)
<u>0700 - 0800</u>	<u>10</u>	<u>360</u>
<u>0800 - 0900</u>	<u>20</u>	<u>180</u>
<u>0900 - 1000</u>	<u>50</u>	<u>72</u>
<u>1000 - 1100</u>	<u>150</u>	<u>24</u>
<u>1100 - 1200</u>	<u>150</u>	<u>24</u>
<u>1200 - 1300</u>	<u>125</u>	<u>28.8</u>
<u>1300 - 1400</u>	<u>100</u>	<u>36</u>
<u>1400 - 1500</u>	<u>100</u>	<u>36</u>
<u>1500 - 1600</u>	<u>50</u>	<u>72</u>
<u>1600 - 1700</u>	<u>20</u>	<u>180</u>
<u>1800 - 1900</u>	<u>5</u>	<u>720</u>

1900 - 2000	0	N/A
2000 - 2100	0	N/A
2100 - 2200	0	N/A
2200 - 2300	0	N/A
Overnight	0	N/A
Total	700	

Vehicle Ingress/Egress Forecast/hr/sec

Public - Saturday 29/07	Cars/Hr	Arrival Interval (Sec)
0700 - 0800	10	360
0800 - 0900	20	180
0900 - 1000	30	120
1000 - 1100	5	720
1100 - 1200	5	720
1200 - 1300	10	360
1300 - 1400	5	720
1400 - 1500	0	N/A
1500 - 1600	0	N/A
1600 - 1700	0	N/A
1800 - 1900	-5	720
1900 - 2000	-10	360
2000 - 2100	-50	72
2100 - 2200	-50	72
2200 - 2300	-50	72
Overnight	-100	36
Total - Egress	-265	

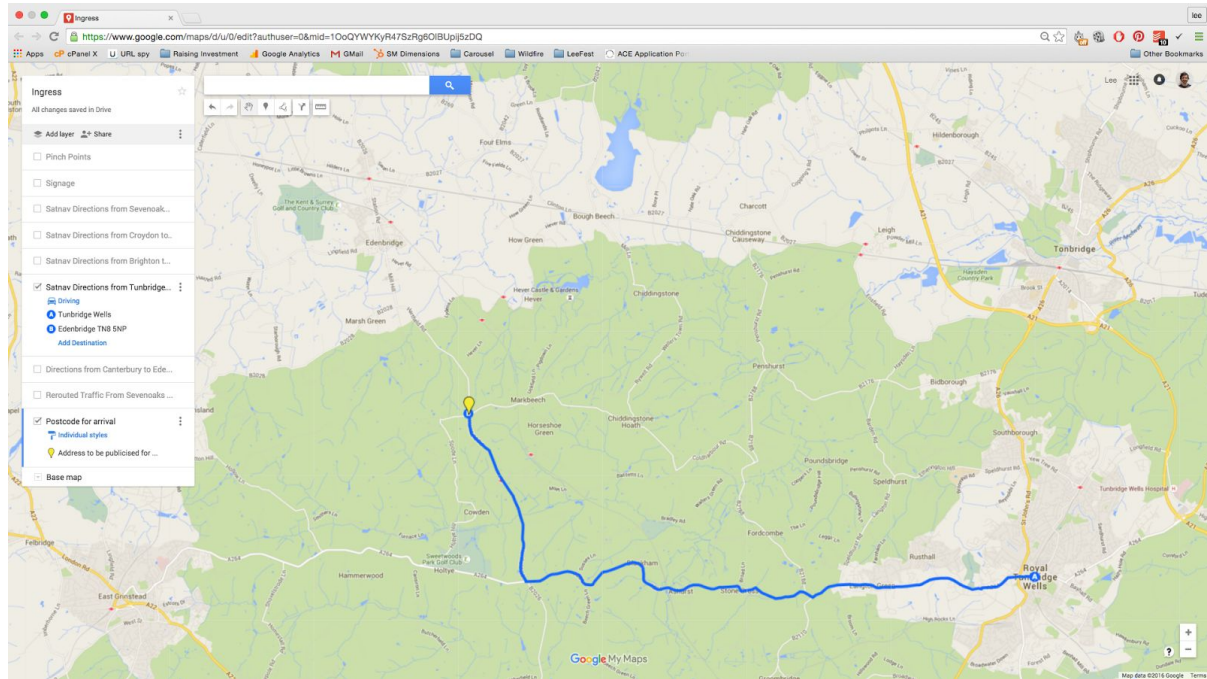
Public Vehicular Access Track from Blue Gate



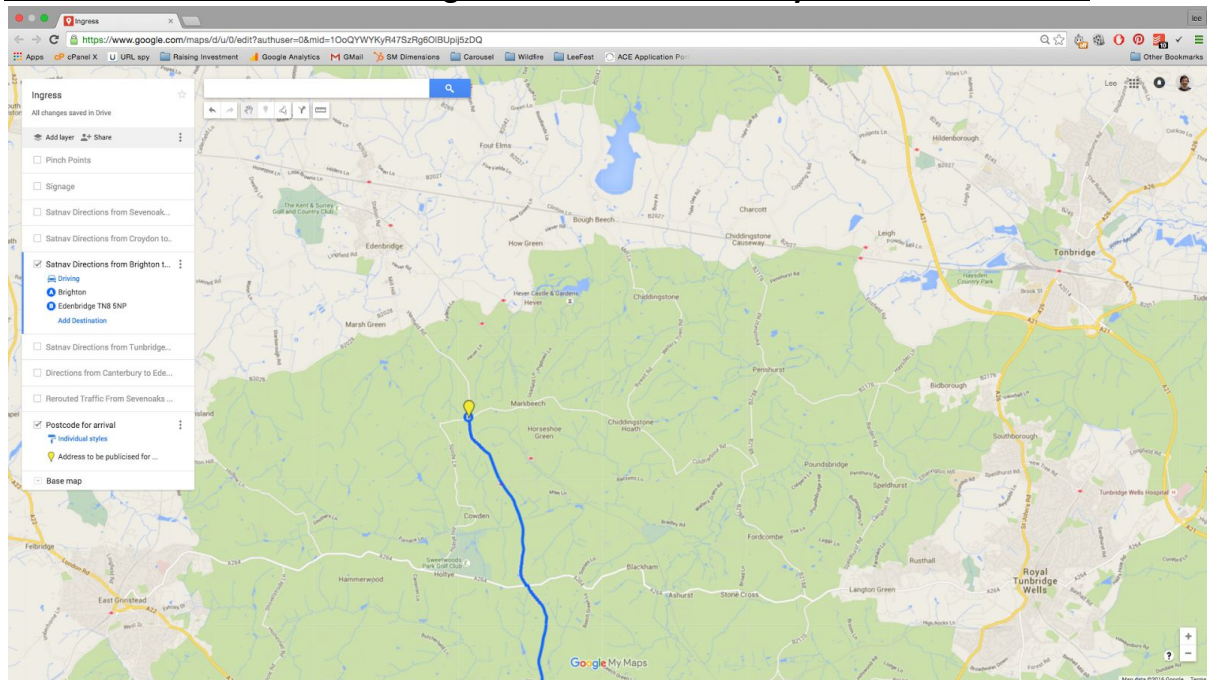
The Site has 400m of stacking space on hard standing, which equates to 120 cars in total, on average a B road sees 1 car every 10 seconds.

Capacity/Flow rate ratio			
<u>Green</u>	<u>5 Sec/Car</u>	<u>Full Capacity to Process</u>	<u>0 minutes to queue on highway at peak</u>
<u>Amber</u>	<u>20 sec/car</u>	<u>25% Capacity to Process</u>	<u>0 minutes to queue on highway at peak</u>
<u>Red</u>	<u>Operations cease</u>	<u>0% Capacity to Process</u>	<u>48 minutes to queue on highway at peak</u>

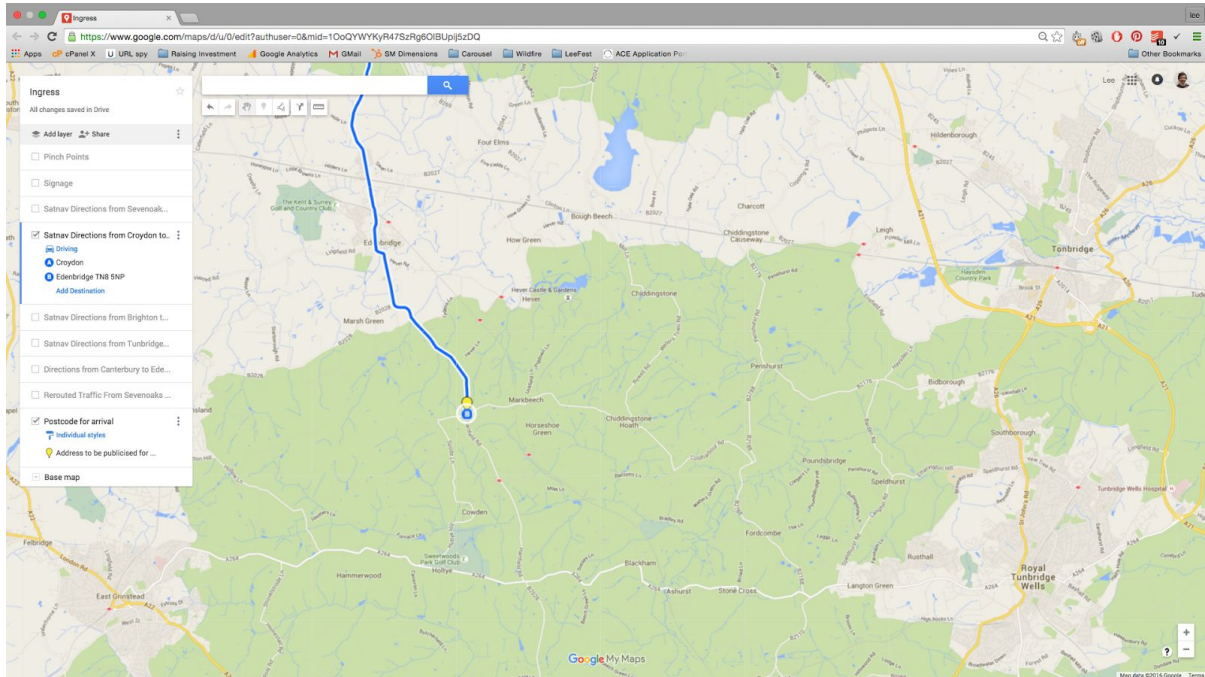
Confirmed Satnav Route from Royal Tunbridge Wells to Key Traffic Control Point:



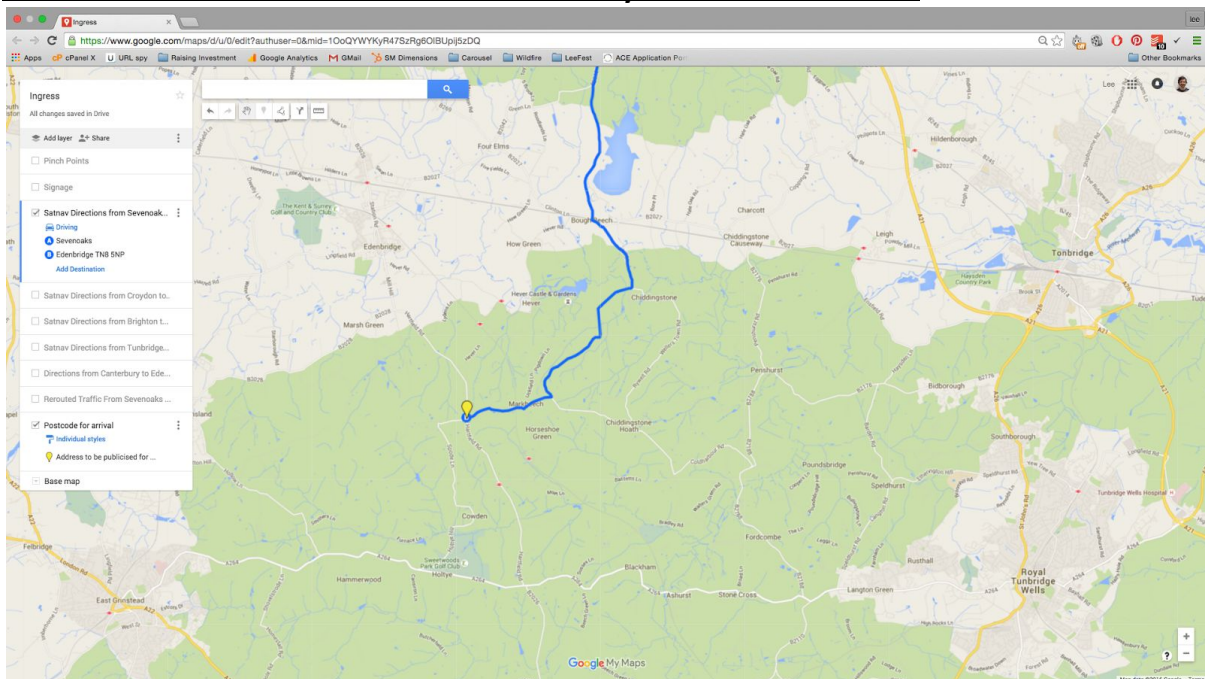
Confirmed Satnav Route from Brighton and the South to Key Traffic Control Point:



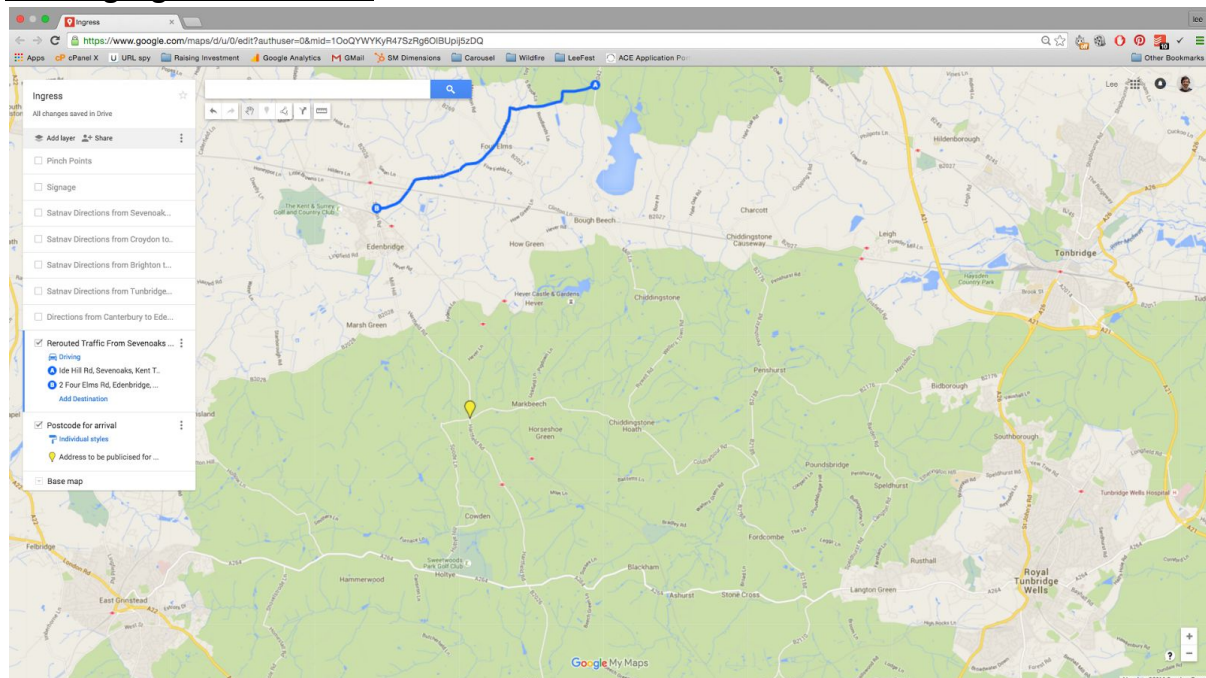
Confirmed Satnav Route From Croydon, Central London and the North to Key Traffic Control Point:



Confirmed Satnav Route from Sevenoaks to Key Traffic Control Point:



Proposed route alteration from Sevenoaks to Key Traffic Control Point using Temporary Road Signage via Four Elms:



4. Egress

4.1. Shuttle Buses

There will be a low cost shuttle bus operation running between a Tonbridge train station and the event site. Customers will be encouraged to use this option on social media and the festival website and on signs on the site itself. The schedule will be published closer to the event, but will coincide with the national rail timetable released week commencing 02/05/2016. There will be reserve buses on standby for peak times and as a contingency. The shuttle bus operation will only take place on ingress and egress times

4.2. Taxis/Minicabs/Collections

Although this form of transport is discouraged, a small number of customers will inevitably choose to travel this way, there will be an operation in place to take this traffic in through Red Gate and a taxi rank created.

4.3. Production Gate

During the egress, the production gate will become Red Gate to take in all large collection vehicles, and not interfere with the customer traffic.

4.4. Local Access

There are no planned TTROs for the event affecting local access routes. The event have made no plans for road closures, parking suspensions or mass pedestrian movement off site

4.5. Public Access

Public traffic will exit through Blue Gate and be directed to reverse the ingress route with marshals, reversed signage and cones.

Vehicle Ingress/Egress Forecast/hr/sec		
Public - Saturday 29/07	Cars/Hr	Arrival Interval (Sec)
0700 - 0800	10	360
0800 - 0900	20	180
0900 - 1000	30	120
1000 - 1100	5	720
1100 - 1200	5	720
1200 - 1300	10	360
1300 - 1400	5	720
1400 - 1500	0	N/A
1500 - 1600	0	N/A
1600 - 1700	0	N/A
1800 - 1900	-5	720
1900 - 2000	-10	360
2000 - 2100	-50	72
2100 - 2200	-50	72
2200 - 2300	-50	72
Overnight	-100	36
Total - Egress	-265	

Vehicle Egress Forecast/hr/sec		
Public - Sunday 29/07	Cars/Hr	Departure Interval (Sec)
0600 - 0700	-10	360
0700 - 0800	-50	72
0800 - 0900	-150	24
0900 - 1000	-150	24
1000 - 1100	-200	18
1100 - 1200	-235	15

1200 - 1300	-200	18
1300 - 1400	-100	36
1400 - 1500	-50	72
1500 - 1600	0	N/A
1600 - 1700	0	N/A
1800 - 1900	0	N/A
1900 - 2000	0	N/A
2000 - 2100	0	N/A
2100 - 2200	0	N/A
2200 - 2300	0	N/A
Overnight	0	N/A
Total - Egress	-1135	

4.6. Highway Restoration

As a legal requirement, all roads and public highways will be cleaned of any large amounts of mud/dirt if deemed necessary.

5. Car Parking

5.1. Public

Public car parking will be managed using experienced traffic management staff and volunteers. They will be visible and recognisable by wearing uniform and have had a full briefing prior to opening times. The parking operation will take cars up the slight hill using a track, once at the top of the rise they will then be directed onto the grass, down hill, so as to avoid getting stuck during inclement weather. If the weather is bad in the run up to the event, extra tracking will be ordered to transport vehicles into the overflow car park. If the weather is so bad as to render most of the area unusable, space will be utilised on the entrance track, on extra tracking that can be ordered in and 4x4 vehicles will be segregated. Ticket checking will take place as far from the road as possible in at least 4 lanes at peak times. If at any time there is a queue out onto the public highway, charging vehicles to park will cease until the queue in question has disappeared. Cars will be parked in double rows to maximise space and fire lane will be left around the outside of the parking areas.

5.2. Crew and Production

Crew and production parking will be managed separately to public, on receiving accreditation crew will travel on the pre-existing tracks into the crew parking area next to crew camping.

6. Emergency Services

6.1. Police, Fire and Medical

There will be medical staff and vehicles on site and also fire fighting equipment that will be managed by the security teams. Any extra provisions needed from off site will enter through the public gate on blue lights and meet a member of security team or production manager at the gate, which is the RV point as marked on the site plan. All emergency services will be notified of this prior to the event.

7. Lighting

7.1.Roads

Large quantities of traffic will not be mobile during the 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

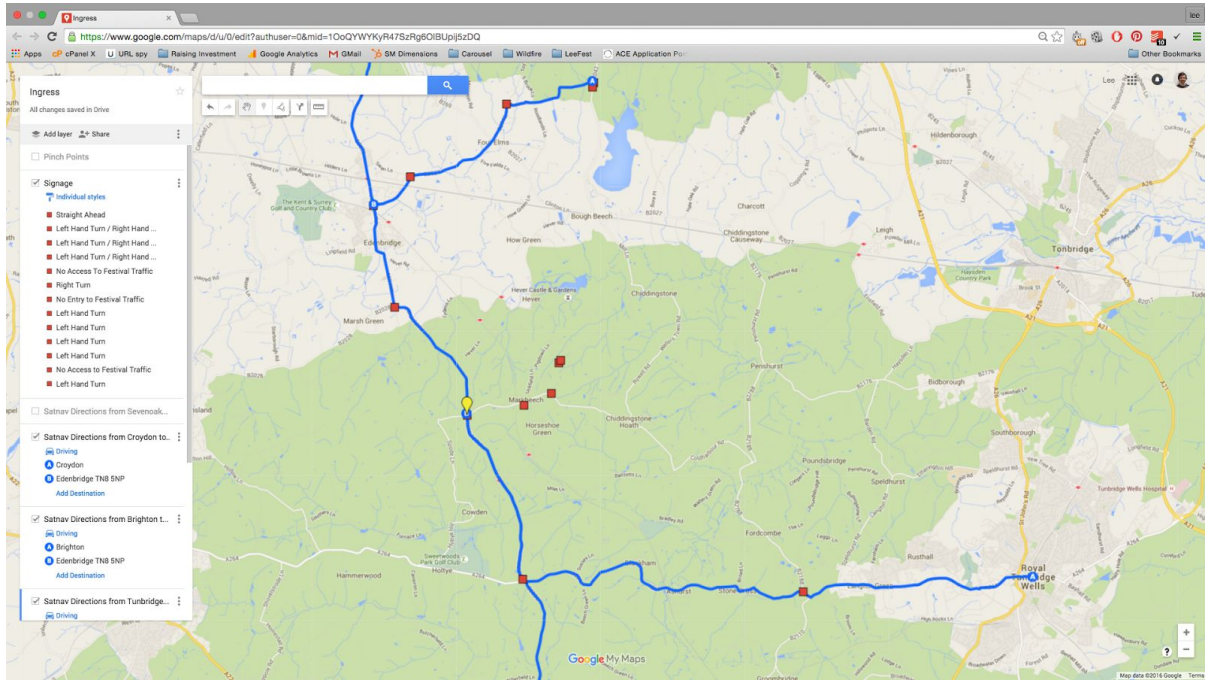
All pedestrian routes on site are lit using festoon lighting, and flood lights will be provided where vehicles and pedestrian routes meet

8. Signage Plan

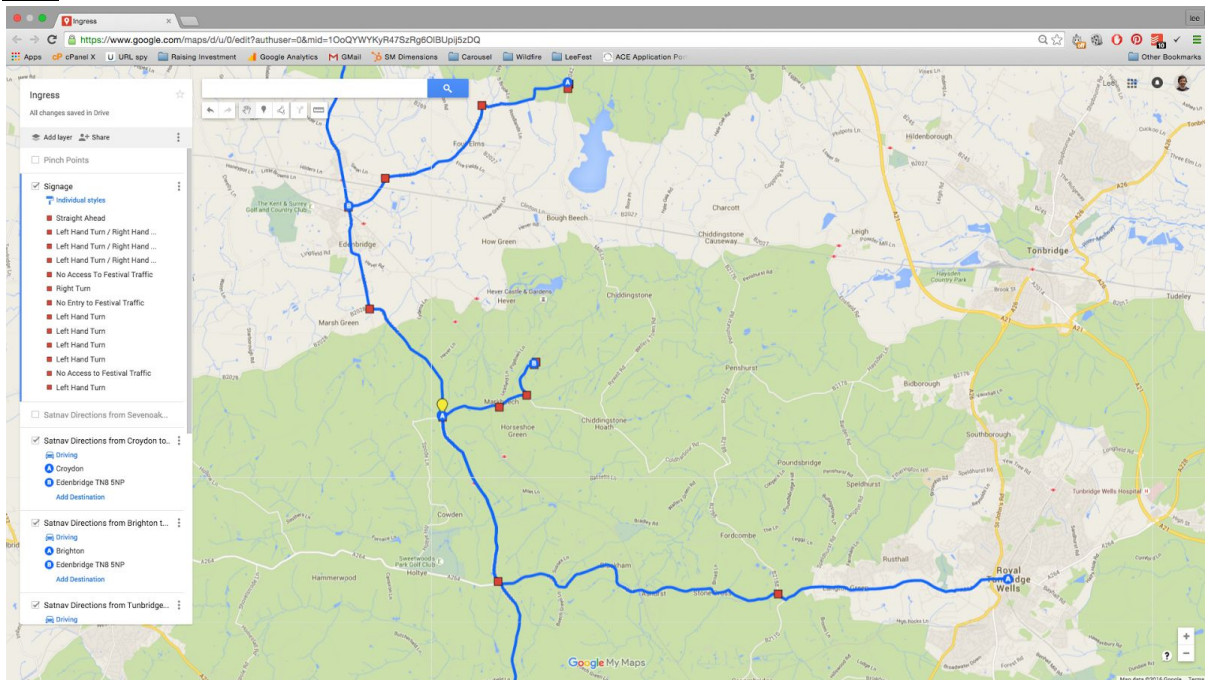
TBC. dependant on final track plans.

9. Route Signage

Proposed initial Signage Plan showing satnav routes and amended Sevenoaks access to Key Traffic Control Point:



Proposed initial Signage Plan showing satnav routes and amended Sevenoaks access to site:



On site traffic supervisor to monitor all signage on and off site.