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Traffic Management Plan

v1.0

Environmental and sustainability solutions provided to
Woodyfuel Ltd



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1.0 INTRODUCTION

This Traffic Management Plan (TMP) has been developed in relation to the changes in traffic movements resulting from an application to increase the throughput of wood being processed at Woodyfuel Ltd's (hereon referred to as 'Woodyfuel') wood processing facility in Winterton, Scunthorpe and also to change the operational hours of this site. The site, which encompasses an area of land immediately south of Holmes Lane, seeks permission to increase the throughput of the site from 13,000 tpa to 50,000 tpa and to allow vehicle movements to take place between 06:00-19:00 Monday to Friday.

The purpose of this TMP is to formally document Woodyfuel's safety arrangements regarding vehicle and pedestrian movements on site.

This document should be read in conjunction with the Site Rules and Site Driver Induction document by all site operatives and users of the wood processing facility.

1.1 Site Location

Woodyfuel is located off Holmes Lane, within the area of Winterton which is 8km north of Scunthorpe and 8km west of the A15. The main town of Winterton is situated to the west at an approximate distance of 1km. The site is located less than 2km from the A1077 road which connects Barton-upon-Humber to Winterton. The site is situated within an area that is largely of agricultural use with some residential properties.

To access the site, vehicles will enter Holmes Lane, the road on which the site is situated. Immediately to the west of the site there is a crossroads junction which connects Holmes Lane to Ermine Street. Immediately east of the site is a junction which connects Holmes Lane to Carr Lane. The access road comprises of a single track which is concreted. No street lighting or pedestrian pavements are present on Holmes Lane.

1.2 Site Address

Woodyfuel Ltd,
Holmes Lane Stores,
Winterton,
Scunthorpe,
DN15 9QX

Grid Reference: 494519 (Easting), 418391 (Northing)

1.3 Site Manager

The Site Manager at Woodyfuel's Winterton site is Richard Tretheway. The Site Manager is responsible for upholding the Traffic Management Plan. Any questions regarding the Traffic Management Plan should be directed to the Site Manager.

Site Manager email: richard.tretheway@woodyfuel.co.uk

1.4 Hours of Operation

As specified by Planning Permission, see Table 1.

Table 1 - Site Operating Hours

Week Day	HGV Movements	Operation	Maintenance
Monday to Friday	06:00 - 19:00	07:00 - 19:00	As required
Saturday	07:30 - 14:30	07:30 - 14:30	As required
Sunday	NIL	NIL	As required
Bank Holidays	NIL	NIL	As required

1.5 Site Layout

A site layout plan is illustrated in Appendix 1. Notable facilities detailed on the site layout plan include the following:

Staff Car Park- Comprised of a small, concrete area to the east of the entrance of the site.

HGV Overflow and Parking- Comprised of a large, concrete area spanning the site boundary to the east of the entrance to the site immediately next to staff parking.

Boiler Shed- Comprised of a medium sized metal clad shed. Access to the boiler shed is restricted to authorised persons only.

Drying Floors- Drying floor 1 and 2 are located between the boiler shed and the staff parking area on an impermeable concrete surface.

CHP Storage and other Storage- The CHP and other storage metal clad buildings are situated between the boiler shed and the Loading area and turning circle. Access to storage is restricted to authorised persons only.

Weighbridge- The weighbridge is located c.65m south of the site entrance opposite the site storage buildings. The use of this facility and pedestrian movements are strictly controlled by a Banksman.

Loading Area and Turning Circle- The loading area and turning circle is situated on a concrete pad in front of the entrance to the site, immediately west of the weighbridge. Use of this area and pedestrian movements are restricted to authorised persons only.

Screener- The screener is located just to the south of the outbound storage area on the concrete processing surface. This area is surrounded by a concrete wall to reduce the propagation of noise from the site. Access to this area is restricted to authorised persons only. All visitors must be accompanied and supervised within this area at all times. Pedestrian movements are restricted to the pre-defined route.

Outbound Storage- The outbound storage area is situated to the northwest of the site. This area is surrounded by a concrete wall to reduce the propagation of noise from the site. Access to this area is restricted to authorised persons only. All visitors must be accompanied and supervised within this area at all times. Pedestrian movements are restricted to the pre-defined route.

Inbound Storage- The inbound storage encompasses the west of the site. This area is surrounded by a concrete wall to reduce the propagation of noise from the site. Access to this area is restricted to authorised persons only. All visitors must be accompanied and supervised within this area at all times. Pedestrian movements are restricted to the pre-defined route.

2.0 PREREQUISITE CONTROL MEASURES

2.1 Site Rules

Before arriving on the site, facility users must read the site rules.

2.2 Awareness

2.2.1 Staff

All staff shall undertake a site induction and take part in the in-house site traffic management training. All staff shall read, understand, and sign the site rules and induction briefing documents.

2.2.2 Visitors and Contractors

All visitors to the site shall read the site rules and undertake the Site Induction Briefing. All contractors/drivers must adhere to the site rules. A copy of the site rules will be available from the site office.

2.3 Site Speed Limit

The site speed limit for all vehicles is set to 10mph and it is constant across the site. The site speed limit is set down within the site rules.

Any drivers or visitors to the site not adhering to the site speed limit will be warned once to adhere to the site speed limit. A note of the warning shall be made in the Site Diary. Any contractors or visitors not adhering to the warning will be asked to leave the site.

2.4 Site Signage

Clear signs are placed at key zones on the site which includes the site speed limit– Holmes Lane, Site Entrance, and Weighbridge.

All signs shall be in clear view, kept clean and in good order, and replaced where damaged.

2.5 PPE Requirements

All staff and visitors to the site shall always wear high visibility safety wear whilst on the site. The requirement to wear high visibility clothing is set down in the site rules. The nature of the high visibility clothing may reflect operations and weather conditions. However, high visibility vests are a site minimum requirement for all staff and visitors.

Any staff not wearing high visibility clothing will be referred to Staff Disciplinary Procedures.

Any contractors/drivers or visitors to the site not wearing high visibility clothing will be warned once to adhere to the site rules. A note of the warning shall be made within the Site Diary. Any contractors/drivers or visitors not adhering to the warning will be asked to leave the site.

Non-employees of Woodyfuel are required to bring their own hi-vis clothing when visiting the site. If an individual neglects to bring their own PPE, they must immediately report to the Site Office. Woodyfuel retain a stock of spare PPE for such eventualities which can be lent to an individual, however this equipment must be returned to the Site Office when leaving the site. Facility users who repeatedly neglect to bring the necessary PPE required may be banned from entering the site.

2.6 Dangerous or Reckless Driving

Dangerous or reckless driving and not adhering to site rules is unacceptable. It is also imperative that seat belts are always worn whilst operating machinery and driving vehicles. Staff who control vehicles that are seen to be driving dangerously, recklessly, or not adhering to site rules will be immediately referred to the Staff Disciplinary process.

Any contractors, drivers or visitors to the site driving dangerously or recklessly may be asked to immediately leave the site. Such instances shall be recorded within the Site Diary.

2.7 Incidents & Near Misses

Any incidents or near misses must be reported to the Site Manager at the earliest opportunity to ensure the root cause can be correctly identified and addressed. The Site Manager shall investigate following Woodyfuel's incident investigation procedure. Failure to report incidents or near misses is a breach of the Site Rules.

2.8 Staff / Operator Training

Only authorised, trained personnel are permitted to use or control any of the vehicles or plant equipment on site. Access to vehicles shall be carefully managed.

All staff should be fit and competent to operate the vehicles, equipment, plant, and attachments that they are required to use on site.

Licences, permits and training of all staff required to use vehicles and plant shall be reviewed no less than annually.

2.9 Staff & Visitor Parking Arrangements

Parking for non-HGVs is situated next the HGV Overflow and Parking, to east of the site. It is the policy of Woodyfuel to ensure that all vehicles are reverse parked to minimise the risk of collisions with pedestrians and other vehicles when leaving the site. Failure to reverse park in the designated areas will result in a verbal warning, which shall be recorded in the Site Diary. Continued failure to observe this requirement will result in disciplinary actions or a ban from the site.

2.10 Parking of HGVs for Breaks

If a visiting HGV driver wishes to take a scheduled break whilst on the site, they must inform the Site Manager or Banksman. The Site Banksman will direct the HGV to a suitable area of the site to park up. Note that the parking of HGVs onsite may not always be accommodated during busy times.

3.0 TRAFFIC MANAGEMENT CONTROLS

3.1 Routes to Site

An authorised route has been agreed in advance with the Local Authority. This route will be into the site from Ermine Street, onto Holmes Lane.

All contracted suppliers will be notified in advance of deliveries taking place of the agreed route and allowable delivery times. This will be communicated via email with the contracts manager.

A copy of the route map will be kept visible at all times at the weighbridge to remind all contracted suppliers of the approved route. Any non-contracted suppliers will be made aware of the approved route during weighing by the site operative working on the weighbridge.

Site operatives will periodically, at least once per week, observe vehicles leaving the facility to ensure that the correct route is being utilised.

All of the above measures for bringing vehicles on to site will be adhered to when vehicles are leaving the premises.

3.2 Road Network

Wheel wash facilities are provided to minimise the spread of mud and debris from the site. In addition, the site roads will be regularly inspected and cleaned as required. These steps will ensure that material will not be transferred to the public highway.

3.3 Access Road (Holmes Lane)

The site is accessed via Holmes Lane.

Vehicles accessing the site via Holmes Lane should be given right of way over vehicles leaving the site. The exit of the site allows full visibility along Holmes Lane so vehicles leaving the site should therefore not proceed onto Holmes Lane unless they can see that the route is clear. When leaving the site, all vehicles must stop at the exit to ensure that there are no approaching vehicles.

Under no circumstances shall HGV or passenger cars park on the roadside of Holmes Lane either prior to entering site or on leaving site. There are signs on the roadside stating this and this rule also features in the site induction and site rules. Each driver shall be made aware of this. Failure to comply with this rule may lead to access to the site by that driver being withdrawn.

3.4 Visitors Arriving on Site in Cars

Visitors (e.g. maintenance workers, LA Officers etc.) must observe the site speed limit of 10mph and make their way directly to the designated parking area (illustrated on the site layout plan). All vehicles must be reverse parked within this area.

Visitors must report directly to the Site Office and inform the Site Manager of their arrival on the site. Visitors must ensure that they sign in and out of the site using the visitor book located within the site office.

The Site Manager will provide all visitors with a site induction covering the site rules. Visitors requiring to tour the site shall be accompanied by a member of staff at all times, ensuring that the designated pedestrian routes are followed.

3.5 Traffic Route Around the Site

HGV's must adhere to the predefined traffic route through the distinct traffic areas on site as explained below.

3.5.1 Site entrance – before weighbridge

Upon arriving on the site, HGVs must travel directly towards the weighbridge and await instruction before traveling onto the weighbridge. Drivers shall be instructed to remain within their vehicles and ensure they do not stray into vehicle routes.

HGVs must queue in a line within this area during busy periods.

On the occasion that this areas is too busy, HGVs that enter site and travel towards the weighbridge to wait will be directed to exit back the way they came through the entrance point to the northwest of the site, continue down Holmes lane, enter the site via the northeast entrance point and park in the HGV Overflow and Parking area until further notice from site operatives whist the site becomes less busy.

Once given the go ahead from a site operative, the driver that is parked in the HGV Overflow and Parking area is directed to drive from the northeast entrance point back to the northwest entrance point, and back to the weighbridge.

3.5.2 Weighbridge

Only one vehicle is permitted to operate on the weighbridge at any time. All other HGVs on the site must queue and await a free period to enter the weighbridge.

Once the vehicle has been weighed on the weighbridge the weighbridge operator will instruct the HGV to proceed to the offloading area or the inbound storage area.. If the driver has to exit their cab, the vehicle should not be kept running and the ignition keys removed.

All vehicles returning to the weighbridge after offloading or loading will receive a weighbridge ticket from the weighbridge operator. The delivery lorries are able to back-haul i.e. deliver loads and remove loads from the site on the same visit. They will then travel towards the site exit.

3.5.3 Offloading / Loading Area

On leaving the weighbridge the HGV shall proceed to the offloading / loading area. All vehicles shall manoeuvre and reverse into the offloading area. If possible, the driver should recruit the assistance of banksman to help them manoeuvre around the site. Vehicle operators must be aware that other HGV's and processing mobile plant may be in and around the area. The crews of HGVs should remain in the vehicle at all times during the offloading process. If a crew member of a HGV is required to exit the vehicle to operate an offloading mechanism on the HGV, they must comply with the sites PPE requirements.

Once emptied, the vehicle shall then drive towards and reverse into the outbound storage area to be loaded with materials.

Once the vehicle has been loaded with materials, a large area within the turning circle shall be kept clear to allow the vehicle to manoeuvre and turn around to exit the site. The vehicle shall be loaded by Woodyfuel plant, and the crew of the vehicle shall remain in the cab.

Once loaded the HGV shall proceed to the weighbridge.

3.5.4 Route to Site Exit

Vehicles approaching the exit of the site are required to keep to the left-hand side. Obstructions and parking in this area are strictly prohibited. This area of the site must be kept clear to allow traffic to flow.

3.5.5 Processing Area

HGVs are restricted from entering this area of the site at all times.

Plant machinery may move between the processing area and offloading / loading area to transport the deposited material. However, this shall only take place during times where no HGVs are present.

4.0 TRAFFIC MOVEMENTS

4.1 Personnel

In order to minimise the impact of personal car use, Woodyfuel will ensure that personnel working at the site use the existing access road to park vehicles within the site boundary at the designated car park.

Woodyfuel will ensure that where possible local labour and sub-contractors will be utilised, thus minimising general traffic through the region.

Where off-site road usage is essential, all employees, sub-contractors and supply-chain members will be advised in the induction and subcontracts, of the need to adhere to local speed limits and use the dedicated route to and from site.

Assessments will be carried out to determine the need for travel to the site and where possible (for example through the use of tele/video conferencing) such travel will be minimised.

4.2 Deliveries

Deliveries of waste materials to the facility will take place during operational hours of 06:00 to 19:00 Monday-Friday, and during 07:30 to 14:30 on Saturdays. No deliveries take place on Sundays or on Bank Holidays.

Deliveries take the form of articulated lorries / walking floors which carry loads of approximately 26 tonnes which means that approximately 37 deliveries per week will be received on site.

This equates to approximately 6 to 7 deliveries per day, Monday to Saturday. The same vehicles that deliver virgin wood to the site shall also be used to remove loads from the site. Moreover, the delivery lorries are able to back-haul i.e. deliver loads and remove loads from the site on the same visit. Therefore, the total number of vehicle movements per week shall total 37, or 6 to 7 per day (these movements only account for a one-way trip so will double if accounting for movements in and out of site by the same vehicle) involving a cumulative total not exceeding a maximum 50,000 tonnes of waste input each year.

4.3 Records

Records are maintained for all deliveries to the site which are required to weigh in at the site weighbridge by the main office. Each load is issued a weighbridge ticket which is collated on the office computer system. This enables the collation of vehicles movement data for any

given day. The data can be consolidated into weekly or monthly figures for deliveries which can be made available to the Local Authority.

5.0 PEDESTRIAN CONTROLS

All pedestrian movements around the site must follow the pedestrian route plan as illustrated in Appendix 1. All pedestrians must meet the sites PPE requirements as stated in Section 2.5 of this document and always follow the Site Rules.

- Pedestrians should never enter the site unless authorised to do so and must be accompanied and supervised at all times;
- Pedestrians should ascertain a safe point at distance from any vehicles;
- Pedestrians shall raise one hand to gain the attention of drivers and plant operatives;
- Pedestrians shall not move into the site or approach the vehicles/plant until drivers/plant supervisors have acknowledged their presence and been signalled to enter or approach;
- The acknowledgement signal is a raised hand, but the driver must be looking directly at the pedestrian when this signal is given – if the driver raises a hand but is not looking at you DO NOT APPROACH VEHICLE.
- The signal to approach the vehicle or plant can only be given AFTER the acknowledgement signal. The approach signal is given by the driver/plant supervisor by a DEFINITE movement with an open hand beckoning the pedestrian forward.
- The pedestrian shall acknowledge the approach signal with a simple thumbs up reply, and then approach the vehicle;
- NEVER approach any vehicle or plant unless you are absolutely sure that you have been acknowledged and beckoned by the driver or plant supervisor.

APPENDIX 1 – SITE LAYOUT PLAN

