

RE-OPENING
BUDLEIGH
SALTERTON
HIGH STREET

Traffic Management Plan

Mrs J E Vanstone, Town Clerk

Budleigh Salterton Town Council, Council Offices,
Station Road, Budleigh Salterton, EX9 6RJ

Contents

1	Introduction.....	3
2	Contact Information	3
	2.1 The Applicant	3
	2.2 Background Information	3
	2.3 Additional Contacts.....	4
	2.4 The Management Structure and Responsibilities.....	5
3	Impact.....	6
4	Planning.....	6
	4.1 Flow Profile.....	6
	4.2 Bus Services.....	6
	4.3 Parking.....	6
	4.4 Route Planning	7
	4.4.1 High Street	7
	4.4.2 The Diversion Route.....	7
5	Access	8
6	Parking Restrictions.....	8
7	Consideration of other works.....	8
8	Directional Signage and Traffic Management Arrangements.....	9
	8.1 High Street and Diversion Map	9
	8.2 High Street and Diversion (in detail)	10
	8.2.1 Junction of High Street and Station Road.....	10
	8.2.2 Station Road - Junction with Clinton Terrace	10
	8.2.3 Junction of Leas Road and Upper Stoneborough Lane.....	11
	8.2.4 Junction of Upper Stoneborough Lane and East Budleigh Road	11
	8.2.5 Junction of Stoneborough Lane and East Budleigh Road	12
	8.2.6 East Budleigh Road – Junction with Boucher Road	12
	8.2.7 Junction of Salting Hill and Coastguard Road	13
	8.2.8 Mackerel Square	13
	8.2.9 Chapel Hill/Rolle Road crossroad.....	14
	8.2.10 Junction of Cliff Road and Ragg Lane.....	14
	8.2.11 Lawn Road Junction with High Street.....	15
	8.2.12 Crossroads of Little Knowle, Northview Road and West Hill.....	15
	8.3 Signage Size and Installation	16

8.4	Installation, Maintenance and Removal of Signs and Barriers	16
8.4.1	Installation	16
8.4.2	Maintenance	16
8.4.3	Removal	16
9	Management and Personnel	17
9.1	The Role Of The Contractor/Stewards	17
9.2	Queue Management	17
9.3	Resources Required and Training	17
10	Communication	17
11	Risk Assessment.....	18
12	Insurance/Certification.....	20
13	Conclusion	20
14	3D Modelling Diagrams	21
14.1	Location: Traffic Lights looking towards High Street	21
14.2	Location: Traffic Lights from station road.....	21
14.3	Location: The Lawn Junction looking towards the traffic lights	22
14.4	Location: The Lawn Junction looking towards High Street.....	22
14.5	Location: The High Street (Barriers).....	23
14.6	Location: The High Street (Suspension of Parking).....	23
14.7	Location: The High Street looking from Fore Street	24
14.8	Location: Cliff Road towards High Street.....	24
14.9	Location: Ragg Lane looking towards Brook Road.....	25

1 Introduction

Budleigh Salterton Town Council became aware of the problems encountered by pedestrians using the High Street while the Social Distancing restrictions have been in place.

This Plan, whilst ensuring pedestrian and highway user safety, is to enable an effective road system to be put in place. This document is to be used to assist the planning of sign placement and to ensure the amount of disruption and congestion is limited.

It is the intention of the Town Council, if Social Distancing restrictions are still in place, to re-assess any approved Temporary Traffic Regulations Order (TTRO) after three months. Once Social Distancing restrictions cease, the TC will ask for the TTRO to be removed.

2 Contact Information

2.1 The Applicant

The Town Council's contact details can be found below or on its website.

Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

Telephone: 01395 442245

Website: www.budleighsaltertontowncouncil.gov.uk

2.2 Background Information

During lockdown, Members of the Town Council became aware of the issues encountered by pedestrians using the High Street. The width of the pavements meant that to observe social distancing regulations, pedestrians were having to walk into the road. This was, in turn, endangering both pedestrians and road users.

The Town Council would like to encourage visitors and residents to use its High Street by showing that Budleigh Salterton is safe to visit whilst still allowing shoppers to follow social distancing restrictions. Members feel that by allowing more space for people to walk freely and browse, it will be a more enjoyable atmosphere with the knock-on effect of helping the Town's traders.

Members of the Town Council held a meeting with Neighbourhood Highways Officers (NHO) as well as District and County Councillors and members of the Town's Chamber of Commerce to discuss possible solutions to the problems.

Two solutions were discussed – closing the High Street to all vehicles for a number of hours each day or introducing a temporary one-way system which would enable the widening of the pavement on the southern side of the High Street. NHO advice steered Members to the second option – a one-way system – and NHO were asked to draw up a scheme which included the following:

- one-way traffic (flowing east to west) from Rolle Road to The Lawn
- remove parking from Rolle Road to Ragg Lane

- widen the pavement on the south side of High Street

A scheme was produced and forms the basis of this Plan.

Vehicles entering the town from West Hill will be diverted into Station Road (which runs into Upper Stoneborough Lane) and then via a right turn into East Budleigh Road. The diversion will then run along Coastguard Road and onto Marine Parade, continue up Fore Street and High Street.

Traffic entering the High Street from the side roads (primarily Cliff Road and The Lawn) will only be able to travel in a westerly direction; appropriate signage will be placed at these junctions.

Barriers will be installed adjacent to the pavement on southern side of the High Street from Hayes Travel (15 High Street) to Top Notch (31 High Street). Barriers will be installed adjacent to the pavement on the northern side of the High Street from the former Royal Mail Sorting Office (52 High Street) to the junction of Station Road (60 High Street).

Parking for fourteen cars will be removed from the northern side of High Street from the junction of Rolle Road to the junction of Ragg Lane (from 2 High Street to 44 High Street).

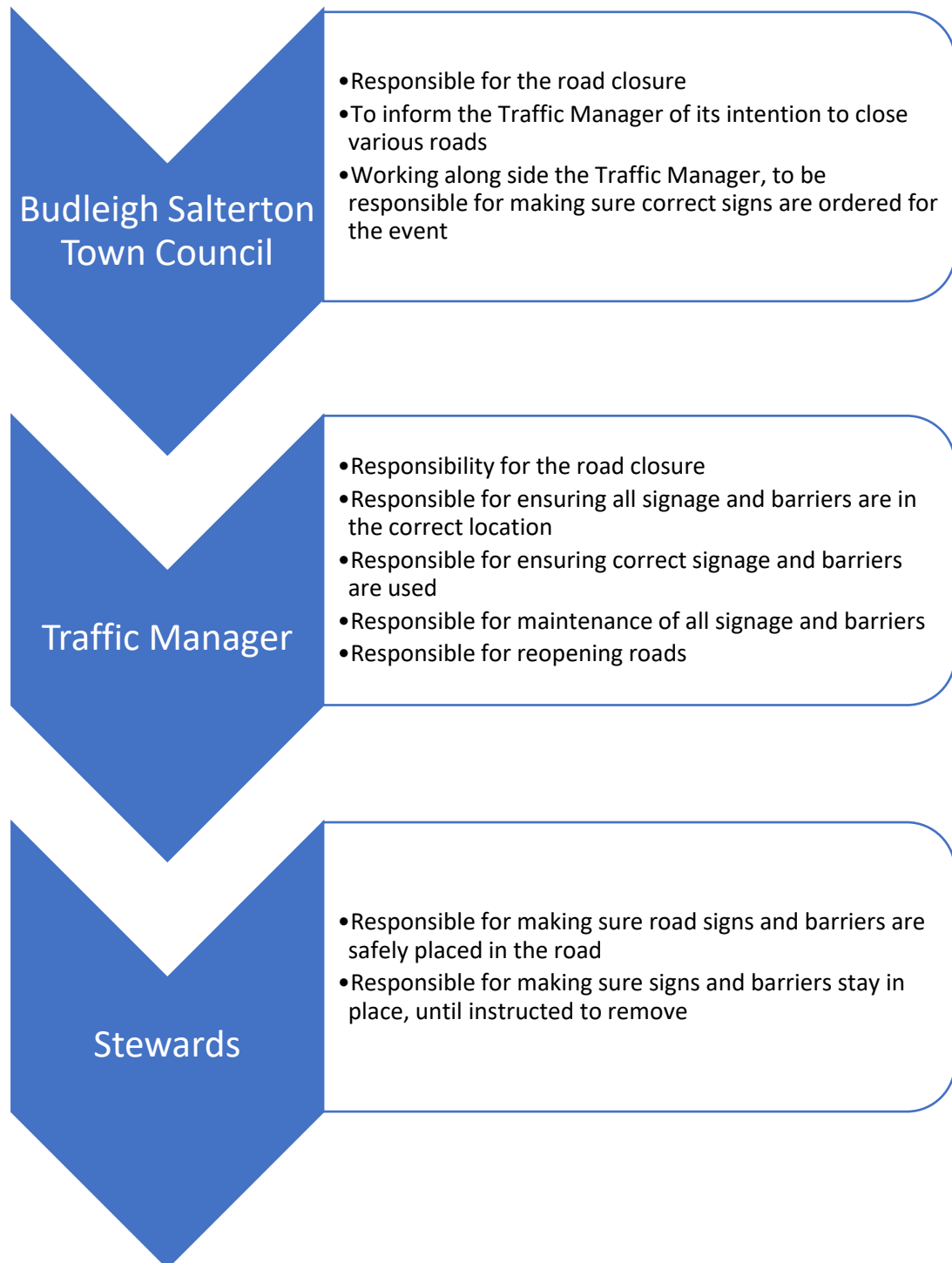
2.3 Additional Contacts

The following are Chapter 8 trained and have agreed to maintain the signs and barriers once the scheme has been set up:

Name	Michael Hilliar	Richard Allen	Tracy Shiel
Address	67 Moormead Budleigh Salterton EX9 6PS	13 Kersbrook Lane Kersbrook Budleigh Salterton EX9 7AD	11 Greenway Lane Budleigh Salterton EX9 6SG
Contact Number	07538 274888		07730 676561

2.4 The Management Structure and Responsibilities

The following flow chart outlines the management structure and the responsibilities of the individuals involved in the road closure.



3 Impact

The Town Council did consider a partial one-way system for the High Street running from the junction of Rolle Road to The Lawn, but following consultation with residents and the Budleigh Salterton and District Chamber of Commerce it became apparent that the whole of the High Street should be covered. This will lessen the burden on the side roads, particularly East and West Terrace.

4 Planning

4.1 Flow Profile

The existing traffic flow within Budleigh Salterton is like most towns in the area - there are high periods of traffic flow and then times when there are low periods of traffic flow.

Weekday mornings between 7:00am and 9:00am are peak times for people travelling in and out of the town for work and dropping children to school. Between the hours of 10:00am and 3:00pm the traffic level reduces to a steady flow throughout the town and the town centre. After 3:00pm the traffic increases with parents heading to the school to pick up their children and travelling back from work. Between 4:30pm and 6:00pm there is an increase in traffic with workers leaving the town and returning to the town from work. After about 7:00pm the traffic reduces to a few cars an hour and a bus every hour.

At weekends, this is not so much of an issue as the school is closed. If the weather is good, there may be an increase in the number of vehicles heading to the seafront and coming back from the seafront.

The proposed diversion may see an increase in travel flow along Station Road, Upper Stoneborough Lane, East Budleigh Road and Coastguard Road but it is hoped there will be little congestion.

4.2 Bus Services

There will be little impact on buses to the town. The local 357 bus around the town and the 157 buses to and from Sidmouth will be able to serve the stops as usual due to the flow of the one-way route. The Town Council will be in contact with Stagecoach as part of the consultation process.

4.3 Parking

The town has five car parks which are available for people to use these are shown people:

- Upper Station Road Long Stay Car Park – 108 Spaces – free
- Lower Station Road Short Stay Car Park – 38 Spaces – paying
- Brook Road Short Stay Car Park – 15 Spaces – free
- Rolle Mews Short Stay Car Park – 45 Spaces – paying
- Lime Kiln Long Stay Car Park – 422 Spaces – paying

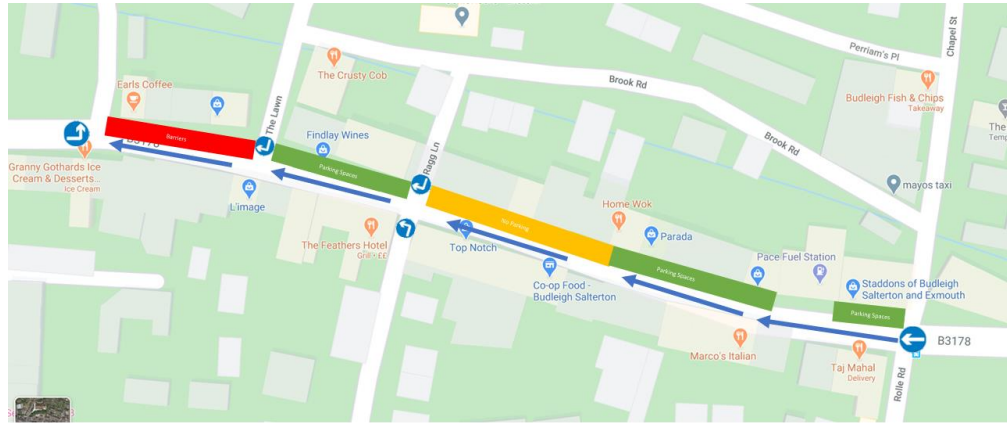
We believe that the loss of some on-street parking in High Street will be cancelled out by the availability of these car parks.

4.4 Route Planning

This section covers the area which will be affected by the proposed changes and the diversion route which will be put in place.

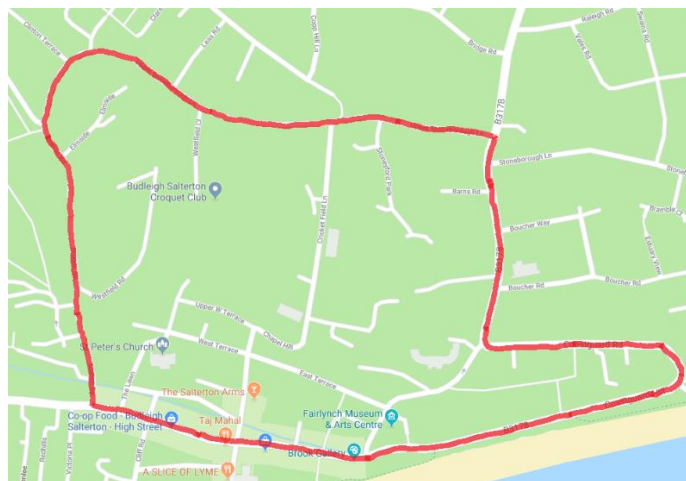
4.4.1 High Street

High Street traffic will flow in one way (east to west) from the junction of Rolle Road to the junction of West Hill/Station Road.



4.4.2 The Diversion Route

Traffic entering the town from the west along West Hill will be diverted along Station Road which becomes Upper Stoneborough Lane then on to East Budleigh Road, Coastguard Road, Marine Parade and Fore Street.



5 Access

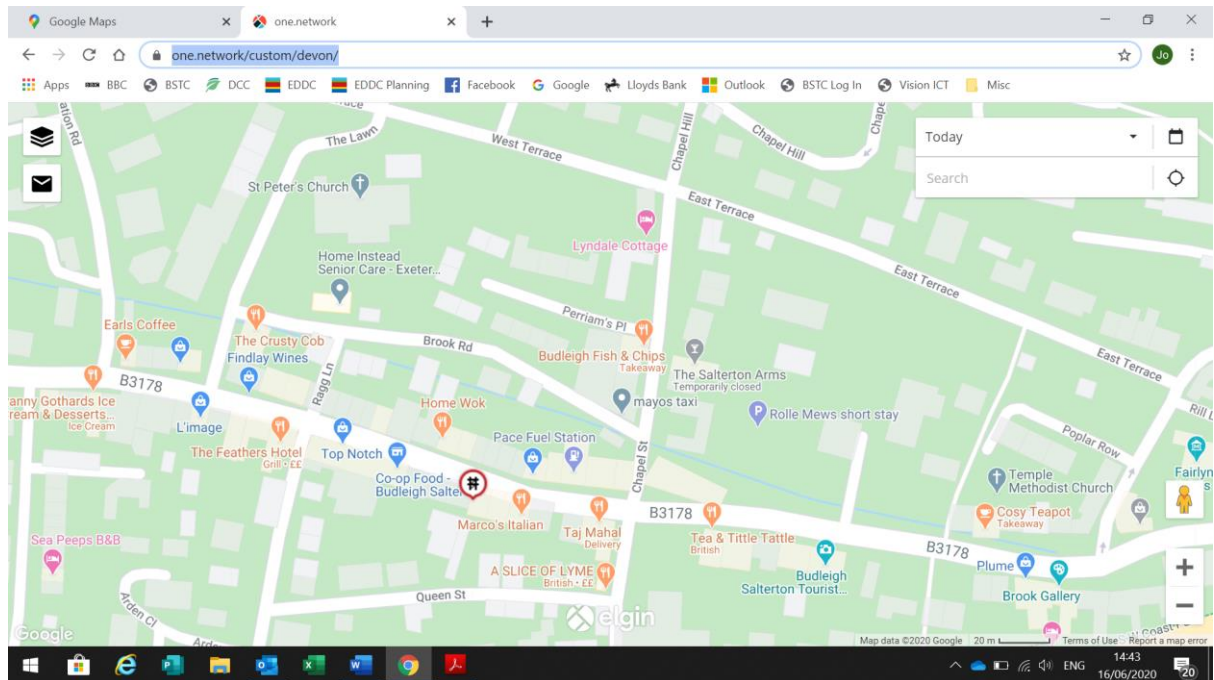
Access will be granted to all emergency services whilst the TTRO is operating. As part of the TTRO application, the emergency services will be consulted, and details of the diversion route provided.

6 Parking Restrictions

The application is also requesting that parking be removed from the High Street from the junction with Rolle Road to the junction with Ragg Lane. This is to ensure enable social distancing can continue to be observed. To assist this, the pavement on the southern side of the High Street will be widened using a barrier to be placed on the highway, from Hayes Travel (15 High Street) to Top Notch (31 High Street)

7 Consideration of other works

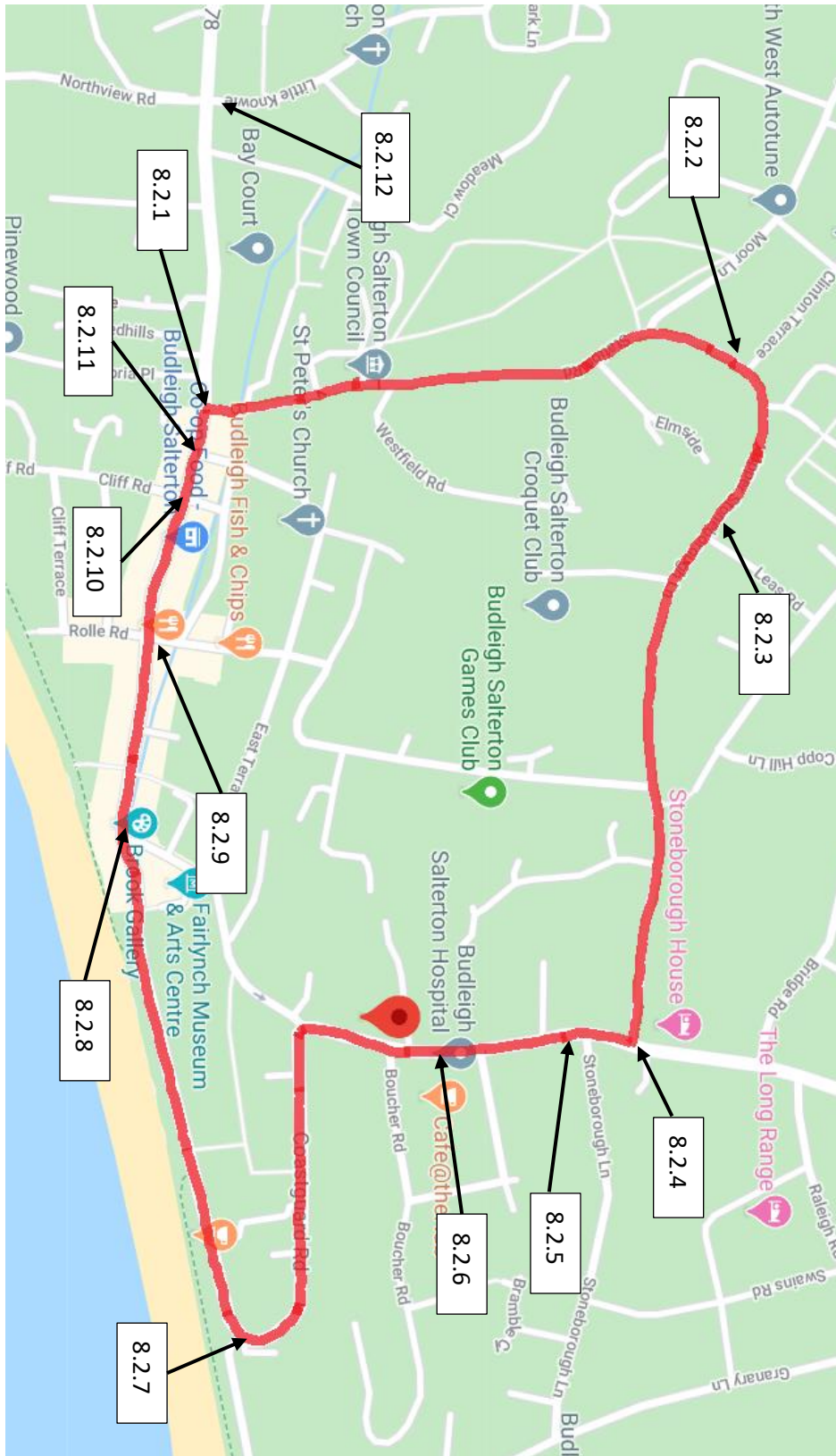
Having reviewed the devon.roadworks.org website we can see that as of the date of this document there are no events which will affect this proposal. Once this road closure has been submitted we will not have issue with any future works that will be planned as we hope Devon County Council will be able to work these around our proposal.



8 Directional Signage and Traffic Management Arrangements

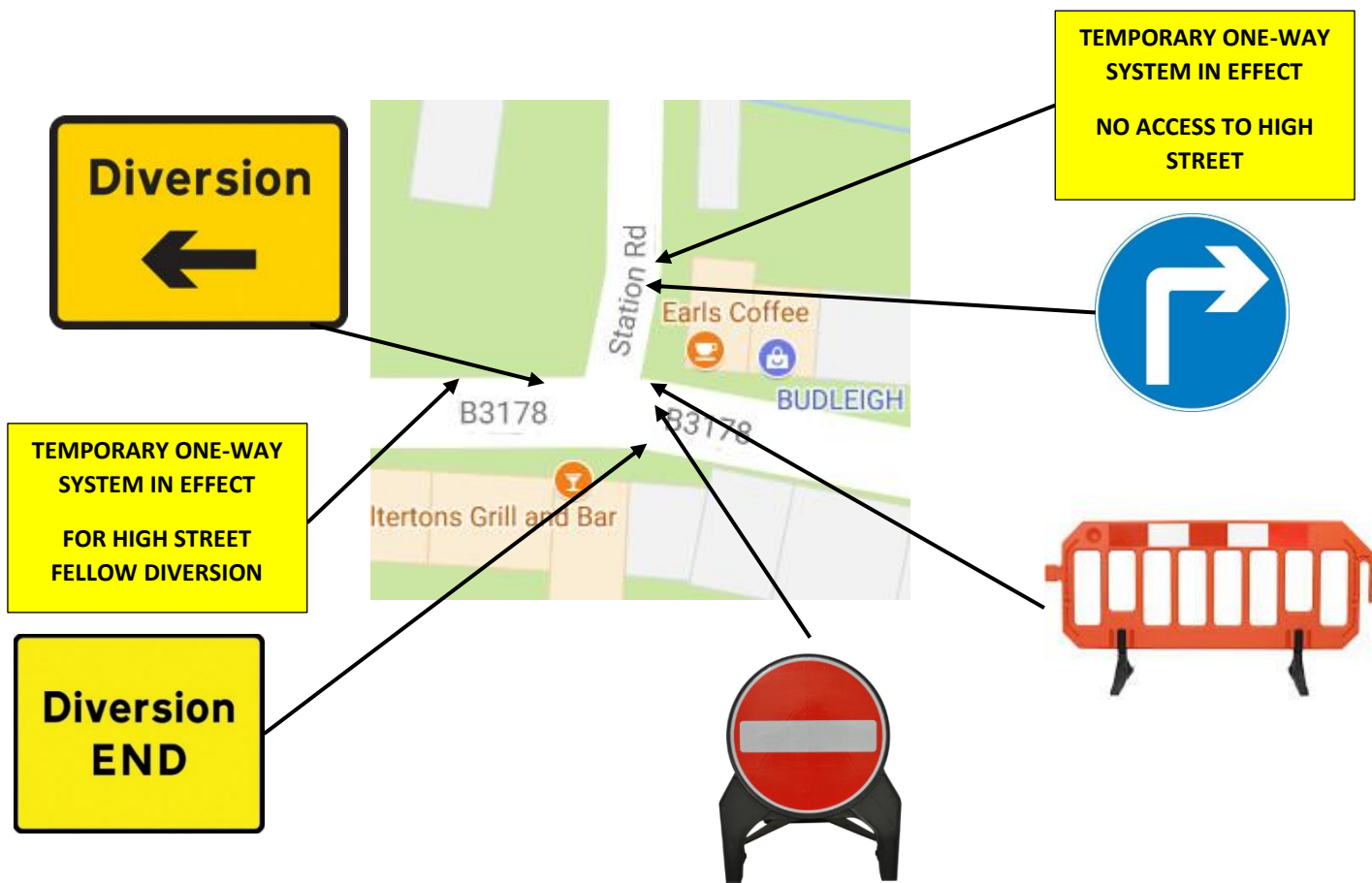
8.1 High Street and Diversion Map

Below is a map of the High Street and diversion route, the numbers below relate to a section on the map.

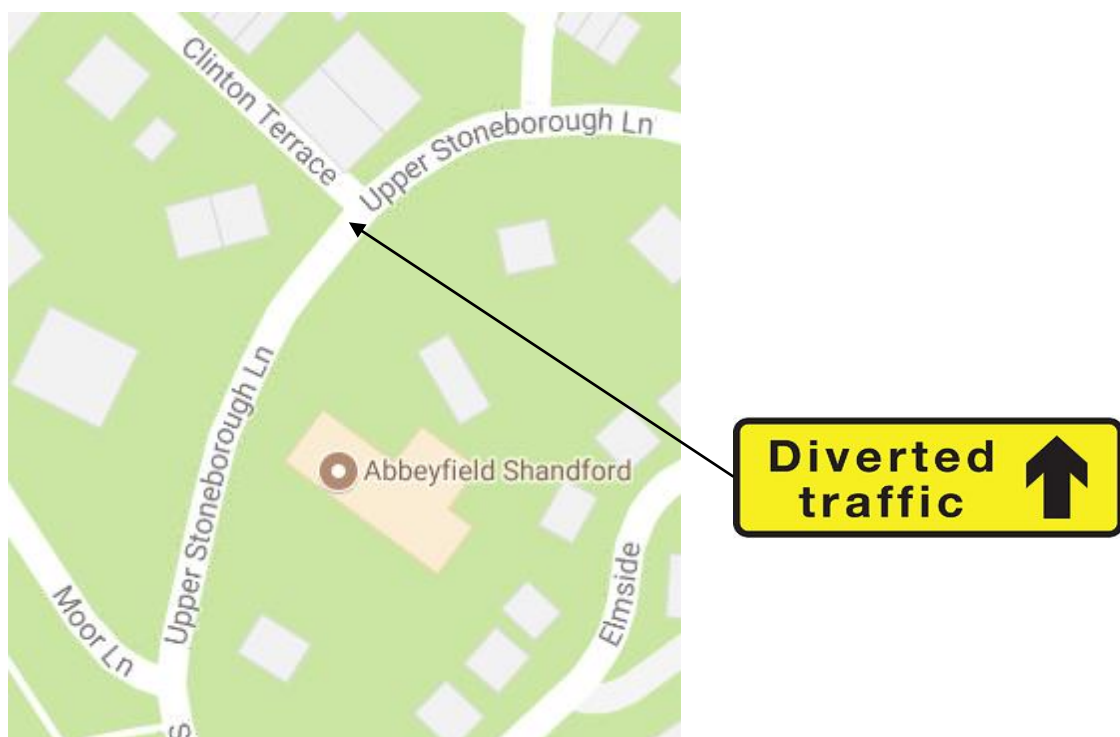


8.2 High Street and Diversion (in detail)

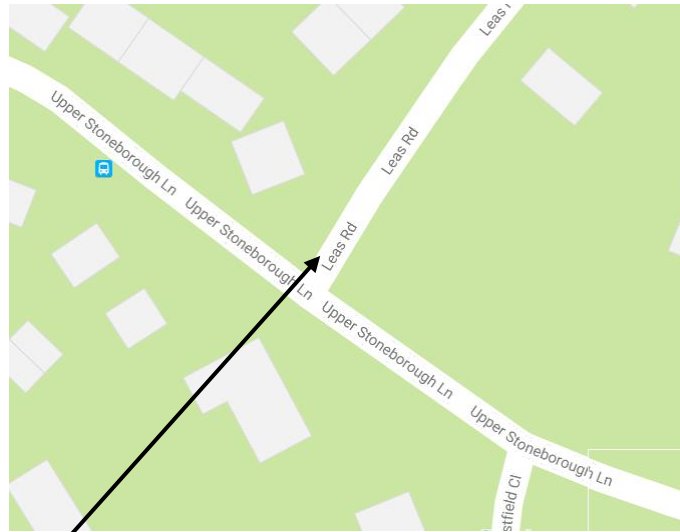
8.2.1 Junction of High Street and Station Road



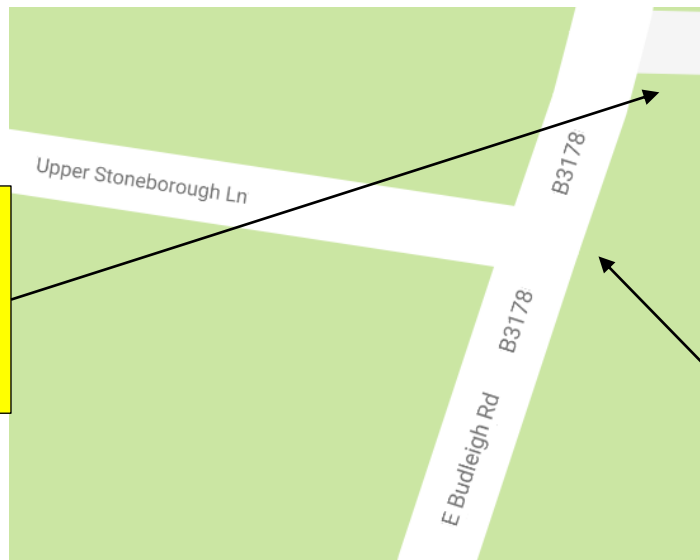
8.2.2 Station Road - Junction with Clinton Terrace



8.2.3 Junction of Leas Road and Upper Stoneborough Lane



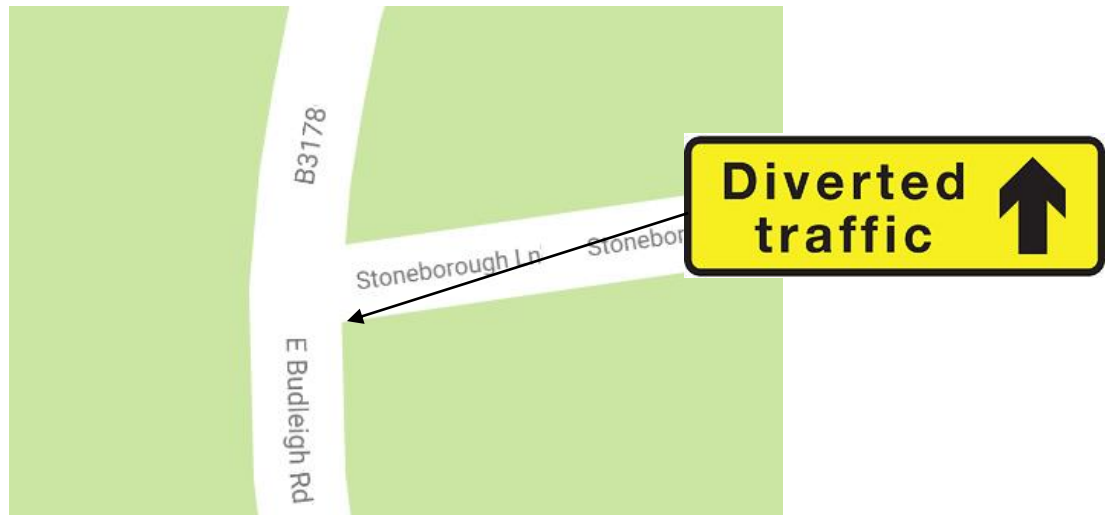
8.2.4 Junction of Upper Stoneborough Lane and East Budleigh Road



**TEMPORARY ONE-WAY
SYSTEM IN EFFECT**
**ACCESS TO HIGH
STREET VIA SEAFRONT
ONLY**



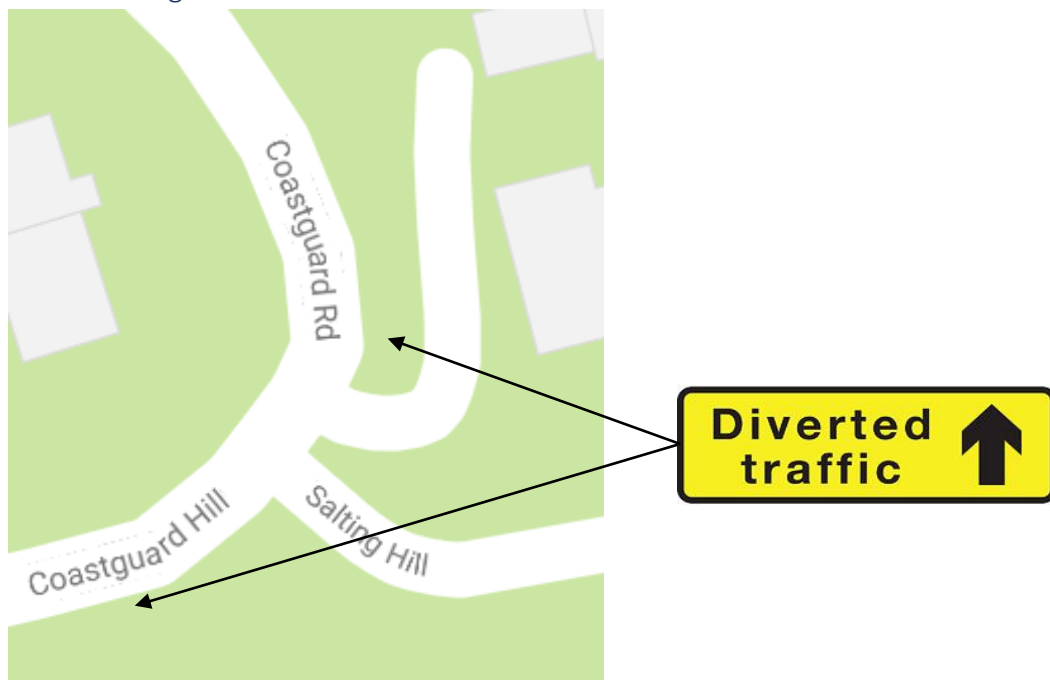
8.2.5 Junction of Stoneborough Lane and East Budleigh Road



8.2.6 East Budleigh Road – Junction with Boucher Road



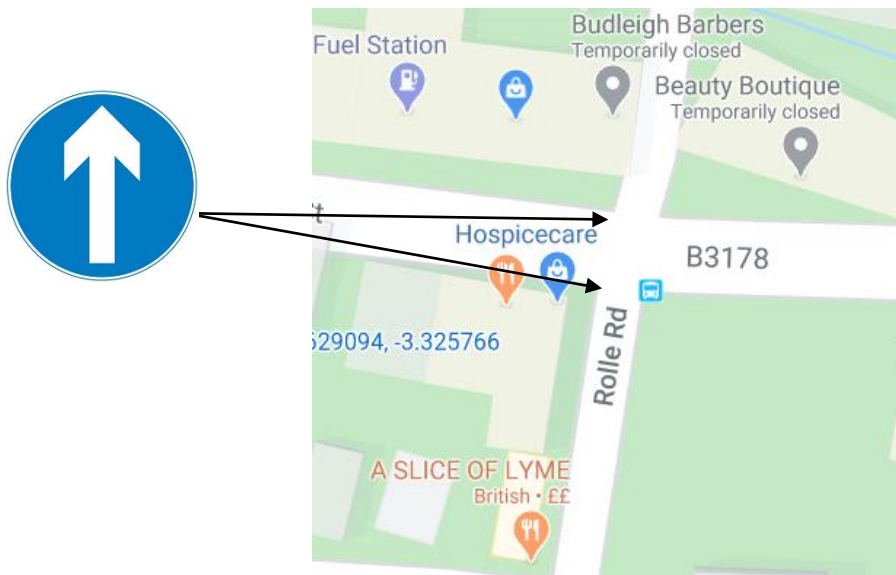
8.2.7 Junction of Salting Hill and Coastguard Road



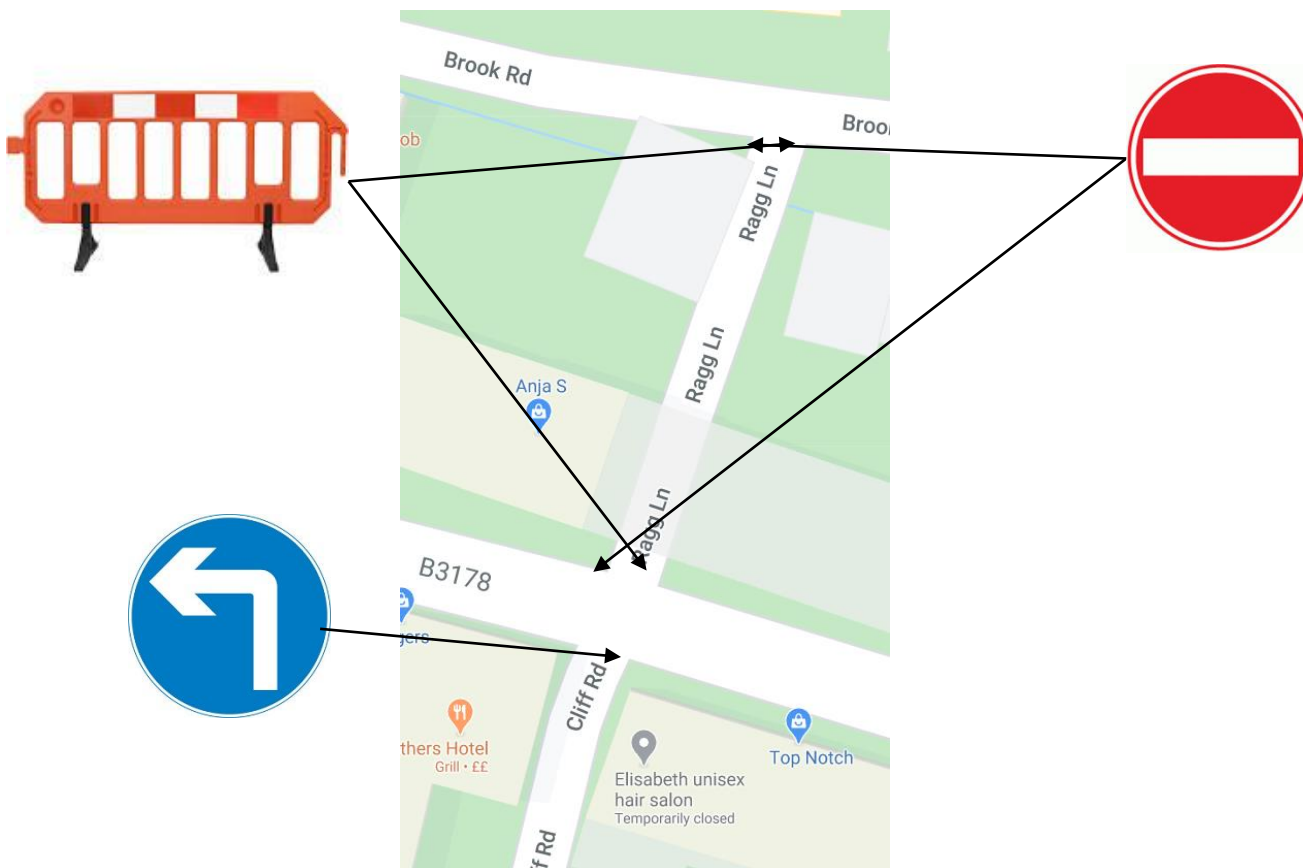
8.2.8 Mackerel Square



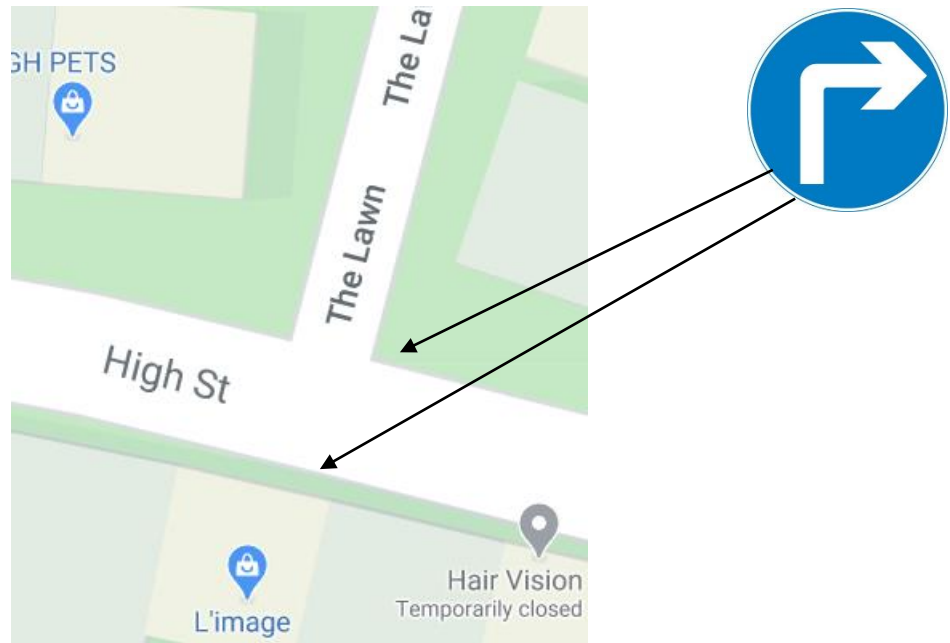
8.2.9 Chapel Hill/Rolle Road crossroad



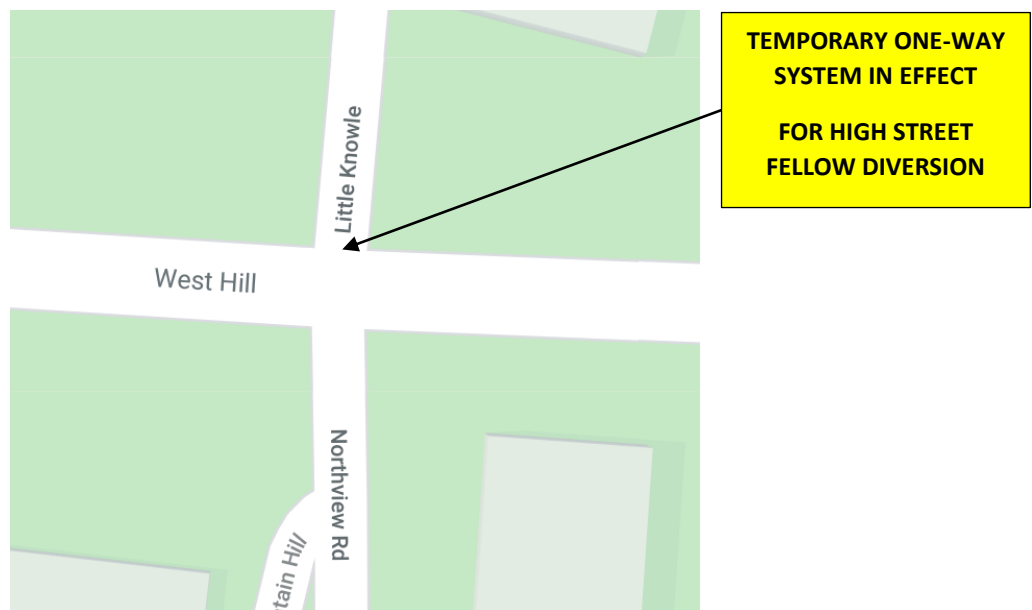
8.2.10 Junction of Cliff Road and Ragg Lane



8.2.11 Lawn Road Junction with High Street











8.2.12 Crossroads of Little Knowle, Northview Road and West Hill



8.3 Signage Size and Installation

These signs we will be used during the holding area and diversion route.

Sign Type	Size of Sign	Mounting	Sign Type	Size of Sign	Mounting
	400mm x 400mm	Metal back folding sign		400mm x 400mm	Metal back folding sign
	400mm x 400mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		1050x750mm	Metal back folding sign
	1050x750mm	Metal back folding sign		400mm x 400mm	Metal back folding sign

Cones will be required next to any road signs which sit on the road.

8.4 Installation, Maintenance and Removal of Signs and Barriers

8.4.1 Installation

The diversion signs and barriers will be installed by our contractor – the name of the contractor and start date have not been agreed.

They will be loaded onto a vehicle (with an orange light attached to the top for safety). The people putting out the signs will be wearing yellow Hi-Viz vests and will also be wearing suitable footwear (i.e. trainers or boots) and gloves to ensure their safety.

When placing the sign on the side of the road the person will open the rear legs and place the sign on the ground. The signs will then have one or two sandbags placed on the rear leg to make sure they stay up if it is windy. Any signs that are on the edge of the highway, and not on verges, will have an orange cone placed next to them to ensure they are not knocked over.

8.4.2 Maintenance

The signs will be checked weekly to make sure they are still upright and in the correct location. If any signs have been removed or blown down, these will quickly be found and put back in place.

8.4.3 Removal

When the UK Government has decided that there is no need to social distance any longer the one-way system and signage will be removed to allow normal flow of traffic. The Town Council will ask our contractor to firstly remove the barriers from the High Street and then remove any one-way signs before removing the diversion signs.

9 Management and Personnel

9.1 The Role Of The Contractor/Stewards

The role of the contractor will be to communicate with the Town Clerk to make sure that the road closure is in place to the council specification and to alert the council to any issues which may cause an endangerment to the public and road users, so that the council can put in place appropriate measures to make sure that the one way system is still effective and safe for all users of the High Street.

The stewards' role will be to make sure the signs and barriers remain in place throughout the closure and if required, alert the contractor to any issues which may arise (such as a missing sign or missing barrier etc). The stewards' role will not be to direct traffic, as traffic will be controlled by the diversion signs and road closure signs. If a member of the public is unable to follow the diversion route a steward may be able to go over to the vehicle and give verbal communication on how they can get around the road closure.

9.2 Queue Management

The Town Council feel that there will be no issues with regards to queues forming in the diversion route as the route follows a natural flow around the town. There will be limited parking in the High Street itself which may cause a small queue while someone is parking, but this will clear in a matter of minutes.

9.3 Resources Required and Training.

The Town Council is looking into employing a contractor to implement the one-way system. This contractor will be fully qualified in road management and will have a team of workers from his or her firm who will be able to assist them. Therefore, no training is required.

If, however a suitable contractor cannot be found due to the current furlough scheme the Town Council will call upon its qualified Chapter 8 residents to carry out the one-way system. These residents will have a team of volunteers who will be briefed on the one-way system and what they can and cannot do. This training will include, but not be limited to: How to place signage, location of signage, direction of the one-way system, how to communicate with each other, how to direct lost members of the traveling public.

10 Communication

Communication is a key part to making sure that the one-way runs as smoothly as possible. The Town Council has already consulted with the Budleigh Salterton & District Chamber of Commerce and advised them of its intentions. If there are any issues the Chamber of Commerce will communicate this back to the Town Clerk for review.

This document and the diagram of the route will be uploaded to the Town Council's website, so that residents and visitors to the town can see that the plans for the one-way system and how/if they will be affected by the proposal and what impact it may have on them.

The Town Council will also be contacting the local press to make sure as many people as possible are aware of the intended route and to ask that any concerns are forwarded to Town Clerk or any Town Councillor who in turn will report this back to the Town Clerk.

11 Risk Assessment

Activity Title	Safe Reopening of Budleigh Salterton High Street	Date Of Assessment: 29/06/2020
Location Of activity	High Street, Station Road, Upper Stoneborough Lane, East Budleigh Road, Coastguard Road, Marine Parade and Fore Street.	Date Of Event: w/c 13/07/2020

Brief Description

The Town Council would like to encourage visitors and residents to use its High Street by showing that Budleigh Salterton is safe to visit whilst still allowing shoppers to follow social distancing restrictions. Members feel that by allowing more space for people to walk freely and browse, it will be a more enjoyable atmosphere with the knock-on effect of helping the Town's traders.

Hazard	People at Risk	Consequences	Assessment (High, Medium, Low)			Control Measure	Residual Risk
			Effect	Probability	Risk		
Moving traffic	Personnel Member of Public	Personnel and members of the public can be hit by moving traffic	H	L	M	Close roads where reasonably practical (Ragg Lane) Establish traffic management systems Establish cordons with barriers Use warning signs, lights, and cones. Personnel to wear appropriate High visibility PPE	L
Smoke, flames, toxic gases from vehicle fires.	Personnel Member of Public	Burns, inhalation of smoke or gases	L	L	L	Remove public away from the affected area and call the fire service. No person to try and put the fire out.	L
Dealing with road traffic collisions	Member of the Public	Impact from projectile objects	H	L	L	Contact emergency services for assistance Approach vehicles safely and make sure engines turned off to reduce risk of fire Treat injuries if First Aid qualified	L
Stationary traffic	Personnel Member of the Public	Stationary traffic causes obstructions	M	L	L	Close roads where reasonably practical to do so	L

		which restricts the view of moving vehicles					
Weather Conditions	Personnel	Potential for hypothermia, and/or heat stress/exhaustion Dehydration	H	M	M	Adequate PPE to include weather protection Procedures to protect personnel from high temperatures/sunburn in sunny weather	L
Road features	Personnel	Potential for slip, trip/fall	H	M	M	Pre-planning Provision of relevant risk-critical information	L
Environmental conditions; noise, dust, fumes etc.	Personnel Members of Public	Inhalation of airborne contaminants, hearing damage	H	M	M	Risk assessment of equipment etc. Adequate PPE to be available on-site including hearing protection, dust masks etc.	L
Use of equipment, nips/entrapment, failure of equipment etc.	Personnel	Cuts, bruises, fractures, crush injuries, potential amputation	H	H	H	Training in all aspects including proper use of equipment hazard information, relevant procedures etc. Adequate PPE Suitable procedures in place to inspect, maintain and repair equipment.	M
Psychological trauma	Personnel	Post-traumatic stress disorder	M	M	M	Debrief/counselling procedures for personnel involved.	L

Personal Protective Equipment required:

All personnel will wear personal high visibility clothing as required for their roles and will be identified with a unique number for identification purposes which will be issued to the steward at the time of signing on.

Emergency Instructions & First Aid:

Most personnel are suitably qualified and experienced people who have received relevant training.
All personnel undertaking a steward role will be briefed prior to starting their role by the traffic manager in relation to the emergency procedures and first aid arrangements dealt with by the relevant emergency service.

Further control measures required? If yes, list with actions

This risk assessment must be reviewed at the venue prior to the one-way system taking place and any findings recorded and, where necessary, the additional control measures implemented.

Add Additional Findings Here

12 Insurance/Certification

Insurance cover is as follows:

- £5 Million Public Liability
- £10 Million Employers Liability for 15 people

Cover was obtained from:

WPS Hallam

13 Conclusion

In conclusion, the Town Council feel that a one-system in the town will allow for a safe reopening of the High Street to residents and visitors to the town. Safety of all those wishing to shop in the town is the main purpose of this system and if at anytime the situation changes in the future the Town Council will review the situation to see if the one-way system can be lifted or changed.

The Town Council are also aware that there will be situations that will arise which may cause endangerment to the public and/or personnel maintaining the road closure. If these situations do happen the Town Clerk will bring these issues to the attention of the council who will review the situations and make any changes deemed necessary and will inform Devon County Councils Highways Department of these changes and the reasons why these changes have been made. If the Highways Department are not happy with the changes made, the Town Council will work with Highways Officers to find an appropriate solution that works to maintain the safe of residents and visitors using the High Street.

If you have any questions, please feel free to contact:

Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

01395 442245

Email: office@budleighsaltertontowncouncil.gov.uk

Website: www.budleighsaltertontowncouncil.gov.uk

14 3D Modelling Diagrams

14.1 Location: Traffic Lights looking towards High Street



14.2 Location: Traffic Lights from Station Road



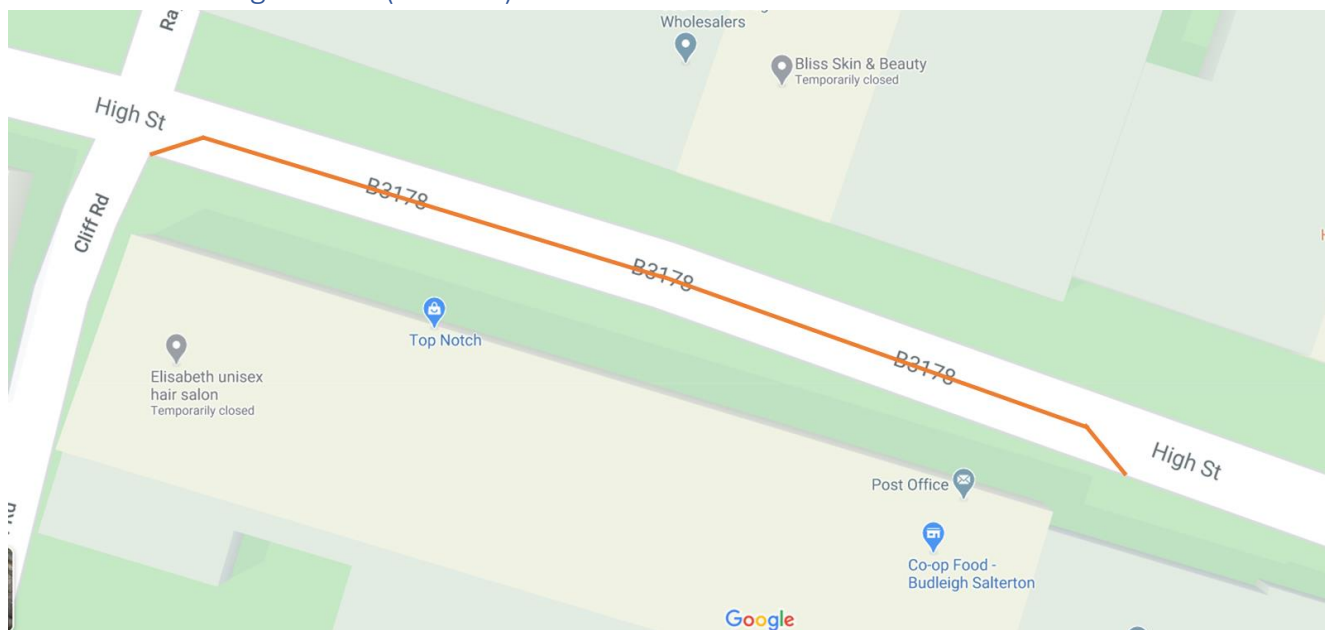
14.3 Location: The Lawn (looking towards West Hill)



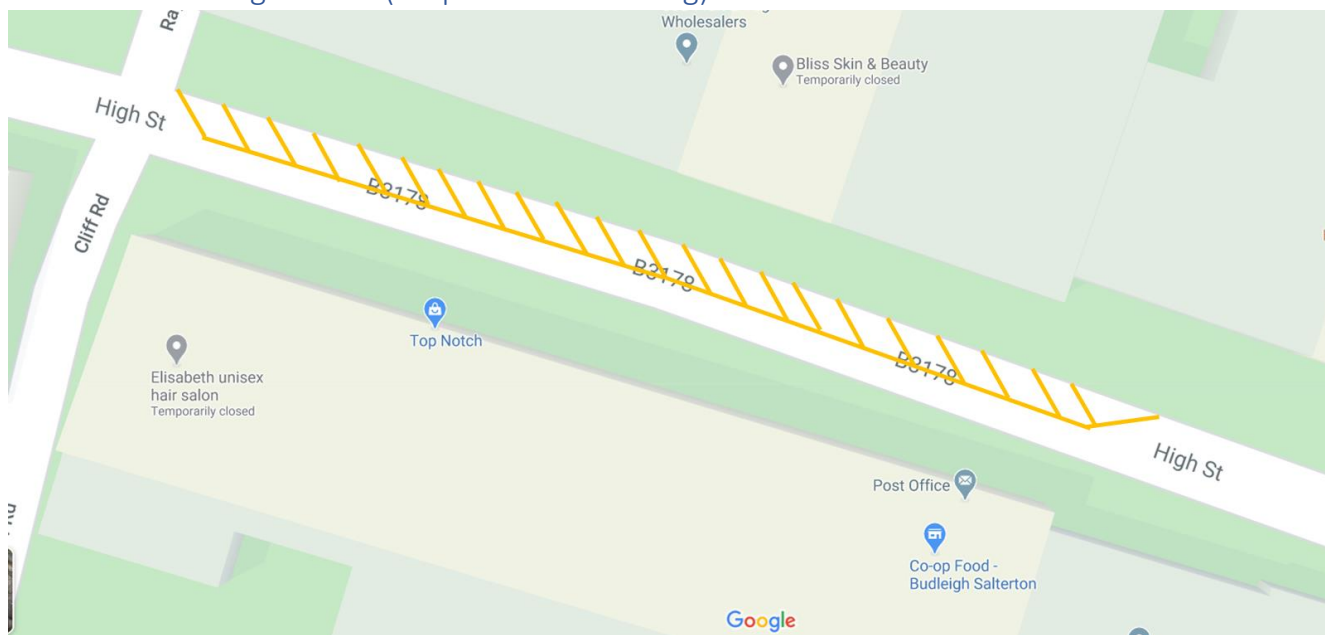
14.4 Location: High Street (from The Lawn)



14.5 Location: High Street (Barriers)



14.6 Location: High Street (Suspension of Parking)



14.7 Location: High Street (from Fore Street)



14.8 Location: High Street (from Cliff Road)



14.9 Location: Ragg Lane (looking towards Brook Road)

