

Traffic Management Plan

How The Light Gets In Hay on Wye 2-5 June 2022

Version	Dated	Notes
1.0	11/03/2022	Initial draft for review

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1. Introduction

We recognise our obligation to minimise the impact the event has on local residents and the local area. Due to the location, public transport is not suited for the majority of event attendees and therefore it is recognised that most people working at or attending the event will arrive by road vehicle.

2. Key aims of this plan:

This plan seeks to:

- Minimise impact to local residents
- Satisfy the Licensing Authority
- Identify the range of potential vehicles attending the event and timescales and to minimise impact from them
- Encourage responsible driving and parking that considers others
- Show a list of steps taken to manage traffic movement
- Establish a Complaints Procedure

3. The location

The event takes place at the fields on the Riverside, located behind coop and the industrial units for which Dwr Cymru Welsh Water have given their permission for access routes. In addition there is camping and public car parking in the fields across the road.



4. Access – staff & contractors

Access to the site for staff & contractors is via the access road to Welsh Water site off Newport Street. This is not for public use except for prebooked “blue badge” holders.



The turn from the south of Newport Street into this access road is tight, therefore large vehicles will be instructed to arrive at the site from the North of Newport Street. Stewards will be in place on the street and field ends of the access road to ensure that vehicles entering from Newport Street have priority, to avoid any congestion on Newport Street. Vehicles seeking to exit the site will be held on the field (where temporary trackway is laid) and only permitted to use the access road when it is clear of vehicles seeking to enter from Newport Street.

The same procedure will apply during the live event for performers and staff vehicles and during de-rig.

5. Access- public

The majority of the attendees for this event camp on the designated areas for the duration. There are very few day only visitors. Those camping historically arrive over many hours on the first day with some arriving on day two or later depending on their personal circumstances.

All public vehicles will be directed in pre-event instructions and on location signage to the north field where ample space exists to be able to hold them safely off the public highway whilst their tickets are scanned and instructions given for set up. There are separate entry and exit gates to this area, so traffic maintains a one way system.



5.1. Access- day visitors

The event has very few day only visitors, however it is recognised that there may be some and plans must be made for these. Pre event information and on-site signage will direct day visitors to the parking area on the camping fields (using same access as above) where day only parking will be available. Once parked, the public will then walk to the event site. Pre event information will state not to park on the public highway and that designated car parks for the event must be used

5.2. Access- Blue badge holders

Those with “blue badges” who need direct access to the site for parking will be instructed to enter via the welsh water site. Designated parking will be available on site for those who require. Exit will be via the same route.

5.3. Peak entry & exit

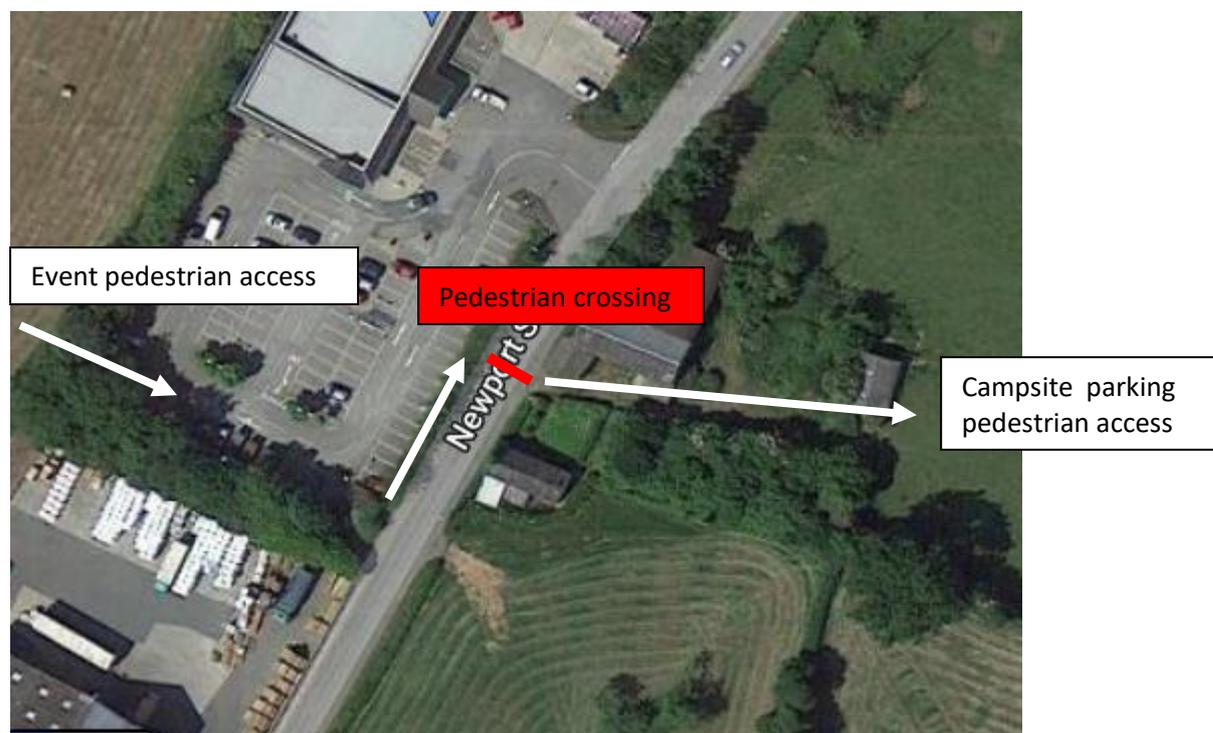
The nature of the event is that it is focused on debates and discussion, with music being ancillary. Historically, although alcohol is served, the profile of attendees is such that there is minimal issues with drunkenness. This is supported by a clear challenge policy on the bars and refusal to serve anyone considered intoxicated. The bar staff are in turn supported by the onsite SIA personnel and medical team.

Due to the varied programme, the public attendance profile is one that does not all stay until the very end- many depart early evening and before midnight. Of the event attendance, we would expect less than 500 people to still be on site by the close of the event each day. This means that when the event closes, there are only a few hundred people to leave, not several thousand.

6. Crossing Newport Street

It is recognised that the camping and public parking are on the East side of Newport Street and the event site on the West side. To ensure safe passage between to the two, a traffic order will be applied for that provides:

- i. Reduced speed limit on Newport Street for the duration of the event, to slow traffic down
- ii. Pedestrian (light controlled) crossing on Newport Street to the side of the Co-op store as this is where there is footpath on the West side and direct pedestrian access to the camping and parking areas on the East



These traffic orders will be supported by:

1. Pre event communication on where to park and access to the event site
2. Clear signage in the car parks and camp sites to the pedestrian access route
3. Signage at the event entry area to remind those leaving site to do so quietly and to use the designated paths and crossing
4. Stewards at the site pedestrian exit and roadway during main exit times to remind people of respect for neighbours and safe road practices.

7. Steps taken to respect the local area & reduce impact to residents

As outlined above, we take our care of the local area seriously especially as we are an embedded part of the local community. Many steps have been outlined above that can be summarised as:

- Attending public profile is of older /family age group that does not undertake heavy alcohol consumption
- Responsible bar sales
- Speed limited applied for to reduce speed on Newport Street
- Temporary pedestrian crossing on Newport Street for public to use from event site to camping and car parks
- Very few day visitors, most camp for the duration
- Designated car parkings for the attending public, thus no one needs to park on the public highway
- Signage to reinforce respect for local community, use of crossing and parking areas
- Stewards to reinforce the message

8. Monitoring Process

A briefing will be held with the head of security, head of stewarding, safety advisor and event managers to ensure all are familiar with this plan and can in turn brief their teams. Stewards, security and safety advisor will conduct checks on the implementation during the event and take corrective action as needed.

9. Complaints Procedure

A dedicated number will be publicised to which complaints can be made. This will be answered throughout the event. This number will be publicised to local residents by way of website and letter.

A hotline will be installed and publicised so that local residents can report any issues directly to the Festival. All calls will be logged by time, location and contact number and address will be requested. The log will be kept on site and be readily available at the request of a duly authorised Council officer. The hotline number will be operational throughout the hours of regulated entertainment. If requested by a duly authorised Council officer, all calls received by the hotline will be reported immediately to the on duty representative from the Council.

Action protocol:

Complaint received either to dedicated telephone number or in person

Complaint logged and actioned

Complaint relates to internal issue from event

Event manager and safety manager informed

Investigated and action taken

Outcome logged

Response to complainant

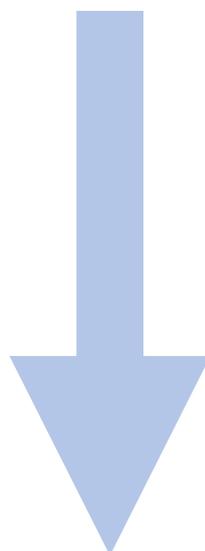
Complaint relates to external issue not from event

Security and safety manager informed

Investigated and action taken

Outcome logged

Response to complainant



9.1. *Pre-Event Information to local residents.*

A letter or newspaper advertisement should be circulated to local residents at least 2 weeks prior to the event, informing them of the details of the event, including start and finish times. The advertisement should also include a dedicated telephone number for complaints. The information contained in the letter or advertisement and the addresses of residential areas to receive the information will be agreed in writing prior to distribution with the local authority.