

# REPORT

## **Phase 5 - Woodsmith Mine Construction Traffic Management Plan**

### **Woodsmith Mine Phase 5 - CTMP**

Client: Sirius Minerals PLC

Reference: 40-RHD-WS-70-CI-PL-0008 REV 0

Revision: 01/Final

Date: 27 April 2018

NYMNPA

25/05/2018

HASKONINGDHV UK LTD.

Rightwell House  
Rightwell East  
Bretton  
Peterborough  
PE3 8DW  
Industry & Buildings  
VAT registration number: 792428892

Document title: Phase 5 - Woodsmith Mine Construction Traffic Management Plan

Document short title: PHASE 5 - WOODSMITH MINE CONSTRUCTION TRAFFIC MANAGEMENT PLAN

Reference: 40-RHD-WS-70-CI-PL-0008 REV 0

Revision: 01/Final

Date: 27 April 2018

Project name: Sirius North Yorkshire Polyhalite Project

Project number: PB1110

Author(s): Sam Taylor

Drafted by: Sam Taylor

Checked by: Andrew Ross

Date / initials: 27.04.2018 / ADR

Approved by: Matthew Hunt

Date / initials: 27.04.2018 / MH

Classification

Project related



## Disclaimer

*No part of these specifications/printed matter may be reproduced and/or published by print, photocopy, microfilm or by any other means, without the prior written permission of HaskoningDHV UK Ltd.; nor may they be used, without such permission, for any purposes other than that for which they were produced. HaskoningDHV UK Ltd. accepts no responsibility or liability for these specifications/printed matter to any party other than the persons by whom it was commissioned and as concluded under that Appointment. The integrated QHSE management system of HaskoningDHV UK Ltd. has been certified in accordance with ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007.*

## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
1.1	Background	1
<b>2</b>	<b>CTMP Co-ordinator (Objective 1)</b>	<b>2</b>
<b>3</b>	<b>Control of Personnel Movements (Objective 2)</b>	<b>3</b>
3.1	Introduction	3
3.2	Project Background	3
3.3	Objective 2 Target	4
3.4	Objective 2 Measures	4
3.5	Objective 2 Monitoring	5
<b>4</b>	<b>Control of HGV Movements (Objective 3)</b>	<b>5</b>
4.1	Introduction	5
4.2	Project Background	5
4.3	Objective 3 Target	5
4.4	Objective 3 Measures	6
4.5	Objective 3 Monitoring	7
<b>5</b>	<b>Monitoring Strategy (Objective 4)</b>	<b>7</b>
<b>6</b>	<b>CTMP Management Structure (Objective 5)</b>	<b>8</b>
6.1	Introduction	8
6.2	Purpose	8
6.3	Frequency and Duration	8
6.4	Outputs	8
6.5	Scope	8
<b>7</b>	<b>HGV Route Compliance (Objective 6)</b>	<b>9</b>
<b>8</b>	<b>Managing Road Safety (Objectives 7 &amp; 11)</b>	<b>9</b>
8.2	Background	9
8.3	Objectives 7 & 11 Measures and Reporting	10
<b>9</b>	<b>Driver Training (Objective 8)</b>	<b>10</b>
<b>10</b>	<b>CTMP Communication Procedures (Objectives 9 &amp; 10)</b>	<b>11</b>
10.2	Communications	11
10.3	Reporting	11

10.4	Complaints	11
<b>11</b>	<b>Enforcement (Objective 12)</b>	<b>11</b>
11.1	Introduction	11

### **Table of Tables**

Table 1-1	Condition NYMNPA-34 Construction Traffic Management Plan	1
-----------	--	---

### **Table of Figures**

Figure 2-1	CTMP Management Structure	3
Figure 5-1	Unique vehicle identifier	7

### **Appendices**

Appendix A	CTMP Co-ordinator responsibilities & Timescales
Appendix B	Peak Daily HGV Movements
Appendix C	Delivery Pack Template
Appendix D	Community & Stakeholder Engagement Framework
Appendix E	Complaints Mechanism

## 1 Introduction

### 1.1 Background

1.1.1 In 2014 a planning application (reference NYM/2014/0676/MEIA) was submitted to the North York Moors National Park Authority (NYMNPA) for permission to develop a polyhalite mine and underground Mineral Transport System (MTS). Planning permission was subsequently granted in 2015, subject to conditions, as varied in February 2018 by NYM/2017/0505/MEIA. The planning applications were supported by a series of documents which considered the impact and management of transport matters.

1.1.2 This document has been prepared on behalf of Sirius Minerals plc (Sirius Minerals) and details the requirements with respect to traffic management for Phase 5 at Woodsmith Mine (see paragraph 1.1.5 below). This document is required to partially discharge condition 34 of the planning permission.

1.1.3 **Table 1-1** contains full details of condition 34 and how this document addresses the objectives.

Table 1-1 Condition NYMNPA-34 Construction Traffic Management Plan

Objectives	Condition	Compliance with Condition NYMNPA-34
	Prior to the commencement of each Phase of Construction a Construction Traffic Management Plan (CTMP), based upon the submitted Framework Construction Traffic Management Plan dated February 2015 shall be submitted to, and approved in writing by the MPA [Mineral Planning Authority] in consultation with the appropriate Highway Authority. The approved Construction Traffic Management Plan shall be adhered to throughout the construction period unless otherwise agreed in writing with the MPA. The statements shall provide for:	-
1.	The appointment of a CTMP co-ordinator	<b>Section 2</b>
2.	Measures to control the number of employees travelling individually to the sites and their mode of travel	<b>Section 2</b>
3.	The Traffic Management Liaison Group agreed level of HGV trips to the site	<b>Section 4</b>
4.	Measures to identify HGVs associated with the development travelling to the construction sites	<b>Section 5</b>
5.	The links to the Traffic Management Liaison Group	<b>Section 6</b>
6.	Signing for HGV routes including prohibitive signing	<b>Section 7</b>
7.	Accident record monitoring	<b>Section 8</b>
8.	Driver training	<b>Section 9</b>
9.	A communications plan	<b>Section 10</b>
10.	A complaints mechanism	<b>Section 10</b>
11.	An Incident reporting mechanism including near misses; and	<b>Section 8</b>
12.	A penalty system for breaches of the agreed CTMP	<b>Section 11</b>

1.1.4 This document only details the works required for the Phase 5 Works at Woodsmith Mine. Activities at Lady Cross Plantation have been deferred and this document does not contain information with regard to that site.

1.1.5 Phase 5 will comprise the following activities:

- Construction of Service Shaft foreshaft chamber to a depth of 168.7m AOD;

- Construction of Service Shaft permanent winder foundations to a depth of 197.17m AOD;
- Construction of Service Shaft permanent winder basement to a depth of 194.17m AOD;
- Construction of Service Shaft permanent building foundations to 202.2m AOD;
- Dewatering of Service Shaft foreshaft and platform to facilitate excavations;
- Excavation and construction of a working platform area on the western edge of the Production Shaft platform, with an AOD of 203.7m; and
- Stockpiling of extractive material for re-use.

1.1.6 The planned construction duration for Phase 5 is approximately 25 weeks (commencing in July 2018). During peak Phase 5 activity, approximately 231 people will be employed at the Woodsmith Mine site during Phase 5. Activities identified in previous CTMPs (Phase 4 reference 40-RHD-WS-70-CI-PL-0004 and superseded by Phase 4a reference 40-RHD-WS-70-CI-PL-0006) will continue past the start date of Phase 5. This CTMP will therefore supersede those previous CTMPs upon the commencement of Phase 5. It considers processes and controls with respect to all activities on site throughout Phase 5.

1.1.7 This CTMP has been prepared by Royal HaskoningDHV in liaison with the Contractors, Bauer Group, Collins Earthworks Ltd, the Vertical Shaft-sinking Machine (VSM) Contractor and Carey Group Plc. ('the Contractors') and is structured in the same way as the CTMPs for previous phases.

## 2 CTMP Co-ordinator (Objective 1)

2.1.1 Objective 1 of planning condition NYMNPA-34 requires the CTMP to set out the processes for the appointment of a CTMP co-ordinator.

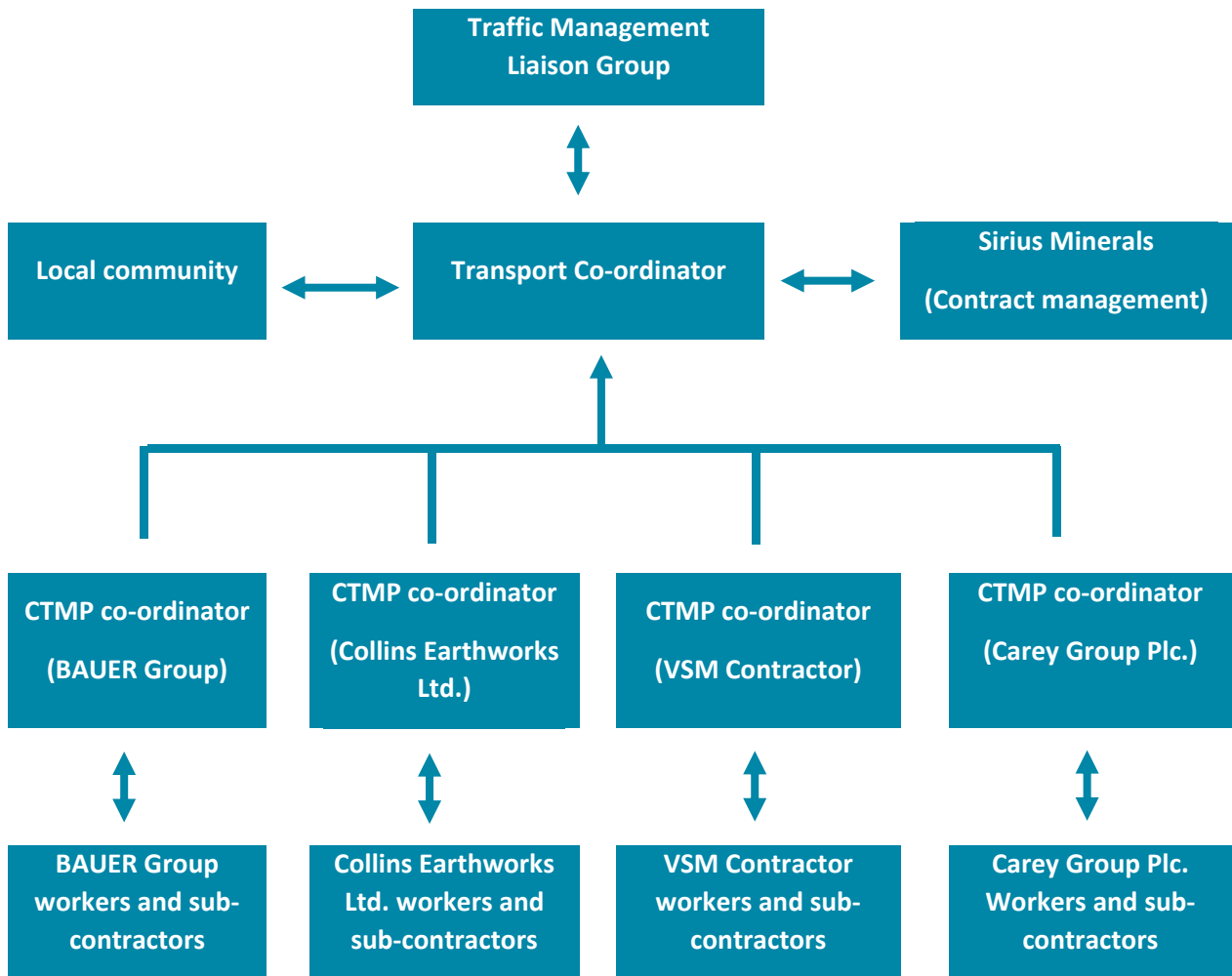
2.1.2 Prior to the commencement of Phase 5, a CTMP co-ordinator (CTMPCo) will be appointed by the relevant Contractors for the duration of their respective phases. Their key responsibilities are as set out for previous phases (see Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004) and in the action plan (**Appendix A**).

2.1.3 During Phase 5 there will be four Contractors and each will be required to appoint its own CTMPCo. The CTMPCOs will be required to collaborate to ensure that site-wide measures are co-ordinated and targets are met. The Contractors have confirmed that a member of the site based teams will undertake the roles of the CTMPCo. The CTMP duties will form part of their weekly responsibilities with an adequate time allowance made for them to undertake this function.

2.1.4 Recognising that the CTMPCOs will be appointed by Contractors working on discrete contracts only, Sirius Minerals has developed the role of the Transport co-ordinator (TCo) to take responsibility for the overall implementation of the CTMP for Woodsmith Mine. The TCo role was established initially for Phase 2 and will cover the entire duration of the construction phase, including and beyond Phase 5. The TCo responsibilities remain as set out in previous CTMPs (see Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004) and in the action plan (**Appendix A**).

2.1.5 The relationships between the CTMPCOs, TCo and other parties are shown in **Figure 2-1**.

Figure 2-1 CTMP Management Structure



2.1.6 Contact details for the CTMPCOs and TCo will be submitted to North Yorkshire County Council (NYCC) Highways and the NYMNPAs for their records prior to commencement of Phase 5.

### 3 Control of Personnel Movements (Objective 2)

#### 3.1 Introduction

3.1.1 Objective 2 of planning condition NYMNPAs-34 requires the CTMP to set out measures to control the number of employees travelling individually to the sites and their mode of travel.

#### 3.2 Project Background

3.2.1 The Transport Assessment that supported the planning application assessed a worst case traffic generation associated with the peak construction period. It recommended that a

reduction in single occupancy car trips should be encouraged through the promotion of car-pooling and Park & Ride, and noted that details of traffic mitigation will be determined progressively as contractors are appointed. The assessment considered three potential journey options to provide flexibility, being:

- Option 1: Private minibus transport - pick-up from pre-determined points such as transport interchanges, accommodation clusters etc. and direct transfer to site;
- Option 2: Park & Ride - site located off the A171 south of Whitby (opposite Whitby Business Park). Car pool to Park and Ride, bus transport to site; and
- Option 3: as per option 2 but with a reduced commute reflecting up to 400 workers being accommodated at a purpose-built construction village and Park & Ride.

### 3.3 Objective 2 Target

3.3.1 The Transport Assessment utilised assumptions regarding employee numbers and origins. It considered all three journey options set out in paragraph 3.2.1 and established that the worst case for traffic movements at Woodsmith Mine would be associated with journey option 1. The Transport Assessment forecast a peak of 120 two-way daily movements to and from Woodsmith Mine (i.e. 60 vehicles arrive and 60 depart) and proposed that as a target. The following section sets out how this target will be achieved for Phase 5.

### 3.4 Objective 2 Measures

3.4.1 To date, Sirius Minerals and its Contractors complied with the target daily vehicle movements through the adoption of a multi-occupancy vehicle strategy. This strategy allows some employees to drive direct (either single occupancy or car-sharing), whilst providing scheduled shuttle bus services from pre-arranged locations to Woodsmith Mine for others (including, employee accommodation centres and the Sirius Minerals Seamer office).

3.4.2 To continue this strategy, following the submission of the Phase 4 CTMP, Sirius Minerals has agreed with North Yorkshire County Council Highways (NYCC) that up to 187 additional parking spaces will be constructed at the existing NYCC Park and Ride facility to the west of Whitby (Cross Butts) for the use of construction and, subsequently, operational employee parking.

3.4.3 Planning permission was granted in 2014 for 180 spaces at Cross Butts (Ref: NYM/2014/0864/FL). A Section 73 variation to this permission has subsequently been submitted to North York Moors National Park Authority to provide a further seven spaces (and minor amendments) and currently awaits determination. It is projected that these additional spaces would be constructed by Quarter 3 2018.

3.4.4 The Contractors have confirmed that, for Phase 5, the numbers of staff will peak at 231, with 176 working on Phase 4 & 4a and 55 working on Phase 5. Approximately 60 would work a night shift.

3.4.5 A combined peak workforce of 231 employees plus an estimated five visitors per day from Sirius should be accommodated by the CTMP.



- 3.4.6 To achieve the target of '60 in and 60 out' vehicle movements, a minimum employee to vehicle ratio of 3.9 employees per vehicle would be required (231 divided by 60).
- 3.4.7 It is anticipated that the higher demand for employees (and therefore requirement for higher vehicle to employee ratios) will coincide with the commissioning of the Park and Ride facility at Cross Butts.
- 3.4.8 In addition to the implementation of up to 187 parking spaces at Cross Butts by Sirius Minerals, the Contractors have also committed to implementing a package of measures to manage employee traffic demand. These measures are as set out in previous CTMPs (see Table 3.1 of the Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004).

### 3.5 Objective 2 Monitoring

- 3.5.1 The vehicle movements associated with Phase 5 will be continuously monitored by a permanent classified Automatic Traffic Counter (ATC) positioned at the site access.
- 3.5.2 The Contractors have also confirmed that all workers and visitors are required to sign in and out of the site. This process will also capture the employees' method of travel to give a complete evidence base.
- 3.5.3 For the duration of the construction phase, ATC data, sign in sheets and surveys of parking will be collated by the CTMPCos. This will ensure that any issues are identified at an early stage and any necessary remedial action taken promptly.

## 4 Control of HGV Movements (Objective 3)

### 4.1 Introduction

- 4.1.1 Objective 3 of planning condition NYMNPA-34 requires the CTMP to set out the Traffic Management Liaison Group agreed level of HGV trips to the site.

### 4.2 Project Background

- 4.2.1 The HGV traffic generation that informed the planning application was derived by way of a 'first principles' approach, with peak HGV movements from the Woodsmith Mine site of 127 daily two-way HGV movements. These deliveries were considered to occur within a 12 hour window (7am to 7pm), Monday to Saturday, with Sunday reserved for incidental deliveries equivalent to 12 two-way movements (also between 7am and 7pm).
- 4.2.2 **Appendix B** illustrates this peak HGV assignment, compliant with NYCC's position on suitable routes, of 40 two-way HGV movements from Wykeham to Woodsmith Mine routing via the A171 and 26 (two-way movements) from Pickering via the A169.

### 4.3 Objective 3 Target

- 4.3.1 An appropriate 'rounded' target is to focus on managing a daily profile of no more than 126

two-way HGV movements (63 in and 63 out) from Woodsmith Mine, with limitations for the routes identified in paragraph 4.2.2.

## 4.4 Objective 3 Measures

### Control of HGV Numbers

- 4.4.1 The Contractors have confirmed that, for Phase 5, the combined programme has been established operating at a peak of 63 HGV deliveries (126 two-way HGV movements) per day.
- 4.4.2 To ensure that the Contractors comply with the target HGV movements, a Delivery Management System (DMS) has been developed and established by Sirius Minerals. This enables a daily profile of deliveries to be maintained within the identified peak and to ensure that competing activities are managed. For example, if 50 deliveries of stone are required on one day, only 13 deliveries of other materials will be allowed.
- 4.4.3 The DMS requires each CTMPCo to forecast their weekly activities and agree associated HGV movements with their supply chain partners. Each CTMPCo will then input their requirements into the DMS to establish if the weekly demand is within the consented envelope, with slots reserved for late changes and unplanned deliveries.
- 4.4.4 Where potential exceedances are flagged by the DMS (i.e. combined deliveries exceed 126 two-way movements), the CTMPCOs and TCo will be notified.
- 4.4.5 Sirius Minerals will require that, initially, the CTMPCOs look to reschedule activities to avoid conflicts. Should the CTMPCOs be unable to agree how activities can be rescheduled, for example it would result in programme slippage or extra cost, then the TCo will provide a final decision to ensure that the limit is not breached.
- 4.4.6 The DMS will also be employed for deliveries required from the alternative haul routes (A169 to Pickering and A171 to Scarborough).

### Network Resilience

- 4.4.7 To reduce the potential for the Phase 5 construction traffic to have an adverse impact upon the highway network during planned and unplanned events, a number of measures are being implemented across the project (see Table 4.1 of the Phase 4 CTMP reference 40-RHD-WS-70-CI-PL-0004).

### Control of Abnormal Loads

- 4.4.8 The movement of Abnormal Loads will be outside of the restrictions contained within this CTMP and is subject to separate agreement with the relevant highway authorities and police through the Electronic Service Delivery for Abnormal Loads system (ESDAL). The preferred route, unless otherwise agreed through the ESDAL process, is for vehicle to travel south from the wider A road network along the A171 to access the site (via the B1416 south to avoid Ruswarp).

- 4.4.9 Bauer Group and Collins Earthworks confirm that all abnormal loads for Phase 4 have been delivered to site and will remain onsite for the duration of Phase 5.
- 4.4.10 The VSM Contractor has confirmed that, for Phase 4a, the only abnormal loads required will be associated with the movement of the VSM machine body and boom attachment.
- 4.4.11 Carey Group Plc. have identified potential for three abnormal loads to support the Phase 5 works. Contractors will notify stakeholders through ESDAL and agree timing and routes with the relevant highway authorities and police.

## 4.5 Objective 3 Monitoring

- 4.5.1 The vehicle movements associated with Phase 5 will be continuously monitored through the use of a permanent classified ATC positioned at the site access point.
- 4.5.2 Sirius Minerals' bespoke Delivery Management System augments the traffic counts to give a complete evidence base.
- 4.5.3 ATC data and delivery records will be collated by the CTMPCos to ensure that any issues are identified at an early stage and dealt with promptly.

## 5 Monitoring Strategy (Objective 4)

- 5.1.1 Objective 4 requires the CTMP to set out measures to identify HGVs associated with the development travelling to the construction sites.
- 5.1.2 Development traffic will be routed away from the most sensitive areas, such as Ruswarp, and to help the public distinguish construction traffic from other traffic on the network, and thereby effectively report any concerns, each vehicle will be required to display a unique identifier within the window of the cab (the Sirius Minerals logo) as detailed in **Figure 5-1**.

Figure 5-1 Unique vehicle identifier



- 5.1.3 The Contractors have also confirmed that all of their fleet, and the majority of their suppliers' fleets, are fitted with GPS tracking.
- 5.1.4 The GPS tracking and DMS will serve to augment the Unique Identifier to allow the CTMPCos to respond to any complaints.

## 6 CTMP Management Structure (Objective 5)

### 6.1 Introduction

6.1.1 Objective 5 of planning condition NYMNPA-34 requires the CTMP to set out the links to the Traffic Management Liaison Group.

6.1.2 A management structure has been developed to oversee the implementation of the CTMP, monitoring and enforcement of construction traffic movements. Sirius Minerals has established and will administer a Traffic Management Liaison Group (TMLG).

### 6.2 Purpose

6.2.1 The purpose of the TMLG is to facilitate liaison between Sirius Minerals, planning authorities, highways authorities and other key stakeholders in relation to the transportation aspects of the construction and operation of the Project. Its role, responsibilities and membership remain as set out in the Phase 4 CTMP (reference 40-RHD-WS-70-CI-PL-0004), and include representatives of all the Contractors.

### 6.3 Frequency and Duration

6.3.1 Meetings will be held on a quarterly basis (or as otherwise agreed by attendees of the TMLG). There will be a formal review of the membership of the group and the timing of meetings every five years. The first review will take place five years after the first meeting of the TMLG.

6.3.2 The TMLG will remain in existence for the operational lifetime of the Project Secretariat.

6.3.3 Notice will be given to attendees at least two weeks before any proposed meeting.

6.3.4 Sirius Minerals' Project Development Manager will act as Chair of the TMLG and will nominate a substitute in their absence. Sirius Minerals will provide secretariat support for the TMLG including sending invitations, taking minutes and distributing meeting papers to TMLG members and other agreed recipients before and after meetings.

### 6.4 Outputs

6.4.1 Outputs from the TMLG in Phase 5 will be consistent with those in earlier phases, as set out in the Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004.

### 6.5 Scope

6.5.1 The remit of the TMLG is to ensure compliance with transport conditions/consents established by the Planning Permission. This does not extend to reviewing matters established or agreed by the grant of the Planning Permission.

6.5.2 The TMLG can make recommendations to Sirius Minerals and the NYMNPA but it does not have any legal enforcement or decision making role, per se, nor will it override, interfere or

impede the legal mechanisms in place for the implementation of the development through the planning conditions and the Section 106 Agreement.

- 6.5.3 Issues relating to traffic that are raised by the LGF, which will also be chaired by Sirius and is open to local residents to attend, will be forwarded to the TMLG to consider and report back.
- 6.5.4 Matters relating to the safety of the travelling public which require immediate attention will be dealt with through the existing powers of the Local Highway Authorities and the Police. Where related to the matters within the remit of the group, these will be reported back to the group.

## 7 HGV Route Compliance (Objective 6)

- 7.1.1 Objective 6 of planning condition NYMNPA-34 requires the CTMP to set out signing for HGV routes, including prohibitive signing.
- 7.1.2 To ensure that HGVs use the designated haul routes, signing has been installed to direct construction traffic from the A171 and A169 to Woodsmith Mine along the agreed delivery routes. This signing will be maintained for the entire duration of the construction, including Phase 5 and subsequent phases.
- 7.1.3 To support the signing strategy, delivery routes will be communicated to all individuals and companies involved in the transport of materials and plant to and from site by the Contractors.
- 7.1.4 The routes will be communicated through the issuing of information packs. The packs will be a convenient size so they can be stored in a truck cab and include key information on:
- The unique identifier to display in the window, **Section 5** refers;
  - A plan showing the delivery routes as defined in **Section 4**;
  - Details of procedures for dealing with emergencies as detailed in **Section 4**;
  - Details of driver training requirements, **Section 9** refers; and
  - Details of disciplinary measures for non-compliance, **Section 11** refers.
- 7.1.5 A template pack is provided as **Appendix C**.

## 8 Managing Road Safety (Objectives 7 & 11)

- 8.1.1 Objective 7 requires the CTMP to set out a strategy for accident record monitoring.
- 8.1.2 In addition to objective 7, objective 11 requires the CTMP to set out an incident reporting mechanism including near misses.

### 8.2 Background

- 8.2.1 During the development of the Transport Assessment a detailed review of the baseline road safety record within the study area was undertaken to ascertain the potential for construction traffic to exacerbate existing trends.
- 8.2.2 Sirius Minerals proposed that rather than contribute towards preventive measures which are

not guaranteed to address future road safety trends, a more appropriate solution would be to monitor and review accident trends during the course of the construction programme in collaboration with NYCC Highways. This approach was agreed by NYCC Highways.

### 8.3 Objectives 7 & 11 Measures and Reporting

8.3.1 The Contractors have identified that on all of their projects they operate near miss reporting systems. This includes highways incidents. The Contractors will therefore ensure that all accidents and near misses are recorded within this system and that drivers are reminded to report all issues through inductions and within the delivery instructions.

8.3.2 Any accidents or near misses will be recorded, investigated, and reported to transport stakeholders via the TMLG.

8.3.3 If emerging issues are identified, proposals will be put to the TMLG and, if approved, funding will be made available to implement targeted mitigation under an agreement with Sirius Minerals.

8.3.4 It is anticipated that intervention will not entail 'hard' highway engineering solutions; rather the focus is to be applied to education, training, and publicity. The types of mitigation that could be employed include:

- Additional police enforcement (e.g. extra mobile cameras on the A171);
- Public awareness of the dangers of overtaking;
- Training – e.g. funding some Pass Plus driving course aimed at new drivers; and
- Driver training – e.g. making all construction phase drivers aware of specific risks, issues (**Section 9** refers).

8.3.5 Pursuit of mitigation and other initiatives to improve road safety is the responsibility of the TMLG, the Project, Sirius Minerals and the Contractors as promoters of a Zero Harm Culture.

## 9 Driver Training (Objective 8)

9.1.1 Objective 8 of planning condition NYMNP-34 requires the CTMP to set out a strategy for driver training.

9.1.2 Personnel will be required to attend 'toolbox talks' regarding safer driving. These talks will cover topics such as safe driving techniques related to the local hazards or incorporating emerging issues from the accident and near miss monitoring (**Section 8**).

9.1.3 Professional HGV and PCV drivers are required, by law, to obtain a Certificate of Professional Competence and must complete 35 hours of periodic training every five years to retain the certificate. Upon meeting this criterion drivers are issued with a Driver Qualification Card (DQC) and are required to carry it at all times while driving professionally. All drivers of HGVs and PCVs will be required to present, upon request, a valid DQC to security when delivering to site.

9.1.4 The Contractors will offer appropriate training to drivers to help them to maintain their

Certificate of Professional Competence.

## 10 CTMP Communication Procedures (Objectives 9 & 10)

10.1.1 Objective 9 of planning condition NYMNPA-34 requires the CTMP to set out a Communications Plan.

10.1.2 In addition, Objective 10 requires the CTMP to set out a Complaints Mechanism.

### 10.2 Communications

10.2.1 Sirius Minerals has developed a Community and Stakeholder Engagement Framework (CSEF) which aims to set out a clear communications approach during the construction period. The full CSEF is provided as **Appendix D**.

### 10.3 Reporting

10.3.1 In addition to attending the TMLG, the TCo (with input and support from the CTMPCos) will also be responsible for producing a monthly monitoring report. The monitoring reports will be structured as during previous phases (see Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004)

### 10.4 Complaints

10.4.1 Sirius Minerals has developed a procedure for managing complaints from receipt through to resolution. All complaints, regardless of the source, will be managed by the Sirius Minerals External Affairs team and will involve the Company's Project team, Contractors and other parties as appropriate. The procedure is provided as **Appendix E**.

## 11 Enforcement (Objective 12)

### 11.1 Introduction

11.1.1 Objective 12 of planning condition NYMNPA-34 identifies that the CTMP should include a penalty system for breaches of the agreed CTMP.

11.1.2 The mechanisms to ensure that the CTMP is effectively enforced remain the same as for earlier phases (see Phase 4 CTMP, reference 40-RHD-WS-70-CI-PL-0004).



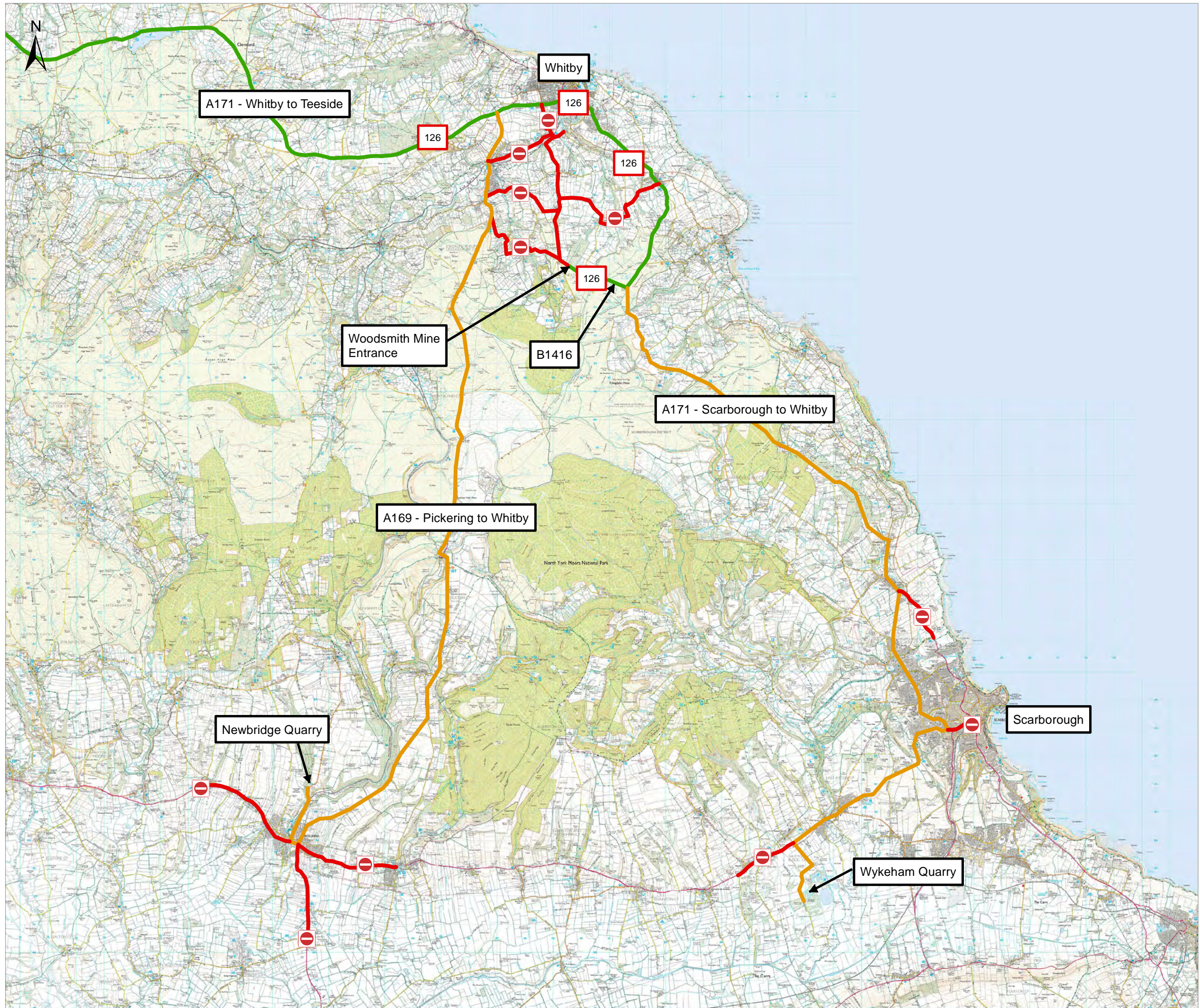
## **Appendix A CTMP Co-ordinator responsibilities & Timescales**



## Appendix A – Phase 5 CTMP Action Plan

Measure	Timescale	Responsibility
Appoint/Re-appoint Transport Co-ordinator (TCo)	Prior to commencement of Phase 5	Sirius Minerals
Appoint Construction Traffic Management Plan Co-ordinator (CTMPCo)	Prior to commencement of Phase 5	Contractor
Establish private transport fleet/pool of car sharers and pick up points.	Ongoing throughout construction	CTMPCo
Issue delivery packs to all suppliers	Ongoing throughout construction	CTMPCo
Issue parking passes to employees	Ongoing throughout construction	CTMPCo
Undertake toolbox talks including topic such as safe driving	Ongoing throughout construction	CTMPCo with specialist support
Monitoring of CTMP targets including: <ul style="list-style-type: none"> <li>- HGV movements</li> <li>- Employee parking</li> <li>- Accidents and near misses</li> <li>- Complaints</li> </ul>	Ongoing throughout construction	CTMPCo
Produce Monitoring Reports	Monthly throughout construction	CTMPCo
Undertake site induction for new starters including information on: <ul style="list-style-type: none"> <li>- details of restrictions on walking</li> <li>- details of the guaranteed lift home</li> <li>- details of the parking restrictions</li> </ul>	Ongoing throughout construction	CTMPCo
Meet with the TMLG	On-going throughout construction	CTMPCo, TCo and Sirius Minerals

## Appendix B Peak Daily HGV Movements



**Legend**

- Permitted HGV Routes
- Permitted Aggregate Supply Routes
- Routes Not Permitted
- 126 Maximum Daily Two-way HGV Movements

*Title*  
HGV Routes and Peak Daily Movements

*Project*  
Sirius North Yorkshire Polyhalite Project

*Client*  
Sirius Minerals PLC

<i>Date</i> 16/08/2017	<i>Scale</i> 1:125000
---------------------------	--------------------------

Appendix B

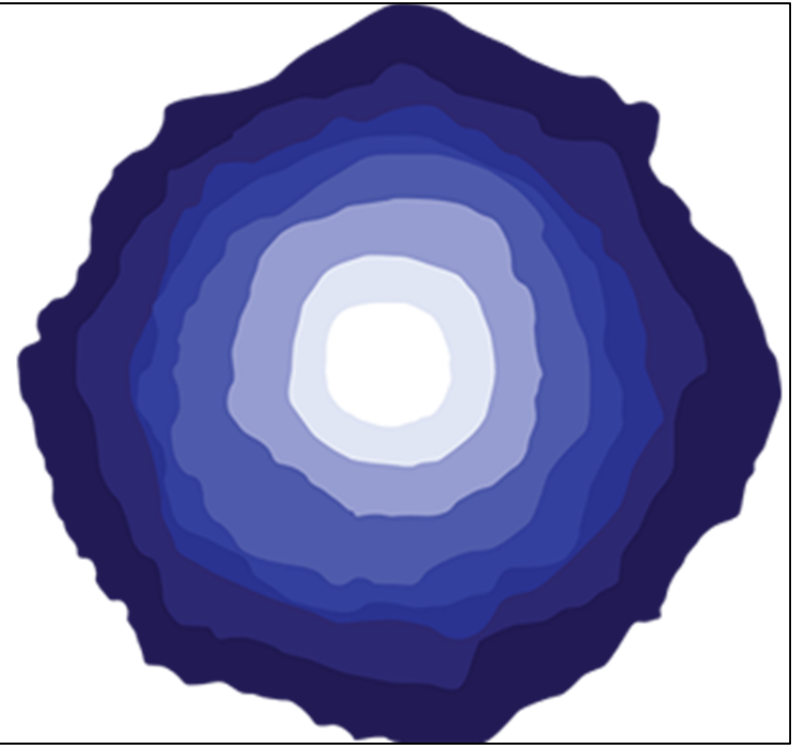
<i>Drawn by</i> MCP	<i>Checked by</i> SKT
------------------------	--------------------------





## Appendix C Delivery Pack Template

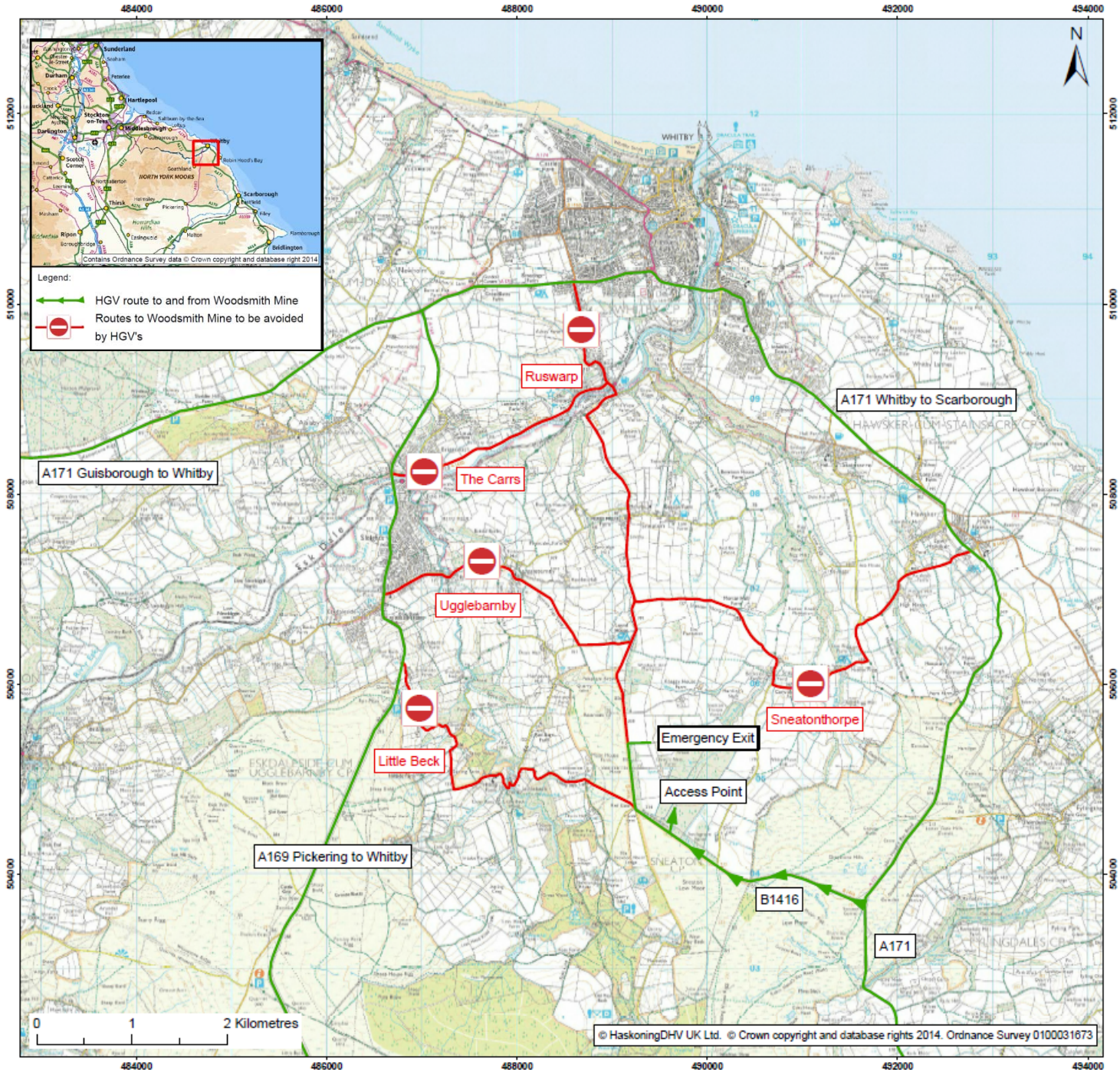
**SIRIUS**  
MINERALS PLC



**FAILURE TO DISPLAY THIS IDENTIFIER WOULD CONSTITUTE A BREACH  
OF CONTRACT RESULTING IN DISCIPLINARY ACTION**

# Sirius North Yorkshire Polyhalite Project

## Delivery Instructions



### Emergency Contact Information:

- Breakdown Assistance  
[Insert Recovery Company No.]
- Site Manager  
[Insert Site Manager No.]

### Delivery Hours: 07:00 – 19:00

(No admittance before or after these hours)

### Before You Depart:

- Familiarise yourself with the defined haul routes for (shown in figure to left).
- Ensure that your unique identifier is displayed in the cab windscreen.
- Ensure that you have your Driver Qualification Card (must be presented to [xx] when delivering to site).

### On Route:

- Comply with speed limits
- Follow the defined haul routes
- Record any accidents or near misses

### Upon Arrival:

- Present your Drive Qualification Card to [xx]
- Make [xx] aware of any accidents or near misses on route
- Provide delivery receipts to [xx]

**FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RESULT IN DISCIPLINARY ACTION**



## **Appendix D Community & Stakeholder Engagement Framework**



# Community and Stakeholder Engagement Framework

Document Verification					
Document Number		0000-EXT-EXE-PLN-001			
Rev	Date	Reason for Revision	Author	Checked	Approved
0	11/01/2016	For Issue	MP	GE	GE
1	02/09/2016	Updated	MP	GE	GE
			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



*Page left intentionally blank*

# Community and Stakeholder Engagement Framework

## Contents

<b>1</b>	<b>Purpose and Scope</b> .....	<b>4</b>
1.1	Background .....	4
1.2	Purpose .....	4
1.3	Scope.....	4
<b>2</b>	<b>Engagement Strategy</b> .....	<b>4</b>
2.1	Rationale .....	4
2.2	Approach.....	5
<b>3</b>	<b>Stakeholder Identification</b> .....	<b>5</b>
<b>4</b>	<b>Engagement Methodology</b> .....	<b>6</b>
4.1	Identify stakeholders .....	6
4.2	Pre-briefings for key events .....	6
4.3	Ongoing management .....	8
4.3.1	Liaison Group Forum.....	8
4.3.2	Traffic Management Liaison Group .....	8
4.3.3	24-hour community helpline .....	8
4.3.4	Regular briefings and updates .....	8
4.4	Community benefit initiatives.....	9
4.5	Protocols and guidelines.....	9
<b>5</b>	<b>Roles and Responsibilities</b> .....	<b>10</b>
5.1	Sirius Minerals.....	10
5.2	Construction Contractors.....	11
	<b>Appendix 1 – Construction Events</b> .....	<b>12</b>
	<b>Appendix 2 – Engagement Activities Summary</b> .....	<b>14</b>

# Community and Stakeholder Engagement Framework

## 1 Purpose and Scope

### 1.1 Background

There is widespread interest in the Company's North Yorkshire polyhalite (the Project) at local, regional and national levels. This is demonstrated by the ongoing media and stakeholder enquiries, as well as the levels of participation during the planning consultations or at Company events.

Sirius Minerals (the Company) has successfully engaged the community and other key stakeholders during this period, gaining widespread support for the Project. This has helped to provide the Company with a social license to operate. Maintaining this throughout the construction period is important to the successful delivery of the Project and is a key objective of the Company's board and management team.

### 1.2 Purpose

This Community and Stakeholder Engagement Framework (CSEF or the Framework) aims to set out a clear communications approach during the construction period which, when implemented correctly, can help to maintain the Project's social license to operate.

### 1.3 Scope

The Framework sets out an approach to community and stakeholder communications during the construction period. It outlines the overall strategy, identifies the main stakeholder groups and details the engagement objectives and activities. It sets out the roles and responsibilities of the Company and the principle construction contractors for implementing and managing its delivery.

Detailed community and stakeholder engagement action plans, which align to the approach set out in this Framework, will be produced before each of the construction events listed in Appendix 1.

It is not within the scope of this plan to include engagement with the planning authorities and other statutory bodies in relation to the compliance with planning obligations and further environmental requirements, other than those specifically regarding community engagement.

## 2 Engagement Strategy

This section summarises the strategy for communicating with the community and stakeholders during the construction of the Project.

### 2.1 Rationale

The strategy is based on the principle that the local community and key stakeholders will react best to being kept informed of developments and in advance of them occurring. The failure to communicate always leads to a communications vacuum and this in turn leads to misinformation and rumours which can negatively affect the perception of the Project.

Similarly, providing channels for feedback to the Company in the first instance allows local people or spokespeople to be engaged in matters that might affect them. It also allows them to be able contact the Company in the first instance.

Keeping people informed is not just about notification of physical activities during the construction period, but is also about allowing a channel for feedback that might raise an issue or local knowledge that the Company or its contractor teams was not previously aware of. It also enables a channel to positively promote the benefits of the Project as well as engaging in other positive public relations activities.

Any materials that are prepared for public consumption to explain parts of the construction work should be designed / drafted in a manner that promotes the understanding of works or issues in as clear and straightforward manner as possible. Ideas and initiatives to better explain construction work or progress will be received well by the Company.

## 2.2 Approach

In summary, the strategy that is to be adopted is to:

1. **Conduct pre-briefings for key events or activities**

Providing clear information before works commence at each site detailing what construction will involve, when it will take place and the measures to limit impacts.

2. **Have effective ongoing management of local communications**

Providing ongoing updates about construction progress and establish mechanisms that enable concerns to be raised and acted upon. This includes participation in the various liaison groups and clear processes to manage incoming queries or complaints.

3. **Community benefit initiatives**

Undertaking and promoting regular initiatives that deliver community benefits such as education and training schemes and employment and business opportunity information sessions. This may include any other positive public relations activities.

Further details on the methodology for pre-briefings, ongoing management and community benefits initiatives are available in sections 4.2 – 4.4.

## 3 Stakeholder Identification

Stakeholder groups have been identified and engaged as the Project has developed and can be broadly categorised as follows:

- **Local residents**

Residential neighbours and or landowners close to the individual construction sites. This could also include those directly affected in other areas such as those living close to key transport corridors or junctions.

- **Community representatives**  
This group includes elected representatives of the community including parish and town councils, local authority officers and councillors, and local MPs.
- **Interest groups**  
Business networks, environmental bodies, other local clubs and groups.
- **Education institutions**  
This includes local schools, colleges, universities and other training providers.
- **Media**  
All online, print and broadcast outlets and journalists are considered key stakeholders.
- **General public**  
The wider public as accessed through media channels, the website or site signage etc.

The engagement approach for each stakeholder group will follow a ‘monitor’, ‘keep informed’, ‘keep satisfied’, or ‘manage closely’ hierarchy depending on their level of interest and ability to influence the successful delivery of the Project.

## 4 Engagement Methodology

This section sets out how community and stakeholder communications will be handled during the construction of the Project.

### 4.1 Identify stakeholders

Whilst the broad stakeholder groups have already been identified there will be specific stakeholders relevant to each of the construction sites, consisting of those that are most likely to be impacted by the works, which will need to be engaged. This will include landowners and local residents in close proximity to the sites. The detailed action plans will identify these.

### 4.2 Pre-briefings for key events

Before construction of key stages of the Project begins it is important to provide information to the local community. For the purpose of this Framework these stages are defined as “construction events” (these are listed in appendix 1) and each would trigger the requirement to undertake these pre-briefing activities.

The information to be included in these activities will include details about what construction will involve and, if appropriate, focus on the main issues that have been raised during previous consultation. Reassurance will be given that measures will be taken to limit adverse impacts to an acceptable level and that planning conditions and other requirements are in place to ensure that this happens. People will also be informed of what they can do if they have questions or concerns.

This will help to raise awareness of what to expect and demonstrate that concerns will be listened to and acted upon wherever reasonably possible. As a minimum, the pre-briefing activities will include:

- Letters – Letters and or emails should be sent to those that are likely to be immediately affected. This might include neighbouring residents or households and businesses on access routes. As a courtesy, the same information will be sent to the local Parish Council, borough and county councillors covering those areas and the local MP.
- Newsletter / Leaflet – A short summary newsletter or leaflet about the works will be made available. Depending on the scale or profile of the works, this can be posted out to the recipients of the above or circulated more widely. The precise details will be a matter of judgement and as a result of discussions between the contractor and the Company. As a minimum, copies of the leaflet will be available on site during the works in case people make onsite queries.
- Information board and signage – Each site should have an information board at its entrance (and potentially at other prominent locations) containing the key details of what the work is, how long it is expected to last and contact details for further information, queries or emergencies. This should also include signage at sites where highways works related to the Project are being undertaken. HGV's associated to the Project should also be clearly identified.
- Exhibitions / Open days – In the case of certain key events it will be appropriate to inform local residents and the wider general public through open days prior to works starting. This would include further information on exhibition boards and would be attended by key personnel from the Company and contractors, who would be able to respond to queries and be able to provide reassurance on potential concerns.
- Press release – If appropriate (often where a wider audience is potentially affected or interested in the works planned) then a press release will be prepared detailing the key facts. The distribution will be a matter of judgement depending on the scope of the works. Any press release needs to be signed off by the Company in a timeframe that makes sure newspaper deadlines are met. Coverage should always appear in the week prior to the proposed activities beginning.
- Website updates – Details of key events should be uploaded to the Company website. Some works may also require more detailed information and documents to be uploaded. This information needs to be provided to the Company in a timely fashion to enable this happen.
- Social media updates – The Company will control its social media accounts. As above, the contractor will be expected to provide the relevant details to the Company in a timely fashion so the relevant information can be released through its social media channels.
- Stakeholder briefings – In some circumstances the contractor will be required to undertake specific stakeholder briefings to inform them of key events. This may be as a result of the stakeholders being closely affected by the works or as a reaction to the issuing of any of the publications detailed above. The Company will take the lead on such matters, in close

collaboration with the contractor (as it is likely to have existing knowledge or dealings with the stakeholders concerned). Each case will be different and on some occasions representatives from the Company may not be required to attend the meetings. Each case should be discussed in advance with the Company.

### **4.3 Ongoing management**

Local residents and stakeholders will need to continue to be engaged as construction progresses and be kept informed of key developments (i.e. general updates outside those covered under 'key events' in appendix 1). This will enable the Company to provide regular updates of the Project's progress, and that it is being delivered in accordance with planning consents and any other Company commitments. Alternatively, if the Project is not progressing as expected it is important that stakeholders are provided with an explanation and reassurance that corrective measures will be implemented.

In addition, on-going engagement will include a range of communication channels that enable stakeholders to raise issues and ask questions and for the Company or the contractor to respond to these.

#### **4.3.1 Liaison Group Forum**

A Liaison Group Forum will be established prior to the commencement of construction and will meet quarterly, as a minimum, throughout the construction and post-construction period. It will be chaired by the Company and its membership will include representatives from the National Park Authority, parish and town councils, local residents and wider community stakeholder representation as appropriate. It will also be open for the general public to attend.

The purpose of the group is to facilitate liaison between local stakeholders about construction, providing updates about progress, and to enable issues and concerns to be raised and resolved. The contractor will be expected to provide one or more representatives at this forum to contribute to its successful operation. Attendees from the contractor must be of a suitably senior position to enable meaningful dialogue and feedback at the Forum.

#### **4.3.2 Traffic Management Liaison Group**

The purpose of this group will be to facilitate liaison between local authorities and other interested stakeholders in regards to construction traffic. The group will oversee the management and monitoring of the Construction Traffic Management Plan (CTMP), and will be chaired by the Company.

There will be representation from the National Park Authority, local authorities, parish and town councils, and other stakeholders who may be affected by construction traffic.

#### **4.3.3 24-hour community helpline**

To ensure that there are accessible points of contact for the local community and wider stakeholders there will be a 24-hour helpline and a community email address, which will be widely promoted and staffed by the Company.

#### **4.3.4 Regular briefings and updates**

Key individuals and organisations will be regularly briefed and updated, the frequency of which will be determined by whether they have been categorised as monitor, keep informed, keep satisfied or

manage closely. The general public will also be kept informed. Similarly to pre-briefings for key events, updates will be communicated through the following channels:

- Public meetings and presentations - Parish council and town council meetings will be regularly attended, together with presentations to local interest groups.
- Press releases - the print and broadcast media will be utilised extensively to communicate with the wider community and at a regional and national level.
- Newsletters, website and social media – regular updates produced throughout construction via the website, leaflets, newsletters, social media and publications relating to specific issues, such as careers.

#### **4.4 Community benefit initiatives**

The Company has made a number of commitments to benefit the local area during construction such as providing employment and supply chain opportunities, training schemes, school outreach programmes and funding community projects. It is important that these are implemented and widely promoted so that the community and stakeholders are aware that the Company's commitments are being delivered. The initiatives, many of which are planning obligations in the S106 agreements, are outlined below:

- Funding to Scarborough Borough Council and Redcar and Cleveland Council to identify and prepare local people for employment opportunities.
- Funding to raise awareness of science, technology, engineering and maths (STEM) related careers in schools in North Yorkshire and Redcar and Cleveland.
- Targets specified in the YPL Skills Strategy - take on 50 apprentices, recruit 15 local students on the YPL Undergraduate Programme and train 300 adults.
- Quarterly employment opportunity sessions to promote job opportunities to local people
- Education outreach initiatives, careers events and presentations.
- Meet the buyer events for local businesses.
- Funding community projects through the York Potash Foundation.

#### **4.5 Protocols and guidelines**

There are guidelines in place, as listed below, to ensure that communication methods are clear, consistent, responsive and appropriate to the audience when dealing with different situations. Contractors will be expected to adhere to these procedures.

- Complaints procedure
- Media protocol



- Crisis readiness

A clear communications approach is important should a major incident occur. The Company's Communications Issues Management Plan (CIMP) sets out the steps to be taken following a major incident. In such a situation the reporting procedures in the CIMP should be followed and it is the responsibility of contractors to incorporate key aspects of this plan into their own processes.

## 5 Roles and Responsibilities

This section provides a framework that identifies responsibilities for the delivery and management of community and stakeholder engagement, focusing on roles of the Company and the principle construction contractors.

The Company will be responsible for community and stakeholder engagement during construction, supported by each construction contractor as required.

### 5.1 *Sirius Minerals*

The Company will be responsible for:

- Identify key stakeholders likely to be impacted by the works.
- Undertake pre-briefing activities before construction starts such as:
  - Open Days / exhibitions as appropriate
  - Signage at construction sites and update as necessary
  - Produce an information leaflet including an outline of the programme, impacts and mitigation, contact information, etc.
  - Direct correspondence with neighbours and landowners in regards to construction events such as blasting
- Liaison with the planning authorities and community representatives, including chairing the Liaison Group Forum and Traffic Management Liaison Group.
- Media relations.
- Manage the complaints procedure.
- Staffing the 24-hour community helpline, producing project newsletters, social media and updating the website.
- Direct engagement and briefings with key stakeholders including local residents, community representatives and interest groups.

The YPL External Affairs Director has responsibility for all company communications and external relations and should receive a monthly community and stakeholder engagement report. The External Affairs Director will chair the Liaison Group Forum and YPL's Development Manager will chair the Traffic Management Liaison Group.

The External Affairs General Manager, reporting to the External Affairs Director, is responsible for production and implementation of detailed community and stakeholder engagement action plans.

## **5.2 Construction Contractors**

Each of the construction contractors will be required to support the Company's stakeholder engagement approach as follows:

- Provide expected durations of phases or work, their potential impact on the local community and mitigation measures.
- Provide details of any expected public transport diversions, delays, planned road closures, impacts on highways, interrupted access for residents/ businesses, or other expected community disruption.
- Participate in quarterly employment opportunity sessions, at least two meet the buyer events, and a minimum of two education outreach days per year
- Cooperate with YPL in media events and provide information to YPL for publications, the website, newsletters, etc.
- Adherence to YPL communications protocols and guidelines.
- Attend the liaison groups, parish/town council meetings and assisting YPL as required.
- Ensure that all sub-contractors comply with stakeholder and community relations requirements.

## Appendix 1 – Construction Events

## Appendix 1 - Construction Events

The following provides a list of construction events which would trigger the requirement for pre-briefing activities, as outlined in section 4.2. The list is not exhaustive and there may be other events or activities not listed here that could be classified as construction events as a result of discussions between the Company and its contractors.

The construction events for the purposes of this Framework are:

- Any significant geotechnical investigation or drilling works
- Highways works
- Any site preparations
- Commencement of the MTS works
- Mine site shaft sinking
- MHF construction
- Harbour construction
- Overground conveyor construction (if not included with above)
- Temporary Park and Ride construction
- Any road closures
- Requirement to bring in abnormal loads

## Appendix 2 – Engagement Activities Summary

## Appendix 2 - Engagement Activities Summary

The table below provides an ‘at a glance’ overview of the main community and stakeholder engagement activities, together with the respective roles of Sirius Minerals and the construction contractors in delivering them.

	Pre-briefing activities	Ongoing management	Community benefit initiatives
<b>Sirius Minerals</b>	<ul style="list-style-type: none"> <li>Establish Liaison Group Forum and Traffic Management Liaison Group</li> <li>Project update newsletter</li> <li>Media, website update, social media</li> <li>Briefings with site neighbours, landowners, community representatives and other key stakeholders as identified</li> <li>Produce leaflet detailing upcoming construction activities</li> <li>Send letters to stakeholders likely to be immediately affected</li> <li>Hold public open days / exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>Chair Liaison Group Forum and Traffic Management Liaison Group</li> <li>Manage 24-hour community helpline and</li> <li>Attend parish and town council meetings quarterly</li> <li>Regular updates to site neighbours, landowners, community representatives and interest groups</li> <li>Media, website update, social media</li> <li>Manage complaints procedure</li> </ul>	<ul style="list-style-type: none"> <li>Careers talks and events</li> <li>S106 training targets and promote initiatives funded by the S106</li> <li>Promote activities of the Sirius Minerals Foundation</li> </ul>
<b>Construction contractor</b>	<ul style="list-style-type: none"> <li>Install information board and signage at construction sites / transport routes</li> <li>Provide information to Sirius to be used in leaflets, letters, web content, etc., as required</li> <li>Attend public open days/exhibitions and meetings with stakeholders as required</li> </ul>	<ul style="list-style-type: none"> <li>Attend liaison groups, parish council and other meetings as required</li> <li>Provide information to support on-going community and stakeholder relations</li> <li>Participate in media events as required</li> <li>Adherence to complaints procedure, media protocol and crisis response procedure</li> </ul>	<ul style="list-style-type: none"> <li>Hold meet the buyer events</li> <li>Attend quarterly employment opportunity sessions</li> <li>Education outreach programmes</li> </ul>



## Appendix E Complaints Mechanism

### Complaints procedure

The procedure below outlines the process of managing complaints from receipt through to resolution. All complaints, regardless of the source, will be managed by the Sirius Minerals External Affairs team and will involve the Company’s Project team, contractors and other parties as appropriate.

**Key terms:**

– email address managed by the External Affairs team

*Data collection form* – details required from each complainant (e.g. full name, contact number)

*Site Manager* – Designated decision maker on each project site (e.g. highways site, Dove’s Nest)

*Log* – Complaints log managed by the External Affairs team

*Update meetings* – Regular construction progress meetings

