

REPORT

Phase 3 - Woodsmith Mine Construction Traffic Management Plan

Client: Sirius Minerals Plc

Reference: 40-RHD-WS-70-CI-PL-0002 REV 0

Revision: 00/Final

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HASKONINGDHV UK LTD.

Rightwell House
Rightwell East
Bretton
Peterborough
PE3 8DW
Industry & Buildings

VAT

T
F
E
email
royalhaskoningdhv.com W

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Author(s): Sam Taylor

Drafted by: Sam Taylor

Checked by: Andrew Ross

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Approved by: Matthew Hunt

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1 Introduction

1.1 Background

- 1.1.1 This document has been prepared on behalf of Sirius Minerals plc (Sirius Minerals) and details the requirements with respect to traffic management for Phase 3 at Woodsmith Mine (previously referred to as Dove's Nest Farm). This document is required to partially discharge condition 34 of the North York Moors National Park Authority (NYMNP) planning permission NYM/2014/0676/MEIA.
- 1.1.2 This document only details the works required for the Phase 3 works at Woodsmith Mine. Activities at Lady Cross Plantation have been deferred and this document does not contain information with regard to that site.
- 1.1.3 **Table 1-1** contains full details of condition 34 and how this document addresses the objectives.

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

Objectives	Condition	Compliance with Condition NYMNP-34
	Prior to the commencement of preparatory works 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	Section 2
2.	Measures to control the number of employees travelling individually to the sites and their mode of travel	Section 3
3.	The Traffic Management Liaison Group agreed level of HGV trips to the site	Section 4
4.	Measures to identify HGVs associated with the development travelling to the construction sites	Section 5
5.	The links to the Traffic Management Liaison Group	Section 6
6.	Signing for HGV routes including prohibitive signing	Section 7
7.	Accident record monitoring	Section 8
8.	Driver training	Section 9
9.	A communications plan	Section 10
10.	A complaints mechanism	Section 10
11.	An Incident reporting mechanism including near misses; and	Section 8

Objectives	Condition	Compliance with Condition NYMNP-34
12.	A penalty system for breaches of the agreed CTMP	Section 11

1.1.4 The planning application was supported by a series of documents. From a transport perspective the salient documents included:

- A Transport Assessment – this document established the traffic demand and distribution for the construction and operational phases and considered how this impacted upon junction capacity and road safety;
- An Environmental Statement (ES) – this document established the impact of the construction and operational phases by assessing the effects of, severance, amenity, fear and intimidation, pedestrian delay, road safety and driver delay;
- Supplementary Environmental Information (SEI) – this document provided an update to the original ES;
- An Outline Construction Traffic Management Plan (Outline CTMP) – this document set out how HGV and employee movements would be managed during the construction phase; and
- An Outline Travel Plan – this document set out how employee movements will be managed, monitored and controlled during the operational phase only.

1.1.5 The initial phases (Phase 1 and 2) comprised offsite highway works and site preparation works respectively. Phase 3 (to which this document relates) will comprise of the following activities:

- General site clearance including demolition of all farm buildings and sheds, and localised tree and scrub clearance, as shown on drawing 40-ARI-WS-71-CI-DR-1051.
- Excavation and construction of the south western extension of the upper tiered working platform at around 203m AOD, as shown on drawing 40-ARI-WS-71-CI-DR-1053.
- Excavation and construction of the Platform for the Construction Welfare Facility, Parking Area and Concrete Batching Plant, as shown on drawing 40-ARI-WS-71-CI-DR-1053.
- Construction of temporary and permanent soil mounds, including the basal liner for a future storage facility in the northeast corner of the site for non-hazardous non-inert spoil and three topsoil, subsoil and inert material storage bunds in the southwestern area of the site, as shown on drawings 40-ARI-WS-71-CI-DR-1053 and 40-ARI-WS-71-CI-DR-1055, with earthworks volumes presented in 40-ARI-WS-71-CI-DR-1054.
- Construction of surface water drainage, a temporary surface water attenuation pond and temporary wetland in the southern area and two permanent attenuation ponds and two wetland areas in the north eastern area, as shown on Drawing 40-ARI-WS-71-CI-DR-1050;
- Construction of a spring and groundwater drainage layer in the north eastern area, discharging into a wetland area, as shown in drawing 40-ARI-WS-71-CI-DR-1080.
- Installation and commissioning of temporary dewatering as shown in drawing 40-ARI-WS-71-CI-DR-1058.
- Erection on site of the Concrete Batching Plant as shown in drawing 40-ARI-WS-71-CI-DR-1050, complete with reticulated water supplies and tanks.

- Construction of the drilling platform and temporary saline lagoon area for the groundwater reinjection well as shown in drawing 40-ARI-WS-71-CI-DR-1057.
- Establishment of construction welfare and security facilities - complete with hook-up of power, communications & water supplies and new waste water collection facilities as shown on drawing 40-ARI-WS-71-CI-DR-1050.

1.1.6 The planned construction duration for Phase 3 is approximately 22 weeks (commencing in June 2017). During peak Phase 3 activity, approximately 88 people will be employed at the Woodsmith Mine site.

1.1.7 This CTMP has been prepared by Royal HaskoningDHV in liaison with the Principal Contractors, North Midland Construction (NMC) and Associated Mining Construction Inc. (AMC) ('the Contractors').

1.1.8 AMC will erect the concrete batch plant, whilst NMC/subcontractor to NMC will undertake and manage all other construction activities.

1.2 Plan Structure

1.2.1 The CTMP has been aligned to the 12 specific objectives of the planning condition, as set out in **Table 1-1**.

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 3, a CTMP co-ordinator (CTMPCo) will be appointed by the Contractors for the duration of the Phase 3 works. Their key responsibilities will include:

- Managing the implementation of the CTMP;
- Issuing of parking passes;
- Reporting on monitoring targets to the Transport co-ordinator (TCo); and
- Acting as a point of contact for construction workers and sub-contractors.

2.1.3 During Phase 3 there will be two Principal 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.

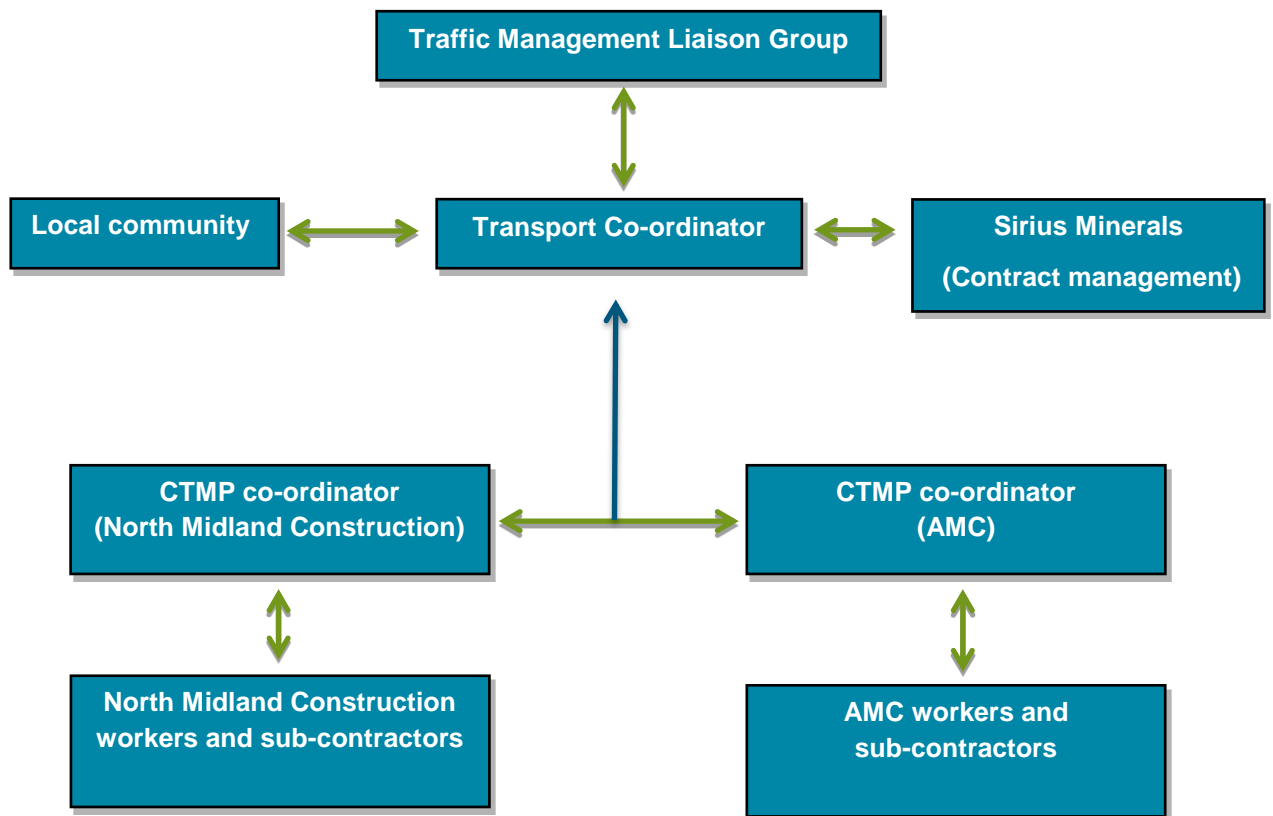
2.1.4 Recognising that the CTMPCOs will be appointed by Contractors working on discrete contracts only, Sirius Minerals has developed the role of the Transport co-ordinator (TCo) to take responsibility for the overall implementation of the CTMP for Woodsmith Mine. The TCo role will be established initially for Phase 2 and will cover the entire duration of the construction phase, including and beyond Phase 3. The TCo role will ensure continuity of the approach to traffic management, and co-ordinate efforts between the CTMPCOs.

2.1.5 The TCo responsibilities will include:

- Assisting and directing the CTMPCOs in managing the implementation of the CTMP;
- Reporting the monitoring of the CTMP to the Traffic Management Liaison Group (TMLG);
- Attending the TMLG;
- Acting as a point of contact for the local community and reporting feedback to the TMLG;
- Providing a link between the CTMPCOs and Sirius Minerals; and
- Ensuring that lessons learnt regarding the operation and maintenance of the CTMP are transferred to subsequent phases and CTMPCOs.

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

Figure 2-1 CTMP Management Structure



2.1.7 Full details of all the responsibilities of CTMPCOs and TCo and associated timescales are provided as an Action Plan in **Appendix A**.

2.1.8 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.

2.1.9 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 3.

3 Control of Personnel Movements (Objective 2)

3.1 Introduction

3.1.1 Objective 2 of planning condition NYMNPA-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 recommended that, to reduce the impact of construction employee traffic on the highway network, a reduction in single occupancy car trips should be encouraged through the promotion of car-pooling and Park & Ride.

3.2.2 The Transport Assessment assessed a worst case traffic generation associated with the peak construction period. However, it was noted that details of traffic mitigation will be determined progressively as contractors are appointed and the demographics of the workforce can be better determined.

3.2.3 The Transport Assessment considered three potential journey options to provide flexibility for the contractors on how traffic demand could be managed. These were:

- 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 established likely employee numbers from an understanding of the resourcing requirements for each construction activity. Utilising assumptions regarding employee origins, these employees were then assigned to the highway network.

3.3.2 The Transport Assessment considered all three journey options set out in paragraph 3.2.3.

3.3.3 With respect to journey option 1, the Transport Assessment forecast a peak of 120 two-way daily minibus movements) to and from Woodsmith Mine (i.e. 60 vehicles arrive and 60 depart).

3.3.4 With respect to journey options 2 and 3 the Transport Assessment forecast a peak of 48 two-way daily light vehicle movements to and from Woodsmith Mine (i.e. 24 vehicles arrive and 24 depart) and 30 two-way bus movements (i.e. 15 arrivals and 15 departures).

- 3.3.5 As noted in paragraph 1.1.6, the duration of the Phase 3 works will be approximately 22 weeks, with a peak of 88 employees. Based on this quantum/Phase duration, the development of a temporary park and ride site and employee accommodation are not being considered, as the time to establish the sites (and the associated costs) will not be proportionate to the workforce numbers. Thus ruling out options 2 and 3.
- 3.3.6 It is therefore proposed that a target for no more than 120 two-way vehicle movements per day (60 in and 60 out of Woodsmith Mine) is adopted in accordance with the assessment for journey option 1.
- 3.3.7 The following section sets out how this target will be achieved for Phase 3.

3.4 Objective 2 Measures

- 3.4.1 The Contractors have confirmed that, for Phase 3, the numbers of staff will peak at 67 for NMC and 21 for AMC.
- 3.4.2 The peak 67 NMC staff numbers will comprise approximately 11 managerial / administrative staff and 58 operatives. NMC has also confirmed that it considers approximately 16% of operatives would be local and 84% would travel to the area and stop in temporary accommodation.
- 3.4.3 The peak 21 AMC staff numbers will comprise approximately five managerial / administrative staff and 16 operatives. AMC has confirmed that it considers approximately 62% of operatives would be local and 38% would travel to the area and stop in temporary accommodation.
- 3.4.4 With the exception of two employees maintaining the dewatering equipment, all workers will work a day shift.
- 3.4.5 Based upon a worst case of both contractors requiring peak staff numbers at the same time, a combined peak workforce of 88 employees plus an estimated five visitors per day from Sirius, would need to be accommodated by the CTMP. To achieve the journey option 1 target of '60 in and 60 out' vehicle movements (paragraph 3.3.6), a minimum employee to vehicle ratio of 1.6 employees per vehicle would be required (93 divided by 60).
- 3.4.6 The Contractors have committed to implementing a package of measures to manage employee traffic demand. **Table 3-1** provides details of the key mechanisms to ensure compliance with the journey option 1 target and the rationale for the measures.

Table 3-1 Employee travel plan measures

Measures	Rationale
Limit parking to 60 employee parking spaces and four visitor spaces	<p>A key mechanism to ensure compliance with the target daily vehicle movements will be to restrict parking spaces to one space per vehicle. 120 two-way daily vehicle movements equates to 60 vehicles and accordingly 60 parking spaces will be provided. These spaces will be clearly marked.</p> <p>In addition to the 60 parking spaces, four visitor spaces will also be provided for visitors outside the control of the Contractors and Sirius Minerals, e.g. NYCC</p>

Measures	Rationale
	Highways, Health and Safety Executive, etc.
Contractor allocated parking	To allow the individual CTMPCOs to manage the employee vehicle movements, each Contractor will be provided with a number of parking bays in proportion to their peak workforce. NMC will therefore be provided with 42 bays (67 employees at a 1.6 employee to vehicle ratio) and AMC provided with 14 bays (21 employees at a 1.6 employee to vehicle ratio). Four bays will be reserved for Sirius Minerals and visitors.
Issue parking permits	To prevent more vehicles turning up at site than are permitted, the CTMPCOs will issue drivers with a pass. The CTMPCOs will prioritise disabled drivers and those who are car sharing.
Identify car-share, minibus pickup locations	The CTMPCOs will identify and group those employees who are in nearby accommodation and assign designated drivers and occupants to achieve an average employee to vehicle ratio of 1.6.
Drivers required to park in marked bays and display parking permit	All drivers will be required to park in marked bays and display their parking permit to prevent unauthorised parking. Drivers not parking in marked bays or displaying their permit will be subject to the enforcement action as set out in Section 11 .
Restricted access to site by foot	To prevent employees driving close to the site and parking on the highway verge etc. and then walking in to the site, personnel will not be permitted to enter the site on foot unless by prior arrangement with a CTMPCo (for instance, for genuine walking trips).
Restrict parking on the B1416	To prevent employees driving close to the site and parking on the highway verge along the B1416 and then walking in to the site, a 'clearway' traffic regulation order will be implemented prior to the commencement of Phase 2. This clearway will remain in place for the entire duration of the construction phase, including and beyond Phase 3

Objective 2 Monitoring

- 3.4.7 The vehicle movements associated with Phase 3 will be continuously monitored through the use of a permanent classified Automatic Traffic Counter (ATC) positioned at the site access.
- 3.4.8 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 and will serve to augment the traffic counts to give a complete evidence base.
- 3.4.9 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. This generates traffic volumes from an understanding of material quantities and personnel numbers, informed by industry experienced consultants.

4.2.2 The application identified that, of the potential suppliers within the study area, Teesside was the most likely source for all materials. As such, the primary haul route assumed that all HGV trips will have an origin and destination in that region utilising the A171 corridor to access the site (via the B1416 south to avoid Ruswarp).

4.2.3 **Appendix B** (reproduced from the SEI) illustrates 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).

4.2.4 The application also identified that quarries along the A170 between Pickering and Scarborough could potentially provide some of the aggregates required. Therefore, two alternative haul routes were established:

- B1416, A171 (Scarborough), A170 Wykeham; and
- B1416 (south), A171 (Whitby), A169 (Pickering), A170 (Pickering).

4.2.5 However, NYCC Highways advised (as noted within the Transport Assessment) that they do not wish to see an escalation of HGV traffic on these alternative routes above those occurring historically within the existing permissions for the quarries.

4.2.6 **Appendix B** (reproduced from the SEI) illustrates a peak HGV assignment compliant with NYCC’s position on southern haul routes, of 40 two-way HGV movements from Wykeham to Woodsmith Mine routing via the A171 and 26 (two-way movements) from Pickering to Woodsmith Mine via the A169.

4.3 Objective 3 Target

4.3.1 To meet objective 3, the starting point for controlling HGV movements is to define a target for the maximum number of daily HGV trips to site.

- 4.3.2 It is considered that 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, of which no more than 40 two-way movements (20 in and 20 out) should originate from the A171 via Scarborough and 26 (13 in and 13 out) via the A169 from Pickering.

4.4 Objective 3 Measures

Control of HGV Numbers

- 4.4.1 The Contractors have confirmed that, for Phase 3, the combined programme has been established on the basis of 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 booking system for deliveries will be established by the Contractors.
- 4.4.3 The booking system will enable a daily profile of deliveries to be maintained within the consented envelope (126 two-way movements) and allow the Contractors to ensure that the required deliveries for 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.
- 4.4.4 The booking system will require each CTMPCo to forecast their weekly activities and agree associated HGV movements with their supply chain partners. Each CTMPCo will then meet and compare their respective forecasts to establish if the weekly demand is within the consented envelope, whilst, noting that a small number of slots should also be reserved for late changes and unplanned deliveries.
- 4.4.5 Where potential exceedances are identified e.g. the combined deliveries for each CTMPCo exceed 126 two-way movements, the CTMPCOs will look to reschedule activities to avoid conflicts.
- 4.4.6 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. This will help to ensure that the consented envelope is not breached.
- 4.4.7 To ensure that the target does not impact upon progress, stockpiles of aggregates and reserves of diesel will be maintained. These will facilitate advanced planning of deliveries and enable a smooth import profile to be maintained.

Network Resilience

- 4.4.8 To reduce the potential for the Phase 3 construction traffic to have an adverse impact upon the highway network during planned and unplanned events, the measures set out in **Table 4-1** will be adopted.

Table 4-1 Network resilience

Network reliance issues	Mitigation measures
Managing traffic demand during bank holidays.	A stockpile will enable advanced planning to ensure there are limited HGV movements during bank holidays and planned major events.
Managing traffic demand during major events on the highway (e.g. Whitby Regatta, bike races, parades, etc).	
Managing traffic demand during major incidents such as accidents on the highway.	The CTMPCos will continuously monitor traffic conditions and liaise with local Police to establish a line of communication with regard to road traffic incidents. Should the CTMPCos be notified of an incident then the Contractors will liaise directly with suppliers to suspend HGV deliveries along affected routes.
Incidents involving HGV traffic blocking the highway, such as, breakdowns, accidents, etc.	The Contractors have confirmed that their fleets and their suppliers' fleets have arrangements with recovery companies to allow breakdowns and accidents to be cleared as quickly as possible.
Roads that are closed/unpassable e.g. heavy snow, flooding, etc.	During periods where roads may be closed or become unpassable by HGV traffic, the strategy of maintaining a stockpile of aggregate and diesel reserves will allow hauliers to suspend deliveries until such point as the roads are cleared without adversely impacting the construction schedule.

Control of Abnormal Loads

- 4.4.9 NMC has confirmed that, for Phase 3, the only abnormal loads required will be associated with the movement of 12 large items of plant to site. These items of plant are likely to be delivered to site during Phase 2 and will therefore only require removal upon completion of Phase 3.
- 4.4.10 AMC has confirmed that 11 abnormal loads will be required for Phase 3. This will include eight deliveries for the batch plant, one item of plant and two cranes.
- 4.4.11 In addition to the abnormal loads required by AMC and NMC, 48 abnormal loads will also be required to deliver the site welfare facilities (modular buildings). These facilities will be provided in Phase 3 and remain for the duration of the construction phase.
- 4.4.12 The Contractors will notify stakeholders through the Electronic Service Delivery for Abnormal Loads (ESDAL) system.

4.5 Objective 3 Monitoring

- 4.5.1 The vehicle movements associated with Phase 3 will be continuously monitored through the use of a permanent classified ATC positioned at the site access point.

- 4.5.2 The Contractors have confirmed that they maintain and operate bespoke booking systems for all their jobs. These systems will serve to augment the traffic counts to give a complete evidence base by providing details of the number of deliveries per day, the supplier and material delivered.
- 4.5.3 For the duration of the construction phase, ATC data and delivery records will be collated by the CTMPCos. This will 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 During the development of the Transport Assessment, a number of key delivery routes were identified with NYCC Highways to ensure that development traffic will be routed away from the most sensitive areas, such as Ruswarp.
- 5.1.3 To help the public distinguish Phase 3 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 below.

Figure 5-1 Unique vehicle identifier



- 5.1.4 The Contractors have also confirmed that all of their fleet, and the majority of their suppliers' fleets, are fitted with GPS tracking. In addition, as described above, the Contractors also operate bespoke systems that capture delivery receipts.
- 5.1.5 The GPS tracking and delivery records systems will serve to augment the Unique Identifier to allow the CTMPCos to respond to any complaints and give a complete evidence base.

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. The TMLG will:

- Review and monitor the implementation of the CTMP;
- Monitor the impact of the development on traffic and highways over the operational lifetime of the Project;
- Consider reports on abnormal damage to the highway associated with the development;
- Consider and comment upon plans for routing and timing of Indivisible Abnormal Loads;
- Enable Project traffic issues that arise during construction which impact, or have the potential to impact on highway users and the local community, to be identified and discussed;
- Consider how identified issues could be dealt with and make recommendations relating to solutions and their implementation;
- Liaise with the Liaison Group Forum (LGF) to consider issues relating to traffic raised by local residents or other stakeholders; and
- Monitor the implementation of operational travel plans and review the impact of the Project on traffic and the highway network when it is operational.

6.3 Membership

6.3.1 TMLG membership will include representatives from the following organisations:

- Sirius Minerals plc or any successor company;
- NYCC and Redcar and Cleveland Borough Council, as the relevant local highway authorities;
- NYMNPA, as Planning Authority and Rights of Way Authority;
- Scarborough Borough Council;
- North Yorkshire Police Authority;
- Principal Contractors as appropriate;
- CTMP co-ordinators and Transport co-ordinator; and
- Other parties who may be invited to meetings, as agreed by the group (e.g. passenger transport providers).

6.3.2 Members of the TMLG will be required to declare any conflicts of interest in relation to the agenda at the beginning of each meeting, or if any conflicts arise subsequently.

6.4 Frequency and Duration

- 6.4.1 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.
- 6.4.2 The TMLG will remain in existence for the operational lifetime of the Project Secretariat.
- 6.4.3 Notice will be given to attendees at least two weeks before any proposed meeting.
- 6.4.4 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.

6.5 Outputs

- 6.5.1 The following papers will be produced, circulated and made available to the TMLG members.
- Agendas – will be agreed with the Chair and will be circulated not less than 14 days in advance of the each proposed meeting.
 - Minutes – will be prepared by Sirius Minerals and drafts will be distributed to all parties within one week of the meeting.
 - Reports – a quarterly report will be produced and distributed in advance of the meeting consisting of:
 - Schedule that monitors the Project's compliance with planning obligations in relation to transport;
 - Complaints received and status of resolution;
 - Traffic management report; and
 - A three month look ahead at the construction programme, identifying key events with the potential for traffic related impacts.

6.6 Scope

- 6.6.1 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.
- 6.6.2 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.
- 6.6.3 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.

6.6.4 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 will be provided prior to the commencement of Phase 2 to direct construction traffic from the A171 and A169 to Woodsmith Mine along the agreed delivery routes. This signing will remain in place for the entire duration of the construction, including Phase 3 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 (Objective 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 NYCC Highways expressed concerns that whilst the existing baseline may not point to the need for intervention, the increase in HGV traffic (attributable to the project) could change the type and pattern of collisions from those currently observed.

8.2.3 In response, 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 Objective 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 (full details of the proposed management structure are included in **Section 2**).

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 these and other initiatives to improve road safety is an objective 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 NYMNPA-34 requires the CTMP to set out a strategy for – *Driver training*.

9.1.2 During the development of the outline CTMP, NYCC Highways raised concerns over driver standards particularly relating to the experience of driving within North Yorkshire recognising its specific highway challenges such as steep hills, changeable weather etc.

9.1.3 NYCC Highways considered that drivers' inexperience in these challenges could constitute a highway safety issue.

- 9.1.4 To address this concern, 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 detail within **Section 8**.
- 9.1.5 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.
- 9.1.6 All drivers of HGVs and PCVs will be required to present, upon request, a valid DQC to security when delivering to site.
- 9.1.7 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 – *A Communications Plan*.
- 10.1.2 In addition, Objective 10 requires the CTMP to set out a – *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. Successive reports will form appendices to the CTMP document available to stakeholders on request.
- 10.3.2 The monitoring reports will be structured using the following headlines:
- Introduction and Background – this will provide detail with regards to the types of works being undertaken and number of construction workers;
 - Results of Surveys and Monitoring – the CTMPCos will provide the results of the surveys and monitoring that have been undertaken to the TCo to collate. Where appropriate, the results of the surveys undertaken will be compared to the targets defined in the CTMP, including the levels of car sharing and numbers of HGVs entering Woodsmith Mine. Data obtained from the surveys will be included as an appendix;
 - Achievements – this will include the work undertaken over the previous period with evidence and examples;

- Specific Measures – this will detail how all measures from the CTMP have been implemented in terms of infrastructure, policy and promotion for each specific travel mode and strategy (walking, cycling, car sharing plus general measures and working practices).
- Breaches – this will include detail of any recorded breaches, the outcome investigations in to the breaches and, if appropriate, what corrective action had been implemented;
- Near misses – details of near misses and recorded accidents relating to highway incidents;
- Summary – the TCo will detail whether the CTMP is on track to meet its targets and if not, why not; and
- Future Plan – this will detail the CTMP for the next period to include any specific outcomes or desired results with any additional measures that are to be included to remediate action.

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 To ensure that measures are delivered and targets are meaningful and enforceable this section provides a summary of the mechanisms to ensure that the CTMP is effectively enforced.

11.2 Potential Breaches

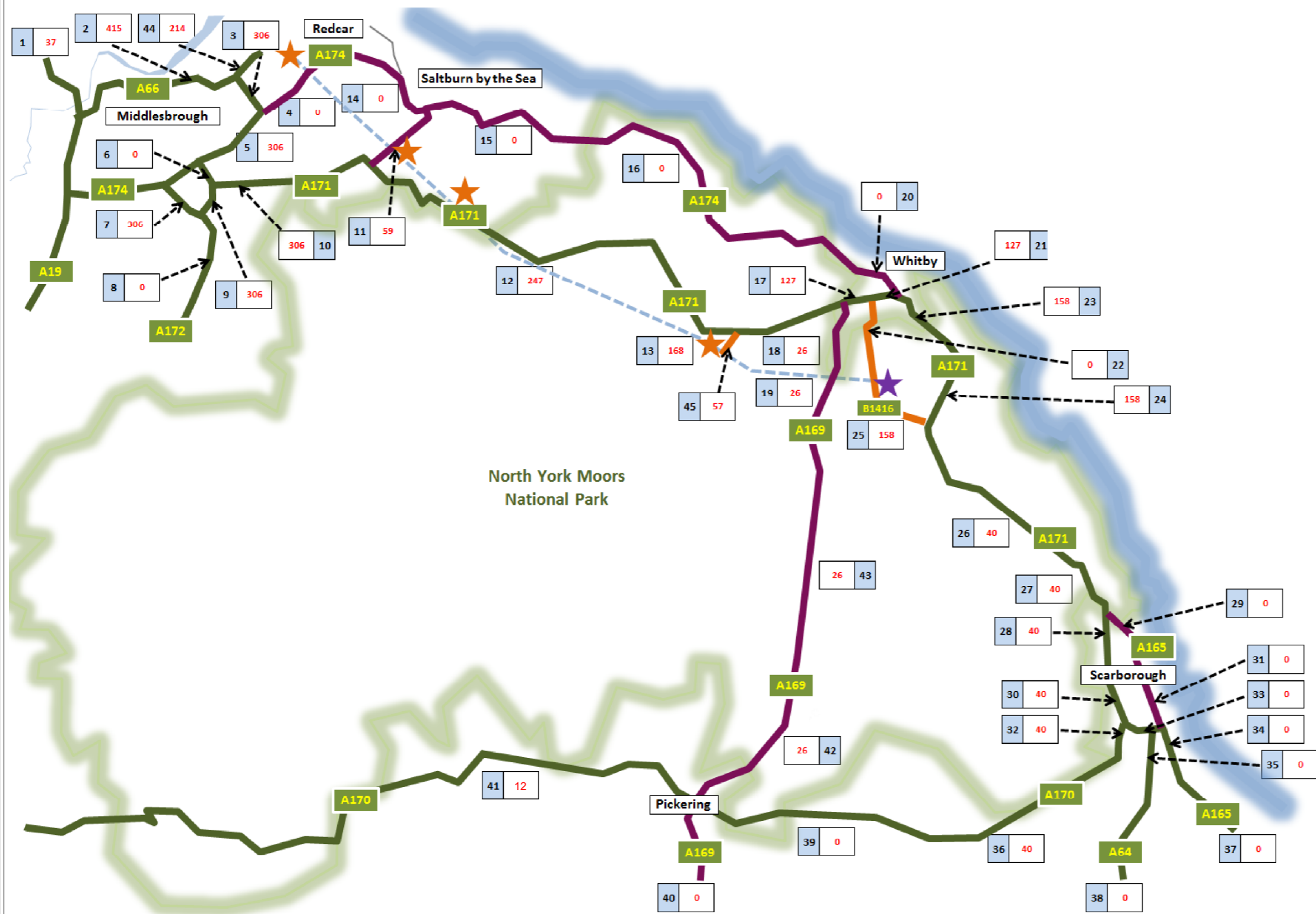
- 11.2.1 To ensure that the aims of the CTMP can be effectively enforced, it is important to define what will constitute a breach. The following actions will constitute a breach of the CTMP, whereby corrective measures will be required:
- Construction workers overspill parking on the public highway, rather than parking in marked bays at the Site;
 - Construction traffic exceeding agreed thresholds;
 - Construction traffic operating outside of agreed hours;
 - Construction HGVs not adhering to the agreed haul routes;
 - Construction traffic being driven inappropriately, e.g. speeding; or
 - Construction traffic not displaying the unique identifier.

11.3 Corrective Process

- 11.3.1 On receipt of a report of a potential breach, the CTMPCo will investigate the circumstances and compile a report for the TCo. The TCo will then review the information, request further clarifications (if required) and confirm to Sirius Minerals if a breach has occurred.
- 11.3.2 If the breach is found to be material the following three stage process will be followed.
- Stage one – This will be a formal warning issued to the offending Principal Contractor.
 - Stage two – If a further material breach is identified the offending Principal Contractor will be given a further warning and required to produce an action plan to outline how the issue will be rectified and any additional mitigation measures proposed.
 - Stage three – Should further breaches still occur the Principal Contractor will be required to remove the offender from site and the Contractor/supplier will receive a formal warning. Any continued breaches by individuals of the supplier/Contractor may be dealt with through the formal dispute procedures of the Contract.
- 11.3.3 The TCo will provide the TMLG with details of any confirmed breaches including the outcome of the investigation and, if required, what corrective action was implemented.
- 11.3.4 Individual employee breaches will be addressed through UK Employment Law whereby the three stage structure outlined above will form the basis for disciplinary proceedings.
- 11.3.5 Where appropriate, stage one and two of the corrective process may require any offending individual to attend a driver improvement course during their own time. They may not be able to resume work on the project until a relevant course has been attended.

Appendix A – Phase 3 CTMP Action Plan

Measure	Timescale	Responsibility
Appoint/Re-appoint Transport Co-ordinator (TCo)	Prior to commencement of Phase 3.	Sirius Minerals
Appoint Construction Traffic Management Plan Co-ordinator (CTMPCo)	Prior to commencement of Phase 3.	Contractor
Establish systems to monitor HGV movements, including the implementation of the a booking system	Prior to commencement of Phase 3.	CTMPCo
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"> - HGV movements - Employee parking - Accidents and near misses - Complaints 	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"> - details of restrictions on walking - details of the guaranteed lift home - details of the parking restrictions 	Ongoing throughout construction	CTMPCo
Meet with the TMLG	On-going throughout construction	CTMPCo, TCo and Sirius Minerals



Legend:

- X Link designation
- x,xxx Peak Daily Construction Traffic (HGVs)
- Primary Routes
- Main Roads
- Secondary Roads
- Proposed MTS route
- ★ Proposed Mine
- ★ Proposed MTS Locations
- North York Moors, National Park Boundary

Client: York Potash Limited	Project: York Potash Project North Yorkshire Transport Assessment
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Title:
Construction Peak 2015
HGV Daily Traffic Distribution

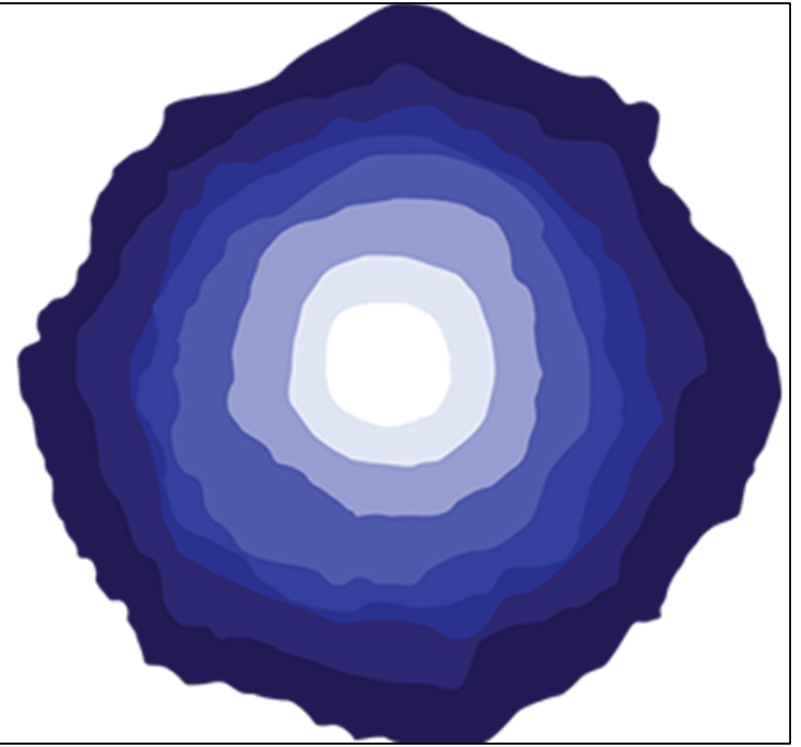
Part: SEI	Figure: 13	Drawing No: PB1110-SEI-NYTA-013			
Rev: 0	Date: 14/02/2015	Drawn: MCP	Checked: SKT	Size: A3	Scale: 1:250,000

Co-ordinate system:
British National Grid

ROYAL HASKONINGDHV
INDUSTRY, ENERGY & MINING
RIGHTWELL HOUSE
BRETTON
PETERBOROUGH
PE3 8DW
www.royalhaskoningdhv.com



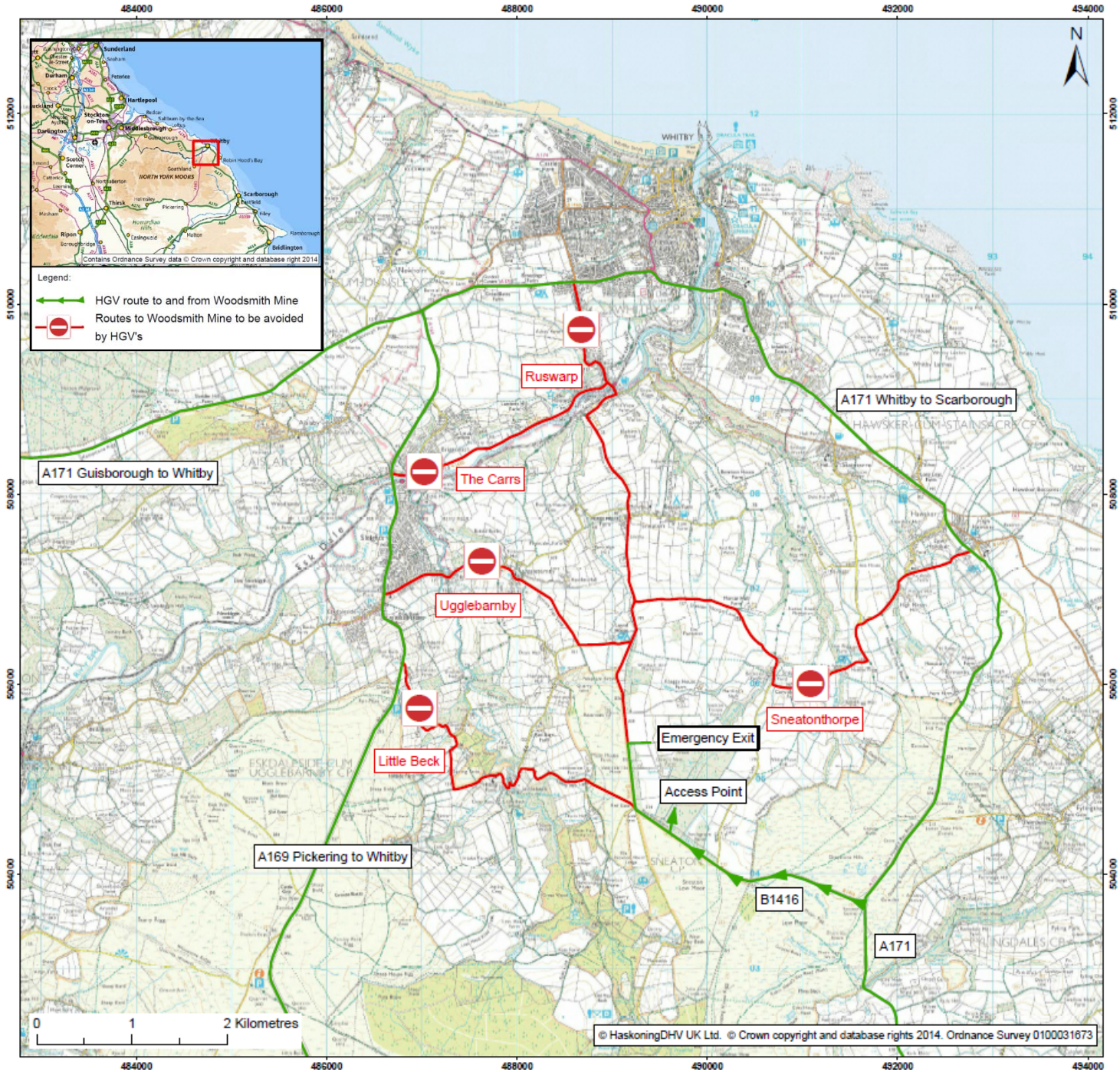
SIRIUS
MINERALS PLC



**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



Community and Stakeholder Engagement Framework

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Community and Stakeholder Engagement Framework

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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 YPL and the construction contractors in delivering them.

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

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

