

**Travel Plan and Car Park
Management Plan**

August 2020

The logo for EAS, consisting of the letters 'EAS' in white, bold, sans-serif font, centered within a dark blue square.

**Brockley Hill, Stanmore -
New Banqueting Facility**

LB Harrow

Sairam (Holdings) Ltd

Document History

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1 Introduction

- 1.1 EAS Transport Planning Ltd has been commissioned by Sairam (Holdings) Ltd to prepare a Travel Plan to accompany a planning application for the demolition of existing golf club buildings (Use Class D2) and construction of a new banqueting facility (Use Class D2), widening of existing vehicular access from Brockley Hill, car and cycle parking, waste/recycling storage, landscape enhancement and associated works, at the former Stanmore & Edgware Golf Centre, Brockley Hill, Stanmore, LB Harrow HA4 4LR. A location plan is included at **Appendix A**.
- 1.1 The applicant owns and operates Premier Banqueting London Ltd, located on Gladstone Way in the centre of Wealdstone, LB Harrow. This venue is used primarily for multi-cultural wedding functions. However, the adjacent multi-storey car park that is utilised by the facility, is scheduled to be demolished. Accordingly, the applicant is seeking to move to a new location.
- 1.2 The development proposals are included at **Appendix B**.
- 1.3 This Travel Plan has been prepared to provide a strategy to manage, monitor and ultimately achieve improvements in the travel characteristics associated with the proposed development on the site.

What Travel Plans Are

- 1.4 A Travel Plan is a long-term management strategy for an organisation or development that seeks to deliver sustainable transport objectives, articulated in a document that is reviewed regularly.
- 1.5 Producing a Travel Plan involves identifying an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on reducing reliance on single occupancy car journeys. Travel Plans can assist in increasing accessibility and mobility whilst reducing congestion, local air pollution, greenhouse gas emissions and noise generation.
- 1.6 The Government also recognise the role of Travel Plans in achieving benefits to public health. The Department for Health publication *Choosing Health: Making healthy choices easier* (2004) recognised the health benefits of walking and cycling. Travel Plans help people attain these healthy benefits as part of their daily routine, along with myriad environmental benefits.
- 1.7 A Travel Plan typically focuses on achieving positive shifts in modal splits of all journeys to and from a site. It should establish a structured strategy with clear objectives and targets, supported by measures for implementation, monitoring and review. It is a process for continuous improvement and can change over time to ensure it remains relevant.

This Travel Plan

- 1.8 This is a draft Travel Plan and has been produced on behalf of Sairam (Holdings) Ltd by EAS Transport Planning Ltd. This Travel Plan primarily focuses on the transportation of guests to the site, with a secondary focus on transportation for staff.

1.9 This Travel Plan has been prepared by:

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Travel Plan Structure

- 1.10 This Travel Plan has been produced with reference to the Department for Transport's Good Practice Guidelines: *Delivering Travel Plans through the Planning Process* (April 2009) and TfL's 2013 Travel Plan guidance.
- 1.11 It has been produced alongside the preparation of a Transport Assessment (TA), Delivery & Servicing Plan (DSP) and a Construction Logistics Plan (CLP).
- 1.12 The contents of this Travel Plan are as follows:
- Chapter 2** – outlines relevant policy;
 - Chapter 3** – assessment of existing site conditions;
 - Chapter 4** – travel patterns and surveys;
 - Chapter 5** – objectives and targets;
 - Chapter 6** – Travel Plan management;
 - Chapter 7** – measures and initiatives;
 - Chapter 8** – monitoring and review

2 Policy Context

Introduction

- 2.1 This chapter reviews key national and local transport policies. It is acknowledged that this Travel Plan should encompass measures that are consistent with the key policies outlined below and identify objectives accordingly.

National Planning Policy Framework (NPPF) 2019

- 2.2 The current National Planning Policy Framework (NPPF) was published in July 2018 and updated in February 2019. This document sets out the government's planning policies for England and how these are expected to be applied.
- 2.3 When considering development proposals, in relation to transport, paragraphs 111 states:
- “All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.”*

The London Plan (2016)

- 2.4 The London Plan is the statutory spatial development strategy for Greater London.
- 2.5 Policy 6.3 ‘Assessing Effects of Development on Transport Capacity’ states:
- “C. Transport assessments will be required in accordance with TfL’s Transport Assessment Best Practice Guidance for major planning applications. Workplace and/or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL guidance. Construction logistics plans and delivery and servicing plans should be secured in line with the London Freight Plan and should be coordinated with travel plans.”*
- 2.6 Policy 6.14 ‘Freight’ reiterates that travel plans should be coordinated with Delivery & Servicing Plans (DSPs) and Construction Logistics Plans (CLPs).

The New London Plan (Intend to Publish version) (2019)

- 2.7 This is the most up to date version of the new London Plan, following the Examination in Public (EiP) and Planning Inspectorate review.
- 2.8 Policy T4 ‘Assessing and mitigating transport impacts’ states:
- “B. ... Travel Plans, Parking Design and Management Plans, Construction Logistics Plans and Delivery and Servicing Plans will be required having regard to Transport for London guidance.”*

TfL Travel Planning Guidance (2013)

- 2.9 This guidance supersedes the previous TfL guidance ‘Travel Planning for New Development in London: Incorporating Deliveries and Servicing’ (2012).

- 2.10 This document identifies that developments of D2 land use class with equal to or more than 1,000 sqm are required to submit a full Travel Plan.
- 2.11 It goes on to explain that where the occupier is known a pre-application stage, the Travel Plan should include specific objectives, targets, measures and details about predicted travel behaviour and mode share.
- 2.12 The guidance finishes by setting out the required components of Travel Plans, and details the monitoring process of Travel Plans carried out by Local Authorities and other bodies.

Harrow Local Plan – Core Strategy (2012)

- 2.13 This document sets out the spatial strategy for management development in the borough.
- 2.14 Core Policy CS1 states:

“R. Parking for new development will be managed to contribute to the delivery of a modal shift from the private car to more sustainable modes. The Development Management Policies DPD will give local interpretation of London Plan parking standards and detail requirements for sustainable Travel Plans.”

Harrow Local Plan – Development Management Policies (2013)

- 2.15 This document sets out criteria-based policies against which planning applications will be assessed.
- 2.16 Policy DM35 ‘New Town Centre Development’ states:

“C. Proposals for new retail, leisure and cultural development in out of centre locations, including proposals for extensions, will only be permitted where...

... e. the proposal is supported by a Green Travel Plan to enhance sustainable access between the site and the town centre network.”

- 2.17 Policy DM43 ‘Transport Assessment and Travel Plans’ states:

“B. Proposals for major development will be required to satisfactorily mitigate the impacts identified in the Transport Assessment and any other arising from the Council’s assessment of it. Mitigation measures will be required to contribute to the desirability of achieving modal shift away from private car use and should include the preparation and implementation of Travel Plans.

C. Proposals that fail to satisfactorily mitigate the transport impacts of development will be resisted.”

3 Site Assessment

Site Location and Function

- 3.1 The proposed site is the former Stanmore & Edgware Golf Centre, located on Brockley Hill, Stanmore, LB Harrow, HA7 4LR. Though, the border between LB Harrow and LB Barnet is drawn along Brockley Hill, with Brockley Hill being under the jurisdiction of LB Barnet Highways team.
- 3.2 The site is located around 1.3 km north-east of Stanmore district centre and around 850m north-east of Stanmore underground station (straight line distance). A location plan is included at **Appendix A**.
- 3.3 The Golf Centre, which was closed in Autumn 2019, housed a driving range and a 9-hole par 3 golf course, which also offered footgolf. The driving range bays are attached to a main building in which auxiliary functions were carried out. There is currently an on-site parking area for circa 95 cars.
- 3.4 The site is proposed to rehouse Premier Banqueting London Ltd which is owned by the applicant. Premier Banqueting is currently located on Gladstone Way in the centre of Harrow Wealdstone, LB Harrow, around 4.3 km south-west of the golf centre. Premier Banqueting provides for functions such as weddings for a multi-cultural audience. The Council-owned car park utilised by the existing site is scheduled to be demolished, hence the applicant's need to secure new premises, within LB Harrow to retain its clientele.

Proposed Development

- 3.5 The existing building will be demolished and replaced with a facility for banqueting events for up to circa 500 guests with associated front and back of house areas.
- 3.6 The existing access will be redesigned to allow simultaneous ingress and egress by coaches, as well as access by refuse vehicles, while the parking area will be redesigned to allow coach and refuse vehicle circulation, removing their need to reverse while still being able to ingress and egress in a forwards direction.
- 3.7 84 parking spaces will be provided, including 6 in a separate staff car park. The travel surveys carried out were used to inform on a suitable number of parking spaces, as there is no policy guidance for D2 land uses. Of the 84 spaces, 17 will have active and 17 passive electric vehicle charging provision. 4 guest spaces and 1 staff space will be designed for disabled motorists, plus 4 guests spaces as enlarged spaces, capable of becoming formal disabled spaces in the future.
- 3.8 The development proposals are contained at **Appendix B**.

Accessibility: By Foot

- 3.9 The site is a 1.5km 19-minute walk from Stanmore underground station; Stanmore neighbourhood parade, a minor town centre area, is reached in a 2.1km 26-minute walk from the site.

- 3.10 Regardless, walking and cycling is unlikely to be a serious means of access for guests, particularly for events like weddings. Although, walking (likely coupled with public transport) could be viable transport modes for staff.
- 3.11 There is a footway along the western side of Brockley Hill of around 1.3m in width, stretching north to its junction with Wood Lane and south to London Road; though around 330m south of the site access a mini-roundabout with Pipers Green Lane is reached, at which point a footway commences on the eastern side of Brockley Hill, while the western footway widens significantly with increased maintenance of vegetation.
- 3.12 It was identified through the ATZ assessment that vegetation maintenance along this western footway (between Julius Caesar Way and Wood Lane) would increase the footway width to a suitable level. Further details are given in the ATZ assessment submitted as part of the application.
- 3.13 Continuing south from Pipers Green Lane, a further 520m on the A5/A410 roundabout is reached. Here uncontrolled pedestrian crossing points provide access in three directions, with facilities and services available to the west and south. Heading west on London Road, a short shopping parade is immediately passed, followed by Stanmore underground station after around 650m and then Stanmore neighbourhood parade local centre a further 400m on. A wide range of services are available here.

Accessibility: By Cycle

- 3.14 LCN (London Cycle Network) Routes 89 and 5 run within close proximity to the site, though largely comprise of unprotected on-street lanes, or shared surfaces (with pedestrians).
- 3.15 There are some well-designed sections, namely on London Road between the A5/A410 roundabout and Stanmore Underground station. Nevertheless, without comprehensive routes that safely link the entirety of a journey, cycling options are limited for the less confident.

Accessibility: By Public Transport

- 3.16 The Pipers Green Lane bus stops are located around a 300m 4-minute walk south of the site on Brockley Hill, just past its roundabout junction with Pipers Green Lane. These bus stops serve the 107 route, which serves between New Barnet and Edgware, via Borehamwood and Elstree in Hertfordshire.
- 3.17 In an 11-minute 900m walk south from the site, the 142 bus route can be accessed at the Canons Corner bus stops (Stops K and M). This route serves between Watford and Brent Cross, via Bushey, Stanmore and Edgware.
- 3.18 At Stanmore Station (Stop A), a 19-minute 1.6km walk from the site, the 324, H12 and N98 bus routes can also be accessed; these three bus routes commence and terminate at Stanmore station. The 324 route serves to Brent Cross; the H12 bus route serves to South Harrow.
- 3.19 Tables 3.2a to 3.2d summarise the 107, 142, 324 and H12 bus routes.

Table 3.2a – Summary of 107 bus route (Pipers Green Lane bus stops)

107 (Pipers Green Lane)	Buses per hour		Eastbound to New Barnet		Southbound to Edgware	
	Daytime	Evening	First bus	Last bus	First bus	Last bus
M – F	4	2 – 4	05:01	00:11	05:38	00:53
Sat	4	2 – 3	05:01	00:11	05:38	00:53
Sun	3	2	06:06	00:11	06:48	00:53

Table 3.2b – Summary of 142 bus route (Canons Corner bus stops)

142 (Canon Corner)	Buses per hour		Northbound to Watford		Southbound to Brent Cross	
	Daytime	Evening	First bus	Last bus	First bus	Last bus
M – F	4 – 6	2 – 4	05:08	01:28	05:06	01:24
Sat	4 – 5	2 – 4	05:08	01:28	05:06	01:24
Sun	4	2 – 4	06:23	01:28	06:22	01:24

Table 3.2c – Summary of 324 bus route (Stanmore Station bus stop)

324 (Stanmore Station)	Buses per hour		Southbound Brent Cross		Northbound terminus	
	Daytime	Evening	First bus	Last bus	First bus	Last bus
M – F	3	2 – 3	05:20	00:15	-	-
Sat	3	2 – 3	05:20	00:15	-	-
Sun	3	2 – 3	05:20	00:15	-	-

Table 3.2d – Summary of H12 bus route (Stanmore Station bus stop)

B12 (Stanmore Station)	Buses per hour		Southbound South Harrow		Northbound terminus	
	Daytime	Evening	First bus	Last bus	First bus	Last bus
M – F	3	2 – 3	05:20	00:15	-	-
Sat	3	2 – 3	05:20	00:15	-	-
Sun	3	2 – 3	05:20	00:15	-	-

- 3.20 The N98 bus route is a night-bus that serves to central London with 2 services per hour between 23:50 and 04:55 every day.
- 3.21 Several bus routes can also be accessed at Edgware underground station – In an 8-minute cycle or 10- to 20-minute bus journey – Including the N5 and N16 night-buses which provide 2 additional routes into central London, each with 2 services per hour between around midnight and 05:00.
- 3.22 Stanmore underground station is located a 1.6 km 19-minute walk or 5-minute cycle walk from the site. The station is the northern terminus of the Jubilee line. Stanmore station can also be reached in a 12- to 16-minute journey via the 142 bus.
- 3.23 Edgware underground station, a northern terminus of the Northern line, can be reached in a 2.7 km 8-minute cycle, or 10- to 20-minute journey via the 107 or 142 bus.
- 3.24 On weekdays, services depart from and arrive at Stanmore and Edgware stations between roughly 05:30 and 00:00. In the peak hours, around 18 services arrive to and depart from each station.

- 3.25 However, the 3 night-bus services available at Stanmore and Edgware stations extend public transport services after underground services have stopped running for the night.
- 3.26 The closest direct interchange station is Wembley Park on the Jubilee line, which is also served by the Metropolitan Line. Wembley Park is a 12-minute tube journey from Stanmore. From Wembley Park, the Metropolitan Line northbound passes key stations in LB Harrow, including its busiest station, Harrow-on-the-Hill.
- 3.27 However, it is unlikely that public transport would provide as the sole means of transport to the site by many guests, as they would often be dressed up and would prefer transport directly to the site, or at least take a taxi from the station, rather than having to walk the final stretch in their finery.
- 3.28 Conversely, public transport would reasonably be a very popular means of transport to site by staff.

Accessibility: By Private Vehicle

- 3.29 The site is in close proximity to the M1, A41 and A1, which will collect the majority of traffic from both north and south of the site.
- 3.30 As per the request of LB Barnet Highways, right turns into the site (from the north) will be banned through a redesigned access, supported by signage and soft measures within this Travel Plan that will advise guests to approach the site from the south. The proposed access design is contained at **Appendix C**; access visibility splays are illustrated at **Appendix D**; swept path analysis illustrating a pair of coaches accessing and egressing simultaneously is included at **Appendix E**.
- 3.31 A Stage 1 Road Safety Audit was carried out for the proposed access. The results of this are included at **Appendix F**.
- 3.32 Various 'private' vehicles, namely private cars, taxis and coaches, are likely to provide the bulk of transportation to the site for guests. Details of this are given in Chapter 4 of this Travel Plan.

Banqueting Events Schedule and Timings

- 3.33 The existing site's 2019 events schedule was used to ascertain and summarise event frequency, attendance, and start and finish times. The 2019 events schedule is contained at **Appendix G**.
- 3.34 In 2019, 185 events were held at the existing Premier Banqueting site. On circa 20 days over the year there were two events held on a single day; a lunchtime and an evening event. Events were held on around 80% of Saturdays, 55% of Sundays and on average on 1.8 weekdays per week.
- 3.35 A similar frequency and distribution of events are expected for the proposed site.
- 3.36 In 2019, circa 85% of weekday events started at around 18:00, finishing between 00:00 and 01:00. The remainder generally ran from 10:00 to around 16:00. Weekend events followed similar start and end times, though with a higher proportion of lunchtime events. On Saturdays in 2019, around 60% of events were evening events between circa 18:00 and 01:00, with

around 40% as lunchtime events running from around 10:00 to 16:00. On Sundays, around half of the events were lunchtime and half evening events.

- 3.37 Generally, higher capacity events follow these approximate times, while smaller events are more likely to be those occurring with different start and finish times. Similar event timings are expected for the proposed site.

Banqueting Guests

- 3.38 The existing site has a capacity of 850 guests, though this is seldom reached. In 2019, there were 14 events with 500 or more guests attending, with 4 of these having up to 550 guests. Higher capacity events tend to occur at the weekend: in 2019, the average capacity of a weekend event was 370, while weekday events were attended by on average 260 guests. Overall, the mean attendance was 316 guests.
- 3.39 At the proposed site, capacity will be limited to circa 500 guests. Accordingly, it would be expected a full-capacity event with circa 500 guests would occur roughly once per month, generally on weekends. However, a typical event would have between circa 260 to 370 guests attending, with higher-attended events tending to occur on the weekend.
- 3.40 Table 3.1 below summarises the schedule of a typical fortnight of banqueting events at the existing Premier Banqueting venue.

Table 4.1 – Premier Banqueting London Ltd typical fortnight events schedule

Day	Event start time	Event finish time	Attendance
Monday	-	-	-
Tuesday	-	-	-
Wednesday	-	-	-
Thursday	18:00	00:00	300
Friday	18:00	01:00	200
Saturday	10:00	16:00	450
Sunday	18:00	01:00	400
Monday	-	-	-
Tuesday	18:00	00:00	250
Wednesday	-	-	-
Thursday	-	-	-
Friday	18:00	01:00	400
Saturday	18:00	00:00	350
Sunday	11:00	16:00	400

- 3.41 In addition to looking at the 2019 events schedule, a travel survey was formulated and completed by guests attending events in January 2020. A copy of the questionnaire is contained at **Appendix H** and the results are included at **Appendix I**.
- 3.42 Responses were obtained from circa 550 guests. One event had around 500 people attending and the other around 65 people attending. Data was collected for modal split, vehicle occupancy, attendance, plus arrival and departure times.
- 3.43 The results of the survey are summarised in Chapter 4 and relate to future travel surveys associated with this Travel Plan.

Staffing

- 3.44 The venue operates a casual staffing system as shifts are not regular or full-time. For a given event, staff comprise 1 or 2 managers, 3 to 4 chefs, plus 1 waiter per 20 guests. So, for a maximum capacity event of circa 500 guests, expected to occur around once per month, there would be around 30 staff at the site. An average-sized event on 316 guests would involve having around 21 staff on site.
- 3.45 These would not all arrive and depart simultaneously, but rather will do staggered over a period of 1 to 2 hours in setting up for and clearing up after an event.
- 3.46 The 107 and 142 bus routes can be accessed in a 4- and 11-minute walk from the site respectively, with 16 to 20 bi-directional services between them per hour throughout the day. Alternatively, Stanmore underground station (Jubilee line) can be reached in a 19-minute walk or 6-minute cycle from the site, while Edgware underground station (Northern line) can be reached in a circa 15- to 22-minute journey via either the respective 107 or 142 bus routes.
- 3.47 Evidently, travel to the site using sustainable modes is viable. Although, for events finishing at later than around 00:00, staff may be unable to travel by bus to a nearby rail station or other destination. In such instances, lifts by taxi and/or coach would be arranged by the management to transport staff as necessary.

4 Travel Patterns and Surveys

Banqueting Venue Transport Patterns (Guests)

- 4.1 In order to ascertain trip generation and travel characteristics associated with events at the current venue, with regard to determining net trip generation, a travel survey was produced and filled in by guests at the current venue.
- 4.2 The survey was completed by guests attending two events, on Thursday 16th and Friday 17th January 2020. These respectively represented a small and a large event, attended by circa 65 and 500 guests, all of whom were surveyed at each event. The survey obtained data on modal splits, vehicle occupancy, attendance, plus arrival and departure times. A copy of the questionnaire used is contained at **Appendix H** and the results are included at **Appendix I**.
- 4.3 It was found that the circa 65 guests attending the small (65-guest) event travelled to the current venue using:
- 12 cars transporting 39 guests (3.25 guests/car);
 - 5 taxis transporting 20 guests (4 guests/taxi);
 - Circa 6 guests also travelled to site by bus (and walking).
- 4.4 The circa 500 guests that attended the large (500-guest) event travelled to the venue using:
- 39 cars transporting 133 guests (3.41 guests/car);
 - 12 taxis transporting 53 guests (4.42 guests/taxi);
 - 11 coaches transporting 304 guests (27.64 guests/coach);
 - Circa 10 guests also travelled to site by bus or train (and walking).
- 4.5 The above figures illustrate how events with more attendees encompass use of coaches, as well as slightly higher rates of car and taxi occupancy, mitigating the impact of a greater number of person-trips. Further, the bulk of arrivals for each event occurred over a circa 2-hour period. Times were not collected for departures although it is understood that these typically occur over an extended period of around 1 to 2 hours.
- 4.6 Removing the circa 10 person-trips by public transport from the 500-guest event survey results for robustness, a maximum-capacity circa 500-guest event at the proposed site would be expected to involve circa:
- 40 cars transporting 136 guests (3.4 guests/car); (40 inbound traffic movements at start)
 - 13 taxis transporting 58 guests (4.46 guests/taxi); (13 in and 13 out at start)
 - 11 coaches transporting 306 guests (27.82 guests/coach) (11 in and 11 out at start)
- 4.7 This would equate to 88 vehicle movements associated with arrivals and the same with departures, with a requirement of 40 parking spaces. Such an event would be expected to occur circa once per month and generally on weekends.

- 4.8 The mean guest attendance of an event in 2019 was 316. Taking the same ratios as found and applying these to estimate transport for a 316-guest event, there would be:
- 26 cars transporting 88 guests (3.39 guests/car);
 - 8 taxis transporting 36 guests (4.5 guests/taxi);
 - 7 coaches transporting 192 guests (27.43 guests/coach).
- 4.9 This would equate to 56 vehicle movements for both arrivals and departures.
- 4.10 For both arrivals and departures from an event, each taxi and coach would perform two vehicle movements (i.e. dropping off guests at the site and then exiting to travel to their next assignment. For coaches, this would likely mean travelling to a coach park to wait before returning to the site to collect guests; whereas taxis would rejoin their fleet on the roads. However, each car would make just one vehicle movement for each of arrival and departure from the event.
- 4.11 Table 4.1 provides expected modal shares of guest transport to events at the current venue, based on the guest travel survey.

Table 4.1 – Modal shares of guest transport to events at the current venue

Travel Mode	%
Taxi	12.5
Public / active transport	0.7

- 4.12 Weddings are traditionally family celebrations and therefore by their very nature there is likely to be a high level of car sharing among attendees. EAS Transport Planning Ltd has experience of undertaking Transport Assessments for a number of wedding venue and can confirm that an average of 3 guests per car or taxi is a typical car-sharing rate for such events. Thus, the car-sharing rates obtained from this travel survey are deemed representative and accurate.
- 4.13 Through experience hosting events at their current venue, the applicants explain how their clients will often self-organise small fleets of coaches to transport guests to site. They also identify that for events where alcohol is served, both coaches and taxis afford the benefit of not needing a designated non-drinking driver; hence the popularity of guests using taxis and coaches
- 4.14 However, it is expected that with the proposed site in a less accessible location than the current venue, public transport would contribute a negligible amount of trips among guests due to the impracticalities of such travel while dressed up for an event. Note that even at the current very accessible location with a PTAL 6a, people tend not to use public transport.
- 4.15 Based on these data, Table 4.2 below summarises the number of cars, taxis and coaches that would be expected to attend the site to transport guests for a maximum capacity circa 500-guest wedding, which would be expected to occur circa once per month, as well as for an average-sized event of 316 guests.

Table 4.2 – Expected vehicle attendance for a maximum-capacity and an average-capacity event

Vehicle type	Guests per vehicle	500 guest event		316 guest event	
		No. guests	No. vehicles	No. guests	No. vehicles
Car	3.4	95	29	160	48
Taxi / Uber	4.3	40	9	65	15
Coach	27.6	165	6	275	10

- 4.16 Ultimately, Table 4.2 above shows that it is expected that relatively few vehicles will be required to transport all guests for a maximum capacity wedding of circa 500 guests.
- 4.17 The home locations of guests were also obtained in the travel survey, undertaken at the current venue in Wealdstone. These locations are illustrated on the map contained at **Appendix J**.
- 4.18 From the map it can be seen that Premier Banqueting’s clientele largely come from north-west London. However, there are also clusters in Watford and Luton; it is in these instances that coaches are often used. The survey also recorded a small number of guests attending from Milton Keynes, Wolverhampton and Bolton.

Banqueting Venue Transport Patterns (Staff)

- 4.19 The current venue utilises a bank of casual staff who are therefore locally based and will tend to travel to site using public or active transport. Although, managers will tend to travel to site by car.
- 4.20 Staff will generally arrive and depart from site in staggered groups of managers; chefs; waiters for example, across circa two to three hours prior to and after the start and end of an event. There were on average 2 banqueting events per week in 2019 generally running between circa 18:00 to 00:30 for an evening event or circa 10:00 to 16:00 for an afternoon event. For a maximum capacity circa 500-guest event there would generally be 30 staff members at site; for an average-sized event of 316 guests there would likely be 21 staff at the site.
- 4.21 Many staff members would continue to travel to the site via public and active transport, with two nearby bus routes supporting two underground stations. Although, for events finishing at later than around 00:00 staff may miss the latest public transport services. In such instances, lifts by taxi and/or coach would be arranged by the management to transport staff as necessary.

Proposed Surveys

- 4.22 As part of the Travel Plan, an initial Travel Survey of the travel mode of staff and guests will be carried out.
- 4.23 It is recommended that an online and paper survey is distributed to staff. Guest travel would likely be determined by circulating the questionnaire upon the arrival and/or departure of guests.

- 4.24 The initial travel questionnaires will be completed within 6 months of the first operation of the site. This will provide baseline modal shares from which targets for Years 3 and 5 can be based. Within one month of the completion of the baseline surveys, the baseline modal splits and targets will be submitted to LB Harrow for approval.
- 4.25 Following the initial baseline surveys, monitoring will be undertaken annually by the TPC on the anniversary of the baseline survey, or as close as practicable. The results will be submitted to LB Harrow within 1 month of the completion of the surveys.
- 4.26 The TPC will be responsible for comparing the results year-on-year and adjusting the targets and initiatives as required, in agreement with LB Harrow. The TPC will also log and take account of any account travel related feedback received from staff and guests throughout the year.
- 4.27 As part of the wider advertising and marketing of the Travel Plan, the results of travel surveys will be published on noticeboards within the staff area at the site as well as on the venue website.

5 Objectives and Targets

Objectives

- 5.1 Objectives are the high-level goals of the Travel Plan, giving it direction and providing a focus. Objectives can be grouped into input, output and outcome objectives.
- 5.2 Input objectives describe actions to be carried out which are achieved once this has been done. The input objective of this Travel Plan are:
- To establish appropriate travel surveying methodologies;
 - To provide a procedure for organising minibus shuttles to transport banqueting staff to and from the site;
 - To formalise a method for promoting banqueting clients' use of sustainable transport modes (principally coaches or minibuses, and car sharing) for guest transport to site;
 - To provide a mechanism for ongoing development and implementation of the Travel Plan.
- 5.3 Output objectives relate to travel behaviours and are achieved once a specified target has been met. Output objectives of this Travel Plan are:
- To engender maximal use of active and public transport (including minibuses and coaches) among banqueting guest and staff;
 - To facilitate high rates of car sharing for trips to the site that occur by car;
- 5.4 Outcome objectives regard a desired end state, broader than individual behaviours, achieved once the state has become attained. Outcome objectives of this Travel Plan are:
- To reduce the overall negative environmental impacts of travel to and from the site;
 - To provide a safe pedestrian and traffic environment at the site;
 - To facilitate participation in the ongoing development of the Travel Plan by all stakeholders.

Targets

- 5.5 Targets are the measurable goals by which progress can be tracked and assessed. Targets are essential for monitoring the progress and success of the Travel Plan. Targets should meet the 'SMART' criteria – that is, they will be Specific; Measurable; Achievable; Realistic; and Time-bound. If these criteria are not met, the effectiveness of the Travel Plan is significantly reduced.
- 5.6 Targets are set over an initial five-year time frame. They seek to improve on the baseline (Year 1) to meet targets at Years 3 and 5. Each target has indicators which will be used to measure progress towards achieving the targets and thus the overarching objectives.
- 5.7 Indicative modal share targets have been set for banqueting guest travel to site based on the completed surveys, provided in Table 5.1 below, and indicative estimated baseline modal shares and corresponding targets have also been provided for banqueting staff in Table 5.2 below. These figures will be updated following the baseline travel surveys within 6 months of first operation of the site.

Table 5.1 – Banqueting guest modal share baseline and indicative targets based on previous travel surveys

Travel mode	Baseline mode share %	Year 3 target mode share %	Year 5 target mode share %
Taxi / Uber	12.5	14	15
			59
Active / public transport	0.7	1	1

Table 5.2 – Banqueting staff indicative modal share baseline and targets

Travel mode	Baseline mode share %	Year 3 target mode share %	Year 5 target mode share %
Bus	40	41	42
Pedestrian	5	6	6

- 5.8 A change to the modal share may also be influenced by vehicle occupancy. More people arriving by car but in less cars would also be positive. A question to establish vehicle occupancy would be included within the baseline travel surveys, to be repeated at Years 3 and 5 as for modal share figures.
- 5.9 Baseline surveys of banqueting staff will be carried out within 6 months of first operation. These will then, along with the baseline banqueting guest mode shares, be assigned with mode share targets for Years 3 and 5, to be formalised and agreed by the Travel Plan Coordinator and LB Harrow Travel Plan Officers.
- 5.10 Within 3 months of undertaking surveys at Years 3 and 5, a Monitoring Report will be submitted to LB Harrow as part of the formal Travel Plan review process.

6 Travel Plan Management

Travel Plan Management

- 6.1 Premier Banqueting London Ltd are fully committed to the implementation of this Travel Plan to cover the site's banqueting and community uses, and its maintenance over an initial five-year period.

Travel Plan Coordinator

- 6.2 The appointment of a Travel Plan Coordinator (TPC) is a key aspect of Travel Plans, as the TPC will drive the development and implementation of the Travel Plan and the measures set out within the document. They will also be the point of contact for all stakeholders.

- 6.3 Initially the TPC will be Ben McKeown at EAS, the author of this document, contactable at:

Ben McKeown

EAS Transport Planning Ltd, Unit 23, The Maltings, Roydon Road, Stanstead Abbots,
Herts SG12 8HG

Email: ben.mckeown@eastp.co.uk

Tel: 01920 871777

- 6.4 On securing planning permission, Premier Banqueting London Ltd will appoint a permanent TPC.

- 6.5 Key tasks of the TPC would include:

- To act as a central point of contact for all stakeholders of the Travel Plan;
- To implement the monitoring plan set out within the monitoring strategy;
- To implement and manage data collection as set out in the monitoring strategy;
- To champion sustainable travel issues;
- To represent the “human face” of the travel plan - explaining its purpose and the opportunities on offer;
- To build and nurture the necessary partnerships for Travel Plan implementation and success, including facilitation of a Travel Plan Steering Group (TPSG);
- To keep abreast of developing Travel Plan techniques;
- To regularly review and evaluate both the Travel plan and the operation of the TPSG and to provide feedback to the planning and the highway authority via meetings and/or other channels;
- To prepare progress reports, action plans and budgets for the Travel Plan aimed at best meeting its objectives and targets; and

- To liaise with the other Travel Plan representatives to ensure co-ordination of measures and monitoring.
- 6.6 Regular updating of the Travel Plan will be the responsibility of the nominated TPC. The role of the TPC is part-time and will have a fluctuating workload throughout the duration of the Travel Plan.
- 6.7 The TPC will maintain a filing system for this Travel Plan which contains the results of all staff and visitor travel surveys and all periodic monitoring
- 6.8 In the interests of confidentiality, the TPC will hold the database and be responsible for the release of information. Information contained within the database will not be released to LB Harrow generally and only aggregated data will be supplied; in the interests of security, only postcode details will be supplied, if requested, and will be treated as private and confidential.
- 6.9 Premier Banqueting London Ltd will fully participate and support the TPC where necessary. Some developments have a Travel Plan Steering Group (TPSG). This would comprise the TPC, a representative from Premier Banqueting London Ltd, LB Harrow Travel Plan Officer(s), officers from TfL if deemed appropriate, and other key stakeholders such as public transport operators and local residents.
- 6.10 The Travel Plan management structure will be formalised before the circulation of the Travel Plan implementation materials and before undertaking baseline survey work. In addition, the TPC will contact the LB Harrow Travel Plan Officer to confirm the Travel Plan management structure once it has been fully identified.

Marketing Strategy

- 6.11 A marketing strategy for sustainable travel will be required and this could form part of wider site marketing initiatives. The elements that the strategy could include are set out below:
- Travel Plan Information Board - noticeboard(s) explaining the role, benefits and details of Travel Plan, including suitable travel information, tailored for staff and guests and located in suitable areas;
 - Travel Plan Information Pack – a ‘pack’ containing appropriate information on travel options to and from the site, including explanation of existing and propose Travel Plan measures. Will be distributed to all banqueting employees. An equivalent version would be provided to prospective banqueting clients, to facilitate maximal use of sustainable travel modes for guest transport to the site;
 - Newsletters / emails – regularly disseminated to advertise updates and developments in the Travel Plan, while encouraging participation;
 - Website – details of the site’s general access arrangement and of the Travel Plan would be included in any online publishing associated with the banqueting centre.
- 6.12 Travel Plan ‘branding’ is a key part of the promotion of any Travel Plan. It is important for all users to have a brand that they recognise as it reinforces the Travel Plan, its initiatives and what it seeks to achieve. The branding for the Travel Plan will be established prior to the Travel Plan launch and the collection of any baseline data.

Resourcing

- 6.13 It is anticipated that a Travel Plan of this size would require of the order of one day every other month, on average, over the period of the plan. The term 'average' has been used as there will be periods when intense work is required, i.e. when surveys are undertaken, and other periods where less input is necessary.
- 6.14 Funding to maintain the travel plan including the covering of publicity materials and monitoring costs would be covered by Premier Banqueting London Ltd (or their successors).

7 Measures and Initiatives

- 7.1 This chapter sets out the package of measures that will be introduced in order to influence travel to and from the site to and meet the Travel Plan objectives and targets. These include hard measures through the provision of facilities and soft such as marketing and promotion. The measures outlined below will be continuously reviewed and updated if necessary as part of the Travel Plan review.

Travel Information Notice Boards

- 7.2 Noticeboards will be provided in communal areas, such as the staff room for banqueting guests. These would illustrate public and active transport routes, as well as providing timetable and fee information. Noticeboards would also be used to promote involvement in the Travel Plan.

Travel Information Pack

- 7.3 Banqueting staff and guests will receive sustainable transport information in the form of a tailored 'Travel Information Pack'.
- 7.4 Banqueting staff would receive a paper and/or e-copy summarising public and active transport links to the site as well as information on Travel Plan measures listed below, such as the provision of showers and lockers, and the guaranteed lift home policy, as identified below.
- 7.5 Prospective clients would receive information to encourage the use of coaches, minibuses and taxis, such as contact details of providers and access and parking details. Mobile apps and websites to facilitate car sharing among guests will be provided, along with information on public and active transport links. All publicity of banqueting materials would include information on sustainable transport to and from the site.

Guaranteed Lift Home

- 7.6 Premier Banqueting would provide emergency minibus and/or taxi services to ensure staff are able to get home and promote use of sustainable travel among them.
- 7.7 This could involve transporting staff to a public transport stop, with this being quicker than walking and cycling and thus ensuring they are in time for the appropriate service. Alternatively, this could be provided in instances of poor weather.

Walking and Cycling

- 7.8 The TPC will undertake a review/audit of existing routes for pedestrians and cyclists to identify problems and opportunities. Staff will be offered lights and high-visibility clothing and equipment for use on journeys to and from the site.
- 7.9 A total of 21 cycle parking spaces, including 1 designed for adapted cycles in line with the London Cycling Design Standards, will be provided for staff and guests of the site.

7.10 The level of provision will be reviewed following the annual travel surveys and additional units provided if required.

Showers and Lockers

7.11 Shower, locker and changing facilities will be provided for use by those travelling to site by active transport. This can promote walking and cycling to site among banqueting staff,

Sustainable Travel Events

7.12 Throughout the year, the TPC will promote national and local sustainable travel events such as National Walking Month, Walk to Work Week, Green Transport Week, Bike Week, World Car Free Day, Liftshare Week and Commute Smart Week.

8 Monitoring and Review

- 8.1 A Travel Plan is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant and effective. These processes also allow the success of the Travel Plan, by way of meeting the specified targets, to be ascertained. The TPC is responsible for all monitoring and review activities.

Reporting

- 8.2 Following the baseline (Year 1) survey, to be completed within 6 months of first operation, Travel Plan targets will be reviewed, amended and formalised by the TPC in conjunction with LB Harrow. Surveying will be repeated on or as close as practicable to the anniversary of the baseline survey during Years 3 and 5.
- 8.3 If targets are not being met remedial action and measures will be considered. Where targets are being met consideration will be given to setting 'stretched' targets. Any necessary revisions, including to targets and measures, will be made in agreement with LB Harrow.
- 8.4 The TPC will report the survey results via a monitoring report, including response rates and modal splits, to LB Harrow within 3 months of each survey. The reports will include the following information:
- A summary of the Travel Plan objectives and targets;
 - How and when information has been gathered;
 - Modal splits and other metrics;
 - Progress towards meeting targets; and
 - Future proposals for further refinement of the Travel Plan.
- 8.5 The TPC team will also be responsible for communicating the results of the monitoring surveys and resultant amendments to the Travel Plan to other stakeholders. This would be through newsletters and via information boards at the site.

Monitoring Plan

- 8.6 Table 6.1 below summarises the proposed monitoring plan, including the data collection activities which will be undertaken and when these will occur. Specific types of information/ indicators which will be measured through each activity are also identified.

Table 8.1 Premier Banqueting London Ltd Travel Plan Monitoring Plan

Data Collection/ Reporting Exercise	Key Information	When/How Frequently	By Whom
Baseline (Year 1) travel surveys	Response Rate, Modal Split, Travel Attitudes, Destination Data	Within 6 months of first operation of the site	TPC
Baseline (Year 1) travel survey report	Headlines from the Baseline Survey and how they verify the Travel Plan	Within 3 months of completion of the baseline survey	TPC, for submission and review by LPA
Formal (Year 3 and 5) travel surveys	Response Rate, Modal Split, Travel Attitudes, Destination Data	Years 3 and 5 after Baseline Survey	TPC
Monitoring reports	Headlines from the Monitoring Survey	Within 3 months of completion of Year 3 and Yea 5 surveys	TPC, for submission and review by LPA
Informal (Year 2 and 4) monitoring surveys	Response Rate, Modal Split, Travel Attitudes, Destination Data	Years 2 and 4 after Baseline Survey	TPC
Monitoring Reports	Headlines from the Monitoring Survey	Within 3 months of each survey	TPC
Identification of new Travel Plan Initiatives	Potential new measures for inclusion in Travel Plan	Ongoing	TPC and Steering Group

Action Plan

8.7 Table 8.1 below comprises an Action Plan that draws together the proposals for the implementation, monitoring and review of the Travel Plan.

Table 8.1 – Action Plan to guide implementation of the Travel Plan

Action	Responsibility	Timescale
Formalisation of Travel Plan, including targets and measures	Premier Banqueting London Ltd, TPC, LB Harrow	Baseline survey within 6 months of first operation, report within 3 months of baseline survey
Preparation and dissemination of information via for information boards and packs	TPC	Within 3 months of baseline report
Travel Plan launch event	TPC	Within 3 months of baseline report
Develop partnerships with other local Travel Plans, public transport operators, bicycle shops etc.	TPC	Ongoing
Update communal board information	TPC	Once every 6 months after launch of Travel Plan, or as required
Review baseline survey data and modify TP targets and/or measures if necessary	TPC, LB Harrow	Within 6 months of agreement of Travel Plan
Hold steering group meeting to investigate TP issues	TPC and Steering Group	Every 6 months
Travel Plan formal and informal monitoring surveys	TPC, LB Harrow	Year 3 and 5 (formal) and Years 2 and 4 (informal) after initial baseline survey
Review Travel Plan	TPC, Steering Group, LB Harrow	Ongoing

9 Car Park Management

- 9.1 The proposed car park has been designed to comprise of 68 fully-operating car parking spaces, with 62 for guests and 6 in a separate staff car park. However, there are an additional 16 spaces located on the aisle furthest from the access. These are to be blocked with a large planter.
- 9.2 These extra 16 spaces will act as emergency overflow parking provision: this will ensure that any overspill parking does not occur on Brockley Hill. Yet, the presumption will be of an availability of 62 guest parking spaces (plus 6 staff spaces).
- 9.3 Additionally, it is proposed that for the events where coaches are used, excess available parking space would be used as coach parking. This will prevent the current practice of having to exit the site to travel and lay over at a nearby coach park before returning to the site to collect guests. Swept path analysis illustrating coaches utilising excess parking spaces is included at **Appendix K**. A positive reduction in large coach traffic will therefore be enabled and this matter would be assessed as part of the travel plan monitoring.
- 9.4 The car park will be managed so that cars are be parked to fill vacant spaces in an orderly way, so that it is ensured that enough adjacent excess spaces remain vacant for coach use.
- 9.5 Cognisant of these factors, dialogue regarding travel planning will occur between the site management and the patron during the booking process. This will allow management to communicate the aims of travel planning and the related characteristics of the site, while allowing the patron to convey likely vehicle attendance (i.e. how many cars, taxis and coaches) in order for the management to respond accordingly and plan for car and coach parking at each event.

Appendices


- Appendix A – Location Plan
- Appendix B – Development Proposals
- Appendix C – Proposed Access Design
- Appendix D – Access Visibility Splays
- Appendix E – Swept Path Analysis - Coach Access
- Appendix F – Stage 1 Road Safety Audit
- Appendix G – 2019 Events Schedule at Current Banqueting Venue
- Appendix H – Copy of Guest Travel Survey
- Appendix I – Guest Travel Survey Results
- Appendix J – Map of Guest Locations
- Appendix K – Swept Path Analysis - Coach Parking

Appendix A Location Plan

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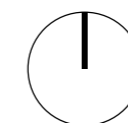
 CONSTRUCTION - It is considered that the proposed works are within the scope of a competent Contractor and as such no unusual hazards have been identified, refer to relevant Key/ Schedule/ Designers Risk Assessment

KEY PLAN:



04	21/08/20	Issued for information
03	29/06/20	Issued for information
02	29/05/20	Issued for information
01	22/05/20	Issued for information
00	30/04/20	Issued for information

REV:	DATE:	DETAILS:



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PROJECT:
Brockley Hill Leisure

TITLE:
**Existing
Site Location Plan**

SCALE	ORIGIN DATE:	DRAWN:	CHECKED:
1:2500 @ A3	30/04/20	CB	AT

STATUS:
Information

PROJECT DRAWING NO:
05851 MP_00_0003



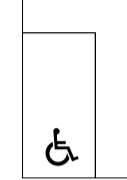
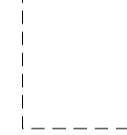


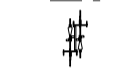


REV:
04

Appendix B Development Proposals

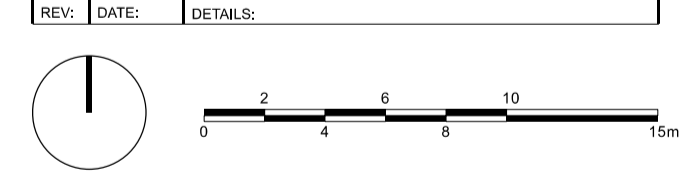
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 CONTRACTOR - It is considered that the proposed works are within the scope of a competent Contractor and as such no structural reports have been identified, other to relevant prior Structural Designers Risk Assessment.

KEY PLAN:
Notes
 For Landscape information refer the landscape architect.
 Please note the proposed building is shown for context purposes.

Brockley Hill kerbs shown in dashed line are based on an Adopted Highways OS Map.

- KEY**
-  Area in client ownership
 -  Planning boundary
- Key**
-  Disabled car parking space
 -  Enlarged car parking space
 -  Car parking space with electric vehicle charging station
 -  Car parking space adapted to be fitted with electric vehicle charging station
 -  Covered bicycle parking
 -  Large bicycle parking
 -  Proposed tree

REV	DATE	DETAILS
11	24/08/20	Issued for information
10	22/08/20	Issued for information
09	20/08/20	Issued for information
08	20/08/20	Issued for information - revised as highlighted
07	19/08/20	Issued for information
06	05/08/20	Issued for information - revised as highlighted
05	04/08/20	Issued for information
04	22/07/20	Issued for information - WIP
03	20/05/20	Issued for information
02	20/05/20	Issued for information
01	22/05/20	Issued for information
00	22/04/20	Issued for information



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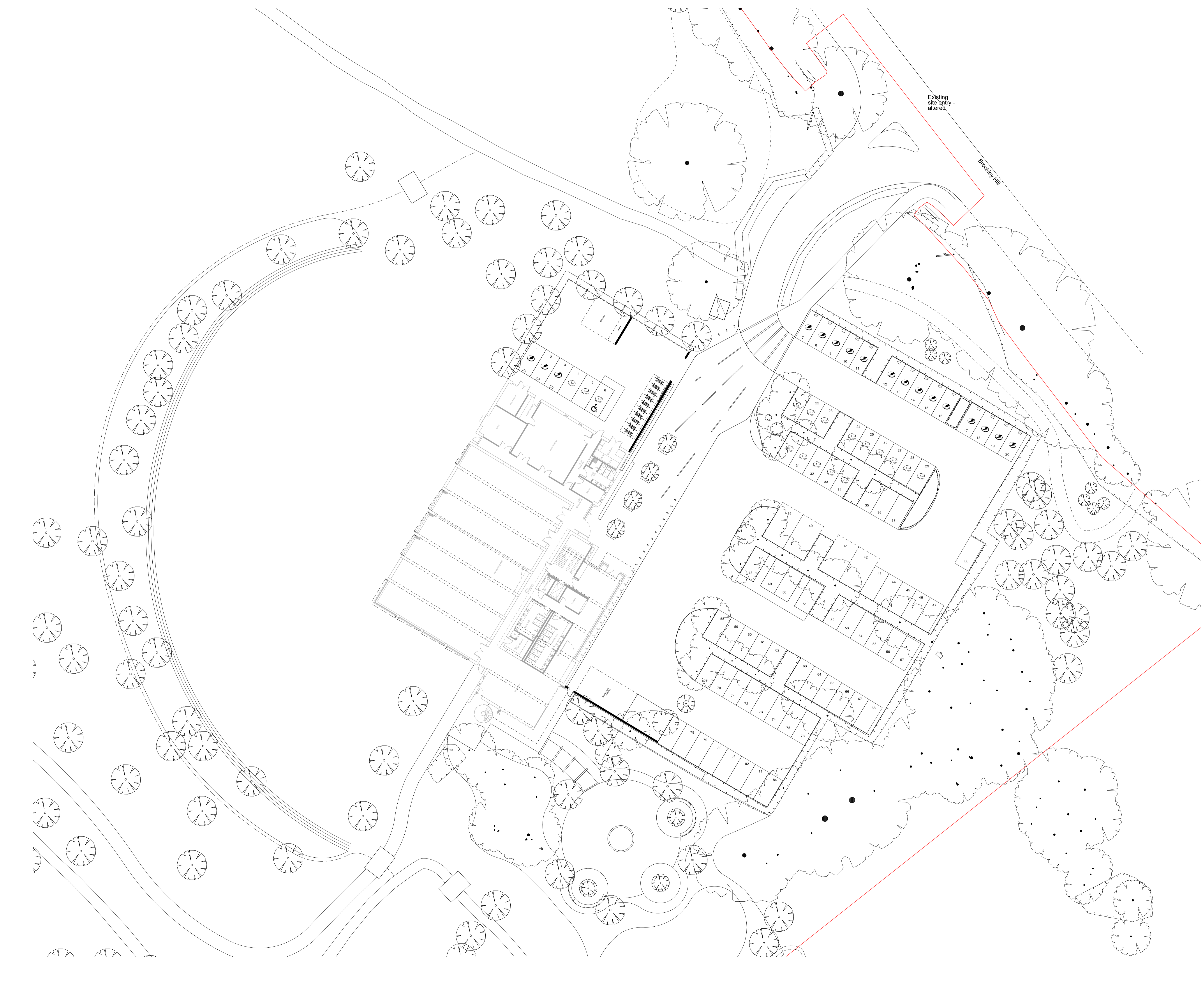
PROJECT:
 Brockley Hill Leisure

TITLE:
 Proposed Site Plan

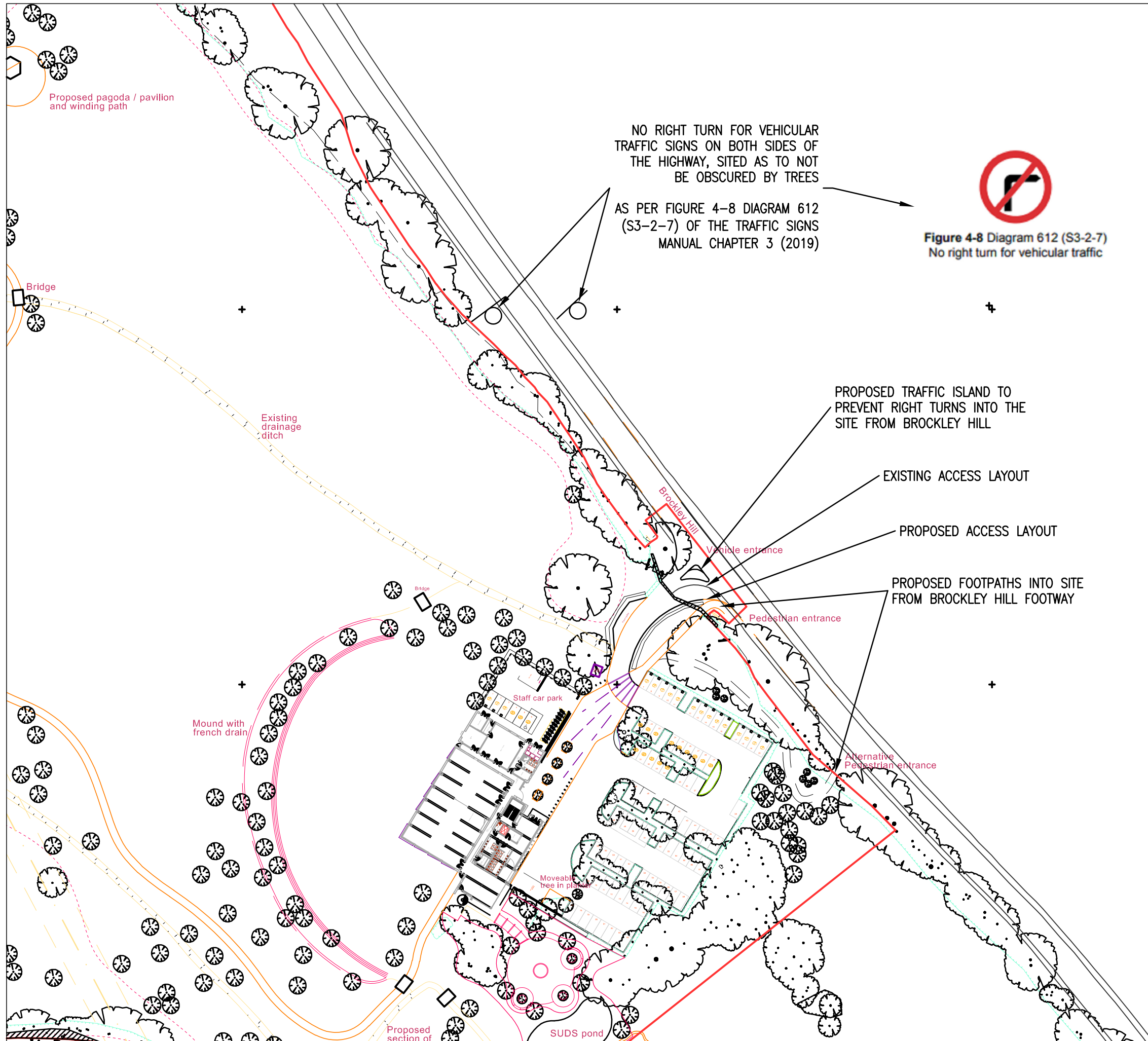
SCALE: 1:250 @ A1 **ORIGIN DATE:** 21/04/20 **DRAWN:** CB **CHECKED:** AT

STATUS:
 Stage 2

PROJECT: 05851 **DRAWING NO.:** MP_00_2200 **REV:** 11



Appendix C Proposed Access Design



NO RIGHT TURN FOR VEHICULAR TRAFFIC SIGNS ON BOTH SIDES OF THE HIGHWAY, SITED AS TO NOT BE OBSCURED BY TREES

AS PER FIGURE 4-8 DIAGRAM 612 (S3-2-7) OF THE TRAFFIC SIGNS MANUAL CHAPTER 3 (2019)



Figure 4-8 Diagram 612 (S3-2-7)
No right turn for vehicular traffic

PROPOSED TRAFFIC ISLAND TO PREVENT RIGHT TURNS INTO THE SITE FROM BROCKLEY HILL

EXISTING ACCESS LAYOUT

PROPOSED ACCESS LAYOUT

PROPOSED FOOTPATHS INTO SITE FROM BROCKLEY HILL FOOTWAY

REV	DATE	BY	DESCRIPTION	CHK	APD

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CLIENT:

ARCHITECT:

PROJECT:
**FORMER STANMORE & EDGWARE GOLF CENTRE
BROCKLEY HILL, STANMORE**

TITLE:
PROPOSED ACCESS FEATURES

SCALE © A3: 1:1000	DESIGN-DRAWN: BM	DATE: 26/08/20
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PROJECT No: 2660	DRAWING No: SK05 REV A
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Appendix D Access Visibility Splays

2.4m x 129.3m VISIBILITY SPLAY IN ACCORDANCE WITH DMRB FOR MEASURED 85th PERCENTILE

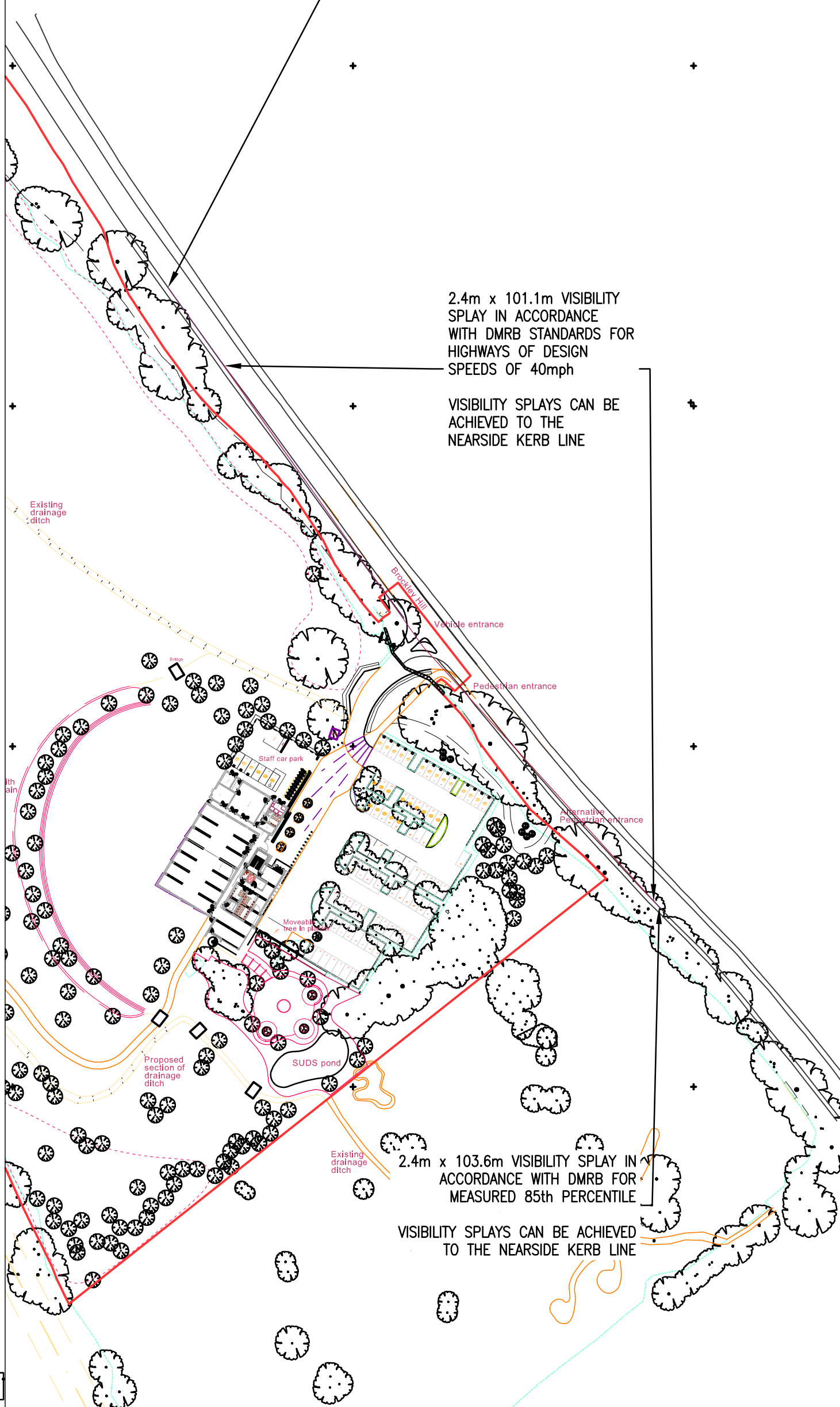
VISIBILITY SPLAYS CAN BE ACHIEVED TO THE NEARSIDE KERB LINE

2.4m x 101.1m VISIBILITY SPLAY IN ACCORDANCE WITH DMRB STANDARDS FOR HIGHWAYS OF DESIGN SPEEDS OF 40mph

VISIBILITY SPLAYS CAN BE ACHIEVED TO THE NEARSIDE KERB LINE

2.4m x 103.6m VISIBILITY SPLAY IN ACCORDANCE WITH DMRB FOR MEASURED 85th PERCENTILE

VISIBILITY SPLAYS CAN BE ACHIEVED TO THE NEARSIDE KERB LINE



REV	DATE	BY	DESCRIPTION	CHK	APD

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CLIENT: **ANGEL CARE PLC**

ARCHITECT:

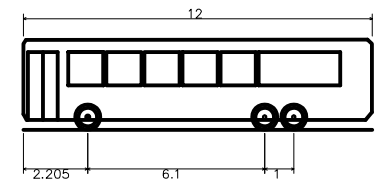
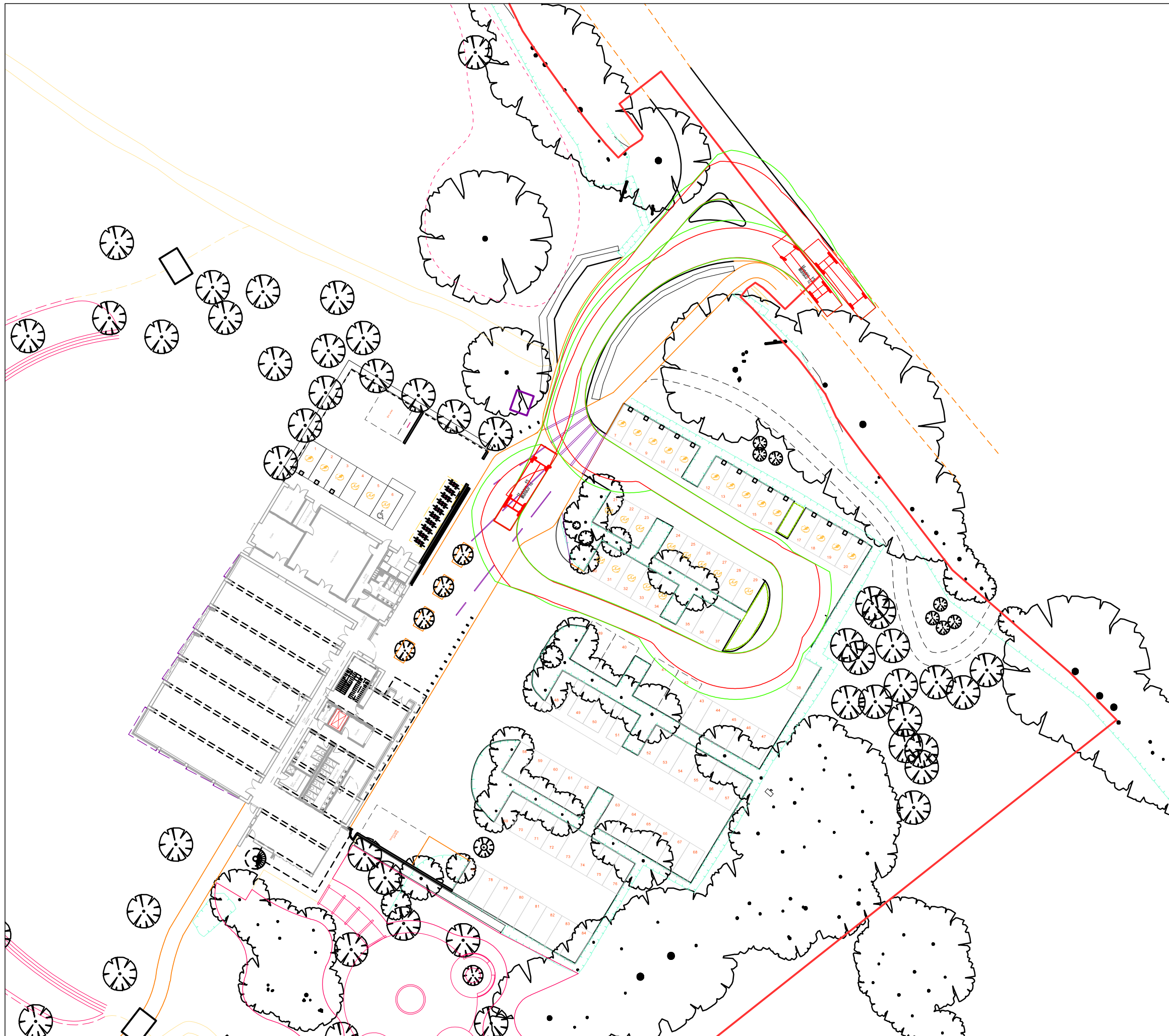
PROJECT: **STANMORE & EDWARE GOLF CENTRE
BROCKLEY HILL, STANMORE**

TITLE: **ACCESS VISIBILITY SPLAYS**

SCALE: A3: **1:1250** DESIGN-DRAWN: **BM** DATE: **26/08/20**

PROJECT No: **2620** DRAWING No: **SK04 REV A**

Appendix E Swept Path Analysis Coach Access



Monaco 12
 Overall Length 12.000m
 Overall Width 2.550m
 Overall Body Height 3.102m
 Min Body Ground Clearance 0.337m
 Track Width 2.500m
 Lock to lock time 4.00s
 Kerb to Kerb Turning Radius 9.924m

REV	DATE	BY	DESCRIPTION	CHK	APD

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CLIENT:

ARCHITECT:

PROJECT:

**BROCKLEY HILL, STANMORE
 BANQUETING FACILITY**

TITLE:

**SWEPT PATH ANALYSIS
 12m COACH ACCESS AND EGRESS**

SCALE © A3: 1:500	DESIGN-DRAWN: ET	DATE: 25/08/20
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PROJECT No: 2660	DRAWING No: SK02 REV H
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Appendix F Stage 1 Road Safety Audit



**ROAD SAFETY AUDIT
STAGE 1**

**PROPOSED SITE ACCESS,
BROCKLEY HILL,
STANMORE,
WATFORD**

REPORT REF: BN/EAS/20-108

Job no	BN-EAS-20-108	Issue no	1	Date	August 2020
Prepared by	BN	Verified by	JB	Approved by	BN

**ROAD SAFETY AUDIT
STAGE 1**

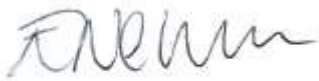
**PROPOSED SITE ACCESS,
BROCKLEY HILL,
STANMORE, WATFORD**

August 2020

REPORT REF: BN/EAS/20-108

CLIENT: EAS
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SG12 8HG.

Report Prepared By:



Beth Newiss MSoRSA

Checked By:



Jason Bown MSoRSA

NB: This report was produced for EAS, for the specific purpose of documenting the Stage 1 Road Safety Audit process undertaken under the principles of GG119.

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PROJECT DETAILS

Report Title:	Stage 1 Road Safety Audit
Date:	August 2020
Document reference and revision:	BN-EAS-20-108
Prepared by:	Beth Newiss and Associates
Design Organisation:	EAS
Project Sponsor:	Angel Care PLC
Overseeing Organisation:	London Borough of Harrow/London Borough of Barnet

REV	ISSUE PURPOSE	AUTHOR	CHECKED	APPROVED	DATE
0	Stage 1 Road Safety Audit drafted for Audit Team discussions.	BN			18/08/2020
1	Stage 1 Road Safety Audit finalised and issued to the Design Organisation.	BN	JB	BN	18/08/2020

CONTENTS

1.0	INTRODUCTION	2
2.0	ITEMS RAISED AT PREVIOUS AUDIT (S)	4
3.0	ITEMS RAISED AT THIS STAGE 1 AUDIT	5
4.0	AUDIT TEAM STATEMENT	6

DRAWINGS/DOCUMENTS PRESENTED FOR AUDIT

SK04 Access Visibility Splays
 SK05 New Access Coach Tracking 28052020 PM
 SK06 Proposed Access Features
 Collision Data
 Traffic Surveys

APPENDICES

A1	LOCATION PLAN
A2	DESIGNERS RESPONSE (TO BE ADDED)

1.0 INTRODUCTION

1.1 This report results from a Stage 1 Road Safety Audit carried out on the proposed site access located off Brockley Hill, Stanmore, Watford. The audit was requested by EAS on behalf of Angel Care PLC.

1.2 The Scheme:

The site is located on Brockley Hill, Stanmore at an existing Golf course and driving range site which is to be turned into a wedding/banqueting venue.

1.3 The Proposals:

- Widening of the existing access.
- Introduction of a traffic island across the junction to prevent drivers travelling southbound from the north turning right into the site.
- Introduction of signage in association with the banned right turn.

1.4 The Road Safety Audit was undertaken during August 2020 in accordance with the scheme drawing provided on the 12th August 2020 as well as the full Road Safety Audit Brief supplied, on the 12th August 2020 by the Design Organisation, EAS, on behalf of the Project Sponsor, Angel Care PLC. The Road Safety Audit comprised of an examination of the documents provided and a visit to site.

1.5 A visit to site was undertaken by the Audit Team together on the 17th August 2020. During the site visit the weather was fine and dry. A steady stream of vehicles was observed travelling both ways along Brockley Hill. No Pedestrians, but one cyclist was observed.

1.6 The Audit Team were provided with collision data within the audit brief for the area. It is noted that there have been three (3) slight collisions recorded within the direct vicinity of the proposals in the last 10 years. Each of these collisions were the result of driver error and cannot be attributed to the road network.

1.7 Brockley Hill Road is a 40mph zone. Traffic surveys produced for this audit show that the current 85thile speeds are higher than the posted speed limit. Southbound speeds average at 47.2 mph and the Northbound speeds average at 41.5mph.

1.8 The Road Safety Audit has been undertaken by an Audit Team whose qualifications and experience accord with the requirements of the Local Authority. The Audit Team consists of the following members:

Beth Newiss MCIHT MSoRSA
Beth Newiss & Associates
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Beth Newiss & Associates
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- 1.9 The terms of reference of this Road Safety Audit are as described in GG119. This Road Safety Audit has been undertaken based on the Road Safety Audit Team’s previous experience and knowledge in undertaking Collision Investigation, Road Safety Engineering and Road Safety Audits. The scheme has been examined and this report compiled, only with regard to the safety implications for road users of the scheme as presented. It has not been examined or verified for compliance with any other standards or criteria. However, in order to clearly explain a safety problem or the recommendation to resolve a problem, the Audit Team may on occasion have referred to a design standard for information only. A technical audit has not been included. All comments and recommendations are referenced to the design drawings supplied with the Audit Brief and the location of road safety concerns raised have been illustrated adjacent to the items along with relevant photographs for clarity, where appropriate, as well as on the Location Plan attached at **Appendix A1**.
- 1.10 It should be highlighted that whilst the audit has been undertaken in accordance with the principle procedures laid out in GG119, the current COVID-19 pandemic may have altered the observations undertaken during the site visit and it may be beneficial to have this site revisited at a later date when normal journey patterns resume.
- 1.11 Recommendations made in this report are proportionate and viable suggestions for improvement to eliminate or mitigate, in accordance with GG119, and do not imply that a formal design process has been undertaken. There may be alternative methods of addressing a problem which would be equally acceptable in achieving the desired elimination or mitigation and these should be considered when the Design Organisation responds to this report.
- 1.12 The Designer Organisation Response to the RSA should be formally recorded and reported to the Overseeing Organisation and the RSA Team so that a record of the Audit process is contained in the As Built design pack to be provided and retained by the Overseeing Organisation on final completion. Any drawings or documents associated with the Design Organisation Response are listed at **Appendix A2**, if applicable.

2.0 PREVIOUS ROAD SAFETY AUDIT(S)

- 2.1 The Audit Team have not been made aware of any other Road Safety Audits having been undertaken.

3.0 SAFETY ISSUES RAISED AT THIS STAGE 1 ROAD SAFETY AUDIT

As a result of an examination of the drawings and documents supplied by EAS, the problems highlighted in Section 3.0 were identified. The recommended course of action that should be taken in respect of each problem was also indicated, and the locations are shown on the drawings in **Appendix A1** where necessary.

3.1 GENERAL

PROBLEM	
Location:	A – Brockley Hill/Pipers Green Lane
Summary:	Proposed banned right turn may present obstruction or shunts due to hesitation at Pipers Green Lane.
<p>The proposals include a banned right turn into the site from the North. Drivers travelling from the north will be expected to pass the site and will likely attempt a U-turn at the mini roundabout at Pipers Green Lane further south of the proposed access. There is a concern that the mini roundabout at Pipers Green Lane may not provide suitable road provision to allow for a U-turn to be successfully made, particularly if larger service vehicles i.e. Limousine or similar wedding car are attempting this manoeuvre. This may result in obstruction, shunts due to hesitation amongst other collision types.</p>	
RECOMMENDATION	
<p>It is recommended that the Design Team provide information regarding the potential U-turn routes expected to be taken by drivers approaching the site from the north. It is recommended that Auto Tracking is provided detailing whether these are suitable for all expected vehicle maneuvers.</p>	

3.2 WALKING CYCLING HORSE RIDING


PROBLEM	
Location:	B – Brockley Hill Junction
Summary:	Lack of pedestrian facility across the junction may result in Pedestrian injury
<p>The proposals include the introduction of a traffic island with overrun-able area within the widened junction. No details have been provided as to how pedestrian crossing will be facilitated within the island. Failure to introduce suitable crossing facilities may result in pedestrian injury, i.e. trip hazards at this location.</p>	
RECOMMENDATION	
<p>It is recommended that the Design Team introduce clear pedestrian crossing facility within the proposed traffic island.</p>	

4.0 AUDIT TEAM STATEMENT

- 4.1 We certify that this audit has been undertaken in accordance with the relaxed principles of GG119.

Audit Team Leader

Beth Newiss MCIHT MSoRSA



Date: 18th August 2020

Jason Bown MCIHT MSoRSA



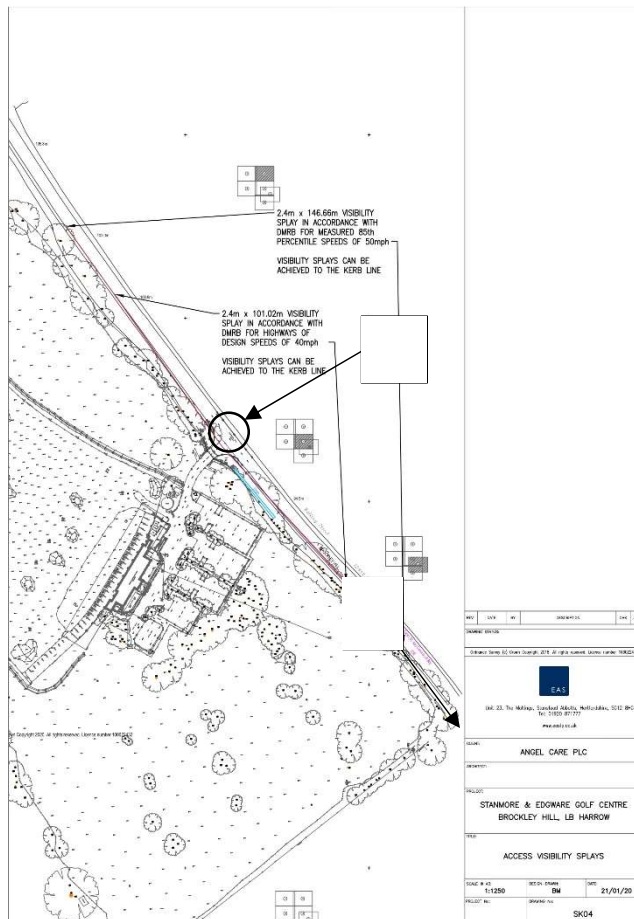
Date: 18th August 2020

APPENDIX A1

LOCATION PLAN



Photo taken from GoogleMaps



APPENDIX A2
DESIGNERS RESPONSE
(TO BE ADDED)

Appendix G 2019 Events Schedule at Current Banqueting Venue

JANUARY 2019							CAR PARK
S.No.	Date	Day	From	To		Pax	
	01.01.2019	TUESDAY	18:00	00:00	PM	180	NOT BOOKED
	02.01.2019	WEDNESDAY	18:00	00:00	PM	180	NOT BOOKED
	03.01.2019	THURSDAY	18:00	00:00	PM	200	NOT BOOKED
	04.01.2019	FRIDAY	18:00	00:00	PM	250	BOOKED
	12.01.2019	SATURDAY	19:00	02:00	PM	500	BOOKED
	19.01.2019	SATURDAY	18:00	01:00	PM	300	BOOKED
	22.01.2019	TUESDAY	18:00	00:00	PM	200	NOT BOOKED
	25.01.2019	FRIDAY	18:00	00:00	PM	350	BOOKED
	26.01.2019	SATURDAY	17:00	00:00	PM	350	BOOKED
	27.01.2019	SUNDAY	08:00	16:00	AM	400	BOOKED
	28.01.2019	MONDAY	18:00	00:00	PM	280	BOOKED
	Feb-19						
	Date	Day	From	To			
	01.02.2019	FRIDAY	18:00	00:00	PM	350	BOOKED
	02.02.2019	SATURDAY	18:00	00:00	PM	400	BOOKED
	09.02.2019	SATURDAY	18:00	01:00	PM	250	BOOKED
	13.02.2019	WEDNESDAY	18:00	01:00	PM	200	NOT BOOKED
	17.02.2019	SUNDAY	11:00	18:00	AM	500	BOOKED
	18.02.2019	MONDAY	18:00	00:00	PM	200	NOT BOOKED
	19.02.2019	TUESDAY	18:00	00:00	PM	300	BOOKED
	21.02.2019	THURSDAY	18:00	00:00	PM	280	BOOKED
	22.02.2019	FRIDAY	18:00	00:00	PM	500	BOOKED
	23.02.2019	SATURDAY	18:00	00:00	PM	450	BOOKED
	24.02.2019	SUNDAY	18:00	00:00	PM	400	BOOKED
	25.02.2019	MONDAY	18:00	00:00	PM	140	NOT BOOKED
	MARCH 2019						
	Date	Day	From	To	AM/PM		
	03.03.2019	SUNDAY	17:00	00:00	PM	400	BOOKED
	07.03.2019	THURSDAY	18:00	01:00	PM	120	NOT BOOKED
	08.03.2019	FRIDAY	18:00	01:00	PM	450	BOOKED
	09.03.2019	SATURDAY	08:00	16:00	AM	350	BOOKED
	09.03.2019	SATURDAY	18:00	01:00	PM	250	BOOKED
	11.03.2019	MONDAY	18:00	01:00	PM	200	NOT BOOKED
	22.03.2019	FRIDAY	18:00	01:00	PM	160	NOT BOOKED
	23.03.2019	SATURDAY	08:00	16:00	AM	300	XXLD
	Apr-19						
	Date	Day	From	To	AM/PM		

	07.04.2019	SUNDAY	18:00	00:00	PM	450	BOOKED
	09.04.2019	TUESDAY	18:00	00:00	PM	200	NOT BOOKED
	11.04.2019	THURSDAY	18:00	00:00	PM	180	NOT BOOKED
	12.04.2019	FRIDAY	18:00	01:00	PM	300	BOOKED
	13.04.2019	SATURDAY	18:00	01:00	PM	450	BOOKED
	14.04.2019	SUNDAY	11:00	17:00	AM	350	BOOKED
	14.04.2019	SUNDAY	18:30	00:30	PM	500	BOOKED
	15.04.2019	MONDAY	18:00	00:30	PM	300	BOOKED
	16.04.2019	TUESDAY	18:00	00:30	PM	350	BOOKED
	17.04.2019	WEDNESDAY	18:00	00:30	PM	220	NOT BOOKED
	18.04.2019	THURSDAY	17:00	00:00	PM	275	BOOKED
	19.04.2019	FRIDAY	08:00	16:00	AM	300	BOOKED
	19.04.2019	FRIDAY	18:00	01:00	PM	450	BOOKED
	20.04.2019	SATURDAY	08:00	16:00	AM	280	BOOKED
	20.04.2019	SATURDAY	17:00	01:00	PM	450	BOOKED
	24.04.2019	WEDNESDAY	18:00	00:00	PM	200	BOOKED
	24.04.2019	THURSDAY	18:00	00:00	PM	200	NOT BOOKED
	27.04.2019	SATURDAY	18:00	00:30	PM	450	BOOKED

	MAY 2019						
	Date	Day	From	To		PAX	CAR PARK
	04.05.2019	SATURDAY	18:00	01:00	PM	400	BOOKED
	05.05.2019	SUNDAY	10:00	16:00	AM	300	BOOKED
	05.05.2019	TUESDAY	14:00	20:00	PM	200	NOT BOOKED
	09.05.2019	THURSDAY	18:00	01:00	PM	250	BOOKED
	18.05.2019	SATURDAY	08:00	16:00	AM	250	BOOKED
	18.05.2019	SATURDAY	18:00	01:00	PM	250	BOOKED
	25.05.2019	SATURDAY	16:00	01:00	PM	500	BOOKED
	26.05.2019	SUNDAY	18:00	01:00	PM	350	BOOKED
	28.05.2019	TUESDAY	08:00	16:00	AM	250	BOOKED
	30.05.2019	THURSDAY	08:00	16:00	AM	200	NOT BOOKED
	31.05.2019	FRIDAY	16:30	00:00	PM	220	BOOKED
	Jun-19						
	Date	Day	From	To			
	01.06.2019	SATURDAY	10:00	16:00	AM	400	BOOKED
	01.06.2019	SATURDAY	18:00	01:00	PM	350	BOOKED
	07.06.2019	FRIDAY	16:00	00:00	PM	300	BOOKED
	08.06.2019	SATURDAY	10:00	21:00	AM	250	BOOKED
	10.06.2019	MONDAY	18:00	00:00	PM	160	NOT BOOKED
	12.06.2019	WEDNESDAY	16:00	11:00	PM	250	BOOKED
	13.06.2019	THURSDAY	18:00	00:00	PM	200	NOT BOOKED
	14.06.2019	FRIDAY	18:00	01:00	PM	300	BOOKED
	15.06.2019	SATURDAY	08:00	16:00	AM	300	BOOKED
	16.06.2019	SUNDAY	10:00	16:00	AM	350	BOOKED
	16.06.2019	SUNDAY	18:00	01:00	PM	500	BOOKED
	19.06.2019	WEDNESDAY	18:00	00:00	PM	120	NOT BOOKED
	22.06.2019	SATURDAY	18:00	01:00	PM	350	BOOKED
	23.06.2019	SUNDAY	10:00	16:30	AM	400	BOOKED
	27.06.2019	THURSDAY	18:00	00:00	PM	160	NOT BOOKED
	28.06.2019	FRIDAY	18:00	00:00	PM	350	BOOKED
	29.06.2019	SATURDAY	18:00	01:30	PM	300	BOOKED
	30.06.2019	SUNDAY	08:00	16:00	AM	450	BOOKED
	Jul-19						
	Date	Day	From	To			
	04.07.2019	THURSDAY	18:00	00:00	PM	160	NOT BOOKED
	05.07.2019	FRIDAY	08:00	16:00	AM	250	BOOKED
	05.07.2019	FRIDAY	18:00	01:00	PM	300	BOOKED
	06.07.2019	SATURDAY	08:00	16:00	AM	400	BOOKED
	07.07.2019	SUNDAY	08:00	16:00	AM	400	BOOKED
	07.07.2019	SUNDAY	18:00	01:00	PM	350	BOOKED
	08.07.2019	MONDAY	18:00	00:00	PM	180	NOT BOOKED
	11.07.2019	THURSDAY	18:00	00:00	PM	225	NOT BOOKED
	12.07.2019	FRIDAY	18:00	01:00	PM	250	BOOKED
	13.07.2019	SATURDAY	10:00	16:00	AM	400	BOOKED
	13.07.2019	SATURDAY	18:00	01:00	PM	250	BOOKED

	17.07.2019	WEDNESDAY	18:00	00:00	PM	200	NOT BOOKED
	18.07.2019	THURSDAY	18:00	00:00	PM	180	NOT BOOKED
	19.07.2019	FRIDAY	18:00	01:00	PM	280	BOOKED
	20.07.2019	SATURDAY	10:00	16:30	AM	350	BOOKED
	20.07.2019	SATURDAY	18:00	00:00	PM	300	BOOKED
	21.07.2019	SUNDAY	18:00	01:00	PM	300	BOOKED
	25.07.2019	THURSDAY	18:00	00:00	PM	200	NOT BOOKED
	26.07.2019	FRIDAY	18:00	01:00	PM	450	BOOKED
	27.07.2019	SATURDAY	08:00	16:00	AM	300	BOOKED
	27.07.2019	SATURDAY	18:00	01:00	PM	450	BOOKED
	28.07.2019	SUNDAY	08:00	16:00	AM	400	BOOKED
	29.07.2019	MONDAY	18:00	00:00	PM	200	BOOKED
	30.07.2019	TUESDAY	18:00	00:00	PM	250	NOT BOOKED
	31.07.2019	WEDNESDAY	18:00	00:30	PM	320	BOOKED

	Aug-19						
	Date	Day	From	To			
	01.08.2019	THURSDAY	18:00	01:00	PM	250	NOT BOOKED
	02.08.2019	FRIDAY	18:00	01:00	PM	550	BOOKED
	03.08.2019	SATURDAY	18:00	01:00	PM	350	BOOKED
	04.08.2019	SUNDAY	08:00	16:00	AM	300	BOOKED
	04.08.2019	SUNDAY	18:00	01:00	PM	350	BOOKED
	05.08.2019	MONDAY	18:00	01:00	PM	350	BOOKED
	08.08.2019	THURSDAY	18:00	01:00	PM	180	NOT BOOKED
	10.08.2019	SATURDAY	01:00	20:00	PM	300	BOOKED
	11.08.2019	SUNDAY	17:30	00:30	PM	400	BOOKED
	13.08.2019	TUESDAY	18:00	01:00	PM	200	NOT BOOKED
	14.08.2019	WEDNESDAY	18:00	01:00	PM	300	BOOKED
	15.08.2019	THURSDAY	18:00	01:00	PM	200	BOOKED
	16.08.2019	FRIDAY	18:00	00:00	PM	320	BOOKED
	17.08.2019	SATURDAY	08:00	16:00	AM	400	BOOKED
	17.08.2019	SATURDAY	18:00	01:00	PM	350	BOOKED
	18.08.2019	SUNDAY	18:00	01:00	PM	450	BOOKED
	19.08.2019	MONDAY	18:00	01:00	PM	250	BOOKED
	21.08.2019	WEDNESDAY	18:00	01:00	PM	150	NOT BOOKED
	22.08.2019	THURSDAY	18:00	00:00	PM	400	XXLD
	23.08.2019	FRIDAY	08:00	16:00	AM	300	BOOKED
	23.08.2019	FRIDAY	18:00	01:00	PM	300	BOOKED
	24.08.2019	SATURDAY	18:00	00:00	PM	450	BOOKED
	25.08.2019	SUNDAY	08:00	01:00	AM & PM	400	BOOKED
	26.08.2019	MONDAY	18:00	01:00	PM	550	BOOKED
	28.08.2019	WEDNESDAY	18:00	00:00	PM	450	BOOKED
	29.08.2019	THURSDAY	18:00	01:00	PM	300	BOOKED
	30.08.2019	FRIDAY	18:00	00:00	PM	220	NOT BOOKED
	31.08.2019	SATURDAY	08:00	01:00	AM & PM	400	BOOKED

Sep-19							
Date	Day	From	To		PAX	CAR PARK	
07.09.2019	SATURDAY	18:00	01:00	PM	300	BOOKED	
12.09.2019	THURSDAY	18:00	01:00	PM	200	NOT BOOKED	
13.09.2019	FRIDAY	08:00	16:00	AM	200	NOT BOOKED	
13.09.2019	FRIDAY	18:00	01:00	PM	300	BOOKED	
14.09.2019	SATURDAY	18:00	01:00	PM	450	BOOKED	
15.09.2019	SUNDAY	10:00	16:00	AM	200	NOT BOOKED	
21.09.2019	SATURDAY	18:00	01:00	PM	350	BOOKED	
28.09.2019	SATURDAY	18:00	01:00	PM	350	BOOKED	
29.09.2019	SUNDAY	07:00	16:00	AM	400	BOOKED	

Oct-19							
Date	Day	From	To		PAX	CAR PARK	
03.10.2019	THURSDAY	18:00	01:00	PM	180	NOT BOOKED	
04.10.2019	FRIDAY	15:00	01:00	PM	300	BOOKED	
06.10.2019	SUNDAY	18:00	00:00	PM	400	BOOKED	
10.10.2019	THURSDAY	18:00	01:00	PM	300	BOOKED	
11.10.2019	FRIDAY	12:00	18:00	AM	300	BOOKED	
12.10.2019	SATURDAY	18:00	01:00	PM	250	BOOKED	
17.10.2019	THURSDAY	18:00	00:00	PM	150	NOT BOOKED	
19.10.2019	SATURDAY	18:00	00:00	PM	450	BOOKED	
20.10.2019	SUNDAY	11:00	16:30	AM	400	BOOKED	
20.10.2019	SUNDAY	18:00	01:00	PM	450	BOOKED	
21.10.2019	MONDAY	18:00	00:00	PM	250	BOOKED	
22.10.2019	TUESDAY	18:00	01:00	PM	200	NOT BOOKED	
23.10.2019	WEDNESDAY	18:00	01:00	PM	220	NOT BOOKED	
24.10.2019	THURSDAY	18:00	01:00	PM	150	NOT BOOKED	
26.10.2019	SATURDAY	18:00	01:00	PM	450	BOOKED	
27.10.2019	SUNDAY	12:30	19:30	AM	450	BOOKED	

Nov-19							
Date	Day	From	To		PAX	CAR PARK	
01.11.19	FRIDAY	13:00	22:00	PM	400	BOOKED	
02.11.19	SATURDAY	08:00	16:00	AM	300	BOOKED	
02.11.19	SATURDAY	18:00	01:00	PM	300	BOOKED	
03.11.19	SUNDAY	11:00	16:30	AM	400	BOOKED	
03.11.19	SUNDAY	18:00	00:00	PM	450	BOOKED	
06.11.19	WEDNESDAY	18:00	01:00	PM	200	NOT BOOKED	
07.11.19	THURSDAY	18:00	00:30	PM	150	BOOKED	
08.11.19	FRIDAY	18:00	01:00	PM	160	NOT BOOKED	
10.11.19	SUNDAY	14:00	22:00	PM	400	BOOKED	
16.11.19	SATURDAY	10:00	16:30	AM	250	BOOKED	
16.11.19	SATURDAY	18:00	02:00	PM	350	BOOKED	
19.11.19	TUESDAY	18:00	01:00	PM	170	NOT BOOKED	
24.11.19	SUNDAY	17:00	00:00	PM	550	BOOKED	

	29.11.19	FRIDAY	18:00	01:00	PM	400	BOOKED
	30.11.19	SATURDAY	08:00	16:00	AM	300	BOOKED
	30.11.19	SATURDAY	18:00	01:00	PM	350	BOOKED
Dec-19							
	Date	Day	From	To			
	01.12.19	SUNDAY	18:00	00:00	PM	200	NOT BOOKED
	06.12.19	FRIDAY	18:00	00:00	PM	250	BOOKED
	07.12.19	SATURDAY	18:00	01:00	PM	300	BOOKED
	14.12.19	SATURDAY	18:00	01:00	PM	220	BOOKED
	15.12.19	SUNDAY	08:00	16:00	AM	400	BOOKED
	15.12.19	SUNDAY	18:00	01:00	PM	450	BOOKED
	17.12.19	TUESDAY	18:00	00:00	PM	200	NOT BOOKED
	19.12.19	THURSDAY	18:00	00:00	PM	110	NOT BOOKED
	20.12.19	FRIDAY	18:00	00:00	PM	250	BOOKED
	21.12.19	SATURDAY	18:00	01:00	PM	370	BOOKED
	24.12.19	TUESDAY	19:00	01:00	PM	350	BOOKED
	26.12.19	THURSDAY	18:00	01:00	PM	550	BOOKED
	31.12.19	TUESDAY	18:00	02:00	PM	325	BOOKED

Appendix H Copy of Guest Travel Survey

Guest Travel Survey Questionnaire.

Premier Banqueting London Ltd will be reloacting. In establishing a suitable new location, we are trying to determine the travel patterns of our guests. Please complete one questionnaire per group travelling here today - i.e. one per car, coach etc.

		Date	Time of arrival	Time of departure				
Please indicate when you arrived at and left Premier Banqueting London today.								
So that we can see where our customers travel from, can you tell us where you were immediately before you travelled here today? (Please give a place name, street name or postcode).		Place Name/Street Name/Postcode						
How did your party travel here today?	Walk	Cycle	Car	Coach	Bus	Train	Other (please specify)	
How many people were in your group to travel to Premier Banqueting London today?								
				0-15mins	16-30	30-45	45-60	over 60
How long did it take you to get here today?								

Many Thanks!

Guest Travel Survey Questionnaire.

Premier Banqueting London Ltd will be reloacting. In establishing a suitable new location, we are trying to determine the travel patterns of our guests. Please complete one questionnaire per group travelling here today - i.e. one per car, coach etc.

		Date	Time of arrival	Time of departure				
Please indicate when you arrived at and left Premier Banqueting London today.								
So that we can see where our customers travel from, can you tell us where you were immediately before you travelled here today? (Please give a place name, street name or postcode).		Place Name/Street Name/Postcode						
How did your party travel here today?	Walk	Cycle	Car	Coach	Bus	Train	Other (please specify)	
How many people were in your group to travel to Premier Banqueting London today?								
				0-15mins	16-30	30-45	45-60	over 60
How long did it take you to get here today?								

Many Thanks!

Appendix I Guest Travel Survey Results

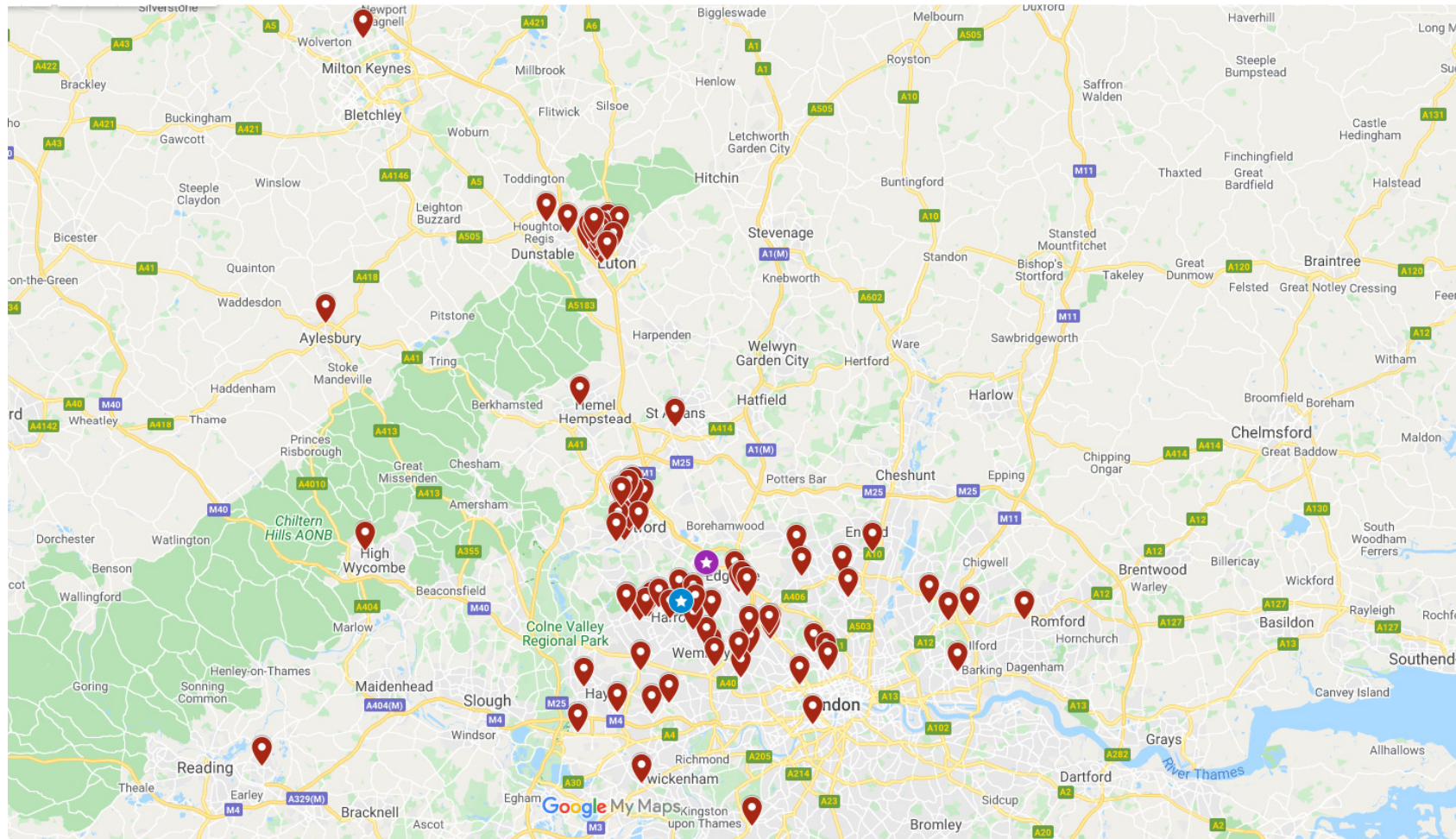
Guest Travel Survey Responses

Day	Date	Arr. Time	Dep. time	Post code	Mode	Journey time (minutes)	Car occupancy		
Thursday	16/01/2020	14:00		HA0 2BE	Uber	16-30	4		
		14:00		N22 6EW	Car	Over 60	3		
		13:50		HA0 1NG	Car	16-30	3		
		14:50		NW8 8PR	Car	Over 60	4		
		14:20		W11 1KA	Car	Over 60	2		
		16:30		NW10 6DD	Uber	45-60	4		
		17:00		NW10 1DH	Taxi	45-60	5		
		14:45		NW10 9ED	Car	30-45	4		
		14:50		SC15 2JD	Car	Over 60	2		
		14:35		TW13 6AL	Car	Over 60	2		
		14:45		UB2 4JR	Car	Over 60	4		
		13:10		SW1W 8NJ	Car	Over 60	4		
		13:20		NW1 1TS	Car	30-45	4		
		13:00		HA0 1HA	Bus	30-45			
		13:40		NW9 5NG	Taxi	30-45	4		
						NW2 7NG	Taxi	Over 60	3
				14:00		HA0 3SJ	Bus	30-45	
		14:10		UB2 4UL	Car	45-60	4		
		14:15		E6 1QZ	Car	45-60	3		
Friday	17/01/2020	20:25		HP2 5XH	Car	45-60			
		20:25		LU3 1AH	Car	45-60	3		
		20:25		RG5 4LD	Car	Over 60	4		
		20:25		WD24 6RY	Car	30-45	2		
		20:20		LR6 9HZ	Car	30-45	4		
		20:20		WD18 6JD	Car	16-30	3		
		20:20		WD18 7DU	Uber	30-45	5		
		19:20		LU3 1UU	Car		3		
		19:40		LU1 1LF	Car	Over 60	4		
		19:30		HA5 2EP	Uber	30-45	5		
		19:30		WD24 7HE	Uber	30-45	4		
		19:35		WV1 4QU	Taxi	Over 60	5		
		19:30		LU1 1PE	Car	45-60	4		
		17:30		LU1 1UL	Car	45-60	2		
		19:25		HA3 0HD	Car	16-30	3		
		19:20		LU1 1LF	Car	Over 60	4		
		19:30		WD18 0RG	Car	30-45	4		
		19:20		HA1 4EE	Bus	16-30			
		19:20		LU1 1LH	Car	Over 60			
		19:20		N12 9DL	Taxi	45-60	7		
		19:20		UB3 4NN	Car	45-60	5		
		19:10		UB7 8DW	Car	45-60	3		
		19:15		UB7 0DJ	Car	45-60	3		
19:15		LU1 1TX	Car	Over 60	4				
17:00		LU4 8SJ	Car	Over 60	3				
19:00				WD17 4LL	Taxi	30-45	4		

18:30	LU1 1PF	Taxi	30-45	3
18:30	WD24 6BX	Car	30-45	4
18:45	LU1 5QN	Car	Over 60	4
17:10	LU1 1TH	Car	Over 60	2
19:05	WD24 6NG	Car	16-30	2
19:05		Uber	30-45	4
19:10	LU2 7DU	Car	30-45	3
19:10	LU3 1RZ	Car	30-45	4
21:00	BL3 2HX	Coach		30
21:00	PL32 5PE?	Coach		24
20:55	LU4 0UY	Coach		30
20:55	WD24 6QS	Car	30-45	3
20:50	HP5 2MS	Car	45-60	4
20:50	DH66 1LU	Coach		30
20:50	WD17 2AP	Car	30-45	5
20:40	LD24 4ED	Coach		24
20:40	BL3 3DH	Coach		30
20:45	LU4 8EB	Coach		24
20:45	LU3 1AH	Coach		22
20:45	LU4 8ES	Coach		30
20:45	LWD24 6NS?	Coach		30
20:40	LD24 6QS	Car	45-60	4
20:40	DL3 2HD	Coach		30
20:40	LU1 1LA	Car	45-60	5
20:40	WD24 6QS	Car	16-30	2
20:45	NM3 3BY	Taxi	45-60	4
20:40	LU4 9SS	Car	45-60	3
20:35	E17 3RH	Uber	45-60	4
20:35	MK14 6BE	Train	45-60	
20:30	LU4 9RX	Car	45-60	3
20:25	LU1 1NR	Car	45-60	4
20:30	LU3 1AH	Car	45-60	4
20:25	LU1 1JX	Car	45-60	3
19:15	WD18 7FH	Uber	30-45	4
19:15	WD17 4WE	Car	30-45	2
19:25	LU4 9BT	Car	30-45	4
19:20	LH1 1HX	Car	30-45	3
19:20	WD18 6PR	Uber	16-30	4

Appendix J Map of Guest Locations

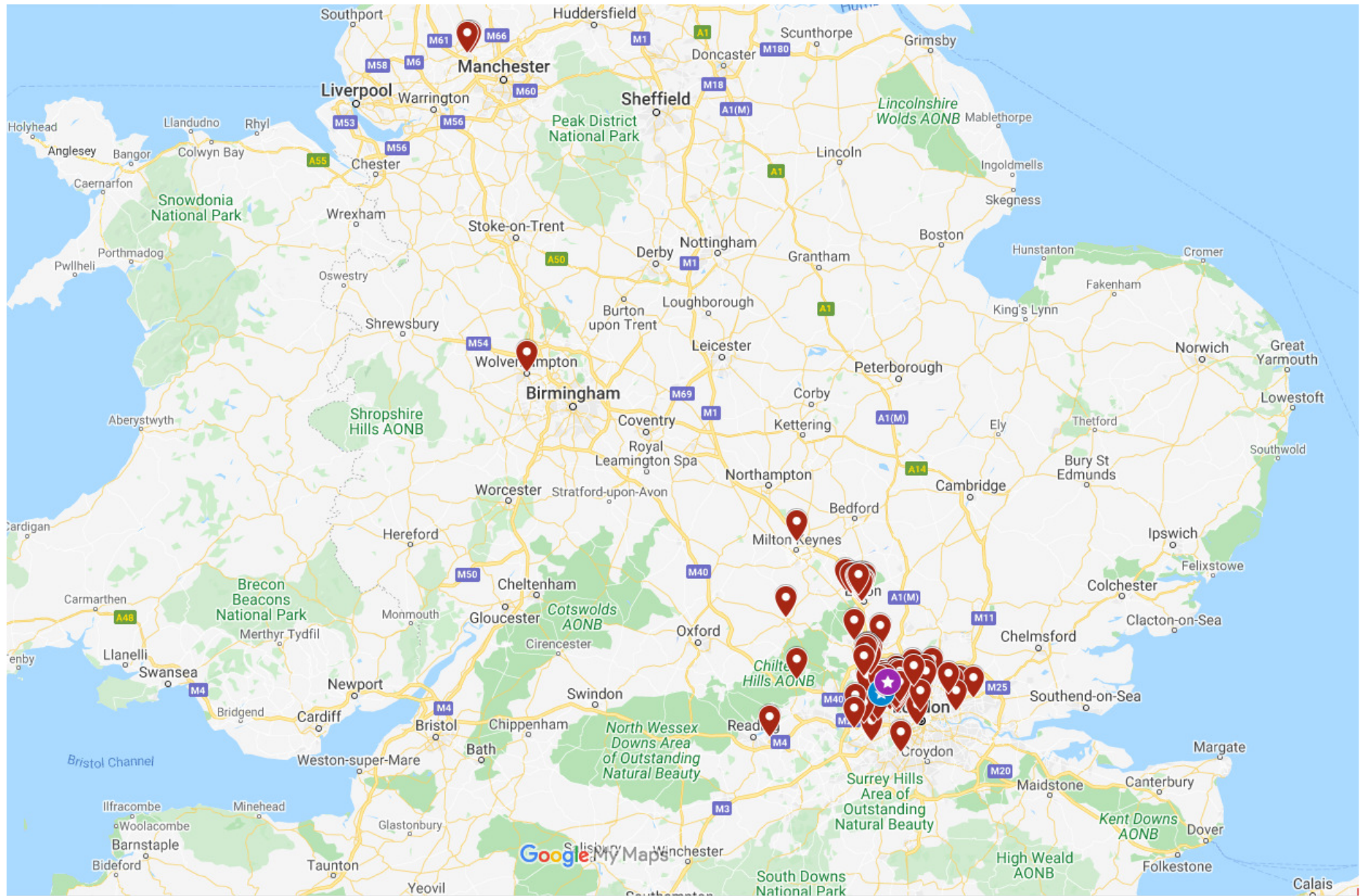
Home locations of Surveyed Premier Banqueting Guests of the Existing Venue



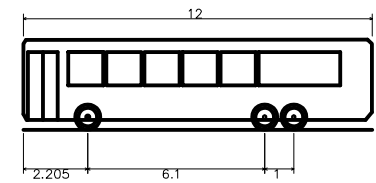
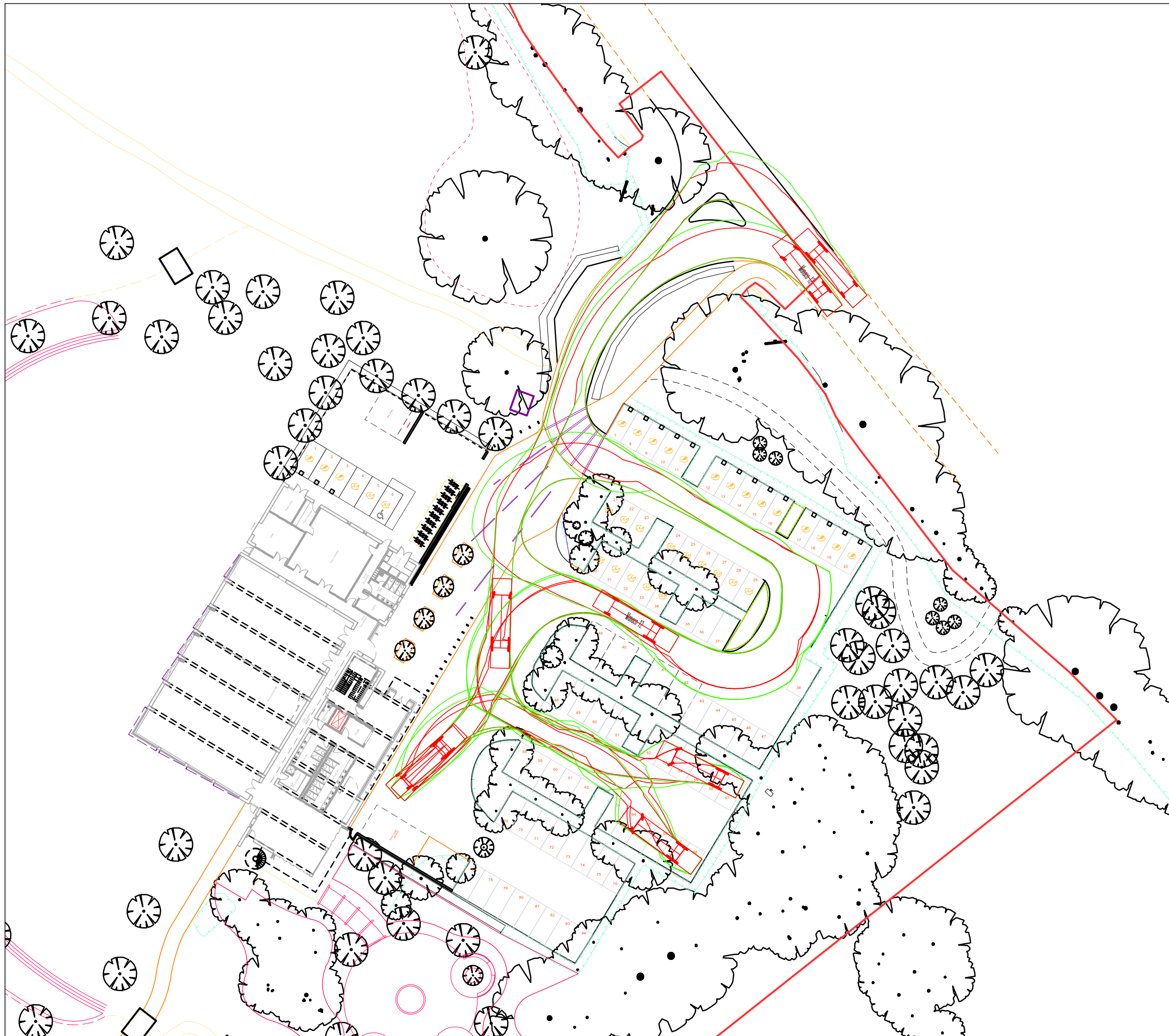
Red pointer = guest locations

Blue star = current Premier Banqueting venue

Purple star = proposed Premier Banqueting venue



Appendix K Swept Path Analysis Coach Parking



Monaco 12
 Overall Length 12.000m
 Overall Width 2.550m
 Overall Body Height 3.102m
 Min Body Ground Clearance 0.337m
 Track Width 2.500m
 Lock to lock time 4.00s
 Kerb to Kerb Turning Radius 9.924m

REV	DATE	BY	DESCRIPTION	CHK	APD

DRAWING STATUS:

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CLIENT:

ARCHITECT:

PROJECT:

**BROCKLEY HILL, STANMORE
 BANQUETING FACILITY**

TITLE:

**SWEPT PATH ANALYSIS
 12m COACH PARKING**

SCALE © A3: 1:500	DESIGN-DRAWN: ET	DATE: 25/08/20
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PROJECT No: 2660	DRAWING No: SK015
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