



The Twelve Apostles  
Church, Brookmans Park,  
AL9 6NG

Travel Plan prepared on behalf  
of The Twelve Apostles Church

September 2018

**MILESTONE**  
TRANSPORT PLANNING



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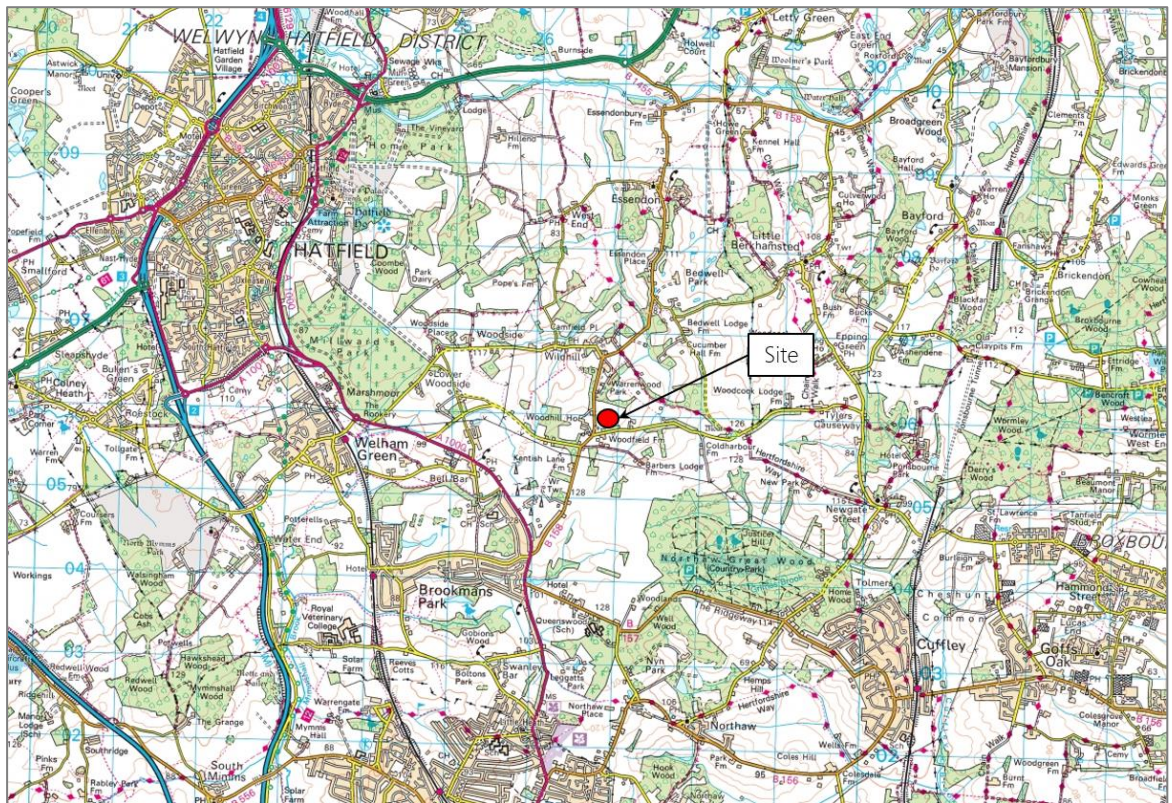
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## 1. Introduction

- 1.1 This Travel Plan (TP) has been prepared on behalf of The Twelve Apostles Church to support a live planning application (Welwyn Hatfield Borough Council ref: 6/2018/1427/FULL) for the erection of a single storey side extension following demolition of the existing office and side entrance to the north elevation of The Twelve Apostles Church, located off Kentish Lane in Hertfordshire, AL9 6NG.
- 1.2 The development proposals will not impact upon the number of car trips to and from the site, as they would provide enhanced facilities as opposed to attracting new visitors. In addition, car parking provision on-site will not be altered.
- 1.3 The Twelve Apostles Church is located to the northeast of Brookmans Park and south of Essendon. It lies on the B158 Kentish Lane at the junction with Woodfield Lane. The location of the site in context of its surrounding network is shown in Figure 1 below.

Figure 1 Site Location



- 1.4 The Twelve Apostles Church is a Greek Orthodox Church serving Greek and other communities including Romanians, Russians and Bulgarians.
- 1.5 The Church serves a wide catchment area as the nearest alternative Orthodox Churches are located in London (19km away) and Luton (29km away). The Twelve Apostles Church moved to the site in 1999 when it had an average attendance of approximately 80 people. Since then it has grown to attract a community of approximately 300 with an average attendance of up to 200 people.

- 1.6 Regular services are held twice on Saturdays (09:30-10:30 and 17:00-18:00) and on Sunday mornings (09:30-12:30). Other events such as weddings and baptisms also take place at weekends. The largest attendance is on Sunday mornings when the congregation is between 150 and 200 people.
- 1.7 In addition to weekly services, there are 3 important dates in the Orthodox Church Calendar when attendance is considerably higher. These events are at Easter, Christmas and the Twelve Apostles Day (30<sup>th</sup> June). The congregation at these events increases to between 250 and 1,000. Easter is the largest event when about 1,000 people attend the service that takes place on the Saturday night before Easter Day (Orthodox Calendar) and lasts until midnight.
- 1.8 The purpose of the document is to set out strategies for reducing dependence on travel by private car and encouraging sustainable travel choice. This Travel Plan sets out both short and long term strategies for reducing dependence on travel by private car for those accessing the Church site. Its objective is to reduce private car mileage in favour of more sustainable modes of travel through the introduction of a package of physical and management measures that will assist travel by sustainable modes.

### Travel Plan Background

- 1.9 This Travel Plan has been prepared as an update of the previous Travel Plan associated with the planning permission (S6/2012/1635/FP) that was granted on 10th October 2012. This planning application was for the retention and change of land use to create an extension to the existing car park and associated landscaping and vehicle crossover (existing access to Kentish Lane). The car park was increased from 190 square metres to 280 square metres so as to increase capacity from 60 to 90 cars.
- 1.10 The original Travel Plan was developed in consultation with the Hertfordshire County Council (HCC) Business Travel Plan Advisor and this update maintains the broad structure and agreed measures from this process.
- 1.11 This Travel Plan has evolved since its original issue in May 2013 and has been reviewed in the context of the HCC's Travel Plan Guidance for Business and Residential Development.

## 2. Policy Context

### National Planning Policy Framework (July 2018)

2.1 In the preparation of this Travel Plan, reference has been made to the National Planning Policy Framework (NPPF) (July 2018). Paragraph 108 of the NPPF states that allocations for development should ensure that *"Appropriate opportunities to promote sustainable transport modes have been taken up..."* It goes on to state that where practical developments should be located and designed to:

- *"First, give priority to pedestrian and cycle movements, both within the scheme and with neighbouring areas;*
- *Second, so far as is possible, facilitate access to high quality public transport, maximising catchment areas to services and implementing appropriate facilities to encourage use;*
- *Address the need of people with disabilities and reduced mobility;*
- *Create places that are safe, secure and attractive which minimise conflicts between pedestrians, cyclists and vehicles;*
- *Allow for the efficient delivery of goods and access by service and emergency vehicles; and*
- *Be designed to enable charging of plug-in and other ultra-low emission vehicles."*

### Welwyn Hatfield Draft Local Plan Submission Document (2016)

2.2 The Local Plan was submitted for examination in May 2017 and sets out the long-term planning strategy for the borough until 2032 together with site allocations and development management policies.

2.3 Relevant to Travel Planning, Policy SADM3 emphasises the need for developments that meet HCC's Travel Plan Guidance threshold to provide a Travel Plan that makes provision for cyclists and pedestrians through well-designed and direct movement networks.

2.4 Development proposals should also prioritise the safeguarding of Public Rights of Way, set out measures to improve and support public transport provision, encourage use of community transport and account for the access needs of servicing and emergency vehicles.

### Hertfordshire County Council Local Transport Plan 4

2.5 HCC's Local Transport Plan 4 (LTP4) sets out the Council's vision and strategy for the long-term development of transport in the County. It addresses issues in Hertfordshire including those related to transport and it contains policies designed to meet specific goals and address identified challenges.

2.6 The LTP4 outlines under 'Travel Plans and Behaviour Change' the continued need to reduce dependence on the car and recognise the importance of information provision and encouragement in order to enable change to more sustainable modes of transport. The County Council is committed to encouraging the widespread adoption of Travel Plans by seeking the development, implementation and monitoring of Travel Plans through the planning process for new developments.

## Hertfordshire County Council Travel Plan Guidance for Business and Residential Development (2014)

- 2.7 This HCC Travel Plan Guidance document was adopted in 2014 and aims to provide guidelines for developers and consultants on the best practice in producing effective travel plans. The document incorporates a list of steps and recommendations which has been adhered to within this Travel Plan.
- 2.8 These policies will be incorporated within the proposals, acting as guiding principles for this Travel Plan. The recurrent themes within the policies relating to Travel Plans are accessibility, inclusivity and sustainability. Therefore, this Travel Plan will aim to address these three priorities.



### 3. Aims and Objectives

3.1 The Travel Plan is built upon foundation principles that highlight, inform and make Church staff and visitors aware of how their travel choices can have a local, regional and national impact. The benefits to implementing the Travel Plan are considered to be:

- Less motorised vehicles on the road network thereby improving air quality, noise levels and congestion;
- Greater number of pedestrians and cyclists, aided by improved pedestrian/ cyclist infrastructure;
- Greater social and environmental awareness;
- Journey times by sustainable modes are often more predictable;
- Tackling health issues, moving away from the reliance on car journeys; and
- Boosting local economy, reducing the need to travel distances for daily goods.

3.2 The objectives of the Travel Plan focus on a range of activities to improve journeys to the site and to inform the SMART targets (Specific, Measurable, Appropriate, Realistic and Timed) to be set within the Action Plan that in turn will assist in identifying and evaluating success. With this in mind the key objectives are as follows:

- To encourage staff and visitors to the site to take a lead in embracing the aims of the Travel Plan to reduce demand for parking by car sharing or using alternative modes of travel where practically possible;
- To seek an overall reduction in the number of single-occupancy car trips by staff and visitors;
- To reduce congestion thereby improving road safety and minimising the effects in terms of emissions, noise and visual intrusion;
- To maximise accessibility to public transport from the Church for all journey purposes;
- To implement marketing of the Travel Plan and its measures through a range of media;
- To continually manage and implement sustainable travel practices throughout the lifetime of the Travel Plan; and
- To continue to raise awareness of environmental issues, especially those which impacts on personal health and involve transport matters amongst staff and visitors.

## 4. Baseline Conditions & Site Accessibility

### Site Location

- 4.1 As referred to within Section 1, the site is fronted by the B158 Kentish Lane to the west and Woodfield Lane to the south, whilst to the north and east the site is arable farmland. The site takes direct vehicular access from Kentish Lane, whilst there are two vehicular accesses from Woodfield Lane.
- 4.2 To the south of the site, there are footways on both sides of Kentish Lane. To the north of the site however, there are only footways along the western side of Kentish Lane. There are no footways along Woodfield Lane and there are no pedestrian crossing facilities in the vicinity of the Church. There is however a pedestrian route leading directly from the main Church car park to the Church.
- 4.3 On a wider scale, the Church is situated 5.5km east of junction 2 of the A1M, 1.75km north of the junction with the A1000 Great North Road and 3km south of the village of Essendon.

### Access by Non-Car Modes of Transport

- 4.4 There are no public transport facilities within the site proximity. Welham Green Station is the nearest railway station which is 4.6km from the Church.
- 4.5 The nearest bus stop is 1.9km from the site on Wildhill Road. This is served by bus route 201 which operates only on Tuesdays and Fridays once in each direction.
- 4.6 On Woodside Lane, 2.2km west of the site, there is another bus stop that is served by routes 200 and 312 which only operate one day per week.

### Car Parking

- 4.7 The Twelve Apostles Church benefits from a main car park that lies to the north of the Church and is accessed only from Kentish Lane. Car parking spaces are not demarcated so as to maximise the capacity which, can accommodate approximately 90 cars.

## 5. Travel Plan Roles and Responsibilities

5.1 The purpose of this Plan is to set out measures to minimise the number of cars that travel to the site and to maximise the use of the car parking facility so as to reduce the need for cars to be parked on local roads.

### Travel Plan Coordinator

5.2 An important element of the Plan is the role of the Travel Plan Coordinator (TPC). The role will continue to be performed by Louis Loizou on a voluntary basis. His email address is louisloizou@yahoo.co.uk.

5.3 The main responsibilities of the TPC include:

- Overseeing the implementation of the Travel Plan;
- Acting as the point of contact regarding the Travel Plan with external organisations including Welwyn Hatfield Borough Council (WHBC) and HCC;
- The coordination of data collecting exercises; and
- Promotion of the Travel Plan through effective communication and provision of information to worshipers and visitors.

5.4 The TPC will continue to assign appropriate levels of input to the ongoing management of the Travel Plan to ensure that obligations for monitoring and review continue to be fully met.

5.5 The TPC will continue to attend relevant meetings related to the management of the Church, and in particular, to discuss the planning of large events. In this way the Travel Plan will continue to be implemented appropriately and with maximum effect.

## 6. Travel Plan Initiatives

6.1 This section sets out the initiatives to be continued and those to be additionally implemented so as to achieve the main objectives of the Travel Plan. The implementation of these initiatives is key to the success of the Travel Plan.

### Information Provision

6.2 The TPC will continue to be responsible for ensuring that all staff and visitors to the Church are aware of the existence and purpose of the Travel Plan. The TPC will work closely with other members of the Church committee to ensure that up to date information is provided regularly. This will be done through a variety of means of communication:

- [The Twelve Apostles website](#);
- [A noticeboard at the Church](#);
- [Newsletters](#); and
- [Announcements made at services](#).

6.3 The safety of those visiting the Church, local residents and other road users in the area is very important. For this reason, everyone driving to the Church is reminded of the need to park considerately within the Church car park.

6.4 Details of the Car Park Management Plan (set out in Section 7) are made clearly available so that everyone knows how and where to park.

6.5 The contact details of the TPC are also available so that members of the community can contact them with any questions regarding travelling to and from the Church.

6.6 Information is also included on the Church website, providing details on travelling to the site by modes other than the private car. This information will be updated to include web-links to online journey planning websites e.g. [www.intalink.org.uk](http://www.intalink.org.uk), bus/rail timetables, cycling/walking route maps.

6.7 The information will be monitored and revised by the TPC to ensure that it is kept up-to-date. Regular updates will be circulated to all members when any significant changes are implemented.

6.8 The TPC will also consider setting up engagement events to promote the travel plan and ensure all site users are aware of the purpose of the Travel Plan, the aims and the targets that need to be met.

### Public Transport

6.9 All site users will be informed about BUSnet tickets which is a multi-operator bus ticket which can be used to provide unlimited travel within the Welwyn Hatfield Network. The services included within the network area, and the cost of tickets will be provided. Such information will be included within the announcements during services, newsletters, notice board, website etc.

## Car Sharing

- 6.10 In order to reduce the number of cars travelling to the site, and thereby removing the need to park on the road, car sharing will be promoted. The TPC will continue to operate the established car-sharing scheme whereby individuals can register their details with the TPC so that they can be introduced to others who live near them with whom they could car share to the site.
- 6.11 The TPC will also promote the HCC's car share scheme <https://herts.liftshare.com/default.asp> where individuals can register their details in order to look for a potential car share partner within the county.
- 6.12 The Travel Plan Coordinator will continue to promote car sharing by explaining the need to reduce the number of cars travelling to the site and the financial and environmental benefits of car sharing.

## Car Park Management

- 6.13 Section 7 sets out the details of the Car Park Management scheme that was implemented as part of the previous Travel Plan and will continue to be adhered to. It will ensure that the on-site car park is used effectively so as to maximise its capacity through the presence of stewards at every service. The aim will be to accommodate all cars within the car park so as to remove the need for cars to park on the road during regular services.

## Personalised Travel Planning

- 6.14 All members of the congregation will be offered the opportunity to discuss their travel needs with the TPC through Personal Travel Planning sessions. This will help members to consider all the options available in terms of mode choice and to understand the role of the Travel Plan.

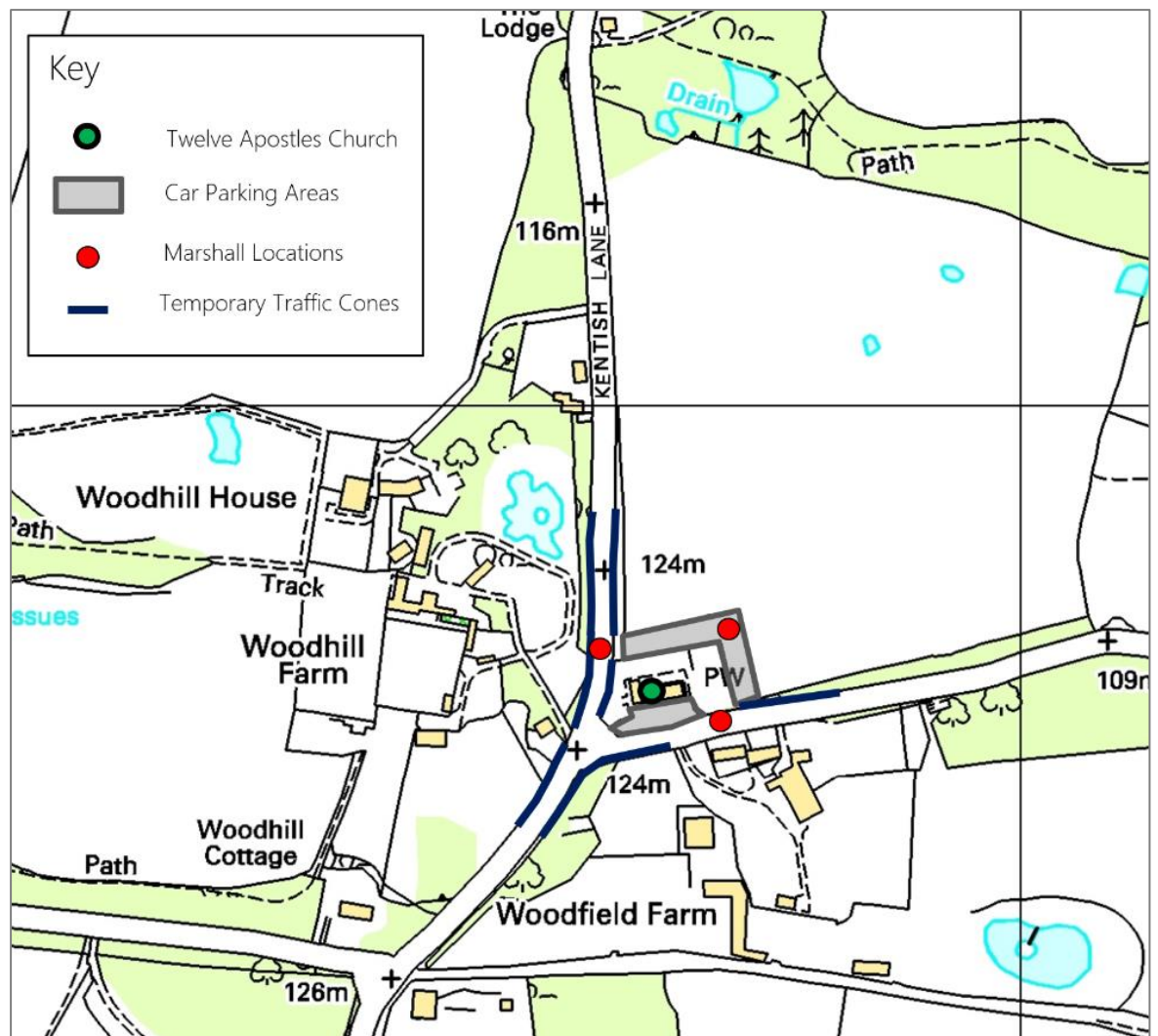
## Managing Deliveries & Servicing

- 6.15 The number of service vehicles that deliver to the site is minimal. However, deliveries will be time-managed to avoid movement conflict. Delivery times will be specified to suppliers so as to eliminate the occurrence of multiple vehicles arriving or being on-site at the same time. Deliveries will also take place away from peak times and when the Church is at high capacity to avoid conflict with site users.

## 7. Car Park Management Plan

- 7.1 The Car Park Management Plan (CPMP) ensures that all available car parking at The Twelve Apostles Church is managed efficiently and effectively to reduce any potential impact on the surrounding highway network. This CPMP forms an integral element of The Twelve Apostles Church Travel Plan.
- 7.2 The TPC is responsible for the continued management of the CPMP and implementation of the following procedures prior to services and events:
- The Twelve Apostles congregation to be made aware of the CPMP at the end of appropriate services and via the Twelve Apostles website by the TPC. The TPC states the importance of the CPMP both to ensure that the congregation park their vehicles responsibly for the benefit of all and not to compromise safety;
  - The TPC will continue to appoint marshals, who are provided with high visibility clothing and communication equipment and are present on-site on both Saturdays and Sundays before services from 08:30hrs;
  - A minimum of three marshals operate the car park management plan. One marshal is located on the Kentish Lane access to the main car park, and another marshal on the Woodfield Lane access to the small existing car park to the south of the Church. One marshal is also located within the main car park to ensure that each vehicle that arrives at the car park is guided to a suitable parking position;
  - The two marshals located on Woodfield Lane and Kentish Lane ensure that any arriving or departing vehicle from the Twelve Apostles car park can enter or exit the public highway so they do not conflict with existing traffic;
  - The marshals located within the Twelve Apostles car park direct vehicles to park ensuring that each vehicle is parked responsibly in order to maximise the parking area whilst allowing vehicles to manoeuvre with ease within the car park; and
  - The three marshals are responsible for setting out and collecting traffic cones prior to and following each service and once all vehicles associated with the Twelve Apostles have left the site. The traffic cones are set out on Kentish Lane and Woodfield Lane as highlighted within Figure 2. Traffic cones are located within secure storage units on site.

Figure 2 CPMP Plan



### Special Event Strategy

7.3 Three times a year, special events attract a particularly large congregation to the Church. These events are at Easter, Christmas and the Twelve Apostles Day. On these days it is recognised that the car park is not able to accommodate all of the cars that travel to the site. For this reason, some measures are implemented only on these days to allow everyone to access the site safely. These measures include:

- Prior to a special event the TPC informs WHBC and HCC that a special event is due to take place and review the management produces to minimise any associated impact;
- The TPC informs the Congregation at the end of the proceeding service that car parking is limited and to make every possible effort to car share or travel by other means to the Church. A Special Event Strategy section will be added to the Twelve Apostles website;
- The TPC will continue to state that informal car parking on Kentish Lane and Woodfield Lane will not be tolerated and may attract the attention of local residents and the authorities;
- Dependant on demand the option of a 'park and ride' scheme using the Church's minibus is a possibility, utilising a local farmers field or Brookmans Park rail station;

- Additional marshals can be employed to manage the use of the car park and to assist with the on-street parking and associated pedestrian access to the Church; and
- Additional traffic cones can be used to ensure that no one parks in unauthorised areas.

7.4 The TPC will continue to monitor the Special Event Strategy in order to measure its success or otherwise and to identify the potential for improvements to the initiatives being used.



## 8. Travel Plan Targets

- 8.1 Targets are set as a way of measuring the updated Travel Plan's progress towards achieving its aims. The main aims are to reduce the number of cars travelling to the site and to use the car park effectively so as to prevent on-street parking.
- 8.2 As the site is not accessible by walking, cycling or public transport, targets have been set and maintained to minimise the amount of overspill parking associated with services at the Church.
- 8.3 Targets have been previously agreed with the HCC Business Travel Plan Advisor. The Travel Plan targets for the Twelve Apostles Church are therefore (inclusive of two new targets):
- To create no overspill parking during the regular weekend services at the Church;
  - To maintain awareness of the Travel Plan and the need to travel to the site sustainably and park considerately;
  - To reduce overspill parking on the three large events of the year;
  - To reduce road danger and protect vulnerable road users; and
  - To encourage behavioural change towards passenger transport, walking, cycling and other forms of active travel.
- 8.4 In order to set SMART (Specific, Measurable, Achievable, Realistic and Time-bound) targets for large events, an updated count of cars parked on the road will need to take place at events during the next 12 months. These events take place on the Saturday night before Easter Day, Christmas and the Twelve Apostles Service on 30 June.
- 8.5 The overspill figures that have been recorded by January 2019 will be used to set five-year targets to reduce the number of cars parked on the road through the implementation and continual development of the Travel Plan measures.
- 8.6 In order to meet all these targets an Action Plan has been produced to identify when appropriate actions are to take place. The Action Plan is shown in Table 8.1 below:

Table 8.1 Action Plan

Action	Timescale
Appoint TPC	Completed
Update Car Park Management Plan	Completed
Update Travel Plan information to the website	By December 2018
Update Travel Plan information to notice board in Church	By December 2018
Continue to include Travel Plan information in newsletters and announcements	Prior to the implementation of the planning permission
Continue to adhere to the Special Event Strategy	Annually at Easter, 12 Apostles Day and Christmas
Set new 5 year targets to reduce the amount of cars parked on the road for special events	January 2019
Continue to carry out car park count at regular services	4 times per year
Promotion of car sharing	Ongoing
Undertake a travel survey	Annually (in the same month each year)
Record overspill parking at the 3 special events	Annually
Produce and submit an updated Monitoring Report to HCC and WHDC in years 1, 3 and 5	Within the first three months of each applicable year (dates to be confirmed)

## 9. Monitoring

### Monitoring

- 9.1 A programme of monitoring and review has been put in place to generate information by which the success of the Travel Plan can be evaluated.
- 9.2 In order to monitor the overspill parking at regular weekend services, the Travel Plan Coordinator will continue to count cars parked within the car park and note any vehicles parked on the road four times a year.
- 9.3 A short survey will continue to be distributed to members of the congregation on an annual basis. The purpose of this will be to assess their levels of awareness of the Travel Plan, its role and the associated measures.
- 9.4 Continuing in Easter 2019, overspill parking for the three large events will be recorded by the Travel Plan Coordinator. This will be repeated annually for a period of five years, until targets are met.

### Review

- 9.5 The results of the monitoring processes set out above shall be recorded in a Monitoring Report one, three and five years after this implementation of this updated Travel Plan. The Monitoring Report will be submitted to HCC and WHBC for review within the first three months of 2019, 2021 and 2024.
- 9.6 The Monitoring Report will contain details of the current situation compared with that identified through the monitoring processes of previous years.
- 9.7 Should it be identified that targets are not being met, the Travel Plan Coordinator may meet with the Council's Business Travel Plan Advisor to discuss remedial measures so as to achieve the objective of maintaining no overspill parking during regular services and reducing overspill parking at large events.
- 9.8 Once targets have been met, the TPC will continue to implement the Travel Plan in order to maintain the levels of overspill parking achieved.

## 10. Signatories

- 10.1 The below signatories agree to their roles and responsibility in the implementation of the Twelve Apostles Church Travel Plan as detailed in this document. Furthermore, the below signatories will provide every effort to ensure that targets are met and maintained.

### The Twelve Apostles Church

PRINT NAME (below)

SIGNATURE (below)

DATE (below)

### Milestone Transport Planning Ltd

PRINT NAME (below)

SIGNATURE (below)

DATE (below)