

Hertfordshire Constabulary Headquarters Redevelopment

Transport Assessment

Transport Assessment

Quality information

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1. Introduction

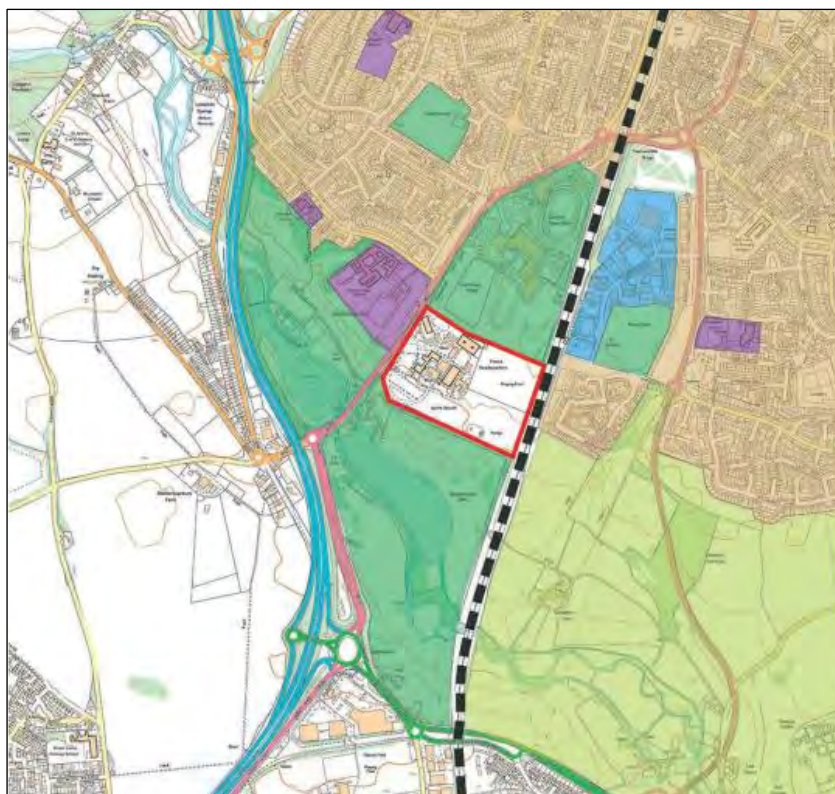
Overview

- 1.1 AECOM, working with Vincent and Gorbing as Architects and Town Planners, are acting for Hertfordshire Constabulary to bring forward proposals to redevelop their current headquarters, located at Stanborough on the outskirts of Welwyn Garden City, and to produce a Transport Assessment (TA) to accompany the planning application.
- 1.2 The redevelopment of the Site essentially represents a like-for-like replacement of existing facilities, although will combine the Constabulary headquarters with Herts Fire and Rescue services which will relocate to the Site. Scheme drawings are presented in Appendix A.
- 1.3 The client's requirements for the new Hertfordshire Constabulary Headquarters (HCHQ) Building are summarised as follows: design an overall building of 9,000msq gross internal floor area and office accommodation for 623 operational staff. As well as office space, the building will accommodate a new restaurant with dining facilities, conference space and communal space for community and partnership engagement. The Decant Building will provide 3,300msq gross internal floor area, office accommodation for 300 operational staff. The Decant Building will provide space for occupational health, gymnasium and fitness facilities, locker space and two floors of office accommodation. Both buildings are seeking to respond to new Policing working methods, providing agile working spaces, addressing staff wellbeing, smarter working considerations and provide designs that are responsive to individual environmental and comfort controls. The design of the HQ Building will have to accommodate considered spaces that carefully bring together the public, Police and community partnership groups in a safe environment that satisfies the secure- by-design team. The building will require communal spaces, meet and greet areas, exhibition spaces, conference facilities and restaurant areas to accommodate these activities
- 1.4 In addition to the HQ and Decant buildings, there were several ancillary buildings that have been identified to support the primary development. The brief included the requirement for a new Estates and Facilities (E&F) building to accommodate security/post building. This E&F requirement will need to be located away from the main buildings, so that deliveries can be scanned and security checked prior to transferring them to the secure site. The security/post building has been included as the result of detailed discussions with the Counter Terrorism team. The objective is to keep potential suspect packages away from the main buildings and avoid the need for mass evacuation. In the short term, the security/post building will be used as temporary reception accommodation whilst the demolition and construction programmes are implemented.
- 1.5 The relocation of the dog kennels and dog handler's welfare facilities has also been identified as part of these redevelopment proposals. The Police are keen to move the dog kennels and ancillary buildings away from their current central site location, closer to the dog training areas on the eastern side of the site and away from primary Police activity.
- 1.6 There is a need for ongoing provision of catering and canteen facilities during the construction programme for operational Police staff. Ultimately, this facility will be provided in the new HQ building, therefore will need to be by temporary accommodation. Modular canteen and kitchen facilities have been identified as an appropriate short-term solution.
- 1.7 To facilitate this large construction programme phased over a four/five year period, access for construction vehicles needs to be isolated from the operational Police activity. Following discussions with the Gosling Sports Centre, which is immediately north of the Stanborough site, the Police have negotiated a potential access route for construction vehicles through their site. This proposed access route would leave the highway at the northern roundabout at the top of Stanborough Road and access the Gosling Sports Centre site prior to the internal roundabout, the road would branch off on to an established parking area and head south towards the Police site. The proposed route would follow an existing unmade track adjacent to and around the existing driving range prior to entering the Police site on the northern boundary. The existing track would be reinforced to take heavy plant vehicles during the construction programme. If deemed appropriate at the end of the building programme the haul road may be left in-situ for use by the Gosling Sports Centre to access sports fields beyond.

The Site

- 1.8 The Site is located off Stanborough Road on the south of Welwyn Garden City. It is approximately 2km south of Welwyn Garden City train station as well as Welwyn Garden City bus station which is located at The Howard Shopping Centre.
- 1.9 The Site provides key facilities associated with policing in Hertfordshire, including a main office building, fleet services, scientific research, emergency call centre and a series of support buildings required to facilitate a headquarters complex. The existing floor area of all buildings within the Site is approximately 19,241 sqm. Of this, approximately 8,955 sqm will be retained. The new buildings will provide 12,853 sqm floor area, which with the retained buildings will provide a total floor area of 21,808 sqm. The existing site also provides 769 marked car parking spaces for operational policing, office workers and visitors
- 1.10 Directly to the north of the Site is the Gosling Ski & Board Centre and Sports Park (hereafter known as Gosling Sports Park) which also includes a golf driving range and tennis academy. Directly to the east of the Site is open playing fields and to the south is Stanborough Park and Lakes. The Site is bounded to the west by a bank of mature trees that provides separation with Stanborough Road, which runs in a north-south direction. On the opposite side of Stanborough Road is further open amenity land associated with Stanborough Park, adjoining to Stanborough Secondary School.
- 1.11 The main vehicle access is off Stanborough Road, leading to a public parking area which is located outside the main headquarters building. Police car parking is located to the south of the site beyond a security fence and access control gates. Approximately 110m to the south of the main entrance/egress there is an additional gated egress from the Site.
- 1.12 The current Site has 769 marked parking spaces, including 39 visitor spaces. Three of the visitor spaces are reserved for blue badge holders. In addition to the marked bays, some parking occurs adjacent to the support buildings in unmarked areas. There is also parking for 16 motorcycles on the Site.
- 1.13 The HCHQ location is outlined in red in Figure 1-1.

Figure 1-1: HCHQ Location



BREEAM

- 1.14 This Transport Assessment and a separate Travel Plan have been produced to accompany the planning application and also to satisfy the Building Research Establishment Environmental Assessment Method (BREEAM) requirements.
- 1.15 BREEAM is a third-party environmental assessment tool specifically for assessing buildings. BREEAM 2018 New Construction is a performance-based assessment method and independent certification scheme for new buildings.

Report Structure

- 1.16 Following this introduction, the remainder of this report is structured as follows:
- **Section 2 Policy:** sets out the relevant national, regional and local policies and guidance related to transport and the Proposed Development. In addition, Section 2 also identifies recent (last five years) local planning applications along Stanborough Road;
 - **Section 3 Site and Surroundings:** outlines the local existing walking, cycling, public transport and highway routes. Relevant highway link flows and turning movements are identified for 20201 base year;
 - **Section 4 Proposed Development:** identifies the proposals for the Proposed Development;
 - **Section 5 Trip Generation and Distribution:** summarises the methodology used to identify the trip generation and distribution during the construction phase and operation phase of the Proposed Development;
 - **Section 6 Impact of Proposed Development:** assesses the impact of the Proposed Development during the construction phase and operational phase;
 - **Section 6 Travel Plan Summary:** provides an overview of the Travel Plan submitted as part of the planning application; and
 - **Section 7 Summary and Conclusion:** provides a summary of this Transport Assessment and a conclusion on the impact of the proposals.

2. Policy Context

Overview

- 2.1 This section of the report reviews the national, regional and local policy and guidance documents relating to transport in the context of the Proposed Development as well as recent (last five years) local planning applications along Stanborough Road, which include:
- **National Policy and Guidance**
 - National Planning Policy Framework (Published 2012, Updated 2019)
 - Planning Practice Guidance (2014)
 - **Regional Policy and Guidance**
 - Hertfordshire Local Transport Plan 4: 2018-2031 (2018)
 - Active Travel Strategy (2013)
 - Rail Strategy (2016)
 - Bus Strategy (2020)
 - **Local Policy and Guidance**
 - Welwyn Hatfield Draft Local Plan (2016)
 - Welwyn Hatfield 'Saved Policies' (2005)
 - **Recent Local Planning Applications**
 - HCHQ (Planning Reference 6/2017/0504/FULL)
 - Stanborough Park (Planning Reference 6/6019/0857/MAJ)
 - Premier Inn (Planning Reference 6/2018/1922/FULL)

National Policy and Guidance

National Planning Policy Framework (Published 2012, Updated 2019)

- 2.2 The National Planning Policy Framework (NPPF)¹ was published in March 2012 and last updated in February 2019. The NPPF sets out the Government's planning policies for England, providing a framework within which local people and councils can encourage development which reflects the needs and priorities of their communities.
- 2.3 The NPPF defines a Transport Assessment as '*a comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies measures required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and measures that will be needed deal with the anticipated transport impacts of the development*'.
- 2.4 A key principle of the NPPF is the presumption in favour of sustainable development which contributes to the economic, social, and environmental aspects of a community. The use of sustainable transport modes for the movement of goods and people is widely encouraged.
- 2.5 Chapter 9 within the NPPF deals with Promoting Sustainable Transport (paragraph 102 to 107). This chapter explains the variety of ways in which transport should be considered as part of the planning process. This includes setting out that transport issues should be considered from the earliest stages of the plan-making and development proposals.
- 2.6 Paragraph 104 states that planning policies should '*be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned*'.

¹ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

- 2.7 Policies on assessing the transport impact of development proposals are identified in paragraphs 108 to 110. These refer to highway safety as well as capacity and congestion to make clearer that pedestrian and cycle movements should be prioritised, followed by access to high quality public transport, to reflect the importance of creating well-designed places.
- 2.8 Paragraph 111 states that a development that generates a significant amount of movement should be supported by a Transport Statement or Transport Assessment and should be required to provide a Travel Plan.

Planning Policy Guidance (2014)

- 2.9 In March 2014 the Department for Communities and Local Government (DCLG) launched a website containing national planning practice guidance. The website contains guidance on a range of planning topics such as design, Local Plans, Neighbourhood Plans and Travel Plans / Transport Assessments.
- 2.10 The section on 'Travel plans, Transport Assessments and Statements in decision-taking² provides advice on when Travel Plans, Transport Assessments and Transport Statements are required and what they should contain. Travel Plans are expected to identify specific required outcomes, targets and initiatives. They need to set out clear future monitoring, review and management arrangements and consider what additional measures may be required to mitigate impacts if targets are not met.

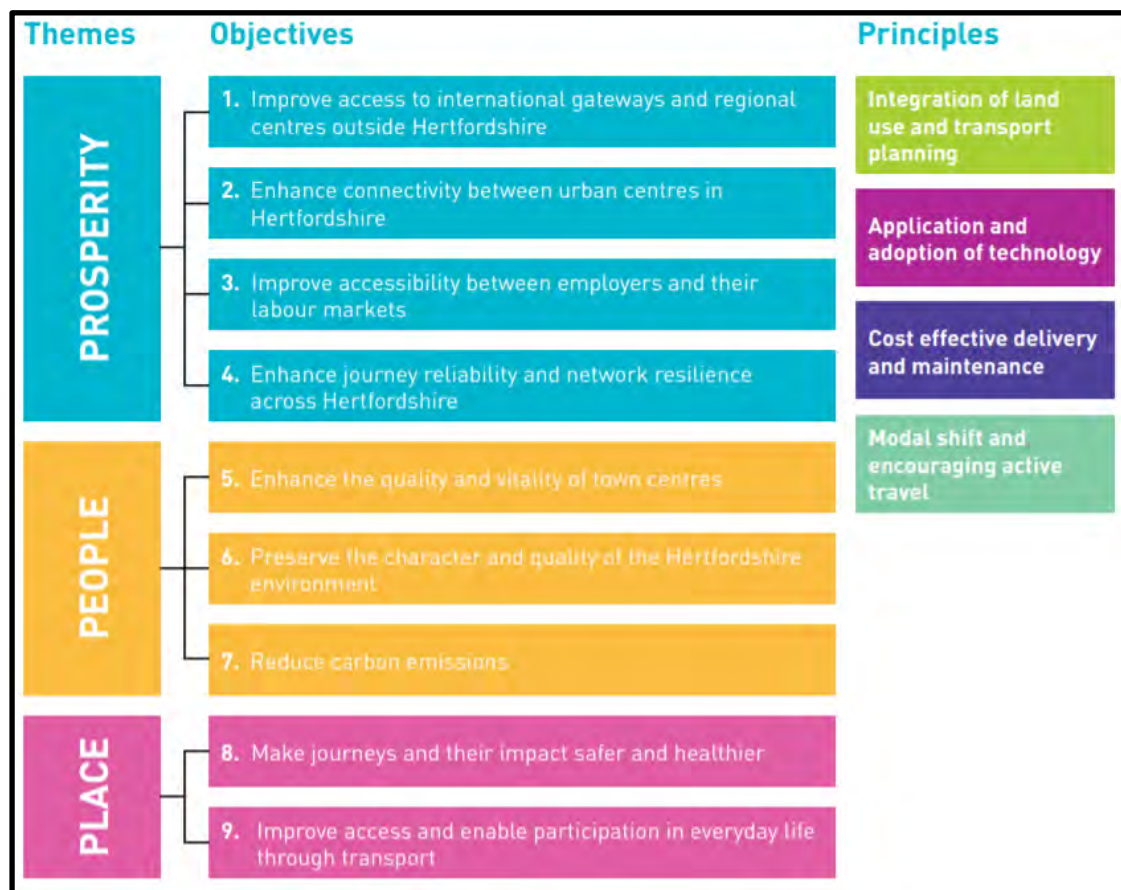
Regional Policy and Guidance

Hertfordshire Local Transport Plan 4 - 2018-2031 (2018)

- 2.11 Hertfordshire Local Transport Plan 4 (LTP4)³ was adopted in May 2018 and covers the period 2018-2031. The LTP4 aims to build on previous LTP's and aims to change travel behaviour so people choose to travel by other modes for journeys that don't need to be made by car and evolve the transport system to be less dependent on the car.
- 2.12 The LTP4 seeks to encourage a mode shift from the private car to sustainable transport such as walking cycling and passenger transport.
- 2.13 In addition to the LTP4, a number of supporting documents have been created to identify a strategy for each specific area of transport planning. The relevant documents such as the Active Travel Strategy, Intalink Bus Strategy and Rail Strategy are discussed below.
- 2.14 The LTP4 identifies three themes, nine objectives and four principles which are outlined in **Figure 2-1**.

² www.gov.uk/guidance/travel-plans-transport-assessments-and-statements

³ <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/local-transport-plan.aspx>

Figure 2-1: Hertfordshire LTP4: Themes, Objectives and Principles⁴

2.15 Key policies from the LTP4 are identified below.

- **Policy 1: Transport User Hierarchy** – encourages greater and safer use of sustainable transport modes.
- **Policy 3: Travel Plans and Behaviour Change** – seeks to encourage the widespread adoption of travel plans through working with partnership of large employers, businesses and other organisations to develop travel plans and implement Smarter Choices measures.
- **Policy 4: Demand Management** – considers greater traffic demand management to achieve modal shift and improve sustainable travel provision. This could be achieved through parking restrictions and charging applied to on-street, off-street and potentially at workplace parking.
- **Policy 5: Development Management** –
 - Aims to work with development promoters to ensure location and design of proposals reflect the LTP Transport User Hierarchy and encourage a shift towards sustainable transport modes.
 - Seeks to ensure ‘*access arrangements are safe, suitable for all people, built to an adequate standard and adhere to the country council’s Highway Design Standards*’.
 - Will consider the adoption of access roads and internal road layouts and where internal roads are not adopted the county council will expect suitable private management arrangements to be in place.
 - Seeks to secure developer mitigation measures to limit the impacts of development on the transport network.
 - Requires a Travel Plan for development in accordance to the ‘Hertfordshire’s Travel Plan Guidance’.
 - Ensures new parking provision in new developments provides facilities for electric vehicle charging and shared mobility solutions such as car clubs, and thought should be made for autonomous vehicles in the future.

⁴ www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/ltp4-local-transport-plan-4-complete.pdf

- **Policy 6: Accessibility** –
 - States that the county council seeks to increase the ease with which people can access key services through working with stakeholders such as bus and rail operators and community transport operators.
 - Outlines that it will address the barriers to accessibility regarding active modes and for people with impaired mobility.
 - *'Improving travel choices and options, including support for the provision of shared mobility initiatives.'*
- **Policy 7: Active Travel Walking** –
 - Seeks to encourage walking through implementing measures to increase priority of pedestrians relative to motor vehicles.
 - Provide pedestrian facilities to enable and encourage walking.
 - Promote networks of pedestrian priority routes.
 - Promotes walking as a mode of travel.
- **Policy 8: Active Travel Cycling** –
 - Aims to deliver a change in cycling through infrastructure improvements, especially within major urban areas to enable and encourage more cycling.
 - Implement measures to increase the priority of cyclists relative to motor vehicles.
 - Improve safety for cyclists including delivery of formal and informal cycle training schemes.
 - Support the promotion of campaigns to inform, educate, reassure and encourage cycling provision and education.
 - Facilitate the provision of secure cycle parking.
- **Policy 9: Buses** – Seeks to promote and support bus services to encourage the reduction in car use by supporting the delivery of infrastructure and provide and maintain all bus stops and bus related highway infrastructure.
- **Policy 17: Road Safety** – seeks to improve safety on the roads and is working towards a vision of zero fatalities and serious injuries.
- **Policy 19: Emissions Reduction** – Promotes a change in people travel behaviour to encourage a modal shift from cars to walking, cycling and passenger transport.

Active Travel Strategy (2013)

- 2.16 Hertfordshire's Active Travel Strategy⁵ is currently under development. Until further updates are available the Active Travel Strategy produced in April 2013 sets out how the County Council and its partners will identify, deliver and promote interventions to increase walking and cycling in Hertfordshire.
- 2.17 The Active Travel Strategy merges and updates the existing Walking Strategy (2011) and the Cycling Strategy (2007) to provide a joined-up approach to ensuring that active travel modes are planned together to help reduce congestion, improve health and reduce pollutant emissions.
- 2.18 The overarching aim of the Active Travel Strategy is: *'to increase the proportion of journeys made by walking or cycling to improve individual health, quality of life, the environment and the economy'*.
- 2.19 The Active Travel Strategy identifies *'over 56%⁶ of all trips in Hertfordshire are five miles or less, there is a significant amount of journeys in Hertfordshire that currently take place by private car which could be undertaken by cycling or walking'*. The Active Travel Strategy also identifies 43% of adults own a bike but only around 2% of trips were made by bicycle.
- 2.20 A number of interventions/deliverable schemes/measures are identified to help deliver the achieve and maintain the necessary behavioural change, encouraging and empowering more residents to walk and cycle for shorter journeys, instead of driving, Some of the measures identified include: *'traffic calming; speed limits; reallocation of road space; implementation of road user hierarchies; use of Intelligent Transport Systems; pedestrian crossings; footway maintenance; designing out crime; improved signage; urban realm improvements; cycle/hire/purchase schemes and personalised travel planning and promotion'*.

⁵ <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/transport-policy-and-supporting-strategies.aspx>

⁶ Hertfordshire County Traffic and Transport and Data Report (TTDR) 2011

- 2.21 The Strategy has four over-arching policy objectives in order to address the challenges and issues identified which are discussed below.
- 2.22 **Policy Objective 1** is to ensure Active Travel contributes fully to addressing environmental challenges in Hertfordshire. Specific challenges that need to be addressed include improving air quality and reducing the growth in carbon emissions from the transport sector by increasing the proportion of trips made by walking and cycling.
- 2.23 **Policy Objective 2** is to ensure Active Travel contributes fully to enhancing economic growth in Hertfordshire. Specific challenges include:
- Reducing economic costs associated with transport, reducing congestion and increasing productivity;
 - Reducing economic costs associated with lack of exercise, employee absenteeism and NHS costs;
 - Improving accessibility to the labour market and reducing unemployment through increased availability of alternative transport options; and
 - Improving the desirability of facilities and services through enhanced transport facilities and pedestrian environments.
- 2.24 **Policy Objective 3** is to ensure Active Travel contributes fully to improving public health in Hertfordshire, including increasing physical activity levels to help prevent and manage various health conditions.
- 2.25 **Policy Objective 4** is to ensure Active Travel contributes fully to improving quality of life for Hertfordshire communities. Specific challenges include improving community safety and improving the quality of opportunity for residents.
- 2.26 The Active Travel Strategy identifies a delivery toolkit which is a list of potential schemes for active travel. It identifies barriers individuals may face to walking and cycling and presents schemes that could be implemented to support people overcoming the barriers.
- 2.27 **Table 2-1** provides a summary of the key barriers to people participating in active travel in Hertfordshire.

Table 2-1: Summary of Key Barriers to Active Travel in Hertfordshire

Overarching Barriers Active Travel not perceived to be viable due to	Examples of Preventative Perceptions	Potential Measures that could be Considered to Overcome the Barrier
Safety and security	<ul style="list-style-type: none"> • Traffic is too dangerous/busy/fast/noisy e.g. presence of HGVs • Personal security would be poor on walking / cycling routes • Vandalism / theft of cycle equipment • Air quality is poor to walk / cycle 	<ul style="list-style-type: none"> • Traffic calming • Speed limits and enforcement • Bikeability cycle training programme • Develop cycle network • Provision of improved crossing facilities e.g. traffic island, zebra, pelican, puffin or Toucan • Maintain footways to acceptable standards to ensure the routes are generally free from vegetation
Lack of physical infrastructure	<ul style="list-style-type: none"> • No facilities to park cycle / shower / store gear • Don't own a cycle / suitable equipment • Mobility impairment prevents active travel • Unpleasant walking or cycling environment • Physical barriers including guard rails, street clutter, parked cars etc • Lack of direct walking / cycling routes 	<ul style="list-style-type: none"> • Develop a cycle network that directly links key destinations in urban areas • Provide easily accessible information to the public on walking and cycling infrastructure and alternatives routes • Provide cycle hire facilities where they are likely to be used • Remove street clutter to improve public realm • Designs to address the needs of less mobile and visually impaired including the provision of dropped kerbs and tactile paving • Clear and accurate route signage for walking and cycling routes (singings with timings to access by walking/cycling maps) • Secure and accessible public cycle parking • Installation of facilities for cycle storage, including showers, lockers and secure covered storage areas at employer destinations • Work with rail operators to permit bicycles on trains where appropriate or ensure appropriate provision for secure cycle parking

Overarching Barriers Active Travel not perceived to be viable due to	Examples of Preventative Perceptions	Potential Measures that could be Considered to Overcome the Barrier
Lack of knowledge, awareness, training or education	Lack of information Don't know how to cycle or lack of confidence Too expensive to buy bicycles and equipment	<ul style="list-style-type: none"> • Produce up to date route and network maps of cycling and walking networks • Promote travel planning to businesses and employment areas • Agreement with outdoor and cycling retailers for discount on goods and maintenance that will encourage more walking and cycling • Bicycle loans, purchase, maintenance and recycling schemes • Improve signing • Independent travel training including support for learners e.g. travel buddy scheme • Support national publicity events such as 'Bike Week' and 'Bike 2 Work'
Social and cultural attitudes	Can't walk or cycle that far / too hilly People get sweaty before work Can't cycle to work in work-clothes/shoes Too much equipment to carry Have to transport other people as well Need to drive children to school Too inconvenient / time consuming	<ul style="list-style-type: none"> • Community / guided cycle rides and walks. • Publication of local positive experiences including the social benefits to be gained from walking and cycling with others. • Cycling and walking promotional events including events for mobility impaired. • Advertise the availability of electric bikes. • Provision of incentives for walking and cycling. • Provide benches where appropriate to enable those who are less mobile to rest.

Rail Strategy (2016)

- 2.28 Hertfordshire's Rail Strategy⁷ is currently under development and until further updates are available the Rail Strategy produced in June 2016 sets out the County Council's aspirations for the development of the rail network in Hertfordshire. The overall vision for rail is an integrated network of affordable, efficient, comfortable and safe services that provide a real alternative to car travel.
- 2.29 The rail strategy identifies after the introduction of High Speed Rail Phase 2 (HS2), the county council will lobby for increased long distance stops at Stevenage and increased frequency and capacity at other key stations such as Welwyn Garden City and Hatfield.

Bus Strategy (2020)

- 2.30 Hertfordshire County Council (HCC) have partnered with Intalink to form the Intalink Bus Strategy⁸ which sets out the framework of strategic and detailed policies for passenger transport to address the current situation and the challenges faced.
- 2.31 The Strategy includes the following five objectives:
1. Prioritising bus services in traffic;
 2. Improving the image of bus travel;
 3. Upgrading bus infrastructure;
 4. Closer integration of the bus network; and
 5. Smarter use of data and information.
- 2.32 The Bus Strategy identifies consideration has been given to the future of public transport and it should extend to new and emerging technologies such as an Uber style Demand Responsive Transport such as 'ArrivaClick' and Oxford Bus Company's 'PickMeUp' services.
- 2.33 The Bus strategy also discusses Mobility as a Service (MaaS) which '*combines multiple transport modes with technology and data to facilitate integrated journey planning, booking and payment*'. This technology is currently at an early stage however is expected to have a major implication on the way people consume travel, '*particularly in the context of decreasing rake up of private car amongst younger people*'.

⁷ <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/transport-policy-and-supporting-strategies.aspx>

⁸ <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/transport-policy-and-supporting-strategies.aspx>

Local Policy and Guidance

Welwyn Hatfield Draft Local Plan (August 2016)

- 2.34 The Draft Welwyn Hatfield Local Plan covers the period 2013-2032 and was submitted for examination on 15th May 2017. The examination is ongoing, and some hearing sessions have been rescheduled due to the Covid-19 Pandemic.
- 2.35 *'The Local Plan sets out the Council's vision, objectives, policies and delivery strategy for new development in the borough to at least 2031 and will eventually replace the saved policies in the Welwyn Hatfield District Plan 2005'*⁹.
- 2.36 The Draft Local Plan sets out the Council's planning framework for *'identifying how much and what type of development is needed and where it should or should not be accommodated'*.
- 2.37 The Draft Local Plan sets out a spatial vision which includes *'addressing climate change by improving opportunities for travelling by public transport, walking and cycling, using natural resources more efficiently, securing high quality sustainable design'*.
- 2.38 The borough wide strategic objectives include *'to maximise the opportunity to travel by sustainable modes and manage parking demand'*.
- 2.39 The relevant policies related to the Proposed Development and transport are identified below. Strategic policies are indicated by the prefix 'SP' and Site Allocation or Development Management Policies by the prefix 'SADM'.
- 2.40 **Policy SP 4 Transport and Travel** – identifies the *'Council will seek to support both planned growth and existing development with appropriate transport infrastructure, with the emphasis on promoting the use of sustainable modes of travel and on improving safety for all highway users.'*
- 2.41 **Policy SADM 2 Highway Network and Safety** – states that *'development proposals will be permitted provided:*
- I. There would be no unacceptable impacts on the local and /or strategic transport network. Development proposals which generate a significant amount of traffic movements must be accompanied by either a Transport Assessment or Transport Statement as appropriate in accordance with the criteria in the Hertfordshire County Council Highway Design Guidance;*
 - II. There would be no negative impacts on highway safety;*
 - III. They are designed to allow safe and suitable means of access and site operation; and*
 - IV. They provide satisfactory and suitable levels of parking.'*
- 2.42 **Policy SADM 3 Sustainable Travel for All** – states that developments above the thresholds set out in the Hertfordshire County Councils Hertfordshire Travel Plan Guidance will be required to submit a Travel Plan as part of the planning application. Policy SADM states development proposals should make provision where appropriate for:
- **Cyclists** including secure cycle parking and where appropriate changing facilities;
 - **Pedestrians**, including disabled persons and those with impaired mobility, through safe, accessible, direct and convenient design and layout of routes;
 - **Public transport** through measures to improve and support public transport;
 - **Community transport** including measures that will promote car-pools, car sharing and voluntary community buses, community services and cycle schemes through the implementation of Travel Plans;
 - **Servicing and emergency vehicles**; and
 - **Facilities for charging plug-in** and other ultra-low emission vehicles.
- 2.43 **Policy SADM 12 Parking, Servicing and Refuse** – identifies the type and quantum of vehicle and cycle parking will be informed by the standards set out in the Council's parking standards taking into consideration of the sites location and accessibility to public transport, services and facilities. Consideration of the nature and degree of parking demand likely to be associated with the development and opportunities for shared parking and the need to promote more sustainable forms of travel.

⁹ <https://www.welhat.gov.uk/planningframework>

- 2.44 **Policy SADM 12** also identifies that appropriate provision of servicing areas and refuse storage and collection areas should be made in accordance with the nature of the development. This includes the areas and access to them should be appropriate and designed to ensure they can perform their role effectively without prejudicing or prejudiced by other functions and users and avoid creating risk to human health or environmental nuisance.

Welwyn Hatfield District Plan 'Saved Policies' (2005)

- 2.45 The Welwyn Hatfield District Plan was adopted in 2005 and covered the period up to 2011. The District Plan was automatically saved for three years after its adoption with a number of 'saved policies' continue to be part of the development plan.
- 2.46 The aim of the District Plan was to '*secure sustainable development in the district, in order to improve quality of life*'. A number of policies have been 'saved' until it is replaced by a Local Development Framework. The 'saved policies'¹⁰ relevant to transport and the Proposed Development are identified below.
- 2.47 **M1 Integrating Transport and Land Use** – identifies the Council will look to integrate different modes of travel with development proposals to be accessible to pedestrian and cycle routes and passenger transport services. Also identified is internal layouts must demonstrate priority to no-car users including safe and effective routes for pedestrian and cyclists, with appropriate facilities and should cater for people with mobility difficulties.
- 2.48 **M2 Transport Assessments** – states that '*developers of major new traffic generating developments will be required to submit a transport assessment*' to demonstrate the measures that have been taken to minimise vehicular movements through improvements to pedestrian and cycle facilities and passenger transport.
- 2.49 **M3 Green Travel Plans** – identifies that '*all new development at or above the thresholds set out in Hertfordshire Technical Chief Officers Association (HTCOA) guidance on 'Developing a Green travel Plan'*' should be supported by a Green Travel Plan. The measures and the implementation of the Green Travel Plan will be secured through planning conditions or a Section 106 Agreement.
- 2.50 **M5 Pedestrian Facilities** – states the Council will seek, where possible and practical, improvements in facilities for the safe and convenient movements of pedestrians. It states that developers may be required to provide or contribute towards off-site pedestrian facilities where it would be necessary to integrate it with surrounding areas.
- 2.51 **M6 Cycling Routes and Facilities** – identifies the Council requires proposals for new developments to encourage cycling through the inclusion of safe cycle routes and cycle parking with appropriate waterproof storage and changing and showering facilities for cyclists are provided. New cycle routes should link with existing or proposed cycle paths.
- 2.52 **M8 Powered Two-Wheelers** – states the Council supports the use of powered two-wheeled vehicles and requires the internal layouts for development schemes are designed to include provision for powered two-wheeled vehicles and their users.

Welwyn Hatfield District Plan Supplementary Planning Guidance Parking Standards (2004)

- 2.53 The Welwyn Hatfield District Plan Supplementary Planning Guidance (SPD) Parking Guidance (adopted in January 2004) sets out parking standards for new developments.
- 2.54 Appendix A of the document provides minimum cycle parking requirements for various land uses. For B1 Business development (considered the most appropriate for the HCHQ development) the appropriate minimum cycle parking standards are as follows:
- 1 short-term space per 500 sqm gfa plus 1 long-term space per 10 f/t staff
- 2.55 The documents states that cycle stands are satisfactory for short-term cycle parking, but supervised 'cycle parks', with at least 50% of stands covered, providing better weather and security protection, will be

¹⁰ <https://www.welhat.gov.uk/districtplan>

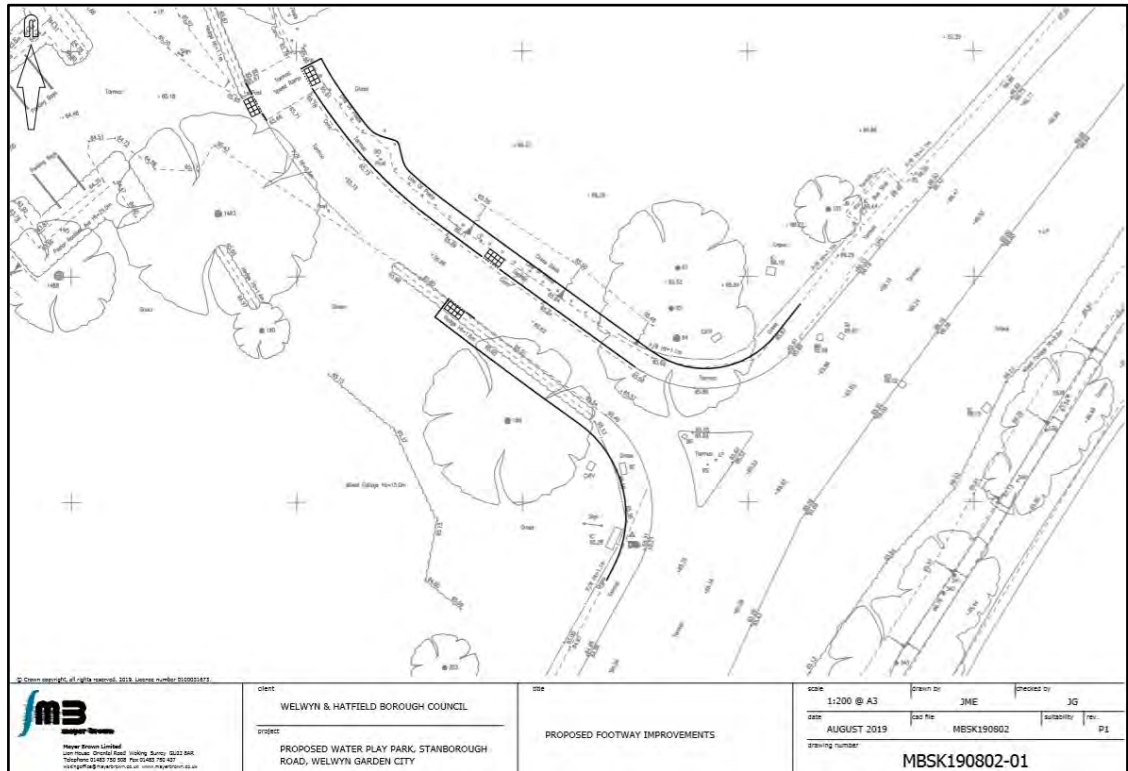
Premier Inn

- 2.61 In 2018 Premier Inn proposed a 24-bedroom extension with 11 additional car parking spaces (including one blue badge bay) of the existing hotel (planning reference 6/2018/1922/FULL). The Premier Inn is located on Stanborough Road to the north of the Gosling Sports Centre and approximately 1km to the north of HCHQ.
- 2.62 The planning application was granted and has since been built. The Proposed Development was forecast to generate a total of 54 two-way additional vehicle movements, a 9% increase over existing trip generation. An additional five and six two-way additional vehicle movements were forecast during the AM (0800-0900) and PM (1700-1800) peak hours respectively. This was not considered to represent a significant increase in traffic and would have a negligible impact on the local highway network.
- 2.63 In addition, in 2019 a planning application (6/2019/2836/COND) was submitted to discharge planning condition 5 in relation to cycle parking. Two Sheffield Cycle Stands were provided to accommodate four bicycles adjacent to the blue badge parking bays at the Premier Inn, which successfully discharged the planning condition.

Stanborough Park

- 2.64 In June 2019 a planning application (planning reference 6/2019/0857/MAJ) was submitted for a water-based playpark scheme (known as a Splash Park) located at Stanborough Park, to the south of the HCHQ Site. Approval was previously granted in 2013 for the construction of a destination leisure park (planning application reference 2010/3120). However, only Phase 1, a high rope course, was constructed.
- 2.65 Within the Transport Statement submitted as part of the application, Stanborough Park was considered within walking and cycling distance of the centre of Welwyn Garden City as it is within a 2km walk and there was a low road traffic accident history along Stanborough Road.
- 2.66 HCC requested an assessment was undertaken as part of the Transport Statement to establish if any improvements are required to the local walking, cycling and public transport facilities in the vicinity of the proposed Splash Park and if they are justifiable to support the proposed development. The assessment identified five local routes from the Stanborough Park North Car Park entrance which included along Stanborough Road to the bus stops. As part of the assessment, the findings indicated that a provision of a Toucan crossing on Stanborough Road in the vicinity of the southbound bus stop would improve the accessibility of the Stanborough Road Park (SW) bus stop. However, it was concluded that it would not be justifiable to expect the applicant of the Splash Park to solely deliver the entire cost of a new crossing due to the *'highway improvements/contributions must be directly related to the development and be fairly and reasonably related in scale and kind to the proposed development.'*
- 2.67 As part of the findings in the Transport Statement it was identified there was an improvement opportunity for the provision of a footway along both sides of the carriageway into the Stanborough Lake North Car Park entrance. In addition, it was identified that dropped kerbs and tactile paving could be provided for pedestrians to cross the Stanborough Park Car North Car Park entrance. As a result, a further planning application was submitted to discharge planning condition 9 (planning reference 6/2020/1159/COND). The planning application identified the works would be delivered as part of a Section 278 agreement and is currently under consideration, with the highway authority raising an objection to the discharge of condition until a technical approval under the Section 278 was submitted to HCC.
- 2.68 **Figure 2-3** identifies the proposed footway/cycleway and crossing improvements as submitted as part of the planning application to discharge planning condition 9.

Figure 2-3: Proposed Improvements Stanborough Park North Side Car Park Junction



3. Site and Surroundings

Overview

3.1 This section of the TA sets out how people of all abilities will be able to move around the Site and its immediate surroundings. The following elements have been assessed. Section 4 sets out the situation when the Proposed Development is complete.

- **Site Location and Context**
- **Site Access and Local Surroundings**
 - Walking and Cycling;
 - Public Transport; and
 - Local Highway Network.
- **On-Site Parking**
 - Car parking for staff and visitors;
 - Cycle parking; and
 - On-Site Servicing and Deliveries
- **Highway Collision Data Analysis**

Site Location and Context

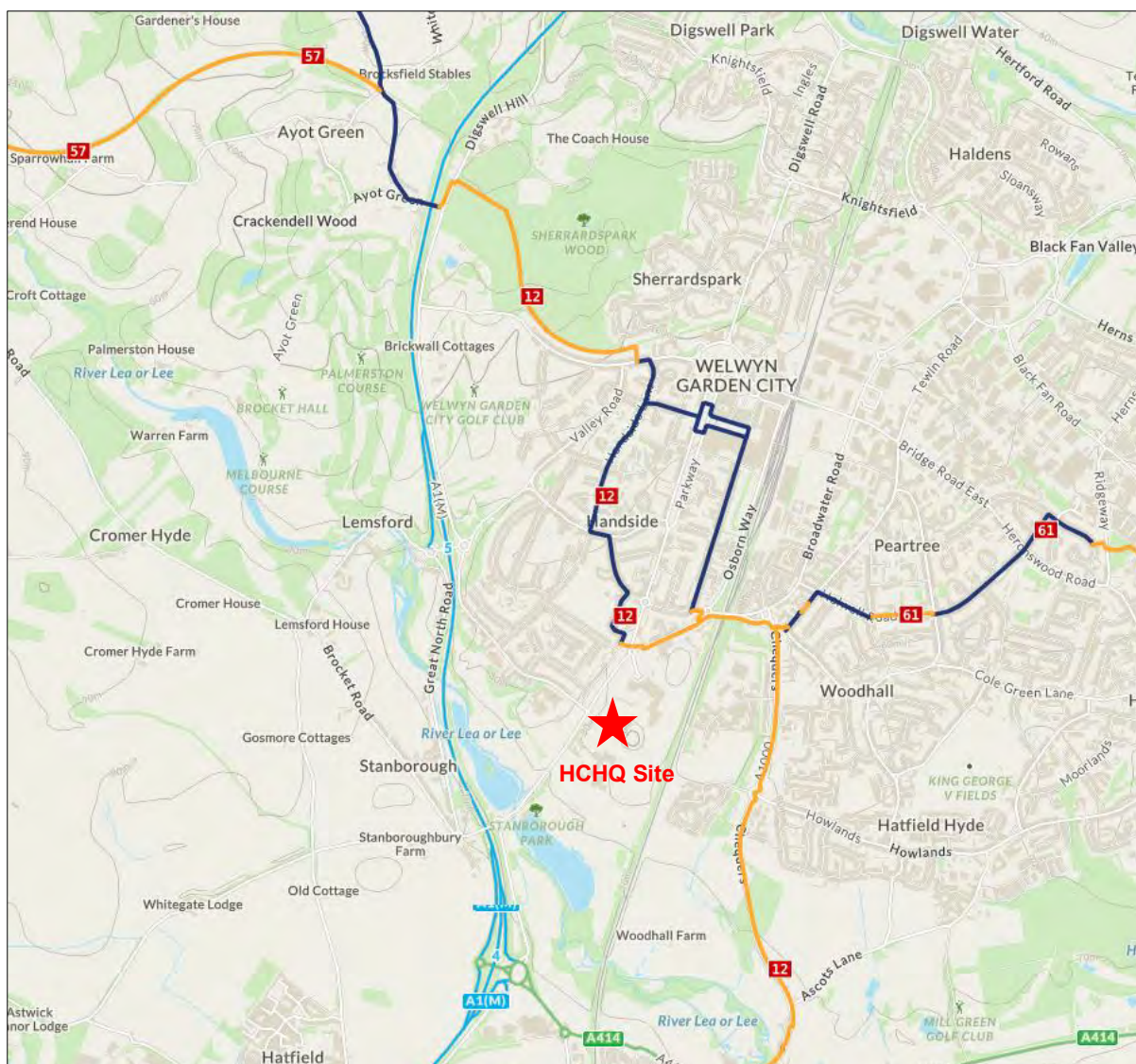
3.2 The Site is located in Welwyn Garden City, Hertfordshire, approximately 2km to the south of the Welwyn Garden City railway station and City Centre. The main Site access is on the A6129 Stanborough Road, which runs along the western boundary. To the north of the Site Gosling Sports Park offers a range of facilities including a golf driving range, ski and board centre, tennis academy and sports park. To the east of the Site is open green space and the railway line which runs in a north-south direction. To the south of the Site is open green space and Stanborough Park and lake.

3.3 The Site location is shown outlined in red in **Figure 3-1**.

Walking and Cycling

- 3.4 The HCHQ entrance road includes a footway along the northern carriageway which leads into the Site. The internal footway network provides walking routes between the existing buildings and car parking areas.
- 3.5 At the Site access road junction with Stanborough Road, tactile paving and dropped kerbs are provided. Approximately 120m south of the main HCHQ entrance road there is a gated emergency egress from the Site, where tactile paving and dropped kerbs are provided but there is no pedestrian exit from the Site.
- 3.6 The A6129 Stanborough Road has a shared footway/cycleway along the western carriageway and a footway along the eastern carriageway between the Stanborough Road/B197 roundabout to the south and the Stanborough Road/Parkway/Gosling Sports Centre roundabout to the north. On the Lemsford Lane approach to the A6129 Stanborough Road junction, tactile paving, dropped kerbs and a pedestrian refuge island are provided.
- 3.7 To the south of the Site, the shared footway/cycleway along Stanborough Road connects to a shared footway/cycleway along Stanborough Lake. This route is accessible via the route into the Stanborough Park South Side Car Park and runs in an east-west direction. This route continues underneath the railway line and connects to Mill Green Lane and the A1000 Chequers. This route provides a generally off-road pedestrian and cycle route between the Site and Hatfield, approximately 3.6km (12 minutes' cycle) to the south of the Site.
- 3.8 On Stanborough Road, approximately 140m north of the Site entrance, there is a signalised pedestrian crossing which connects to a footway towards two bus stops on Lemsford Lane.
- 3.9 To the north of the Site, at the Stanborough Road/Parkway/Gosling Sports Centre roundabout, there are dropped kerbs, tactile paving and refuge islands on the Parkway and Gosling Sports Centre arms of the roundabout. In addition, there is a signalised pedestrian crossing on the Stanborough Road north-eastern arm. No pedestrian crossing is provided on the Stanborough Road south-western arm of the roundabout.
- 3.10 To the north of the Site, the shared footway/cycleway along the eastern side of Stanborough Road connects to National Cycle Route 12 from the Stanborough Road/Parkway/Gosling Sport Centre roundabout. National Cycle Route 12 provides a route to Hatfield to the south along the A1000 Chequers to the south of the Site, via a 'traffic free route on the National Cycle Network'. In addition, to the north of the Stanborough Road/Parkway/Gosling Sports Centre roundabout, National Cycle Route 12 continues through a residential area along Turmore Dale along an on-road route.
- 3.11 Adjacent to the Stanborough Road/Osborn Way roundabout, National Cycle Route 12 connects to National Cycle Route 57, which provides an on-road route along Longcroft Lane to Welwyn Garden City Railway Station, Bus Station and Howard Shopping Centre.
- 3.12 South of the A1000 Chequers/Woodhall Lane junction, National Cycle Route 12 connects to National Cycle Route 61 on Woodhall Lane. National Cycle Route 61 runs through a residential area along Holwell Road and is a mixture of traffic free routes and on-road routes.
- 3.13 Further information regarding the National Cycle Routes can be found on the Sustrans website: www.sustrans.org.uk/find-a-route-on-the-national-cycle-network.
- 3.14 The existing Site currently provides 44 cycle parking spaces (12 short-term and 32 long-term).
- 3.15 **Figure 3-2** provides an extract showing National Cycle Routes 12, 57 and 61.

Figure 3-2: Local Cycling Routes



Key

National Cycle Network Map	
You can browse the map to find cycling routes.	
	Traffic-free route on the National Cycle Network
	Traffic-free route (not on the National Cycle Network)
	On-road route on the National Cycle Network
	On-road route not on the National Cycle Network
	National Cycle Network route number

Source: Ordnance Survey¹¹

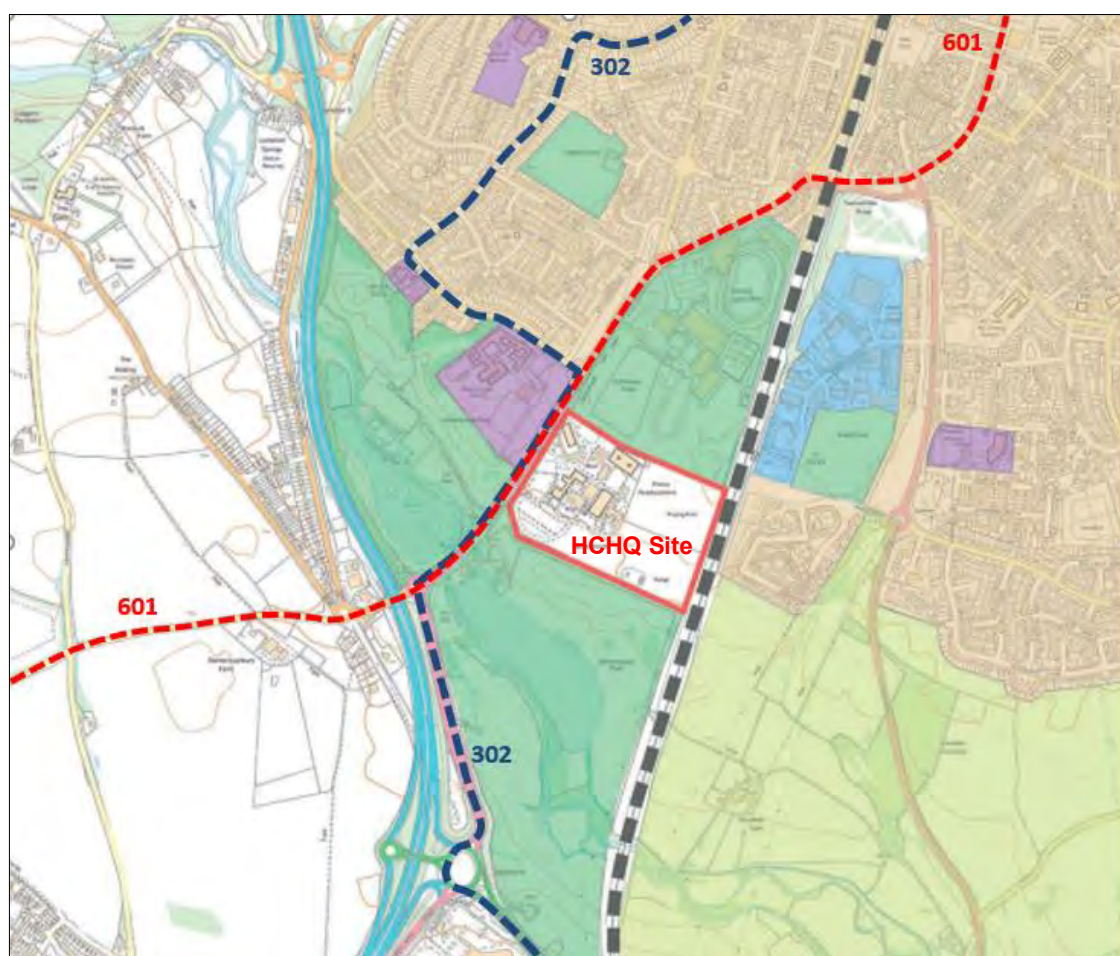
¹¹ <https://osmaps.ordnancesurvey.co.uk/51.78752,-0.23291.13>

Public Transport

Bus

- 3.16 Two bus routes, services 302 and 601, run along Stanborough Road in close proximity to the HCHQ Site. Bus route 302 is operated by ARRIVA and runs between Hemel Hempstead and Welwyn Garden City via St Albans and Hatfield. Bus route 602 is operated by UNO and runs between Borehamwood and Welwyn Garden City via St Albans and Hatfield.
- 3.17 The full timetable for bus route 601 is provided in Appendix B. It should be noted that bus route 302 is currently running a special Covid-19 timetable and the frequencies were taken from the latest departure times on 19/10/2020 from the Interlink website¹³.
- 3.18 **Figure 3-3** shows the 302 and 601 bus routes.

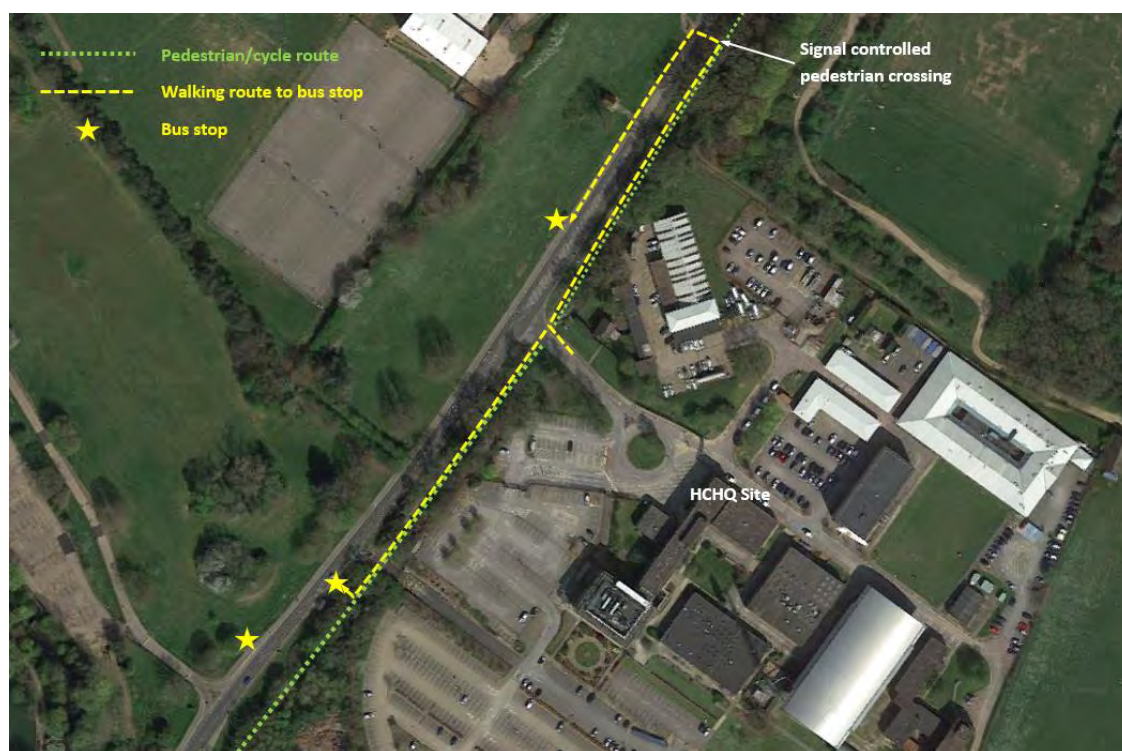
Figure 3-3: Bus Routes



- 3.19 The closest southbound bus stop (name: Park) to the Site on Stanborough Road is served by bus routes 302 and 601. This bus stop has a shelter and seating and is located adjacent to Stanborough Lakes. This bus stop is approximately 160m (2 minutes' walk) from the main HCHQ entrance. A footway is provided on the eastern side of Stanborough Road between the bus stop and the HCHQ Site. Bus passengers accessing the Site are not required to cross Stanborough Road.
- 3.20 The closest northbound bus stop (name: Police Headquarters) is located approximately 50m to the north of the HCHQ Site access, and is served by bus route 601. This bus stop provides shelter, seating and a bus timetable. There is a signal controlled pedestrian crossing on Stanborough Road approximately 50m to the north, providing a safe crossing point between the HCHQ Site and the bus stop. Via this route the walking distance from this bus stop to the Site is approximately 160m (2 minutes' walk).

- 3.21 There are two bus stops on Lemsford Lane, to the north of the Site. Both bus stops include a shelter and seating, and are served by bus route 302. The northbound bus stop is approximately 240m (3 minutes' walk) and the southbound bus stop is approximately 280m (3½ minutes' walk) from the Site access.
- 3.22 Additional information regarding bus timetables, maps and live departures are provided on HCC's¹² and Intalink¹³ websites.
- 3.23 **Figure 3-4** identifies formal pedestrian crossing facilities local to the Site and the walking routes between the bus stops and the Site using these formal pedestrian crossing facilities.

Figure 3-4: Local Bus Stops and Walking Routes to/from the Site



- 3.24 Table 3-1 provides a summary of the weekday bus frequencies of bus routes 302 and 601, not including school services, available from the bus stops discussed above. The table sets out the number of buses in each period.

Table 3-1: Local Bus Route Frequencies

Service Number	Route	Bus Stop Name	Pre 0800	0800-0900	1000-1600	1700-1800	After 1800
302	Hemel Hempstead – Welwyn Garden City	Stanborough Road (northbound)	3	2	Circa every 30 minutes	1	4
		Lemsford Road	3	2		1	4
	Welwyn Garden City – Hemel Hempstead	Stanborough Road (southbound)	3	2		2	2
		Lemsford Lane	3	2		2	2
601	Borehamwood/St Albans/Hatfield- Welwyn Garden City	Stanborough Road (northbound)	2	4	2	2	
		Welwyn Garden City- St Albans/Borehamwood	2	2	1	3	

¹² www.hertfordshire.gov.uk/services/highways-roads-and-pavements/public-transport/public-transport-in-hertfordshire.aspx
¹³ www.intalink.org.uk/services

- 3.25 Bus services 302 and 601 are accessible from Welwyn Garden City train station. This provides regular bus services between the Site and the station with the journey taking approximately eight minutes.

Rail

- 3.26 Welwyn Garden City train station is located approximately 2km to the north of the Site. The station is served by Thameslink¹⁴ and Great Northern¹⁵. Destinations include London Kings Cross, Cambridge, Hatfield, Potters Bar and Finsbury Park.
- 3.27 **Table 3-2** identifies the weekday frequencies from Welwyn Garden City train station. Appendix C provides the full timetable for Welwyn Garden City train station and additional onward travel information by bus and taxi. The table shows the number of trains in the period.

Table 3-2: Welwyn Garden City Train Station Weekday Frequencies

Service Number	Route	Pre 0800	0800-0900	1000-1600	1700-1800	After 1800
13	Cambridge, Royston, Letchworth Garden City and Welwyn Garden City to London	6	2		2	9
	London to Cambridge, Royston, Letchworth Garden City and Welwyn Garden City	5	2	Every 30 minutes	2	7
14	Hitchin, Stevenage and Welwyn Garden City to London	7	2		2	13
	London to Hitchin, Stevenage and Welwyn Garden City	5	2		2	16
15	Stevenage and Welwyn Garden City to London	7	2	16	2	7
	Welwyn Garden City and Potters Bar to London ¹⁶	17	6	34	6	15
	London to Welwyn Garden City and Stevenage	4	2	16	2	11
	London to Potters Bar and Welwyn Garden City ¹⁷	7	6	34	6	29

Highway Network

- 3.28 The site is accessed from the A6129 Stanborough Road, which leads to a public parking area outside the main headquarters building. Police car parking is located to the south of the site beyond a security fence and access control gates. There is a further emergency exit onto Stanborough Road to the south of the site.
- 3.29 The A6129 Stanborough Road is a single carriageway road which runs in a north-south direction to the west of the Site. To the north Lemsford Lane forms a priority junction with the A6129 Stanborough Road, providing access to Stanborough School. Further to the north the A6129 provides access towards Welwyn Garden City town centre.
- 3.30 To the south of the Site, Stanborough Road forms a left in and left out junction with the car park entrance to Stanborough Lake North side Car Park. Opposite this junction is a left in only access to Stanborough Park South Side Car Park, with the egress further to the south on Stanborough Road.
- 3.31 To the south of the Site, the A6129 Stanborough Road leads to a three-arm roundabout with Coopers Green Lane where the A6129 Stanborough Road continues south. This leads to an interchange which provides access to A414 Great North Road, the A1(M) Junction 4 and the A1001 Comet Way.
- 3.32 The A414 Great North Road provides a highway link from the A1(M) interchange to the west and Hertford to the east. The A1(M) provides a strategic highway link and runs in a north-south direction connecting to Stevenage to the north and the M25 to the south.

¹⁴ www.thameslinkrailway.com/timetables?stationid=26ebd2204a814a0dbeeca708d4702390

¹⁵ www.greatnorthernrail.com/travel-information/plan-your-journey/station-information/stations/welwyn-garden-city

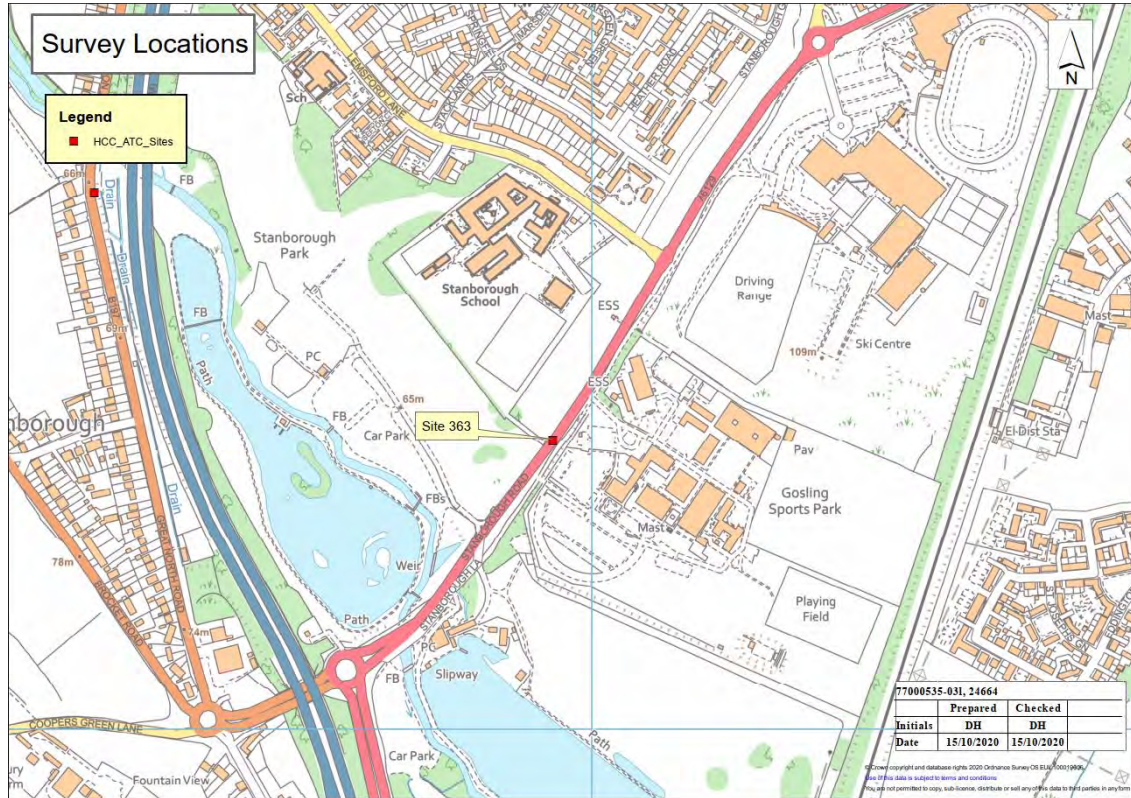
¹⁶ Services start at Welwyn Garden City

¹⁷ Services terminate at Welwyn Garden City

Existing Traffic Flows

3.33 Automatic Traffic Count (ATC) data for Stanborough Road for the period 24-30 March 2019 was provided by HCC. The ATC provided one week of vehicle count data by direction. The ATC site location (Site 363) was just to the south of the existing access to the HCHQ site and is shown in Figure 3-5.

Figure 3-5: ATC Site Location



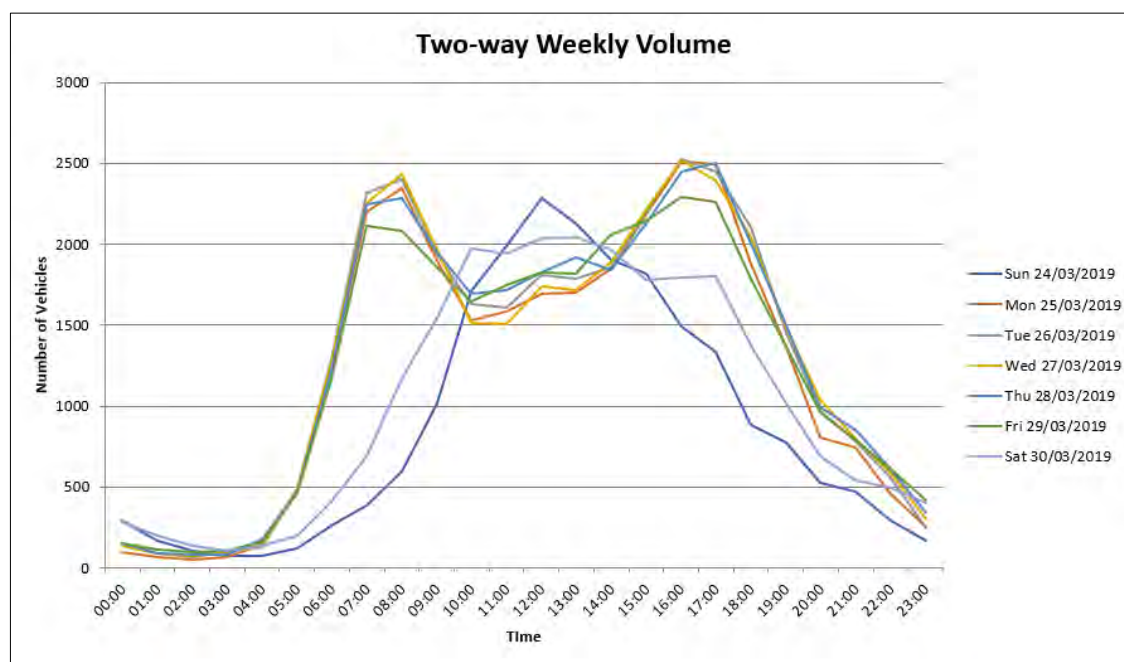
3.34 The average weekday, Saturday and Sunday peak hour and daily flows obtained from the ATC are summarised below.

Table 3-3: Traffic Flows

Traffic Flow	Average Weekday			Saturday		Sunday	
	08:00-09:00	16:00-17:00	Daily	13:00-14:00	Daily	12:00-13:00	Daily
Southbound	1,077	1,352	15,767	1,098	12,928	1,181	10,588
Northbound	1,232	1,107	14,709	946	11,773	1,104	10,293
Total	2,309	2,460	30,476	2,044	24,701	2,285	20,881

3.35 The variation in flows throughout the day is shown in Figure 3-6.

Figure 3-6: Weekly Traffic Volumes – Two-Way

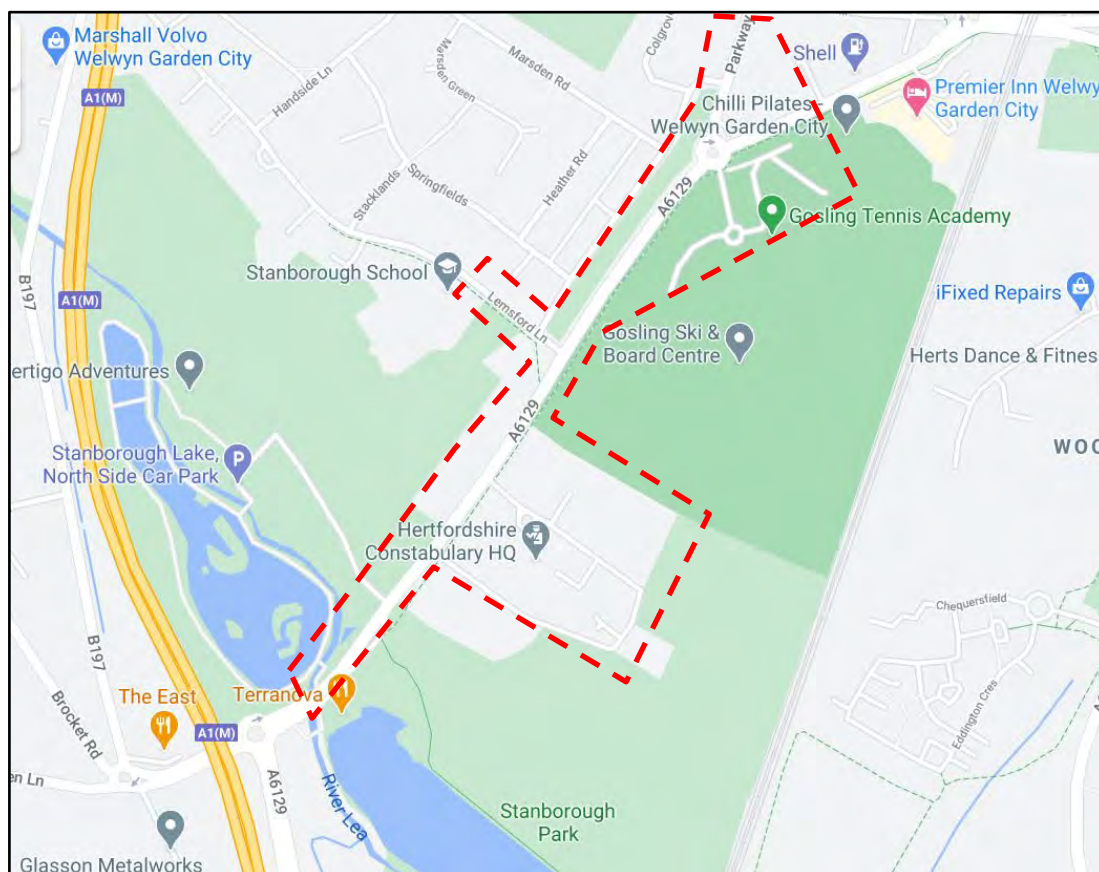


- 3.36 The results indicate a typical weekday profile with peaks occurring between 08:00-9:00 and 16:00-17:00. There is some tidality evident. In the morning peak the highest flow is northbound into the town (53%), and in the PM peak the reverse is seen with a higher southbound flow (55%). Peak traffic flows at weekends are slightly lower than the AM and PM weekday average.

Collision Data Analysis

- 3.37 Personal Injury Accident (PIA) data was obtained from the Crashmap website (<https://www.crashmap.co.uk>) for the most recent five-year period available (01/01/2016 – 31/12/2020). In addition, information relating to a fatal accident that occurred in September 2015 on Stanborough Road in the vicinity of the Site was also obtained, as requested by HCC Highways during pre-application scoping discussions.
- 3.38 Figure 3-7 identifies the area included within the PIA data analysis which includes Stanborough Road between the A6129 and Parkway/Gosling Sports Centre junctions and the section of Lemsford Lane which includes the two bus stops.

Figure 3-7: PIA Data Analysis Area



3.39 The table below shows a summary of the collisions that occurred between 01/01/2016 and 31/12/2020. The one fatality that has been included from 2015 is not included in this table and has been discussed separately later in this section.

Table 3-4: Summary of Accident Data

Year	Fatal	Serious	Slight	Total	Total Percentage
2016	0	0	0	0	0%
2017	0	0	6	6	40%
2018	0	0	4	4	27%
2019	0	0	2	2	13%
2020	0	0	3	3	20%
Total	0	0	15	15	100%

3.40 As can be seen in the table above, all the of the collisions that occurred across the five years of this study were classified as slight in severity. There were no collisions reported in 2016, and 40% of all collisions occurred in 2017. The reason for this spike is unclear. The remaining accidents are fairly evenly spread over the following three years. The collisions have been summarised in the following section heading from north to south along the network.

A6129/Parkway Roundabout Junction

3.41 There were three slight collisions at this junction in the five years under investigation. The first was when a car hit a school child on a bicycle. The remaining two collisions both occurred on a dry night (with streetlights present). One involved two cars colliding, while the other involved one vehicle but no other information was provided. One of each of these accidents occurred in 2017, 2019 and 2020.

A6129 between Parkway Roundabout and Lemsford Lane

- 3.42 There were two slight collisions on this stretch of road in 2017 and both were during dry conditions. The first took place at night (with streetlights present) when a car hit a motorcycle and the pillion passenger was injured. The second was during daylight hours when a van driver hit a cyclist while attempting to overtake.

A6129 and Lemsford Lane Junction

- 3.43 There were two collisions resulting in slight injuries recorded at this junction and both occurred during daylight hours, with one taking place in 2017 and the other in 2020. The first was in dry conditions when a car turned across the path of another car. The second was in wet weather and involved two vehicles, but no further information on the cause was provided.

Lemsford Lane between A6129 and Stanborough Green

- 3.44 There was one slight collision on this stretch of road on a dry day in 2019. This occurred when a car hit a pedestrian who was crossing from between stationary vehicles.

A6129 Near the Exit Junction with HCHQ

- 3.45 There was one slight collision at this location on a dry day in 2018. This took place when a car hit the kerb and then collided with another car and a van.

A6129 approach to Stanborough Park roundabout

- 3.46 There was one slight collision on the A6129 approach to the Stanborough Park roundabout in 2020. This occurred at night (with streetlights present) and in wet conditions. Two vehicles were involved, but no further information on the cause was provided.

Stanborough Park Roundabout

- 3.47 There were two slight collisions in 2017 and three in 2018 at this junction. Three of these were single car collisions at night (with streetlights present). The first of these was when a car hit the central island in dry weather. The remaining two were in wet conditions, one when a car hit the kerb while turning right and the other when a car hit a road sign. There was a further collision on a wet night (with streetlights present) when a car hit another while turning right. The final collision on this junction was when a car hit the central barrier and then another car and this took place on a wet day. This is the junction with the most collisions on the network, with an average of one collision per year over the 5 year study period.

2015 Fatality - A6129 between two junctions with Stanborough Lane

- 3.48 In addition to the most recent five-year study above, one collision from 2015 has been included in this study. This was a fatality from 2015 that took place on the A6129 between two junctions with Stanborough Lane, to the south of the site access. This incident has been included due to its proximity to the site, as well as its severity. This accident occurred when a car was hit by an HGV on a dry day.

Summary

- 3.49 The number of collisions recorded and the spread of the collision locations does not signify that there is a particular safety issue on the local highway network which would need to be addressed as part of the development proposals.

4. Proposed Development

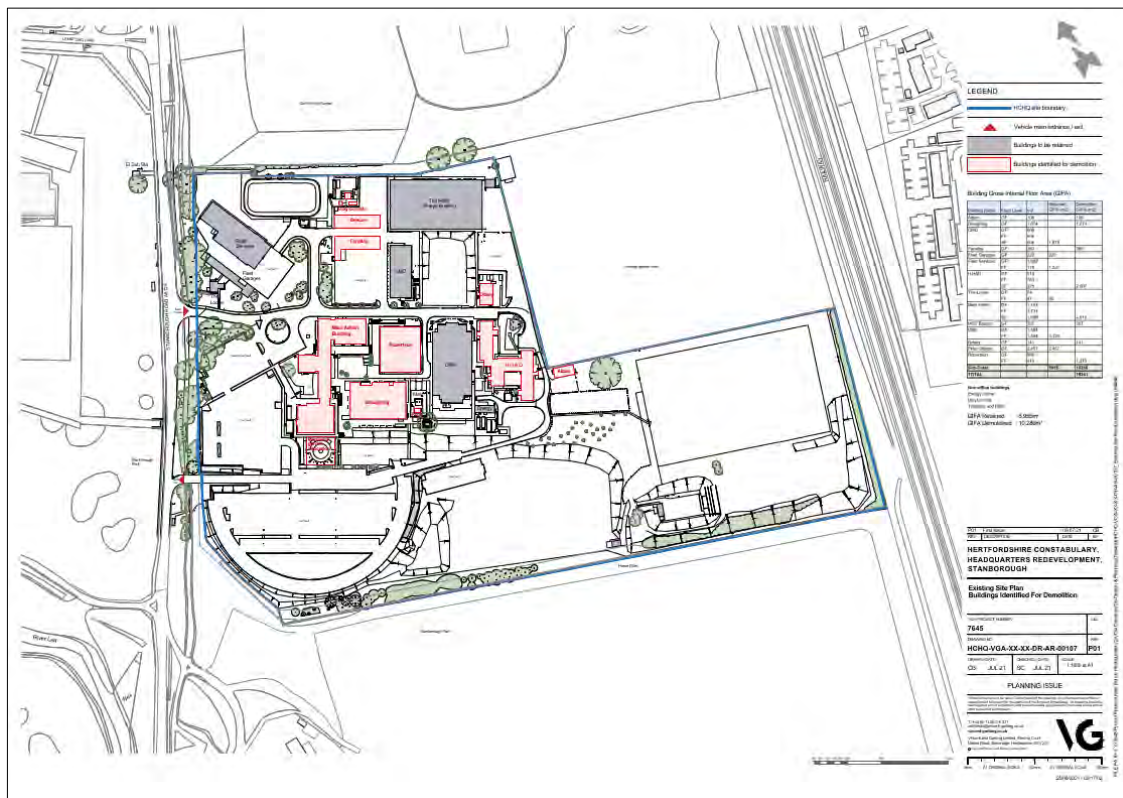
Overview

- 4.1 This section of the report discusses the proposals during the construction phase and operational phase of the Proposed Development. Scheme drawings shown in this section are also included in Appendix A at greater resolution.

Proposed Development

- 4.2 The new HCHQ Building will provide 9,000msq gross internal floor area comprising office space, a new restaurant with dining facilities, conference space and communal space for community and partnership engagement. The Decant Building will provide 3,300msq gross internal floor area, comprising two floors of office accommodation for 300 operational staff, space for occupational health, gymnasium and fitness facilities, and locker space.
- 4.3 In addition to the HCHQ and Decant buildings, there are several ancillary buildings that have been identified to support the primary development. This includes a new Estates and Facilities (E&F) building to accommodate security/post building, located away from the main buildings. In the short term, the security/post building will be used as temporary reception accommodation whilst the demolition and construction programmes are implemented.
- 4.4 The existing dog kennels and dog handler's welfare facilities will also be relocated from their current central site location closer to the dog training areas on the eastern side of the site and away from primary Police activity.
- 4.5 During the construction programme, there will be a need over a two-to-three-year period to provide catering and canteen facilities for the operational Police staff. Ultimately, this facility will be provided in the new HQ building, therefore will need to be by temporary accommodation. Modular canteen and kitchen facilities were identified as an appropriate short-term solution.
- 4.6 **Figure 4-1** identifies the existing site layout and the buildings to be demolished highlighted in pink.

Figure 4-1: Buildings to be Demolished



- 4.7 The existing floor area of all buildings within the Site is approximately 19,241 sqm. Of this, approximately 8,955 sqm will be retained. The proposed new buildings will provide 12,853 sqm floor area, which with the retained buildings will provide a total floor area of 21,808 sqm.
- 4.8 The application will include reconfiguration of external spaces, including reconfiguration of parking areas, and opportunities for new and improved amenity spaces and landscaping.
- 4.9 The proposed site layout is shown in **Figure 4-2**.

Figure 4-2: Proposed Site Layout



Car Parking

4.10 The reconfiguration of the site car parking will provide a total of 760 spaces, including 40 for visitors. The breakdown including blue badge bays and Electric Vehicle Charging (EVC) points is shown in the table below.

Table 4-1: Proposed Car Parking

Location	Standard	Blue Badge	EVC	Total
Visitors	34	6	0	40
Staff	695	17	8	720
Total	729	23	8	760

4.11 The visitor car park will remain where it is currently, although there will be some reconfiguration of the entrance area to the car park. The main site access junction with Stanborough Road will remain unchanged. There will be a clear segregation between areas accessible to visitors and areas accessible only by staff.

Cycle Parking

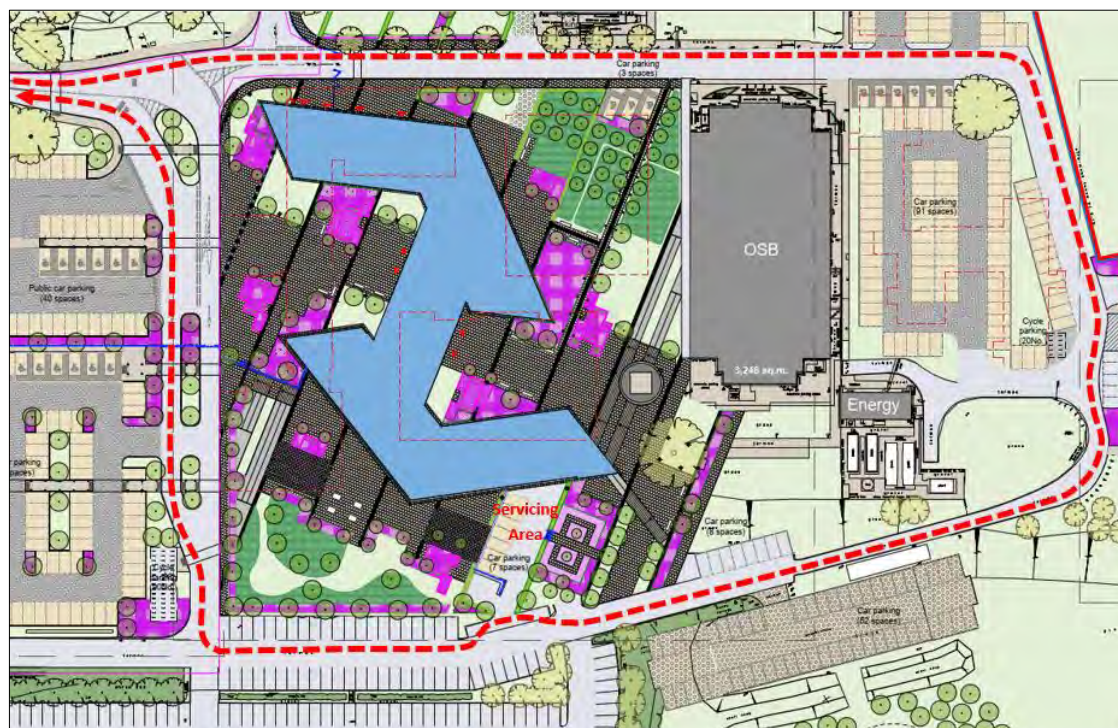
4.12 The proposed floor area of the Site, including retained buildings, is 21,808 sqm. Based on a requirement of 1 cycle parking space per 500 sqm GFA, the short-stay cycle parking requirement is 44 spaces. A total of 22 Sheffield stands (or equivalent) will be provided across the site, providing short-stay cycle parking in accordance with HCC's standard. The cycle parking will be located in areas that are well overlooked for security.

4.13 The long-stay cycle parking requirement is 1 space per 10 full-time (FT) employees. Once complete the site will accommodate approximately 1,200 staff. A total of 120 long-stay cycle parking spaces will be provided within the new HCHQ building.

Servicing

- 4.14 An 18m long servicing lay-by close to the bin storage will be provided to the south of the new HCHQ building, outside the restaurant/canteen. Refuse collection and other servicing vehicles will circulate around the internal road network to access the service area, as shown below.

Figure 4-3: Servicing Access



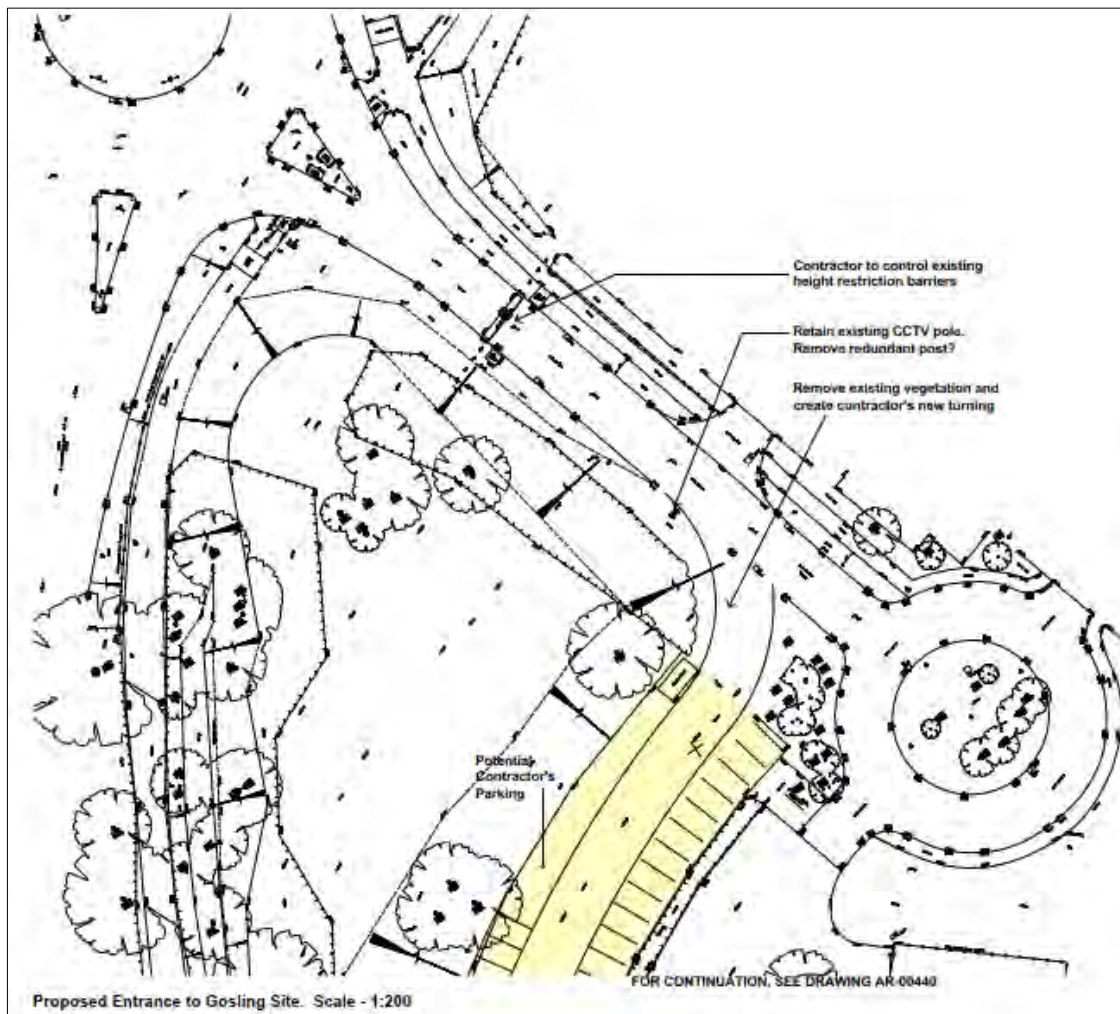
- 4.15 Approximately once a month a car transporter delivers or collects cars from the site. The visitor car park has been designed to accommodate the car transporter, as shown in the Figure below. The car transporter will circulate clockwise around the car park, stopping adjacent to the southern row of spaces to load/unload vehicles. Car parking spaces that are not accessible during the loading/unloading process will be coned off at the start of the day to ensure no visitor vehicles are blocked in whilst the cars are being loaded/unloaded.

Figure 4-5: Proposed Construction Vehicle Access Route



- 4.18 Based on the above in-principle agreements, Hertfordshire Constabulary are currently preparing an easement which will incorporate details of any safeguarding issues to be considered by the main contractor relating to the schools use of the playing fields at the rear of the HCHQ site together with making good requirements of the operator of the Gosling Sports Centre, etc. The finalised easement will ultimately form part of the tender pack.
- 4.19 The Site has excellent access to the A1(M) via the A6129, with Junction 4 approximately 2km to the south, and it is anticipated that HGV traffic will use this route to the Site. The route is shown in white in the Figure above. No HGV traffic will be permitted on local residential streets
- 4.20 A preliminary design for the construction access has been prepared. The route is 6m wide, sufficient to allow two HGVs to pass each other on straight sections, and the route has been designed to accommodate all HGV movements. The new access point proposed is shown in Figure 4-6 (extracted from Vincent & Gorbing drawing HCHQ-VGA-EW-XX-DR-AR-00441 P02).

Figure 4-6: Proposed Construction Vehicle Access



Source: Vincent & Gorbing drawing HCHQ-VGA-EW-XX-DR-AR-00441 P02

4.21 Vehicle tracking for the new access (for a 10m rigid vehicle entering and leaving) is shown in Figure 4-7 below.

Figure 4-7: Vehicle tracking for Proposed Construction Traffic Access

- 4.22 Access to the construction route will be controlled and will be completely segregated from Sports Park visitor parking.
- 4.23 Where the construction access route enters the HCHQ site there is a public footpath running along the northern boundary that is used by pupils from Stanborough School to get to sports pitches behind the HQ site. Measures will be taken at the crossing point to advise drivers of the presence of the crossing and to ensure the safety of pupils and others using the footpath.
- 4.24 Parking for construction staff will also be provided adjacent to the haul road, and staff will not be permitted to use the Sports Park car park.
- 4.25 Once construction is complete the Sports Park car park will be reinstated to its original condition.

5. Impact of Proposed Development

Construction Phase

5.1 Construction will be undertaken in three main phases:

- Phase 1 - Construction of Decant Building (followed by relocation of staff from the existing HQ building)
- Phase 2 - Main demolition programme and construction of new HQ building
- Phase 3 - Demolition of HHD building and formation of all car parks

Demolition HGV Traffic

5.2 Peak demolition traffic is anticipated to occur during demolition of the existing HQ building in Phase 2. The amount of material to be removed from site during the demolition phase has been estimated as follows (based on 50% of the building volume and a density of 1.8 t/m³):

- Phase 2 demolition 14,601t

5.3 Assuming an average of 10t per load, this equates to 1,460 loads to be removed from site. Demolition is anticipated to take 5 months, or 120 working days (based on 5.5 working days per week). Therefore, the average number of loads per day will be 12. Allowing an uplift of 50% for daily variations, a maximum of 18 loads (or 36 two-way HGV movements) per day is anticipated. These HGV movements will be distributed throughout the day, equating to approximately 2 arrivals and 2 departures per hour, and will have a negligible impact on the operation of the local highway network.

Construction HGV Traffic

5.4 Peak construction traffic is anticipated to occur during construction of the new HQ building in Phase 2. The volume of material to be imported to site during the construction of the new HQ building has been estimated as follows:

- Phase 2 construction 32,940t

5.5 Assuming 10t per load, this equates to 3,294 loads to be imported to site. Construction is anticipated to take 18 months, or 429 working days, and therefore the average number of loads per day will be 8. Allowing an uplift of 50% for daily variations, a maximum of 12 loads (or 24 two-way HGV movements) per day is anticipated. This equates to 1 HGV arrival and 1 departure an hour.

Demolition and Construction Staff Traffic

5.6 The maximum number of staff likely to be working on Site at any one time is not known at this time. Typical working hours are expected to be 08:00-16:00, and therefore staff will generally be arriving at Site between 07:00-08:00 and departing between 16:00-17:00. The Site has excellent access to the A1(M) and the impact of construction staff traffic on the local network will be managed through the Construction Management Plan (see below).

Construction Management Plan

5.7 A Construction Management Plan (CMP) is expected to be secured by planning condition and will be prepared and submitted to WHC for approval prior to the start of any work on Site. The CMP will follow HCC's standard template.

5.8 The CMP will demonstrate that the following have been considered and any impacts mitigated:

- Full postal address of the site and planning reference number;
- Contact details for the person responsible for the CMP and Site Manager;
- Construction programme;

- Considerate Constructors Scheme (CCS) registration;
 - The access arrangements for vehicles;
 - Proposed routes of vehicles to and from the Site;
 - Sizes of all vehicles and a schedule of when they will need access to the Site;
 - Details of any highway works that might be necessary to enable construction to take place;
 - Parking and loading arrangements for vehicles and delivery of material and plant to the Site;
 - Details of how pedestrian and cyclist safety will be maintained, including any proposed alternative routes (if necessary), and any banksman arrangements;
 - Confirmation of the proposed working hours;
 - Start and end dates for each phase of construction;
 - Details of how traffic associated with the development will be managed in order to minimise congestion;
 - Details of how the spread of dirt or dust onto the public highway will be prevented; and
 - Details of liaison with stakeholders, including local residents, the operator of the Gosling Sports Park and the general public.
- 5.9 The CMP will be a live document, managed by the main Contractor. It will be updated for each stage of the works as required.

Operational Phase

- 5.10 The proposals essentially represent a like-for-like replacement of existing facilities. The relocation of the Hertfordshire Fire and Rescue Service HQ will increase the number of staff based at the Site by approximately 60, up to a total of 1,200. However, whilst the Fire and Rescue Service staff will be based at the Site they will not all be working from the Site at the same time, and the impact on overall trip generation will not be significant.
- 5.11 The total floor area of the Site will increase from approximately 19,241sqm to 21,808sqm. Whilst this represents a 13% increase, this is to bring the facilities up to current standards and provide a working environment suitable for a modern Police force, and does not represent a corresponding increase in staff or visitors.
- 5.12 Therefore, the operational phase of the Proposed Development is not considered to have a material change in the number of vehicles arriving to the site in the AM highway peak hour or departing in the PM peak hour. It is also considered that the increase of staff will not have a material impact on the operation of the site access junction or off-site junctions.
- 5.13 The existing Travel Plan has been updated and measures have been included in the design to encourage the use of sustainable travel. A total of 120 long-stay cycle parking spaces will be provided. This represents a significant increase over the current provision of 32 long-stay cycle parking spaces. For visitors the number of short-stay cycle parking spaces will be increased from 12 to 44. The proposals also include the provision of changing rooms, lockers and showers for walkers, runners and cyclists.
- 5.14 There is a slight decrease in the overall parking provision from 769 to 760. The new parking will include 8 electric vehicle charging bays (for staff). The 16 existing motorcycle parking spaces will be retained.

6. Promotion of Sustainable Travel

Overview

6.1 This section considers ways to encourage sustainable travel behaviour amongst staff and visitors.

Development Proposals

6.2 The HCHQ is well located to promote sustainable travel modes, being near to several bus stops, Welwyn Garden City railway station and the city centre. In addition, the development design includes the following which promote sustainable transport:

- Electric vehicle charging bays;
- Cycle parking; and
- Provision of showers and changing facilities.

6.3 In addition to the “hard measures” which have been incorporated into the design, the current stand-alone Travel Plan has been updated and submitted as part of the planning application.

6.4 The principal objectives of the Travel Plan are to:

- Improve awareness of the transport options available to staff and visitors;
- Promote the health benefits of walking and cycling;
- Minimise unnecessary journeys, especially single occupancy vehicle use;
- Reduce the impact of the development on the local road network, particularly at peak time; and
- Create a positive, environmentally friendly image.

6.5 In addition to the measures which have been incorporated into the design, a number of other initiatives are identified in the Travel Plan to promote sustainable modes and reduce the impacts of travel. These include both existing measures implemented by HCHQ and potential future initiatives. Examples include:

- Increasing the awareness of sustainable travel through publicising the Travel Plan and sustainable transport initiatives. This includes the appointment of a Travel Plan Co-ordinator, making sure relevant information is easily accessible for staff and visitors and investigating the provision of personalised travel planning.
- Continuing to offer incentives to walk, cycle and use public transport and investigate potential other initiatives. Existing measures or measures to be investigate include the Cycle scheme, cycle journey payments for business travel and discounted tickets on selected buses and trains. Other initiatives which will be investigated include pool bikes, setting up of a bicycle user group and season ticket loans.
- Continuing to provide shift patterns to reduce the number of staff on Site during a ‘typical’ 9am-5pm working day to avoid travel within the highway peak hours between 0800-0900 in the AM and 1700-1800 in the PM.
- The Travel Plan will look to reduce the number of single car occupancy trips to the Site.

7. Summary and Conclusion

Summary

- 7.1 This TA has been prepared to accompany a planning application for the redevelopment of Hertfordshire Constabulary's headquarters located at Stanborough on the outskirts of Welwyn Garden City.
- 7.2 The Proposed Development will provide a new Police Headquarters building comprising office accommodation, restaurant facilities and community engagement areas appropriate for a new headquarters building. The Proposed Development is an opportunity for the Police to review and rationalise the current building stock on the existing HCHQ Site. The redevelopment of the Site essentially represents a like-for-like replacement of existing facilities, although will combine the Constabulary headquarters with Herts Fire and Rescue services which will relocate to the Site.
- 7.3 The existing floor area of all buildings within the Site is approximately 19,241 sqm. Of this, approximately 8,955 sqm will be retained. The new buildings will provide 12,853 sqm floor area, which with the retained buildings will provide a total floor area of 21,808 sqm.
- 7.4 The existing Site has 769 marked car parking spaces. Once redeveloped, reconfiguration of the site car parking will provide a total of 760 spaces, including 40 for visitors. EVC points will be provided for 8 vehicles (for staff), and there will be 16 blue badge bays (8 for visitors, 8 for staff). The 16 existing motorcycle parking spaces will be retained.
- 7.5 Cycle parking will be increased, with a total of 44 short-stay spaces for visitors and 120 long-stay spaces for staff.
- 7.6 The Site is well located for travel by active and public transport modes. There is a combined footway/cycleway on Stanborough Road that runs directly past the Site entrance. This connects with National Cycle Routes 12 and 61, and routes into Welwyn Garden City and Hatfield.
- 7.7 Bus routes 302 and 601 pass the Site on Stanborough Road. These provide regular services to Welwyn Garden City, Hemel Hempstead, Borehamwood, St Albans and Hatfield, and connections to Welwyn Garden City train station. There are northbound and southbound bus stops within 160m of the Site entrance, and there is a signal controlled crossing on Stanborough Road 100m to the north of the Site entrance that provides a safe route to the northbound stop.
- 7.8 The existing Travel Plan has been updated and submitted as a stand-alone document with the planning application.
- 7.9 Access to the Site for construction vehicles is proposed via the A6129 Stanborough Road/Parkway/Gosling Sports Park roundabout and Gosling Sports Park access road. A new access point will be constructed that will allow construction traffic to turn off the Sports Centre access road before the internal roundabout within the Sports Park car park. The route will then pass through a section of the car park, which will be temporarily closed to visitors for the duration of construction, and then follow the line of the existing maintenance track that runs around the driving range and into the Hertfordshire Constabulary HCHQ Site.
- 7.10 Access to the construction route will be controlled and will be completely segregated from Sports Park visitor parking. Parking for construction staff will also be provided adjacent to the haul road, and staff will not be permitted to use the Sports Park car park.
- 7.11 Once construction is complete the Sports Park car park will be reinstated to its original condition.

Conclusion

- 7.12 Impacts during demolition and construction will be managed through a CMP, prepared in accordance with HCC's template and submitted to HCC for approval prior to the start of works. The CMP will set out measures to be taken to minimise the impact of construction on the local highway network, local residents, users of the Gosling Sports Park, pupils of Stanborough School, pedestrians and cyclists.
- 7.13 Although there will be an overall increase in floor area once the redevelopment is complete, there will only be a small increase in the number of staff based at the Site, primarily due to the relocation of the

Hertfordshire Fire and Rescue Service HQ. The number of visitor car parking spaces will increase from 39 to 40, and staff parking will reduce slightly from 769 to 760. Cycle parking will be increased significantly, with 120 long-stay spaces for staff (compared to 32 currently) and 44 short-stay spaces for visitors (compared to 12 currently). The improved cycle parking facilities, provision of showers, lockers and changing facilities, and other measures included in the Travel Plan will encourage a greater level of active and sustainable travel, in line with LTP4 and Active Travel Policy aims and objectives, and mitigate against the small reduction in parking on Site.

- 7.14 Based on the above, the Proposed Development is considered to be acceptable in transport terms.

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