

## TECHNICAL NOTE

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<b>Project</b>	<b>51 Kentish Lane</b>
<b>Document</b>	<b>Servicing and Emergency Vehicle Plan</b>
<b>Reference No</b>	<b>21092</b>
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### Introduction

1. Pulsar has been commissioned to prepare this Servicing and Emergency Vehicle Plan in association with an application at 51 Kentish Lane, Hatfield, AL9 6NG for:

*Change of use of site (house and garden) from a dwellinghouse (Use Class C3) to a mixed-use as a dwellinghouse (Use Class C3) and for commercial film-making and photographic activities (Sui-Generis)*

2. The Local Planning Authority are Welwyn Hatfield Borough Council (WHBC) and the Local Highway Authority are Hertfordshire County Council (HCC). Hertfordshire Fire & Rescue Service have additionally been consulted.
3. This Plan will act as a reference document for the Event Co-ordinator, but will also be supplied to relevant stakeholders, including traffic marshals, Hertfordshire Fire & Rescue Service and the Local Highway Authority. The below will also be supplied to any users of the site prior to their booked filming period.

### Site Access (Instructions to Visitors and Deliveries)

4. The driveway operates in a one-way direction, with vehicles circulating in an anti-clockwise loop. Upon arrival, you will be directed to the northern gate and instructed where (within the driveway) to park, leaving a through-route to enable circulation through the driveway. You will depart via the southern gate.
5. Prior to arrival, you will be instructed which layby/car park to wait at. This will act as a holding point, where you will wait for a short time and call ahead to the site to ensure vehicles can be accommodated. If you have been identified as a group requiring a minibus, this location is where passengers can be transferred into a minibus to continue onto the site.
6. Examples of areas in the vicinity of the site considered sufficiently large to act as a waiting point, and a parking area, have been identified and are detailed below. The specific location will be relayed to you by the Event Co-Ordinator prior to your booked filming period, and a map will be supplied to you (example at **Appendix A**). These include:



- Northaw Great Wood Car Park, EN6 4BQ
  - Gobions Open Space Car Park, AL9 7RW
  - Sopers Roade Public Car Park, EN6 4EY
  - Maynard Place Car Park, EN6 4JA
  - Salisbury Close Car Park, EN6 5AX
  - South Mimms Motorway Services Car Park, EN6 3QQ
  - Brookmans Park Station Car Park, AL9 7SU
  - Welham Green Station Car Park, AL9 7HF
7. We may stagger your departure from the holding area to reduce congestion in the vicinity of the site. In the highly unlikely event that vehicles arrive on site and there is insufficient space to park, you may be directed back to the holding area and contacted once space becomes available.
  8. The driveway will be used to accommodate parking for up to 15 vehicles. Realistically, there will always be fewer vehicles, especially given the 20-person limit on site. Vehicles should park in a pre-determined arrangement to ensure safe access to site is retained. The parking plan at **Appendix B** demonstrates the nature and location of parking on site.
  9. Upon egressing the site, you will be requested to not depart simultaneously, to prevent queueing on the immediate local road network.

### **Traffic Management**

10. An accredited traffic/parking marshal will be present on-site for all event days and will be responsible for the appropriate parking of vehicles and to move them accordingly, where necessary.
11. They will ensure parking is maximised on site in accordance with the parking plan as noted below, and that drivers are guided to the designated spaces. The traffic marshal will also assist with manoeuvres in and out of site, including in the event of servicing and emergency vehicle access.

### **Servicing Access**

12. Any deliveries will be scheduled at the start and/or end of the event, i.e. when event staff are unlikely to be on site. All delivery drivers should call the Event Co-ordinator 20 minutes in advance of arriving at the site
13. At no point should deliveries or equipment obstruct the pedestrian footway in the vicinity of the site.
14. In the event of an unscheduled delivery arrival (i.e. regular post) during a filming day, the on-site traffic marshal would direct this vehicle. As previously demonstrated, a panel van can access, circulate through the driveway and exit without issue.
15. In the unlikely event that a larger vehicle is required to access the site, it may do so by reversing through the northern access. This would be accomplished with the assistance of



the traffic/parking marshal on site and would permit the vehicle to exit in forward gear to re-join the carriageway.

### **Emergency Access**

16. In the event of an emergency, the Events Co-Ordinator will call the relevant emergency service. The traffic marshal will be responsible for managing the front drive parking area. Vehicles would be parked in accordance with the aforementioned plan, which allows for emergency access without issue.
17. In the unlikely event that any vehicles are not compliant with this parking plan, the marshal will move any vehicles if necessary, driving in forward gear to space on the south side of the driveway (closer to the 'exit' south gate).
18. In the event that emergency access is required, this would be accommodated on the north side of the driveway. A vehicle could stop adjacent to the site (within 45m of the property) or enter the driveway (northern gate) in forward gear and reverse onto Kentish Lane in order to exit the site. The northern gate is 3.88m in width, wider than the 3.1m minimum required by the fire service. The on-site traffic marshal would assist in this manoeuvre.