

**Client:**  
**Mrs T. Flammia**

**Project:**  
**51 Kentish Lane**

**Event Management Plan**

**August 2022**

## REPORT CONTROL

**Document:** Event Management Plan

**Project:** 51 Kentish Lane, Hatfield

**Client:** Mrs T. Flammia

**Job Number:** 21092

**File Reference:** R01-AG-Kentish Lane Events Management Plan 220831

### Document Checking:

<b>Primary Author</b>	Amelia Goswell	<b>Initialed:</b>	AG
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Issue	Date	Status	Checked for Issue
<b>1</b>	18/10/2021	First Draft	KH
<b>2</b>	29/10/2021	Issued for Planning	KH
<b>3</b>	02/11/2021	Amendments to contact details	KH
<b>4</b>	09/08/2022	Updating folliwng comment	KH
<b>5</b>	31/08/2022	For Issue to Planning Officers	KH

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# 1 INTRODUCTION

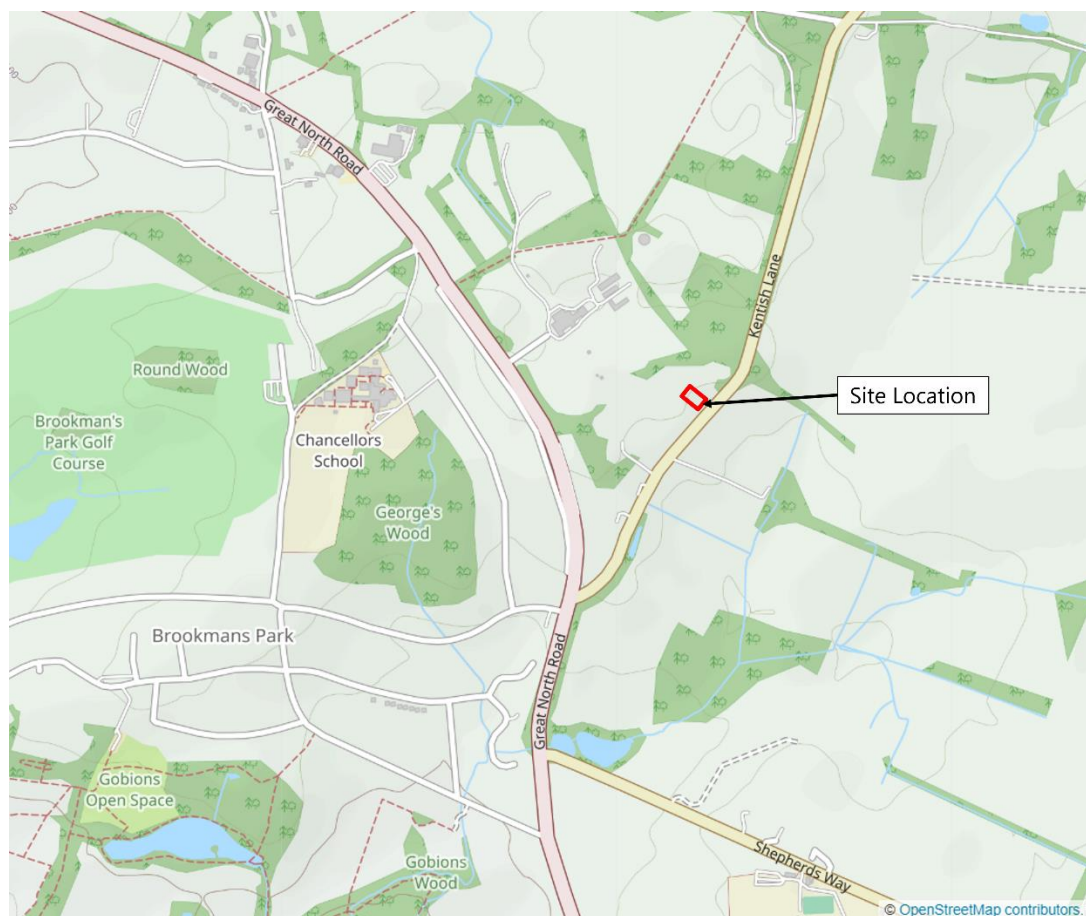
- 1.1 Pulsar has been commissioned by Mrs T Flammia to prepare an Event Management Plan (EMP) in association with a planning application at 51 Kentish Lane, Hatfield, AL9 6NG. The application involves the:

*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)*

## Site

- 1.2 The Local Planning Authority are Welwyn Hatfield Borough Council (WHBC) and the Local Highway Authority are Hertfordshire County Council (HCC).
- 1.3 The site is located on the north side of Kentish Lane, approximately 3.4km north of Potters Bar town centre. The site is bounded by residential properties to the north and west, and Kentish Lane to the south-east. **Figure 1** shows the site location plan.

**Figure 1: Site Location Plan**



- 1.4 The site comprises of a detached dwelling and garden, set behind a wall and railings with gated access. There are two vehicular accesses, both via footway crossovers linking to an internal driveway. The surrounding area is predominantly residential, set within the Green Belt.

### **Background**

- 1.5 This Event Management Plan has been prepared to accompany a planning application (Ref. 6/2021/3172/FULL) for the change of use of the site from dwellinghouse (Use Class C3), to a mixed-use as a dwellinghouse (Use Class C3) and for commercial film-making and photographic activity (Sui-Generis). All filming activities will take place inside the house or rear garden, and no filming will take place in the front garden.
- 1.6 The use of the site for these purposes has been the subject of discussion with both Welwyn Hatfield Borough Council and Hertfordshire County Council officers. This Plan is prepared on the basis of advice from Highways Officers at HCC. The Events Management Plan was one of two forms of mitigation requested, with the other being maximising on-site parking through use of the front lawn area, also detailed within this report.
- 1.7 HCC has additionally requested the preparation of a Servicing and Emergency Vehicle Plan, which is included alongside this EMP.

### **Event Co-ordinator**

- 1.8 An Event Co-ordinator has been appointed to be responsible for implementing and administering the Event Management Plan for the site.
- 1.9 The Co-ordinator will be responsible for preparing Annual Monitoring Reports and disseminating information such as parking arrangements and operation hours to clients wishing to make use of the site for filming and photographic purposes.
- 1.10 The details of the Event Co-ordinator are:

**Name:** *Sina Capaldo*

**Email:** *tf650605@gmail.com*

**Phone No.:** *01707278485*

- 1.11 The main duties of the Event Co-ordinator can be summarised as:
- Taking responsibility for recording on a case-by-case basis all activity on site related to commercial film-making and commercial photography (detailed in Section 2);
  - Undertaking reviews every three months of the operation and success of transport management at the site;

- Managing any complaints from local residents arising from the use of the site and action any required alterations to the management of the site;
- Acting as a point of contact for all clients/relevant persons requiring information;
- Co-ordinating the monitoring programme for the Event Management Plan to control traffic queuing and any potential parking overspill; and
- Preparing an annual review (detailed in Section 3).

1.12 These points are expanded upon in more detail throughout this document.

### **Benefits**

1.13 The Event Management Plan will bring about benefits at the following levels:

- Local highway network – through reduction in vehicular trip generation through consolidation of trips, detailed later; also avoidance of overspill parking onto the local roads.
- Reduction in local disturbance – through reduction in number of vehicles arriving and leaving the site.

### **This Document**

1.14 This Event Management Plan has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the Plan itself. The EMP will act as a reference document for the Event Co-ordinator, but will also be supplied to relevant stakeholders, including traffic marshals and the Local Highway Authority.

1.15 The remainder of this document is structured as follows:

- **Section 2** – sets out the measures and initiatives
- **Section 3** – outlines the monitoring and review programme that will ensure the Events Management Plan succeeds
- **Section 4** – summarises and concludes



## 2 MEASURES AND INITIATIVES

2.1 This section of the Event Management Plan outlines the specific physical and management measures to be undertaken as part of the Plan.

2.2 The measures outlined below are not exhaustive and the Co-ordinator will be free to investigate other potential initiatives.

### **Event Recording**

2.3 For every event, the Event Co-ordinator will make a record of use of the site (for filming/photography) upon each occasion. This record will include, but is not limited to:

- Name and contact details of a representative of each client
- Nature of the event
- Start and finish time
- Date of any filming/photography days and hours of use
- Delivery requirements to the site
- Anticipated number of people and vehicles to be accessing the site on each filming day
- Actual number of vehicles accessing the site, including any deliveries (scheduled or otherwise)
- Any issues or complaints arising from use of the site

2.4 This will allow the Event Co-ordinator to manage the site, brief the traffic marshal and organise minibus travel, if required.

### **Hours of Operation**

2.5 The site would only be permitted to be used for filming/photography within the hours of 07:30-19:30 Monday to Friday. This is inclusive of any associated activity, including set up and dismantling, with all associated crew and vehicles to be removed from the property by 19:30.

2.6 No activity related to commercial filming or photography will take place on a weekend or bank holiday.

2.7 It is also proposed that the site will be used for no more than 2-3 commercial filming/photography activities per month if the activities include external shooting. If the activities are solely internal, no more than 4-6 activities per month would be permitted. 'Activities' for this purpose includes on-site preparation, actual filming and dismantling/returning everything to normal. There will be a maximum of 20 people on site associated with filming activities at any time.



## Use of Marshals

- 2.8 A nominated parking and traffic marshal will be provided for all commercial filming and photography events. They will be responsible for managing vehicles entering and leaving the site and assisting all manoeuvres on site. The traffic marshal will be accredited and in place/available full-time for the duration of all filming events on-site.
- 2.9 Responsibilities of the marshal will also include monitoring any obstacles, including the access gates to the property and the lawn features (statues, fountain etc).
- 2.10 The marshal will also have as a main priority the safety of passing pedestrians and cyclists. They will be present for all vehicles accessing or egressing the site and will provide assistance particularly in the infrequent event a vehicle is required to reverse onto the highway.

## Access Arrangements and Parking

- 2.11 No permanent physical alterations are proposed to the site accesses or existing driveway. The driveway will continue to operate in a one-way direction and will be used to accommodate parking for up to 15 vehicles. This does, however, represent the very worst-case scenario, and realistically there will always be fewer vehicles on site.
- 2.12 This parking arrangement is shown in **Drawing 21092-008** (refer to **Appendix A**), with the vehicles numbered accordingly to the parking order required. A parking marshal on site will be responsible for the appropriate parking of vehicles and to move them accordingly, where necessary.
- 2.13 **Drawings 21092-004, -006 and -007** (refer to **Appendix A**) additionally show that 4.6t panel van, a 4x4 car and a minibus, respectively, are able to access, circulate and exit the site in forward gear whilst 15 cars are parked on site.
- 2.14 The parking plan shown would be distributed to clients utilising the site ahead of time, to demonstrate the nature and location of parking on site. A traffic / parking marshal will also be present, which would ensure parking is maximised on site in accordance with the plan and drivers are guided to the designated spaces.
- 2.15 It was noted in pre-application advice that the applicant “*should look to maximise the on-site parking provision through...improvisations such as grass reinforcement mesh/matting*”. As shown in **Appendix A**, the grass area will be made use of for parking, and to accommodate this, mesh matting will be used with the benefit of both improving safety at the site when traversing on the grass and protecting the lawn area. This additionally would ensure that the mud would not be transferred to the local highway on wet weather days. Whilst a specific product has not been selected, as an example, it is likely to be similar to CellPave GP ([www.groundtrax.com/cellpave-gp](http://www.groundtrax.com/cellpave-gp)).

- 2.16 At no point will deliveries or equipment obstruct the pedestrian footway in the vicinity of the site. In the unlikely event that an unscheduled vehicle arrives, or a larger vehicle is required to access the site, it may do so by reversing onto the east side 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.
- 2.17 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 will be instructed to call the Event Co-ordinator 20 minutes in advance of arriving at the site.
- 2.18 These parking arrangements are considered to be very robust. In reality, it is considered highly unlikely that 15 vehicles would be required to access the site, especially given the 20-person limit to be implemented on site. For events where more than 15 cars are scheduled to arrive at the site, the Event Co-ordinator will seek to employ the minibus, as discussed later in this document.
- 2.19 Upon egressing the site, vehicles will not be encouraged to depart simultaneously, to prevent queueing on the immediate local road network. Access arrangements detailed below will prevent queueing on entry to the site.

### **Off-Site Parking/Waiting Area**

- 2.20 Local public laybys/car parks will act as a safe stopping point where vehicles on their way to the site can stop and phone ahead to check that access to the site can be accommodated. This reduces the need for queueing on Kentish Lane on approach to the site and ensures the site can be immediately accessed. Vehicles will take care to avoid arriving in 'convoy' and will be staggered upon leaving the off-site holding area to further ensure no queueing occurs on approach to the site.
- 2.21 Examples of areas in the vicinity of the site considered sufficiently large to accommodate vehicles for two purposes: as a waiting point, and a parking area, have been identified and are detailed below:
- Northaw Great Wood Car Park, EN6 4BQs
  - 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
- 2.22 Information on the locations above, along with any other suitable areas identified, will be distributed by the Events Co-Ordinator to any users of the site. Groups will be advised of which parking area to utilise when each event is co-ordinated.

- 2.23 Vehicles will only stop in these locations for a short period of time whilst they phone ahead to check arrival to site can be accommodated.
- 2.24 These locations will also on occasion act as an area from which passengers can be transferred into a minibus to continue onto the site, in order to reduce the number of vehicles accessing the site. Where possible, arrivals to the site will be consolidated and cars shared, or a minibus used to accommodate multiple passengers.
- 2.25 Users of the site will be encouraged to arrive at the off-site parking/waiting area by sustainable travel methods, where possible. A leaflet detailing the sustainable travel options in the area, appended at **Appendix B**, will be distributed by the Events Co-Ordinator to users of the site in advance of any filming event.

### **Emergency Access**

- 2.26 In the event that emergency access is required, this would be accommodated on the east side of the driveway. A vehicle, for example a fire appliance, would enter the driveway in forward gear and reverse onto Kentish Lane in order to exit the site (refer to **Drawing 21092-005** in **Appendix A**). As this is a highly infrequent event, this arrangement is considered acceptable and likely would be completed with the assistance of a banksman or similar.
- 2.27 Manual for Streets (2007) notes there should be vehicle access for a pump appliance within 45m of the dwelling entrance for single family houses. This can be achieved through the above manoeuvre and the site therefore remains accessible for emergency vehicles in the event they are required.
- 2.28 Following consultation with the Hertfordshire Fire & Rescue Service, they have noted that the access proposed is suitable. The front gate is 3.88m wide, in excess of the 3.1m required by the Fire Service. It has additionally been noted that the 45m access guidance applies only to buildings, and therefore filming activities in the rear garden are not restricted by this.
- 2.29 Further details of the emergency access are contained within the accompanying Servicing and Emergency Vehicle Plan.

## **3 MONITORING AND REVIEW**

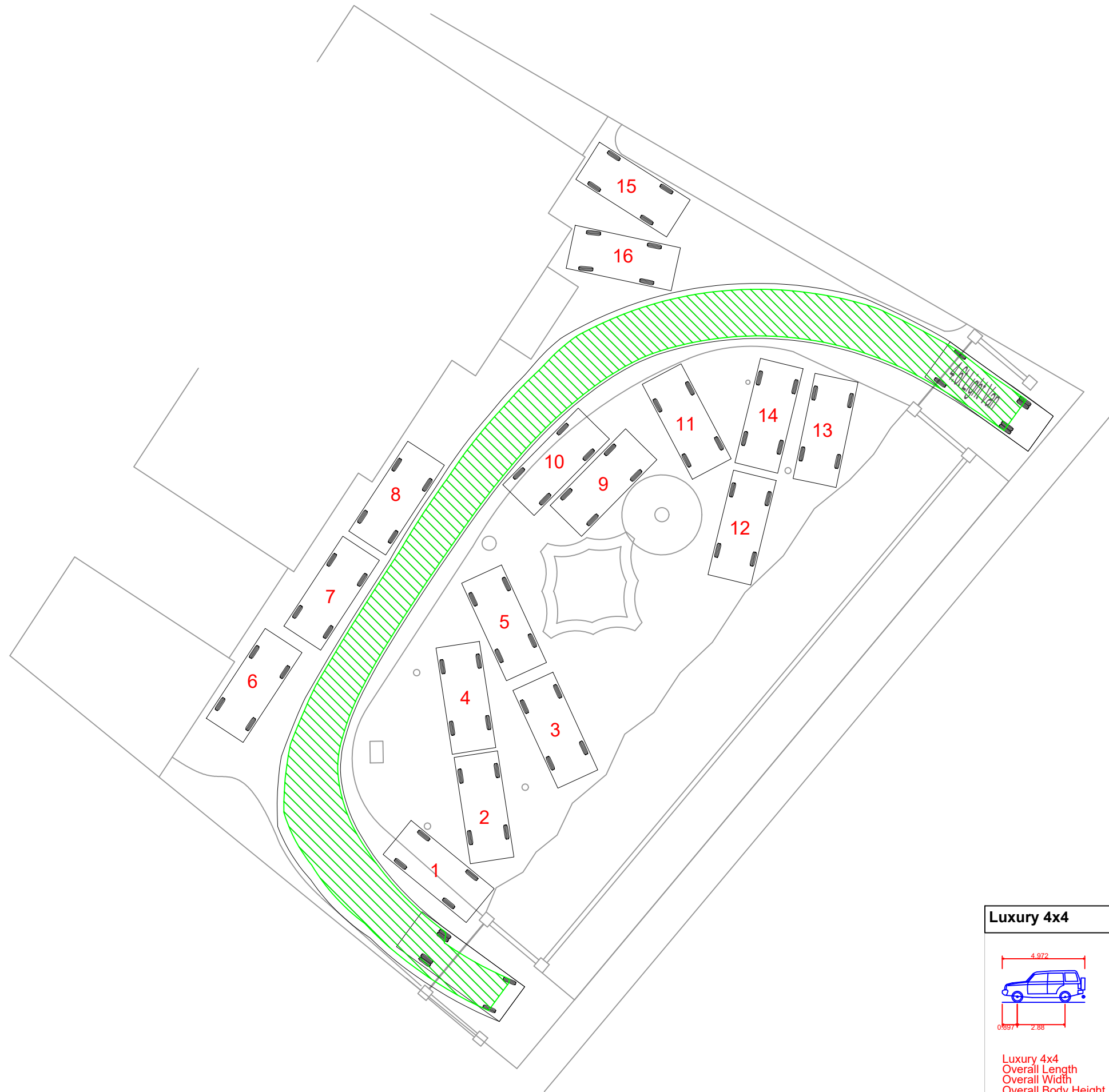
### **Monitoring and Annual Review**

- 3.1 This Event Management Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the site and fulfils its purpose of mitigating impact on the local highway network and local residents.
- 3.2 Information gathered through the monitoring process will be recorded for input to the annual report (outlined below). The information will be made available to HCC upon request.
- 3.3 Every three months, the Event Co-ordinator will prepare a brief internal review with a summary of events, any issues that arose, and any changes proposed to management measures if deemed necessary.
- 3.4 The Co-ordinator will prepare an annual Review Report outlining the progress of the Plan and its measures, as well as any updates to the measures that may subsequently be required. The reports will include the following:
- A full record of events that took place, including date and number of people
  - Progress on the implementation of measures and initiatives to prevent overspill parking and impact to the surrounding area
  - Any complaints received and action taken, if any
  - Any revisions to measures in place at the site, once agreed with the relevant authority.
- 3.5 It should be noted that any proposed changes to the Event Management Plan, including changes to vehicle parking/traffic management etc will be discussed and agreed with HCC officers.

## **4 SUMMARY & CONCLUSIONS**

- 4.1 Mrs T. Flammia has commissioned Pulsar to prepare an Event Management Plan in association with the use of 51 Kentish Road, Hatfield, AL9 6NG as a dwelling house with commercial filming and photographic activities.
- 4.2 The Plan seeks to mitigate any potential impact to the local highway network and neighbouring properties arising from the use of the site for filming/photography. This will be achieved through several measures, including a limit on number of people able to access the site at any one time and a robust parking arrangement so overspill parking does not occur. All filming activities will take place inside the house or rear garden, and no filming will take place in the front garden
- 4.3 Several physical and management measures have been outlined in this report in order to address concerns regarding the trip generation and parking demand on site.
- 4.4 The implementation of measures described in this report will be carried out, and their success determined, through regular reviews. The Event Co-ordinator at the site will be responsible for making a record of all filming activity at the site, including noting parking on site and any issues arising from the proposed arrangements. They will carry out reviews every three months as to the success of the event management on site and produce an annual report detailing these reviews. On-site measures will be revised as necessary following discussion with HCC.

## **APPENDIX A – Parking Layout and Swept Path Analysis**



- NOTES :**
1. Do not scale from this drawing.
  2. This drawing to be read & printed in colour.
  3. This drawing is for illustrative purposes only, and not for construction.

**KEY:**

	FORWARD MOVEMENTS (design speed - 5kph)
	REVERSE MOVEMENTS (design speed - 2.5kph)

**4.6t Panel Van**

4.6t Light Van  
 Overall Length 5.885m  
 Overall Width 2.000m  
 Overall Body Height 2.526m  
 Min Body Ground Clearance 0.299m  
 Track Width 1.765m  
 Lock to lock time 4.00s  
 Kerb to Kerb Turning Radius 6.000m

E	Track Adjusted	AEG	KH	16.06.22
D	Bay 1 Moved	AEG	KH	19.05.22
C	Additional Bay Added	AEG	KH	09.05.22
B	Updated Parking Arrangement	AEG	KH	05.05.22
A	Updated Parking Arrangement	AEG	KH	04.05.22
REV	DETAILS	DRAWN	CHECKED	DATE

CLIENT  
**Concept Design 95 Ltd**

PROJECT  
**51 Kentish Lane**

DRAWING TITLE  
**Potential Parking Space Arrangements**

SCALE	1:200	SIZE	A3
DRAWN BY	AG	CHECKED BY	KH
DATE	12.10.2021		

**Luxury 4x4**

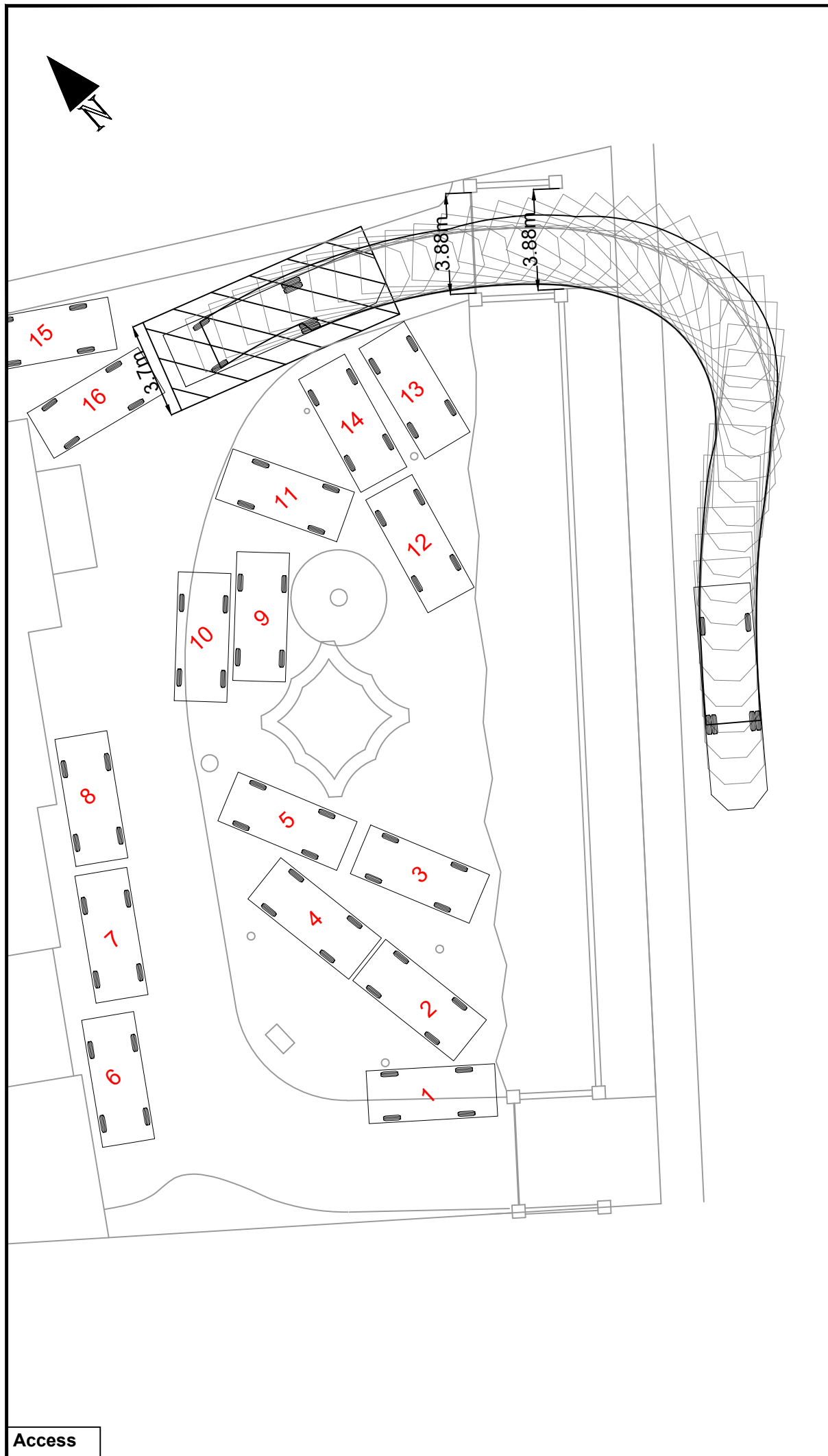
Luxury 4x4  
 Overall Length 4.972m  
 Overall Width 2.034m  
 Overall Body Height 1.905m  
 Min Body Ground Clearance 0.279m  
 Max Track Width 1.884m  
 Lock to lock time 4.00s  
 Kerb to Kerb Turning Radius 5.800m

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21092	004	E





**Access**



**Egress**

- NOTES :**
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**KEY:**

	FORWARD MOVEMENTS (design speed - 5kph)
	REVERSE MOVEMENTS (design speed - 2.5kph)

**Fire Appliance**

DB32 Fire Appliance  
 Overall Length 8.680m  
 Overall Width 2.180m  
 Overall Body Height 3.452m  
 Min Body Ground Clearance 0.337m  
 Max Track Width 2.121m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 7.910m

REV	DETAILS	DRAWN	CHECKED	DATE
E	Highways Comments	AEG	KH	16.06.22
D	Bay 1 Moved/Track Updated	AEG	KH	19.05.22
C	Additional Bay Added	AEG	KH	09.05.22
B	Updated Parking Arrangement	AEG	KH	05.05.22
A	Updated Parking Arrangement	AEG	KH	04.05.22

CLIENT  
**Concept Design 95 Ltd**

PROJECT  
**51 Kentish Lane**

DRAWING TITLE  
**Fire Tender Access Arrangements**

SCALE **1:200** SIZE **A3**

DRAWN BY **AG** CHECKED BY **KH** DATE **18.10.2021**

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 Tel: 020 7324 2677  
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PROJECT REF <b>21092</b>	DWG NO <b>005</b>	REV <b>E</b>
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**NOTES :**

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**KEY:**

	FORWARD MOVEMENTS (design speed - 5kph)
	REVERSE MOVEMENTS (design speed - 2.5kph)

**Luxury 4x4**

Luxury 4x4  
 Overall Length 4.972m  
 Overall Width 2.034m  
 Overall Body Height 1.905m  
 Min Body Ground Clearance 0.279m  
 Max Track Width 1.884m  
 Lock to lock time 4.00s  
 Kerb to Kerb Turning Radius 5.800m

D	Bay 1 Moved	AEG	KH	19.05.22
C	Additional Bay Added	AEG	KH	09.05.22
B	Updated Parking Arrangement	AEG	KH	05.05.22
A	Updated Parking Arrangement	AEG	KH	04.05.22
REV	DETAILS	DRAWN	CHECKED	DATE

CLIENT  
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PROJECT  
**51 Kentish Lane**

DRAWING TITLE  
**Potential Parking Space Arrangements Swept Path Analysis 4x4 Car**

SCALE **1:200** SIZE **A3**

DRAWN BY **AG** CHECKED BY **KH** DATE **25.4.2022**

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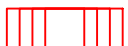
PROJECT REF <b>21092</b>	DWG NO <b>006</b>	REV <b>D</b>
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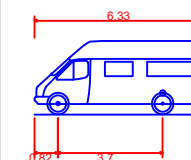
**NOTES :**

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3. This drawing is for illustrative purposes only, and not for construction.

**KEY:**

-  FORWARD MOVEMENTS  
(design speed - 5kph)
-  REVERSE MOVEMENTS  
(design speed - 2.5kph)

**Mini Bus**



Mini Bus  
 Overall Length 6.330m  
 Overall Width 2.192m  
 Overall Body Height 2.601m  
 Min Body Ground Clearance 0.374m  
 Track Width 2.192m  
 Lock to lock time 4.00s  
 Kerb to Kerb Turning Radius 6.450m

D	Bay 1 Moved	AEG	KH	19.05.22
C	Additional Bay Added	AEG	KH	09.05.22
B	Updated Parking Arrangement	AEG	KH	05.05.22
A	Updated Parking Arrangement	AEG	KH	04.05.22
REV	DETAILS	DRAWN	CHECKED	DATE


CLIENT  
**Concept Design 95 Ltd**

PROJECT  
**51 Kentish Lane**

DRAWING TITLE  
**Potential Parking Space Arrangements  
Swept Path Analysis Mini-Bus**

SCALE **1:200** SIZE **A3**

DRAWN BY **AG** CHECKED BY **KH** DATE **25.04.2022**



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- NOTES:**
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  3. This drawing is for illustrative purposes only, and not for construction.

**KEY:**

	FORWARD MOVEMENTS (design speed - 5kph)
	REVERSE MOVEMENTS (design speed - 2.5kph)

**Luxury 4x4**

Luxury 4x4	4.972m
Overall Length	2.034m
Overall Width	1.905m
Overall Body Height	0.279m
Min Body Ground Clearance	1.884m
Max Track Width	4.00s
Lock to lock time	5.800m
Kerb to Kerb Turning Radius	

REV	DETAILS	DRAWN	CHECKED	DATE

CLIENT  
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PROJECT  
**51 Kentish Lane**

DRAWING TITLE  
**Car Parking Arrangement**

SCALE **1:200** SIZE **A3**

DRAWN BY **AG** CHECKED BY **KH** DATE **25.4.2022**

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PROJECT REF <b>21092</b>	DWG NO <b>008</b>	REV
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## **APPENDIX B – Sustainable Travel Leaflet**



## 51 Kentish Lane

### Sustainable Travel (May 2022)

The purpose of this leaflet is to set out strategies for reducing dependence on travel by private car and encouraging sustainable travel choice. It aims to make users aware of how their travel choices can have a local, regional and national impact.

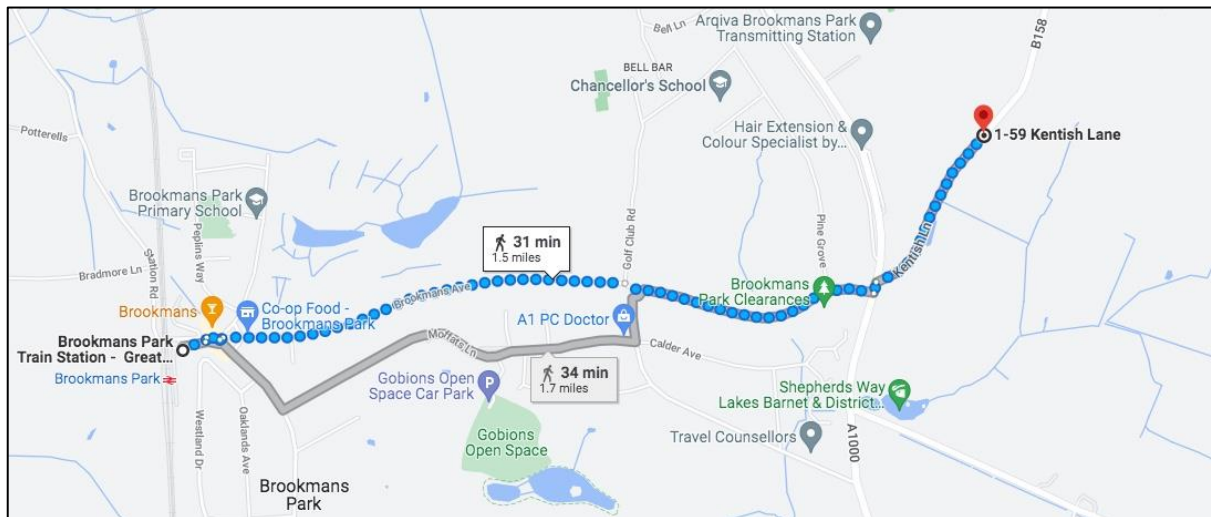
The leaflet will be provided to all persons using the Site for commercial filming and photography in advance of any filming/photography event.

### Rail

There are 3 train stations in close proximity to Kentish Lane:

1. The closest is Brookmans Park station which is less than 2 kilometres away. From here, Kentish Lane is a 30 minute walk or a 10 minute cycle.
2. Welham Green station lies approximately 3 kilometres away. Kentish Lane is accessible by bus from this station.
3. Potters Bar railway station is approximately 3 kilometres away. Kentish Lane is accessible by bus from this station. The 398 bus runs from Potters Bar station to the nearest bus stop to the site as explained further below.

The map below shows the pedestrian and cycle route from Brookmans Park Station.



### Cycling

Secure and covered cycle parking is available at the property.

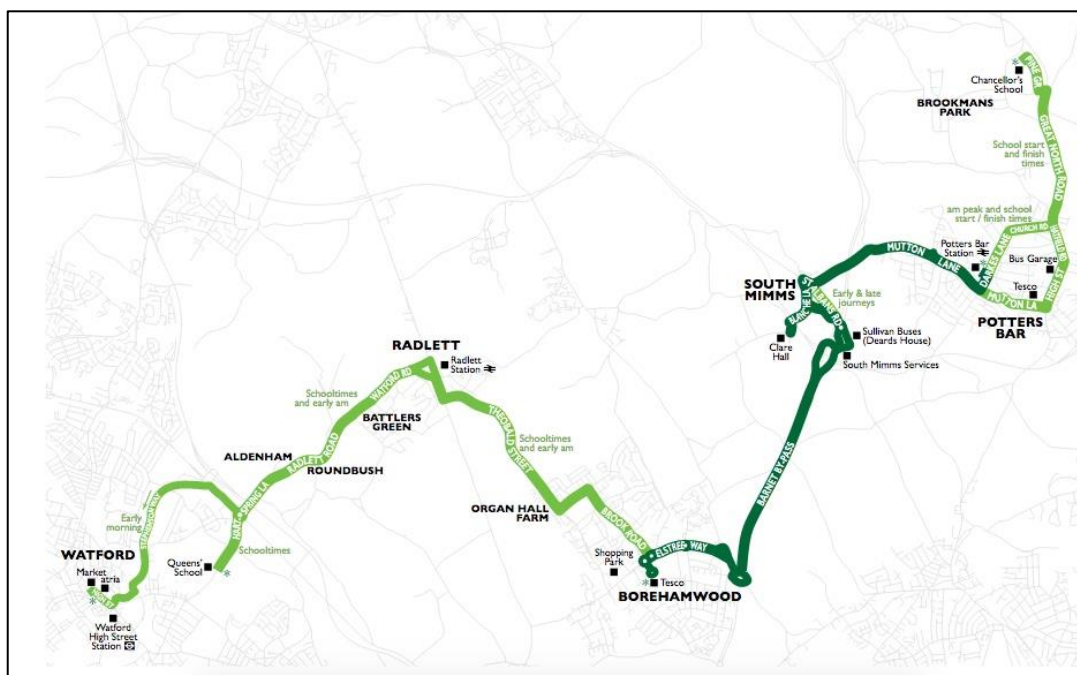
## Buses

The nearest bus stop to the site is 'Kentish Lane/Brookmans Park' located at the junction of Kentish Lane with the Great North Road.

This is served by the Dragonfly bus route (**No 611**) which runs between Cockfosters, Potters Bar, Hatfield and Luton during University of Hertfordshire term time. A full timetable is available at <https://www.unobus.info/services/?region=>



The nearest bus stop is also served by the **No.398** bus service, which runs to Chancellor's school as shown on the map below. This runs from Potters Bar railway station. A timetable is available at <http://www.sullivanbuses.co.uk/tt/398%20tt.pdf>





All 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.

### **Taxi**

Taxis are available from the nearest train station. Taxi shares are encouraged.

Potters Bar offers more options for local taxis, so you are advised to use this station instead of Brookmans Park, where it is advisable to book ahead.

### **Car**

There is limited car parking available on the site. If you wish to park at the site, you must inform and seek permission from the Location Agency. No parking is permitted outside of the site and a through-route through the driveway for emergency access must be kept clear at all times.

In order to reduce the number of cars travelling to the site, car sharing is encouraged. Individuals wanting to car share must register their details with the agency one week in advance of the commercial filming/photography event taking place.

All users will also be made aware of Hertfordshire County Council's car share scheme where individuals can register their details in order to look for a potential car share partner within the county.

<https://herts.liftshare.com/default.asp>

Parking priority on site will be given to electric vehicles. Electric vehicle charging is available on request.



[www.pulsartransport.co.uk](http://www.pulsartransport.co.uk)

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