

Transport Scoping Note for Sawbridgeworth Evangelical and Congregational Church Building Project

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3D visualization of proposed development

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1 Version History

Version	Notes
Pre-App	First version for submission to Highways for Pre-App input
Planning	<ul style="list-style-type: none">- Updates from Highways Response to Pre-App- Added 3D visualization to front page- Added version history- Updated figure 1 location diagram with red highlight of site boundary- Updated figure 3 existing site plan- Updated figure 4 with updated proposed east elevation- Updated figure 5 with updated proposed ground floor plan- Updated figure 6 with updated proposed first floor plan- Added Section 4.5 summarising Parking Survey- Section 5.2 – confirmed proposal is to widen access points by 0.5 m and add dropped kerb. Added reference to HCC policy on dropped kerbs.- Added Section 5.4 noting main comments from Highways pre-app response- Added Appendix E – reference to separate Parking Survey Report- Added Appendix F – reference to separate Highways pre-app response- Added Appendix G – reference to separate Access Plan

2 Introduction

Sawbridgeworth Evangelical and Congregational Church (SECC) is situated on London Road in Sawbridgeworth and was built in 1862. The address of the property is:

Sawbridgeworth Evangelical and Congregational Church, London Road, Sawbridgeworth, Herts., CM21 9EH.

In 1911, a School Block was built alongside the church on the north side. A Kitchen and Toilet block was built behind the School Block in 1972. A storeroom was added in 1993 as an infill building between the Church Hall and the Kitchen Block (connecting to both buildings)

The members of the church along with the Trustees of the church are now seeking to make a significant refurbishment of the church sanctuary and church hall area as well as demolishing the School Block and Kitchen Toilet Block to make way for a new annex for the church as it moves forward in its ministries and outreach into the community.

A pre-application was submitted to the planning department to seek feedback on the proposed building project. One aspect of the planning feedback received was to seek input from Highways regarding transport matters including car parking given the current situation of the site.

The pre-application enquiry response was received on 17 January 2024 and recommendations made by the Local Highway Authority have been incorporated into the planning application, as set out in this document.

The purpose of this Transport Scoping Note is to set out a transport strategy for the planning application and seek Highways input prior to the submission of the planning application for the building project.

3 Planning Policy Summary

The relevant National Planning Policy Framework 2023 (December 2023) clauses are 108 to 117 and are detailed in Appendix A for convenience.

The East Herts District Council Plan 2018 has a strong focus on sustainable transport with the aim of:

- (a) reducing the growth of car usage,
- (b) reducing congestion,
- (c) encouraging walking and cycling,
- (d) improving transport infrastructure,
- (e) making best use of existing infrastructure,
- (f) creating green streets with strong landscaped structures and
- (g) encouraging growth of local businesses.

These aims are encapsulated into three main policy areas designated TRA1, TRA2 and TRA3. These are detailed in Appendix B for convenience.

The District Plan also has requirements for parking detailed in an Appendix “Vehicle Parking Standards”.

As the site is a place of worship, it falls within section D1(d) – Places of Worship which has an unfettered demand identified as

- (a) maximum of 1 car parking space per 10 m² GFA (excluding parking for disabled)
- (b) minimum of 1 short term cycling space 200 m² GFA + 1 long term cycling space per 10 staff on duty at any time).

The parking standards utilises a zonal system with Sawbridgeworth area designated as Zone 4 (see Appendix C) which gives guidance of car parking provision of 75-100% of unfettered demand unless justified in the light of all prevailing policies. Exceeding the upper limit is unlikely to be approved unless justified to meet a shortfall in the existing public supply.

4 Existing Situation

4.1 Church Location and Key Distances

SECC is located on London Road in Sawbridgeworth which is a main throughfare in the town. The location of the church site is shown on the map below. The church is fairly centrally located within Sawbridgeworth and is easily accessible from anywhere with the town (farthest distance ~1.0 mile). With respect to key landmarks, it is situated (travel distance rather than straight line distance)

- (a) ~0.3 miles from Bell Street Public Car Park (6 mins walk, 2-4 mins drive)
- (b) ~0.7 miles from Leventhorpe High School (17 mins walk, 3 mins drive)
- (c) ~0.9 miles from Sawbridgeworth Station (17 mins walk, 3 mins drive)
- (d) Bus stops for heading north - ~90 m to the south (Springhall Road) and ~220 m to the north (White Lion)
- (e) Bus stops for heading south - ~30 m to the south (Springhall Road)



Figure 1 Location of SECC on London Road, Sawbridgeworth. Map data from OpenStreetMap 2023-12-03.

The area immediately surrounding the church site consists of residential properties.

4.2 Current Buildings

The current church and hall were built in 1862. It is built in early English style with styling and details taken from churches designed by A W Pugin and S S Teulon and constructed by a local builder. The church has been updated internally at several different times to install a pipe organ, add water-based heating and radiators, install electric lighting, move the pipe organ and remove choir stalls, replace the church hall flooring, install a modern radiator

based central heating system in the church hall, remove some pews to improve disabled access along with other minor improvements.

In 1911, a School Block was built alongside the church on the north side. A Kitchen and Toilet block was built behind the School Block in 1972. A storeroom was added in 1993 as an infill building between the Church Hall and the Kitchen Block (connecting to both buildings). The School Block has several issues that very difficult to resolve such as rising damp, penetrating damp (due to 9" wall construction) and no accessibility for disabled people. The roof is also close to end of life. Whilst some of these issues could be addressed at some expense, there would be on-going issues with penetrating damp and the issue of accessibility is hard to address within the existing building. Developing a new building with greatly improved energy efficiency and accessibility designed in is deemed to be a better approach.

The current buildings extend across most of the frontage of the site. Access to the rear of the site by vehicle is not possible as the buildings on the north of the site extend to the boundary line and the narrowest pint of the passageway on the south side of the site is less than approximately 2 metres. This restricts parking to the front of the site.

The current buildings have a gross floor area (GFA) of ~602 m² that is divided between the various buildings as follow:

- (a) Ground floor of sanctuary ~ 242 m² (Sanctuary, Vestibule, Vestry and Porches) with a total seating capacity of ~200 people
- (b) Sanctuary balcony ~49 m² (Balcony and upper stair landing) with a total seating capacity of ~50 people but is rarely used due to access and current state of repair
- (c) Church Hall ~ 103 m² (including stairs to balcony and under stairs meter cupboard) with a total seating capacity of ~100 people
- (d) School Block ~ 130 m² split over two floors (3 rooms with an approximate total seating capacity of 50 people)
- (e) Kitchen and Toilet Block with attached Storeroom ~ 78 m² with no seating capacity



Figure 2 Frontage of SEC Church on London Road.

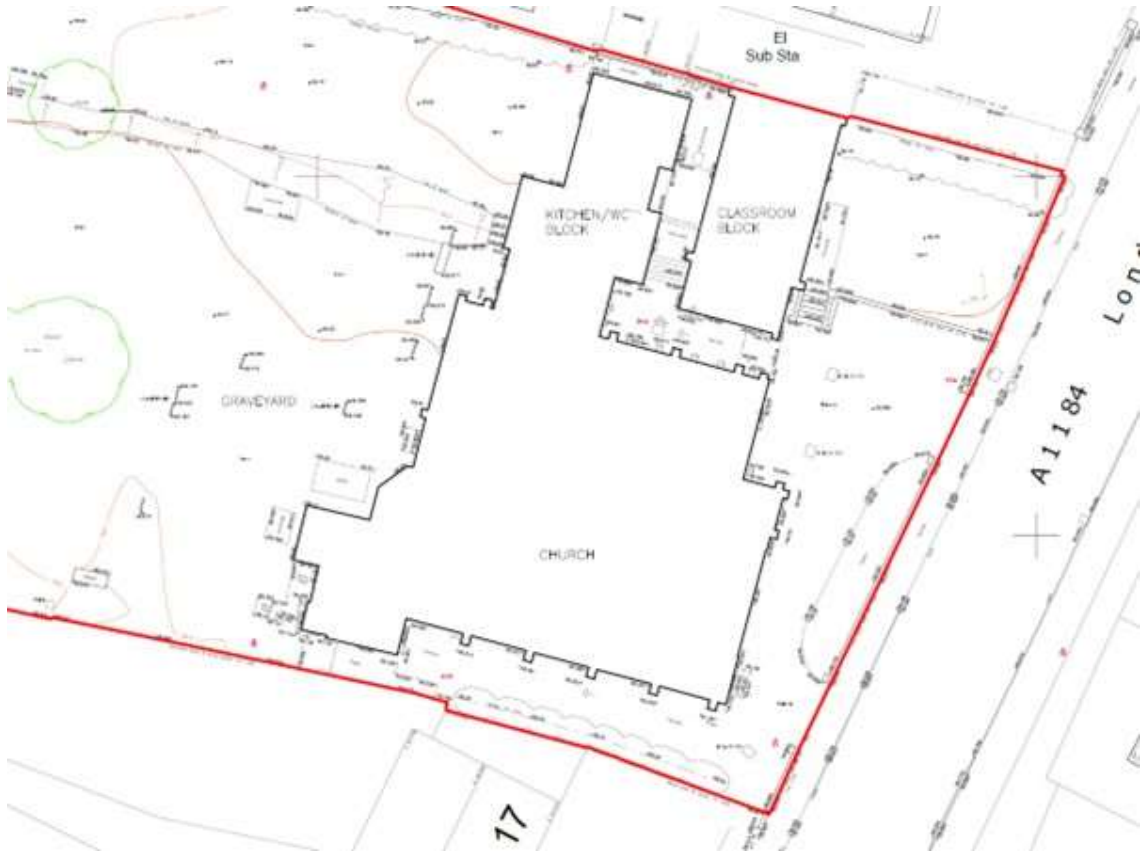


Figure 3 Existing site plan.

4.3 Current Activities

The church draws most of its attendees from within the Sawbridgeworth area but there are a number who travel from Harlow and Bishop's Stortford for some activities.

The current typical weekly activities of the church (that take place on the church premises) are summarized in the table below.

Day	Time	Activity	Approximate number attending	Areas used
Sunday	9am - 12 noon	Church Service	80 - 120	Sanctuary, Hall, Kitchen, School Block
Sunday	6pm – 7pm	Young teenagers Bible Study	8 - 12	Hall, Kitchen
Sunday	7pm – 8pm	Older teenagers Bible Study	8 - 12	Hall, Kitchen
Sunday	7pm – 8pm	Prayer Meeting	5	Sanctuary
Monday	9.30am – 11am	Bible Study Group	10 - 15	Hall, Kitchen
Monday	3.30pm – 6pm	English for Ukrainian Refugees	10 - 12	Hall, Kitchen
Tuesday	10am – 11am	Prayer Meeting	5 - 8	School Block
Wednesday		20's Bible Study Group	8 - 12	School Block
Wednesday	8pm – 9.30pm	Bible Study Group	7 - 10	Hall
Wednesday	12.30pm – 3pm	Pop Up Shop	15 - 25	School Block
Thursday	7.30pm – 9.30pm	Worship Group Rehearsal	5 - 10	Sanctuary
Friday	9.30am – 11am	Parent and Toddler Group	10 - 50	Hall, Kitchen
Friday	6pm – 7.30pm	Youth Group 1	20 - 30	Hall
Friday	7.30pm – 9pm	Youth Group 2	5 - 10	Hall

The following activities take place on a less frequent basis

Day	Time	Activity	Approximate number attending	Areas used
Sunday (once per year)	5.30pm – 9pm	Carol Service	200 - 250	Sanctuary, Hall, Kitchen
Monday (10 weeks per year)	7.30pm – 9.30pm	Alpha course	10 - 20	School Block, Kitchen
Tuesday (once per year)	5.30pm – 9pm	Daniel Robinson – Lights of Love	100	Sanctuary, Hall
Wednesday (once per year)	9am – 11am	Mandeville Carol Service	250 - 300	Sanctuary, Hall
Wednesday (weekly during school holidays)	9am – 1pm (Guests from 11.30am)	Make Lunch	Up to 40	Sanctuary, Hall, Kitchen
Thursday (approx. 8 weeks)	7.30pm – 9pm	Parenting Course	5 - 10	School Block
Saturday (Monthly)	8am – 9.30am	Men's Prayer Breakfast	5	Kitchen, Hall
Saturday (once per year)	10am – 2pm	Easter Treasure Hunt	150 - 200	Sanctuary, Hall, Kitchen, School Block

2 weeks in August	9am – 4pm	Youth Create	40 - 50	Sanctuary, Hall
Saturday (2 nd Saturday, Sept)	8am – 2pm	Beds & Herts Historic Churches Trust Bikers 'n Hikers		Car park area

As can be seen from the list of activities above, nearly all of these take place outside of peak traffic times (usually 8am – 9am, 3pm – 6pm Monday to Friday) and contribute very little to traffic movements on the highway (A1184) as most meetings are reasonably small and most people from the town area walk to the church if they are able to.

4.4 Current Travel and Parking Situation

There is limited provision for car parking at the front of the church with room for approximately 3 to 4 cars based on current parking requirements. (Informally, 6 to 7 cars can be parked by reducing the 2.4 m x 4.8 m parking bay requirements and having cars blocked in.) Parking bays are currently not marked out so the number of cars that can park in the church car park depends on vehicle size and how well parked the vehicles are. With respect to the current District Plan guidelines, this falls short of the recommended car parking spaces of 1 parking space per 10 m² GFA (45 to 60 parking spaces).

There is also space for approximately 8 cars outside the church on London Road. Limited additional parking is available in Hoestock Road (with time restrictions from Monday to Saturday) and more extensive parking is available in the Bell Street Public Car Park. Local London Road residents also park on London Road and their vehicles are sometimes incorrectly attributed to church users.

SEC Church currently has provision for 2 bicycles – only one of which is currently under cover.

Being located on London Road, the church has good connections for bus transport with the 508, 509 and 510 bus routes passing directly in front of the church with bus stops located close to the church. According to the timetable, buses pass the church every 10 minutes during the day, half hourly from 8pm to 10pm and then every hour after 10pm until 7am.

Pedestrian crossings are located on London Road approximately 285 m to the north the church and approximately 175 m to the south of the church. These enable safe crossing of the busy London Road.

Two travel and parking surveys were undertaken at the 10am morning service on two consecutive weeks in December (10th December 2023 and 17th December 2023). The Sunday morning service is the largest regular activity that takes place on the church premises each week. The raw data from these surveys is given in Appendix D along with the map used to estimate approximate distance travelled to church.

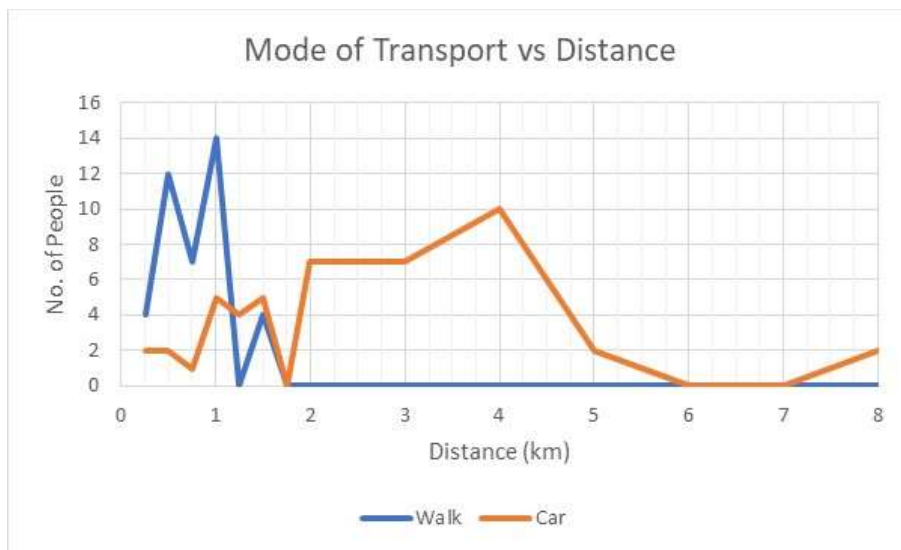
The headcount at each service was approximately 95+/-5 (some coming and going during the service made it difficult to be more precise). The total number of people surveyed on the 10th December was 91 and the number of people surveyed on the 17th December was 84. This shows that surveys have captured a very high proportion of attendees at the service and that the data provides a representative view of how people travel to the church and where they park.

At a top level, the survey from the 10 December shows that:

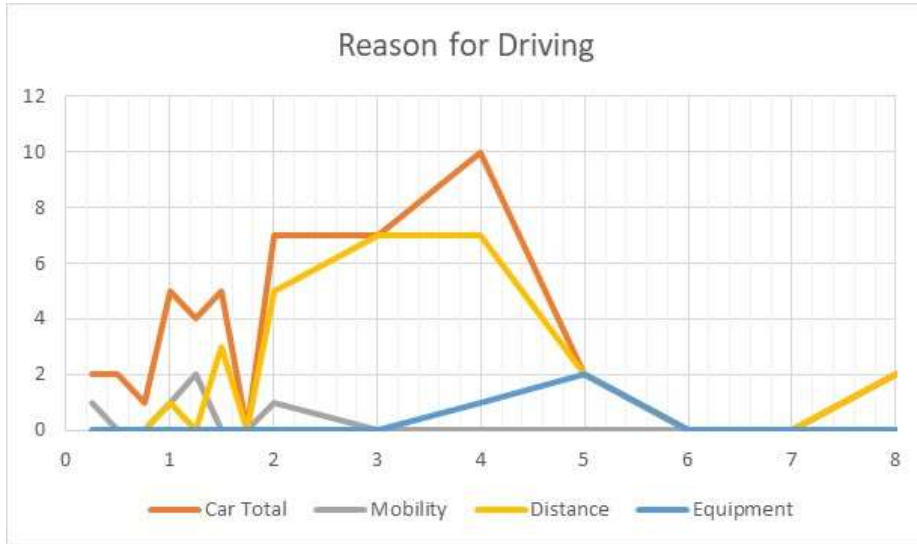
Headcount in service			95
Number of people in survey			91
Walk			43 47.25%
Car			45 49.45%
Lift			2 2.20%
Mobility Scooter			1 1.10%
Number of cars			24
Number of single occupant cars			7

This shows that approximately 50% walked to church and that 50% drove to church. Of those that drove, 71% (17/24) are lift sharing and only 29% (7/24) are single occupancy journeys.

A more detailed analysis of the data from the 10 December indicates that most people within Sawbridgeworth (<1 km) walk to church whereas those from outside of Sawbridgeworth (>1 km) drove to church.

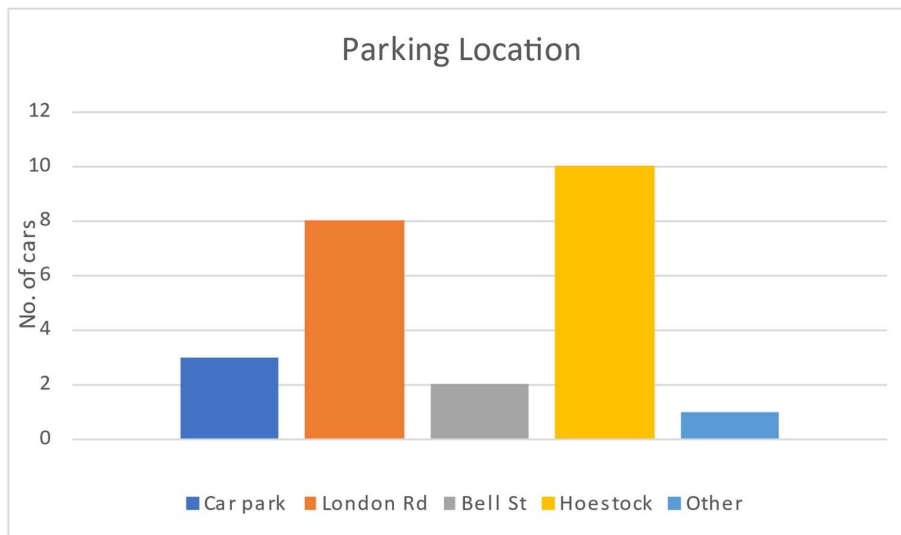


The reasons given for driving to church can be broken down as follows:



For those that drove within Sawbridgeworth (<1 km), about 50% cite mobility or distance as the reason for driving. The distance reason may be associated with the age of the people concerned. (This is hard to demonstrate as age data was not collected in the survey).

People tended to park close to the church but with the car park limited to approximately 3 to 4 cars, the majority parked on London Road outside the church or in Hoestock Road (around the corner from the church).

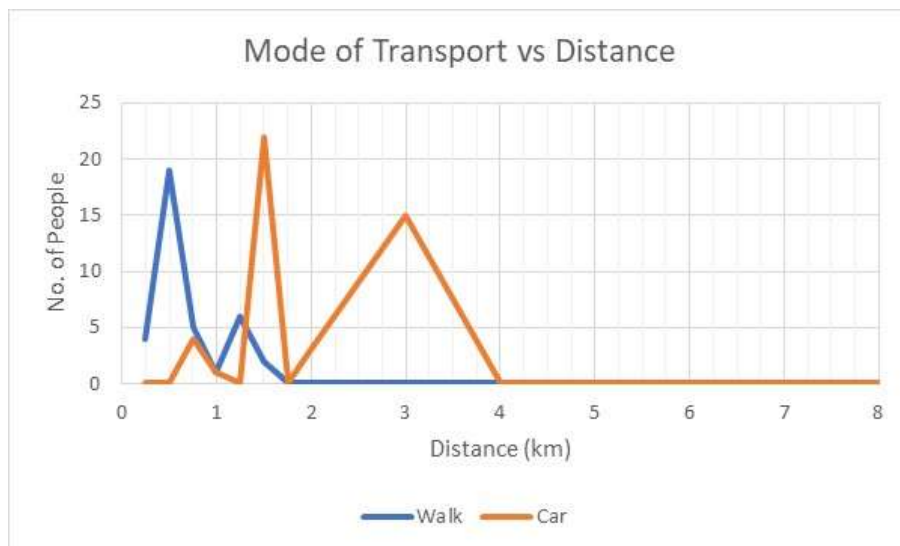


At a top level, the survey from the 17 December shows that:

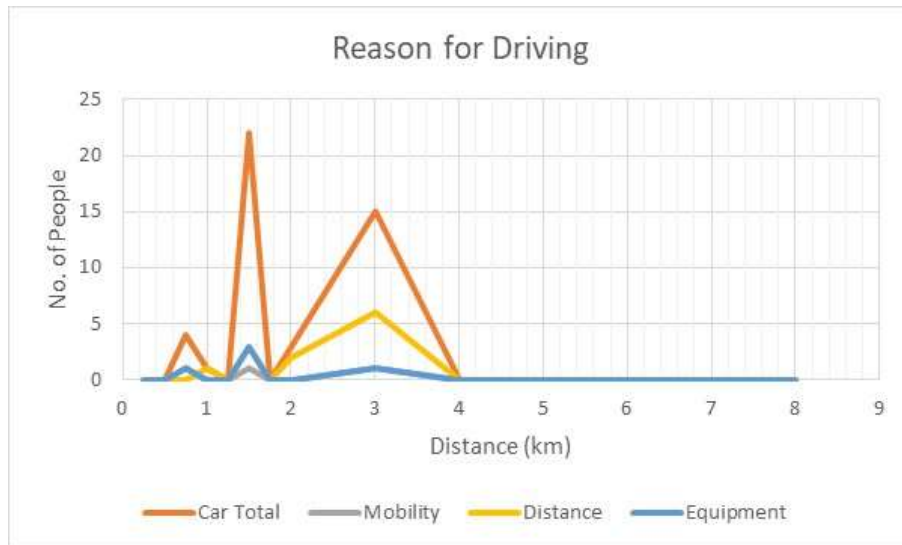
Headcount in service		95
Number of people in survey		84
Walk		37 44.05%
Car		45 53.57%
Lift		0 0.00%
Mobility Scooter		1 1.19%
Number of cars		21
Number of single occupant cars		8

This shows that approximately 44% walked to church and that 53% drove to church. Of those that drove, 62% (13/21) are lift sharing and only 38% (8/21) are single occupancy journeys. It was noted that more families were attending the service on the 17th December and this tended to skew the data with more people in fewer cars compared to the 10th December.

A more detailed analysis of the data from the 17th December indicates that most people within Sawbridgeworth (<1 km) walk to church whereas those from outside of Sawbridgeworth (>1 km) drove to church.

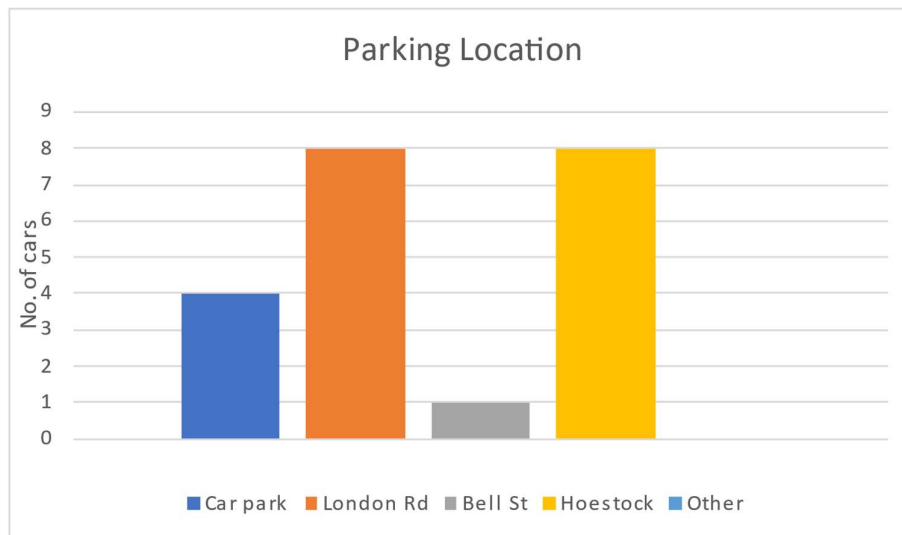


The reasons given for driving to church can be broken down as follows:



For those that drove within Sawbridgeworth (<1 km), about 50% cite mobility or distance as the reason for driving. Again, the distance reason may be associated with the age of the people concerned. (This is hard to demonstrate as age data was not collected in the survey).

People tended to park close to the church but with the car park limited to approximately 6 to 7 cars, the majority parked on London Road outside the church or in Hoestock Road (around the corner from the church). The numbers being very similar to the previous week.



A review of the London Road area would suggest that about 7 or 8 cars is the maximum that can be parked there.

The number of parking spaces available in Hoestock Road is about 10. This would indicate that these areas would not see an increase in car parking from church users. Bell Street Public Car Park would become more widely used if the number of cars increased due to larger activities. SEC Church would also promote Bell Street Public Car Park as a preferential place to park as well.

4.5 Parking Survey

One of the suggestions from the response to the Highways pre-application enquiry was that a parking survey should be undertaken to determine the level of parking stress in the local area. Two surveys were undertaken based on the Lambeth Method as recommend by Dacorum Borough Council (November 2020).

The details of the parking survey are in Appendix E (separate document titled SECC Transport Scoping Note Appendix E – SECC Parking Survey Report).

The main conclusion of the survey is that the estimated upper parking load caused by church activities is 22 cars and that the available parking is in excess of this with 25 spaces available on London Road, and additional space in Hoestock Road. The Public Carpark in Bell Street has not been included in this survey and would allow for a significant increase in parking capacity if this is required in the future.

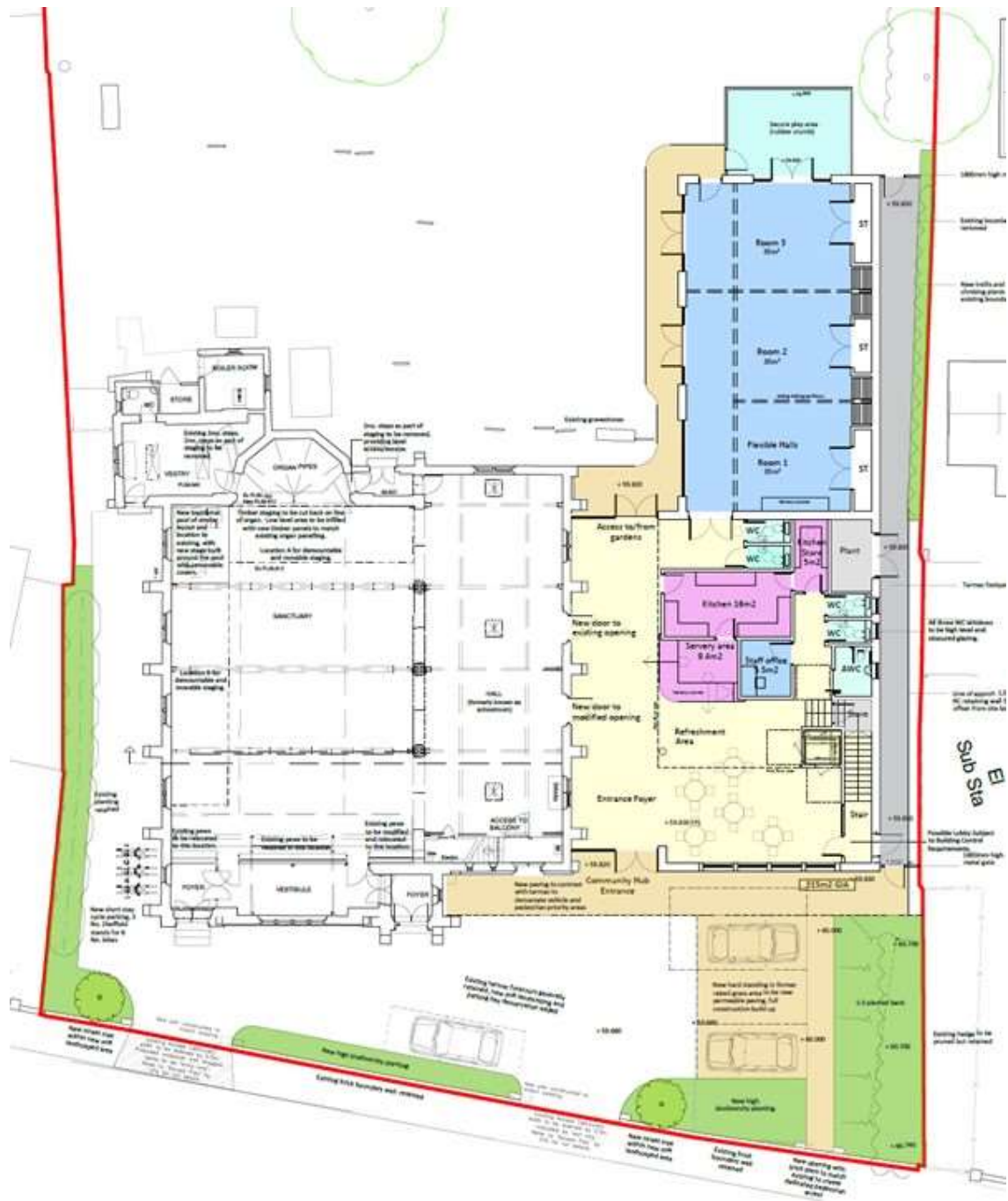


Figure 5 Proposed ground floor plan of SEC Church with new annex.



Figure 6 Proposed first floor plan of SEC Church with new annex.

The increase in GFA is not intended to increase the range of activities but to provide more accessible and better-quality facilities to support the community. This can be seen by the provision of lifts, improved disabled toilets facilities and level access for improved accessibility, more storage to improve the safety and security of people on site and a slightly larger kitchen to enable safer preparation of food for events like Make Lunch (which happens during school holidays) and other occasional church events. Space is also dedicated to enable better circulation areas. Whilst we are aiming to encourage and increase the participation of the local community in the activities offered by the church, the range of activities will broadly remain the same for the foreseeable future.

5.2 Car Parking and Access

The area of the site devoted to car parking is not being changed significantly but access and parking will be improved. The new layout will provide the same number of car parking spaces (4) as the existing car park does but with properly marked out parking bays, parking bays that comply with modern standards (2.4 m x 4.8 m) and improved circulation for cars and pedestrians. Whilst this falls short of the recommended car parking standards (75% to 100% of 1 parking space per 10 m² GFA), it is not changing the current car parking capacity and therefore not changing the situation from that which currently exists. The parking will still be informally managed on a first come, first served basis as is the current situation. The car parking bays have been arranged to enable a minibus to pickup and drop-off building users even when all 4 parking bays are occupied. Refer to access plan for vehicle tracking details.

The proposed car park area in front of the church would also be enhanced by providing marked out parking bays, a disabled parking space, better delineated pedestrian areas and improved undercover cycle storage for at least 6 cycles (5 short term + 1 long term as per Appendix B, use class D1d requirements). This is a considerable improvement over the existing provision. The cycle storage is proposed to be at the side of the church for security reasons.

Other improvements to parking access being undertaken are:

1. widening of both the existing entrances by 0.5 m to enable safer manoeuvring on and off site (see Access Plan for swept path analysis and visibility spays),
2. adding a dropped kerb for the south entrance (currently this kerb is not dropped) to enable an IN/OUT system to be implemented for improved road safety. The dropped kerb is designed according to Hertfordshire County Councils dropped kerb policy

Details of these improvements are submitted with the planning application. Refer also to Appendix G Access Plan for details.

5.3 Travel Plans

The Hertfordshire County Council Travel Plan Guidance – Appendix A (Development thresholds requiring Travel Plans) from March 2020 indicates that for Land Use D1 (Non-residential institutions) with a GFA of >500 m² but <1000 m² only a Travel Plan Statement is required. As the GFA of site with the new annexe will be approximately 817 m² then the SEC Church planning application should fall into this category.

As seen from the travel and parking surveys conducted, a large proportion of the local community walk or lift share to the church. The church is keen to develop sustainable transport and have previously operated a minibus service (using the Sawbridgeworth town council minibus) for the main church service when demand was sufficient. This minibus service was dropped before COVID due to insufficient demand and individuals provided lifts where required.

It is not expected that parking at or near the church will be changing and any increase in parking will need to be met using the Bell Street Public Carpark. A minibus arrangement to the carpark could be investigated if sufficient demand exists. The design of the carpark area has taken this into account to ensure safe parking, manoeuvring and ingress/egress to the site for the minibus if required.

SEC Church will further develop sustainable transport awareness to the church by publicising public transport via use of a notice board and on our website, promoting walking and cycling and use of lift sharing.

SEC Church will promote parking in Bell Street Public Carpark to minimise the impact on local residents.

Overall, traffic movements to the church will not change significantly with the new building. Given this and that the existing traffic movements caused by church activities are outside busy traffic times and are not a significant proportion of the current road usage, a Transport Statement and Travel Plan are not required for the planning application. This is in line with the requirements of paragraph 117 of the NPPF recommendations and the Hertford County Council Travel Plan Guidance.

5.4 Pre-application Enquiry to the Local Highway Authority

A pre-application enquiry was submitted to Highways for comment on the proposed site changes and details of site traffic and parking. The detailed response (dated 17 January 2024) can be seen in Appendix F (separate document titled SECC Transport Scoping Note Appendix F – SECC Pre-application Enquiry Response).

A summary of the recommendations contained in the response are as follows:

1. New dropped kerb must follow Hertfordshire County Council dropped kerb policy and swept path analysis to ensure that safe turning onto site and exit the site in forward gear. This has been addressed and the results are shown in Appendix G and shows satisfactory conformance to the requirements for both cars and mini buses.
2. Visibility splays of 2.4 m x 43 m to be provided. This can be achieved and detailed drawings are contained in Appendix G.
3. Conduct parking survey to determine the existing availability of on street parking. Parking surveys were conducted which show adequate on street parking is available. The details of the surveys are shown in Appendix E.
4. Submit a Construction Management Plan with the application. A draft version is submitted with the planning application. Once a contractor is appointed, a final version will be submitted.
5. An Electric Vehicle Charging (EVC) provision should be included on the plans. One EVC point is detailed on the drawings and will comply to current requirements with Fast Charge (7kW) Mode 3 with Type 2 connector.

6 Conclusion

This Transport Scoping Note gives an overview of the proposed building refurbishment and development plans for a planning application for the Sawbridgeworth Evangelical and Congregation Church (SEC Church) situated on London Road in Sawbridgeworth. The proposed works will increase the SEC Church gross floor area by 215 m². There is no plan to change the range and type of activities being conducted at the church. Nearly all activities at SEC Church take place away from peak traffic times on London Road thereby minimising the impact on the local area.

Travel and Parking surveys were carried out and show that within the town area, most people walk or lift share to the church already to minimise parking requirements. The existing number of parking spaces on-site is not expected to change materially but will benefit from better layout, improved (safer) road access and improved cycling provision. This means that there will be no worsening of the existing situation and generally an improvement in safety and sustainable transport.

Two Parking Surveys (see Appendix E) of the local area was undertaken to determine the level of parking stress. The estimated upper parking load caused by church activities is 22 cars and the conclusion of the surveys is that the available parking is in excess of this with 25 spaces available on London Road, and additional space in Hoestock Road. The Public Carpark in Bell Street has not been included in this survey and would allow for a significant increase in parking capacity if this is required in the future.

However, with the proposed building project, the church is not seeking to intensify use of the site so that parking load is not expected to increase due to the building project.

Having reviewed the plans for SEC Church against the NPPF and East Hertfordshire District Plan TRA Policy, it is considered that a Transport Statement and Travel Plan are not required as the site refurbishment and development plans represent an enhancement to the site rather than an intensified use of the site.

7 Appendix A – Extract of Clause 110 to 113 from National Planning Policy Framework 2023

108. Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) the potential impacts of development on transport networks can be addressed;
- b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- c) opportunities to promote walking, cycling and public transport use are identified and pursued;
- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

109. The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

110. Planning policies should:

- a) support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;
- b) 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;
- c) identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;
- d) provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans);

e) provide for any large scale transport facilities that need to be located in the area⁴⁶, and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy. In doing so they should take into account whether such development is likely to be a nationally significant infrastructure project and any relevant national policy statements; and

f) recognise the importance of maintaining a national network of general aviation airfields, and their need to adapt and change over time – taking into account their economic value in serving business, leisure, training and emergency service needs, and the Government’s General Aviation Strategy⁴⁷.

111. If setting local parking standards for residential and non-residential development, policies should take into account:

a) the accessibility of the development;

b) the type, mix and use of development;

c) the availability of and opportunities for public transport;

d) local car ownership levels; and

e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

112. Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

113. Planning policies and decisions should recognise the importance of providing adequate overnight lorry parking facilities, taking into account any local shortages, to reduce the risk of parking in locations that lack proper facilities or could cause a nuisance. Proposals for new or expanded distribution centres should make provision for sufficient lorry parking to cater for their anticipated use.

⁴⁶ Policies for large scale facilities should, where necessary, be developed through collaboration between strategic policy-making authorities and other relevant bodies. Examples of such facilities include ports, airports, interchanges for rail freight, public transport projects and roadside services. The primary function of roadside services should be to support the safety and welfare of the road user (and most such proposals are unlikely to be nationally significant infrastructure projects).

⁴⁷ Department for Transport (2015) *General Aviation Strategy*.

Considering development proposals

114. In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:
- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
 - b) safe and suitable access to the site can be achieved for all users;
 - c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code⁴⁸; and
 - d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.
115. Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
116. Within this context, applications for development should:
- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
 - b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
 - c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
 - d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
 - e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.
117. All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

⁴⁸ Policies and decisions should not make use of or reflect the former Design Bulletin 32, which was withdrawn in 2007.

8 Appendix B – East Hertfordshire District Plan TRA Policy

8.1 Policy TRA1 Sustainable Transport

I. To achieve accessibility improvements and promotion of sustainable transport in the district, development proposals should:

- (a) Primarily be located in places which enable sustainable journeys to be made to key services and facilities to help aid carbon emission reduction;
- (b) Where relevant, take account of the provisions of the Local Transport Plan;
- (c) Ensure that a range of sustainable transport options are available to occupants or users, which may involve the improvement of pedestrian links, cycle paths, passenger transport network (including bus and/or rail facilities) and community transport initiatives. These improvements could include the creation of new routes, services and facilities or extensions to existing infrastructure and which may incorporate off-site mitigation, as appropriate. In suitable cases the provision of footways and cycle paths alongside navigable waterways may be sought, along with new moorings, where appropriate. The implementation of car sharing schemes should also be considered;
- (d) Ensure that site layouts prioritise the provision of modes of transport other than the car (particularly walking, cycling and, where appropriate, passenger transport) which, where feasible, should provide easy and direct access to key services and facilities;
- (e) In the construction of major schemes, allow for the early implementation of sustainable travel infrastructure or initiatives that influence behaviour to enable green travel patterns to become established from the outset of occupation;
- (f) Protect existing rights of way, cycling and equestrian routes (including both designated and non-designated routes and, where there is evidence of regular public usage, informal provision) and, should diversion prove unavoidable, provide suitable, appealing replacement routes to equal or enhanced standards; and
- (g) Ensure that provision for the long-term maintenance of any of the above measures (c) (d) and (f) that are implemented is assured.

II. Where appropriate, contributions may be required towards the facilitation of strategic transportation schemes identified in the Local Transport Plan and other related strategies.

III. In order to minimise the impact of travel on local air quality in accordance with Policy EQ4 (Air Quality), where major developments involve the introduction of new bus routes or significant changes to existing routes, service providers should work with Hertfordshire County Council's Transport, Access and Safety Unit to secure optimal solutions.

8.2 Policy TRA2 Safe and Suitable Highway Access Arrangements and Mitigation

Development proposals should ensure that safe and suitable access can be achieved for all users. Site layouts, access proposals and any measures designed to mitigate trip generation produced by the development should:

- (a) Be acceptable in highway safety terms;
- (b) Not result in any severe residual cumulative impact; and
- (c) Not have a significant detrimental effect on the character of the local environment.

8.3 Policy TRA3 Vehicle Parking Provision

I. Vehicle parking provision associated with development proposals will be assessed on a site-specific basis and should take into account the provisions of the District Council's currently adopted Supplementary Planning Document 'Vehicle Parking Provision at New Development'.

II. Provision of sufficient secure, covered and waterproof cycle and, where appropriate, powered two-wheeler storage facilities should be made for users of developments for new residential, educational, health, leisure, retail, employment and business purposes (to be determined on a site-specific basis). These should be positioned in easily observed and accessible locations.

III. Car parking should be integrated as a key element of design in development layouts to ensure good quality, safe, secure and attractive environments.

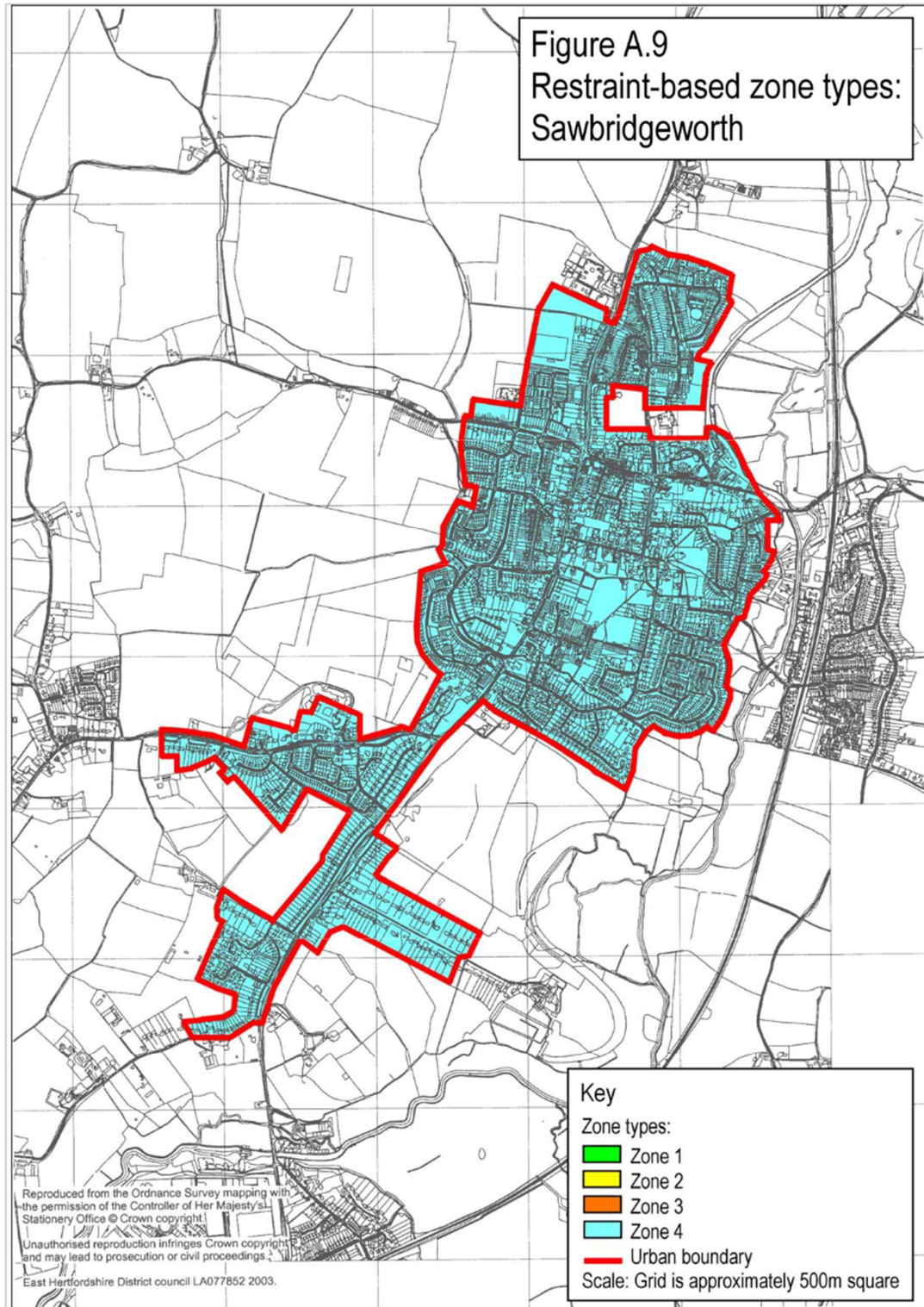
IV. Where a private car park for non-domestic use is proposed, the Council will assess whether it should also be available for shared public use having particular regard to the needs of the primary user.

V. For proposals involving residential development: public car parks (including those for Park and Ride facilities) are proposed, or where car parks are to be provided associated with major development involving educational, health, leisure, retail, employment and business uses, provision should be made for charging points for low and zero carbon

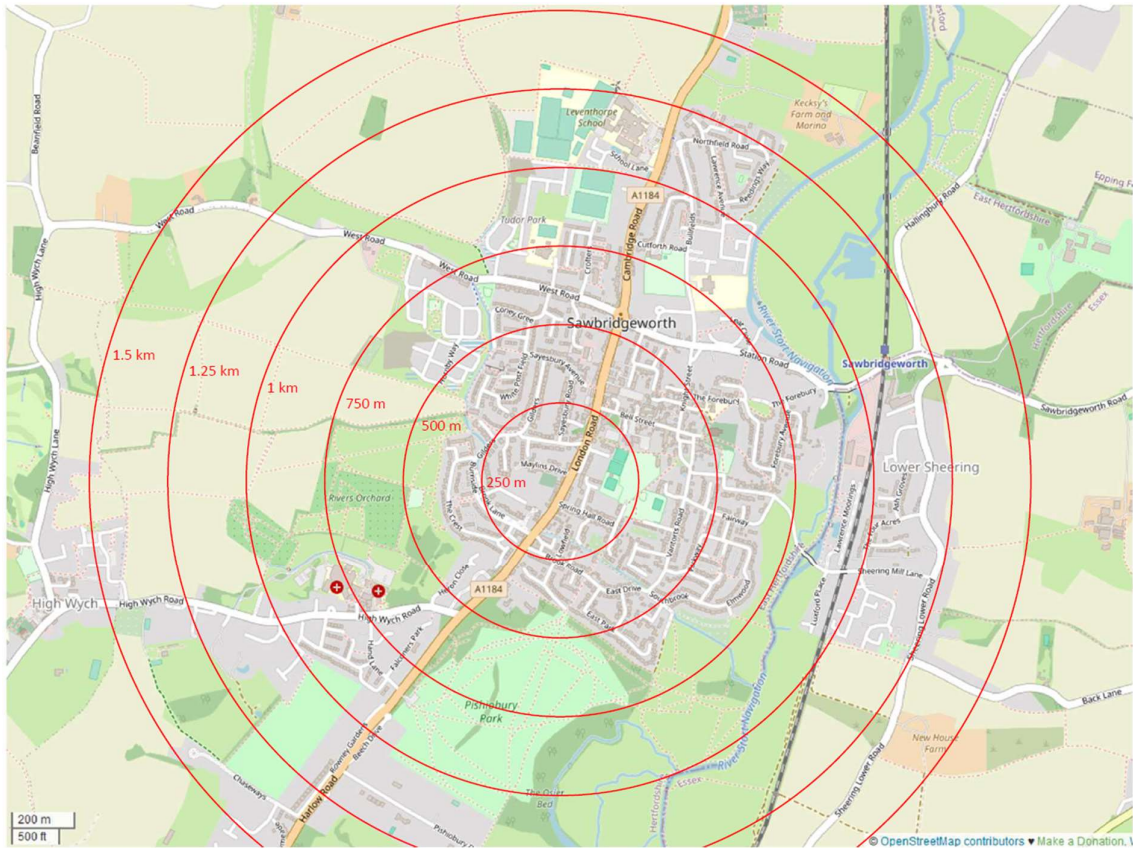
vehicles which will be assessed on a site-specific basis taking into account the provisions of the District Council's currently adopted Supplementary planning Document 'Vehicle Parking Provision at New Development'.

9 Appendix C – Zonal Map for Sawbridgeworth

This zonal map has been extracted from the “Vehicle Parking SPD, Appendix A Zonal maps for East Herts”.



Map used to estimate approximate distance travelled to church.



11 Appendix E – SECC Parking Survey Report

See separate document entitled *SECC Transport Scoping Note Appendix E - SECC Parking Survey Report*.

12 Appendix F – SECC Pre-application Enquiry Response

See separate document entitled *SECC Transport Scoping Note Appendix F – SECC Pre-application Enquiry Response*.

13 Appendix G – Access Plan

See separate document entitled *SECC Transport Scoping Note – Access Plan*.