

# SPORTS PITCH EVENT MANAGEMENT PLAN

ROYAL MILITARY ACADEMY SANDHURST, HAIG ROAD, CAMBERLEY

Formation of new 3G Sports Pitches including Floodlighting & Replacement Stand

Date: May 2024

Ref: 6936/EMP01

## 1 INTRODUCTION

- 1.1 RGP is commissioned to provide transport planning and highway advice with respect to proposals for the formation of new 3G Sports pitches including floodlighting and replacement of existing spectator stand at the Royal Military Academy Sandhurst, Haig Road, Camberley.
- 1.2 The proposals comprise 2 x all-weather sports pitches which would replace the existing 2 x grass sports pitches currently in the same location.
- 1.3 A planning application for the proposals was approved by Bracknell Forest Council (reference 22/00557/FUL) subject to conditions. The application was supported by an Event Management Plan to address consultation queries from the highway authority, which was produced to demonstrate that sufficient car parking would be available during use of the sports pitches without causing any displaced parking onto the surrounding public highway.
- 1.4 Condition 11 of the planning permission notice states:

*"Prior to the use of the pitches a final event management plan shall be submitted to and approved in writing by the Local Planning Authority. The final plan shall be based on The Sports Pitch Event Management Plan Ref:6936/EMP01 dated Aug 2023 and shall advise how much of the existing parking on the site is already in use by staff and those residing on the site. The final approved event management plan shall be implemented in full for any events at the site.*

*REASON: To ensure that the development is provided with adequate parking facilities Relevant Policies - BFBLP M9, Core Strategy DPD CS23."*

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- 1.5 This revised management plan therefore provides the further information requested above and would be adhered to for all future sporting events at the 3G pitches to ensure adequate parking facilities are maintained.

## 2 PROPOSED SPORTS PITCH OVERVIEW

- 2.1 The proposed 2 x all-weather sports pitches would replace the existing 2 x grass sports pitches which are currently in the same location. The advantage of the all-weather pitches is that sport can be sustained throughout the year, including winter months, and into the evenings; hence more regular use is possible.
- 2.2 However, there would be no change in the practical capacity of these facilities at any given time i.e. the existing & proposed football pitch could accommodate 22 players at a time and the rugby pitch 30 players at a time (on-pitch). As a result, the capacity of the pitches at any given time is not subject to change as part of the application. Therefore, with respect to the typical day-to-day use (i.e. for training sessions and matches without spectators) there is no increase in capacity or peak use but rather the potential to continue use for a longer duration into evenings and winter months.
- 2.3 The principal use of the pitches would be for internal site use and hence this would not attract external traffic. However, the applicant intends to also use the pitches for occasional competition use (which the existing pitches can be used for in any case). This is primarily inter-forces competition rather than external matches and is likely to generate limited amounts of traffic from other bases. The majority of attendants from other bases would travel by coach / bus as part of a team (with their force / base) rather than in multiple small vehicles.
- 2.4 Such events would be fully managed by the applicant in coordination with the opponent (i.e. other forces / bases). The level of additional traffic on these limited occasions would therefore be minimal and the proposed car parking adjacent to the pitches would be appropriate to accommodate this.
- 2.5 The proposed new spectator stand would provide seating for up to 308 spectators, in place of the existing 144 seat capacity stand. The proposals therefore provide an increased capacity of approximately 164 spectator seats. However, it is anticipated that spectators would primarily be from on-site and hence this would not generate additional traffic.
- 2.6 In the event of any external spectators attending a competition, this would be by invitation only (due to the need to control access into the site) and would be fully managed in the same way as all events at the Royal Military Academy. Further details are provided herein.



- 2.7 It is also important to note that due to the required gradients formed to bring the pitches to the required standards, the boundary of the pitch is generally at a reasonable gradient that will not be recommended for spectators; being a relatively small area between the respect barrier and the welded mesh security fence. In addition to this, viewing through the security fence would not provide a satisfactory viewing experience. Due to its location, the football pitch is likely to be even worse without the fence backing on to the road. The goal ends of the pitches are tight against the wooded areas and the pitches were not designed with spectators in mind as their primary use is for training of the trainee officers.

### 3 TYPICAL PITCH USE

- 3.1 The application site is already used for the following events and associated general times of use:

Potential type of use	General times of use
Army Cadet Force use the site on a regular basis	Evenings, weekends or when already on-site
Combined Cadet Force use the site on a regular basis	Evenings, weekends or when already on-site
The England Women's Rugby team (The Red Roses)	For special events or training, although please note the spectator restrictions
Scouts from the local area	Evenings or weekends only
Youth Insight days where children from across the country come to Sandhurst	Special event
2,000 permanent staff (Military and civilian) and 300 families (on camp)	Already on-site
The pitches will also be used to host other unit football matches who do not have a facility of this kind	Limited numbers and coaches are used for travel

- 3.2 Whilst the pitches are predominantly for RMA Sandhurst use, it is evident they also provide a wider community benefit. However, the majority of these are at times that are less likely to disrupt the vital operations of the site and would be unchanged from their existing established operation, frequencies, capacities and management.
- 3.3 It is worth noting that the pitches were grassed before, however, since COVID-19 and the ground works being conducted, the pitches now cannot be used. Therefore, the wider site now has a huge gap in what we can offer to the local community, wider Army and national governing bodies.
- 3.4 The proposed 3G sports pitches would ensure that year-round facilities are available to cater for the existing use. It is not anticipated that additional pitch use would occur beyond the above existing activity.



## 4 MANAGEMENT PROCEDURES

- 4.1 The applicant has extensive management experience due to the nature of the military's work. Other events take place at the site regularly through the year and as such the applicant has extensive experience of managing external visitors, traffic, parking arrangements etc.
- 4.2 The largest annual event at the site is the Sovereigns Parade, which accommodates 3,000 additional visitors, all of which are managed and park within the wider RMA Sandhurst site demise. The proposed sports pitches would generate substantially fewer visitors (fewer than 10% even at peak capacity).
- 4.3 There are substantial facilities throughout the site to accommodate visitor parking and in the event of external spectators being invited to the site, the applicant would control this through various measures, as detailed below.

### ***Event Authorisation and Detailed Management***

- 4.4 For clarity, the following management process is followed for all events and will be applied to the continued use of the sports pitches as part of this Event Management Plan:
  - i) The principal users of the pitches remains the Officer Cadets and the Permanent Staff who are based at the Academy and therefore parking will be of no issue and will not require additional management measures. However, there is an intension to allow use to the wider military and local community where the site can facilitate this, for which the following processes will continue be applied.
  - ii) All bookings for events on site go through the planning and resource team, with proposed users having to submit an application using the RMA Facilities Booking Request Form.
  - iii) All applications through the Facilities Booking Request Form are scrutinised by the planning and resource team before being submitted to the Chief of Staff for approval. This process includes:
    - a) Ensuring there are no clashes with existing events (there will be no events allowed during Sovereigns Parade etc).
    - b) Ensuring there are no clashes with the Commissioning Courses which remains the Academy's priority at all times.
    - c) Ensuring the Academy can support the event (workforce to assist with the planning, security and delivery).
    - d) Ensuring the Academy can meet the full requirement; facility, feeding, accommodation and parking.



- e) If the planning and resource team can not satisfy the Chief of Staff that all of the above can be met the booking will be refused.
- iv) Once the booking is approved in principle the planning and resource team engage directly with the proposed user and arrange a stakeholders meeting to discuss the detail. It is at this point where numbers attending, vehicle access and parking are discussed. The planning and resource team will know what the site can facilitate on any particular day and will advise the proposed user accordingly.
- v) For large events there are two principal overspill parking areas which are at the Churchill Hall and Robertson House. The locations of these are shown within page 2 of the car parking plan attached hereto at **Appendix A**. Both areas are not routinely used as they provide the necessary parking for the larger events. The Churchill Hall car park can facilitate approx. 200 vehicles and has good access for coaches. The Robertson House car park can facilitate approx. 100 vehicles.
- vi) Bookings for sporting events are predominantly on an evening or on a weekend which ensures greater parking availability. It is not common for external sporting events to be accommodated during the day since this is not the site's primary purpose.
- vii) For large events the planning and resource team will engage with the on-site security team who will signpost the proposed user to the correct parking facility for their event. This is a well-trodden path and is key, not least for security and safety of other site users. The principal parking areas are detailed below within Section 5.

## **Pre-Registration and Planning**

- 4.5 Any external / community use within the site must always be pre-planned with all attendee details collected in advance. This is captured as standard for any events at the site and for all external visitors due to security implications.
- 4.6 The requirement to pre-register individuals would remain the same as it is for the site currently, with pre planning essential to gain access. This ensures the site are aware of how many visitors will be on-site at any time.
- 4.7 Event spectators will typically comprise the on-site staff and military personnel (who are therefore present on-site and would not drive). Any external spectators, as detailed above, will be required to pre-register to gain access at which point car registration numbers are obtained and hence the total number of vehicles arriving is known.
- 4.8 Registration typically captures full details of attendee names, vehicle registration, purpose and time of visit. During this pre-registration, visitors are provided with comprehensive instructions regarding site access, including the appropriate site access and car parking locations relevant to their event.



- 4.9 For any large events, further planning will take place, and car-sharing, coaches and mini-bus use will be arranged as far as possible (as well as sustainable travel being promoted). For events such as inter-force matches, car-sharing and coach use takes place as standard since these visitors are making longer-distance journeys from a single location (e.g. another forces base).

## **Event Day Management**

- 4.10 Military staff are permanently positioned at each site entrance and check visitors in as they arrive. Upon entry, visitors are reminded of where to park their vehicle within the wider site.
- 4.11 During events, additional staff / event marshals will be available within the site, positioned around access routes and parking areas, to provide further assistance to visitors. Staff are able to communicate via radio ensuring a joined-up management approach.
- 4.12 Use of each car parking area will be monitored and visitors directed appropriately to vacant spaces.
- 4.13 There are a number of site entrances which can be opened as necessary. For any larger events, the site would be able to mitigate traffic impact by directing traffic flow to different site entrances if required.

## **5 CAR PARKING PROVISION**

- 5.1 The following car parking provision is available for use of the proposed sports pitches, with the closest parking to be used most regularly and the more distant parking able to provide additional parking for occasional larger events:
- i) 21 new car parking spaces adjacent to the 3G pitches.
  - ii) 50 x existing car parking spaces c. 100m from the pitches.
  - iii) 2 x existing coach parking bays c. 100m from the pitches.
  - iv) 100 x existing car parking spaces within a 5-minute walk from the pitches.
  - v) 6 x coach parking spaces plus areas to absorb further coach parking approximately 5-minute walk north-west near Yorktown Gate.
  - vi) 200 x existing spaces at the Church Hill overflow parking area, as well as 100x existing spaces at Robertson House, neither of which are typically used other than for large events.



- vii) 1,131 total parking spaces across the wider site, with additional areas that can be used for temporary car parking. When needed during events (e.g. the Sovereigns Parade) a further 500 or so additional temporary car parking spaces are made available for use, bringing the total provision in excess of 1,600 spaces.
- viii) There are additional areas where coach parking can take place.

- 5.2 As detailed above, there would be combined capacity for 171 cars and 8+ coaches within 5-minutes of the proposed sports pitches, with additional dedicated overflow car parks at Church Hill and Robertson House able to accommodate a further 300 cars.
- 5.3 On the basis that a typical coach has capacity for c. 50 people and a car typically carry 2-3 passengers to an event, these nearby parking areas within a 5-minute walk are able to accommodate in excess of 800 visitors. The overspill parking areas would be able to accommodate a further 600 visitors.
- 5.4 This parking capacity substantially exceeds the 308-person capacity of the proposed spectator stand, notwithstanding that a proportion of spectators would most likely be resident staff / military personnel who live on site and will not drive. Therefore, all parking even during events could be accommodated within the vicinity of the sports pitches. It should also be noted that (as detailed in paragraph 2.7) there is minimal provision for pitch-side viewing due to the grading of the ground, location and security fencing.
- 5.5 For any event planned to generate additional visitors in excess of this level, the applicant will be aware in advance and will allocate appropriate overflow parking within the wider site, as is currently the case for any event at the site. Under no circumstances will overspill parking occur onto the surrounding public highway.

### ***Existing Staff and Resident Parking***

- 5.6 There is an existing peak of approximately 1,600 residents across the site, with an estimated 800 cars, albeit these are not typically all parked simultaneously. There is a daily average of approximately 800 non-resident staff with approximately 400 cars during the daytime.
- 5.7 Together this equates to a potential maximum of 1,200 cars parked on-site associated with residents and staff, however these do not all park simultaneously. During evenings and weekends the parking demand associated with resident staff is generally no more than 800 cars. The provision of over 1,600 parking spaces (when including temporary parking areas) plus coach parking is therefore more than sufficient to cater for the existing staff & resident parking plus any large events.
- 5.8 It is important to highlight that the site have significant experience organising large events and have rigorous risk assessment in place to achieve this, ensuring all activity can be accommodated on-site in a well-organised and orderly manner.



## 6 SUMMARY & CONCLUSIONS

- 6.1 In summary, this Event Management Plan demonstrates that all event parking would be suitably managed and contained within the site demise, with no impact on the surrounding highway network.
- 6.2 The following key points should be noted and will be implemented in relation to use of the proposed 3G sports pitches:
- i) The proposed sports pitches will be used as set out within Section 2 and 3 of this management plan.
  - ii) The proposed operation generally reflects the established pitch use, albeit with an increased spectator capacity and enabling year-round use.
  - iii) Pre-registration details will be captured in advance of any external pitch use and parking allocated accordingly based on visitor numbers.
  - iv) On-site staff will manage the event day access and parking areas to ensure these are used as set out herein.
  - v) If event capacity exceeds the parking provision closest to the sports pitches, overspill parking will be identified within the wider RMA Sandhurst site and kept clear for the event use.



## APPENDIX A



Parking Provision For  
Enhanced Sports Pitches.  
**Sheet 1**

46 Car Spaces  
+ 6-8 Coach  
Spaces.

72 Car Spaces

35 Car Spaces

50 Car Spaces

7 Spaces

Main Gate

50 Car Spaces

Churchill Hall Approx  
200 spaces overflow  
Parking.

Approx 5 minute walking range

15 Car  
spaces

50 Car and 2  
coach spaces

322 m

- Existing sports parking
- Existing working weekday parking (0800 -1700)
- Proposed New parking
- Existing Coach parking
- Overflow Parking see also sheet 2



Parking Provision For  
Enhanced Sports Pitches.  
**Sheet 2**



433 m

Approx 15 - 20min walk.

Robertson House  
Approx 100 spaces  
Overflow parking.