

TECHNICAL NOTE				VELOCITY	
Client	Hb Devco Limited			Page No.	1 of 4
Project	Hartsfield Manor			Project No.	25-329
Subject	Transport Technical Note			Document No	TN001
Prepared By	MM	Checked and Authorised By	LB	Date	September 2026

1 INTRODUCTION

1.1 NOTE PURPOSE

1.1.1 This Technical Note (TN) has been prepared by Velocity on behalf of HB Devco Limited (the ‘Applicant’) in support of an application for full planning permission for:

“Refurbishment and extension of manor house, demolition of 1980’s outbuildings, erection of replacement subterranean extensions to provide additional hotel accommodation (Class C1), erection of detached ancillary events space, spa and 4no. lodges, car parking, cycle parking, access improvements, landscaping and other associated works.”

1.1.2 The Site is Hartsfield Manor, located at Sandy Lane, Betchworth, RH3 7AA, within the administrative boundary of Mole Valley Borough Council (MVBC). Surrey County council (SCC) are the Local Highway Authority.

1.1.3 Following the submission of a Transport Assessment (D001) also prepared by Velocity in March 2026, comments have been received by both SCC and Buckland Parish Council (BPC). The purpose of this TN is to address comments raised by both consultees on the submitted information to support the application.

1.2 SURREY COUNTY COUNCIL COMMENTS

1.2.1 This section addresses the comments raised by SCC, with comments requiring addressing or further information provided in *italics* and responded in turn below:

“1. A Stage 1 Road Safety Audit (RSA) has been undertaken and can be found within Appendix C of the Transport Assessment. The CVs of the auditors should be submitted to the CHA for review/approval. Surrey County Council’s (SCC) standard RSA Designers Response format should be utilised – this can be provided upon request.”

1.2.2 The CV’s of the Road Safety Audit Team are provided at **Appendix A**.

“3. The TA states that the site may employ circa 70 staff members – the Applicant should confirm how many staff members are expected to be on-site at any one time. If 50 or more are expected at any one time, a Travel Plan will be required (the submitted Travel Pack will then need to be updated to a Travel Plan, if applicable). Additional staff cycle parking should be considered in any case.”

1.2.3 The Hotel has confirmed that there will be no more than 50 staff on-site at any one time. As such, the submitted Travel Pack should be deemed suitable. Notwithstanding this, the Applicant has elected to provide this TP to formalise the sustainable travel commitments contained within the TA and to provide a clear framework for implementation, monitoring and review.

4. Section 5.2 states that traffic surveys were undertaken in December 2025. The results are not acceptable as December should not be used for surveys, as it is not considered to be a neutral month. New surveys should be undertaken and presented for review.



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- 1.2.4 The traffic surveys were undertaken in December to align with the busiest period on-site. The Hotel hosts a range of weddings, conferences and business events during the month of December and so the traffic surveys represent a robust indication of site traffic which may be impacted by the Proposed Development.
- 5. Improvements to the two bus stops located on Old Road, known as 'The Red Lion', should be provided. This should include accessible kerbing and bus stop cages. The eastbound bus stop should be relocated to a suitable location, within highway land, to provide a sufficient length of hardstanding and accessible kerbing. An informal crossing point featuring dropped kerbs and tactile paving should be provided. These works would require the applicant to enter into a S278 with SCC.*
- 1.2.5 The Applicant is agreeable to the proposed improvement of the two bus stops; however, further detailed investigation and design development would be required to determine the feasibility of the nature of the improvement suggested. It is suggested that this could either be dealt with by a Section 106 towards the delivery of improvements to these bus stops (thus securing funds relevant to the intended improvement), or agreement that these will be delivered via a S278 with SCC but to ensure that the description of any improvement is left sufficiently flexible i.e. (details on the specific nature of the improvements including the proposed relocation of the eastbound bus stop need to be left flexible until the feasibility of such improvements are determined).
- "7. A Car Park Management Plan should be provided to ensure parking areas are sufficiently managed at all times."*
- 1.2.6 A Car Park Management Plan has been prepared separately to this TN.
- "8. A site plan should be included to show parking, loading/unloading, storage, hoarding (which does not impact visibility splays) and the wheel wash area."*
- 1.2.7 A detailed hoarding plan will be provided by an appointed contractor once known and will comprise part of a detailed Construction Logistics Plan which would be secured as a pre-commencement Planning Condition.
- "9. Section 4.1.8 should be updated to ensure that the wheel wash area is sufficiently setback within the site to allow runoff before vehicles enter the carriageway. Commitment should be provided that any mud/debris that enters the highway will be cleared in a timely manner."*
- 1.2.8 The CLP has been updated to reflect this amendment, with a demarcated areas for wheel washing facilities during construction provided within the Site boundary before construction vehicles egress onto the shared access road.
- "10. Before construction surveys should be undertaken and included. Each photo should be numbered and each number should be shown on a plan."*
- 1.2.9 This will form part of a detailed Construction Logistics Plan which would be secured as a pre-commencement Planning Condition.



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1.3 BUCKLAND PARISH COUNCIL COMMENTS

- 1.3.1 Comments received from BPC principally related to the submitted outlined Construction Logistics Plan and seek further detail regarding construction vehicle routing, vehicle management measures and the protection of the surrounding highway network. These matters are considered below and, where appropriate, will be developed further within a Detailed CLP to be prepared prior to commencement of the development.

CONSTRUCTION TRAFFIC VOLUMES

- 1.3.2 BPC has requested clarification of the anticipated number of construction vehicle movements, including the peak daily and hourly number of two-way movements.
- 1.3.3 The construction vehicle numbers presented within the outline CLP are indicative at this stage and are intended to provide an estimate of the likely level of construction activity. Detailed construction vehicle forecasts, including anticipated daily and peak-hour two-way movements, will be prepared once a Principal Contractor has been appointed and the construction programme and procurement strategy have been confirmed. These will be set out within the Detailed CLP prior to commencement.

CONSTRUCTION VEHICLE ROUTING

- 1.3.4 BPC has raised concerns regarding the use of Old road between Sandy Lane and the A25 Reigate Road and has requested that construction vehicles instead approach the Site via Betchworth Roundabout, Station Road, and Old Reigate Road.
- 1.3.5 The alternative route has been incorporated within the outline CLP. The Detailed CLP will identify the agreed construction vehicle route(s) and appropriate measures to ensure construction vehicles adhere to those routes.

CONSTRUCTION VEHICLE MANAGEMENT

- 1.3.6 BPC has requested further detail regarding the management of construction vehicles on constrained sections of the local highway network, including measures to prevent opposing construction HGV movements, vehicle booking arrangements and the use of marshals/banksmen.
- 1.3.7 These matters will be addressed through the Detailed CLP. A vehicle booking and scheduling system will be implemented to control construction vehicle arrivals and departures and to minimise the potential for construction vehicles to meet on constrained sections of the surrounding highway network. Where necessary, delivery slots will be coordinated to prevent opposing HGV movements.
- 1.3.8 The requirement for banksmen and/or traffic marshals at appropriate locations will also be established through the Detailed CLP, taking account of the final construction vehicle route, vehicle sizes and identified highway constraints.
- 1.3.9 BCP has also suggested the use of temporary traffic measures, including weighted traffic cones, along sections of Old Road. The requirement for and the type of any temporary traffic management will be considered as part of the preparation of the Detailed CLP, in consultation with SCC as the Local Highway Authority and having regard to the final agreed construction route.



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HIGHWAY CONDITIONS SURVEY

- 1.3.10 BPC has requested pre- and post-construction photographic condition surveys of the highway, roadside verges, banks and adjoining features, together with procedures for identifying and rectifying any damage attributable to construction traffic.
- 1.3.11 As set out within this TN, a pre-condition survey will be undertaken and incorporated within the Detailed CLP. The Detailed CLP will also set out arrangements for monitoring the condition of the agreed construction route during the works and for the appropriate reinstatement of any damage demonstrably attributable to construction activity.
- 1.3.12 On the above basis, the matters raised by BPC can be appropriately addressed through the preparation and approval of a Detailed CLP prior to commencement of the development. The Detailed CLP will establish the final construction routing strategy and the associated vehicle management, traffic management and highway protection measures in consultation with SCC.

DRAFT



APPENDIX A

ROAD SAFETY AUDIT TEAM CV'S

