

## **KINGS MEADOW, READING** **CHRISTMAS PARTIES**

### Introduction

Please find enclosed the details of our access and traffic management plan along with flood management plan.

### Baths Access Road

With the baths under redevelopment and the entrance route we had used up until 2014 is no longer in use. We have located the main entrance directly off Napier Road, since 2015 and we will use this entrance again this year.

### Napier Road Access

We'll make use of RBC's access road directly off Napier road again, meaning this year we do not have to cross over the NCP car park. We will place metal trackway down directly after this entrance tarmac ends as per our plan.

No parking or unauthorised access will be allowed through this gate, it will be locked out of hours and closed to when live. The main guest entrance is from the NCP car park.

### Kings Meadow NCP Car Park

Our plan is to use 50% (approx 40 parking spaces) of this car park as a taxi rank, and drop-off area. The remaining 50% will be used as parking for approx 40 vehicles. Once the Kings Meadow car park is full we are intending to use Hills Meadow Car Park as an overflow.

We will erect clear signage within the NCP car park advising guests that this area is to be used by taxis and other vehicles on a drop-off and pick-up basis.

No coaches will be allowed to park on Napier Road and we will be contacting clients to ensure that no coach build-ups will occur.

We confirm that we will ensure no more than two coaches will be on this road at any one time and that each coach will be stationary only for the few minutes that it takes to empty its passengers, after which they will be instructed to park at the Hill's Meadow Car Park and will only be called back to Napier Road to collect their passengers when the Traffic Manager is satisfied that there is room for the coach to pull-up.

In order to ensure that access for guests is without obstruction we are purchasing the use of two bays from NCP for the time we are there.

### Access for Emergency Vehicles

The new access point will be manned should emergency access be required.

Following any request to the emergency services, our event management team, our traffic manager, and car parking Marshalls will be alerted of the situation and will be in place to receive emergency vehicles along this route.

### Guest Arrival Plan

At the end of the car park, we'll be creating a raised walkway, with suitable lighting, to allow guests to walk up to the entrance of the marquee. The event is due to start from 6.45pm and we would expect the majority of guests to be on site by 8pm.

### Kings Meadow Road

One of our Marshalls will prevent Christmas Party traffic from parking or dropping off in Kings Meadow Road, whilst ensuring that residential traffic can pass efficiently along Kings Meadow Road. It is further proposed that the Main Pedestrian Entrance and Exit to the Marquee Structure be from a central point off Kings Meadow Car Park and not from the Lido Forecourt to greatly distance departing guests from the residences on Kings Meadow Road. We believe this proposal together with the aforementioned Marshall; will safeguard these residences from any disturbance.

### Marshalls

Our team of Marshalls will be dressed in highly luminous fluorescent jackets and equipped with professional rechargeable torches. They will be in hands-free, radio communication with a Traffic Manager, who will be supplied by Tango Security Limited. These Marshalls will be trained in how to effectively and safely manage the flows of traffic through all of the areas listed below and will subsequently also be made aware of their limitations of directing traffic on the highway.

### Guest Departure Plan

We anticipate a flow of departing guests from 11.00pm to 1.15am. The pedestrian routes are expected to be as follows:

#### Taxi Rank, Coaches and Pick-up Area

This is situated within 20 metres of the marquee and will be closely monitored by our security staff and our team of traffic Marshalls.

#### Reading Train Station

The distance between the venue and the train station is 600 metres. Our Marshalls will patrol Napier Road paying particular heed to public order at the junction of Kings Meadow Road.

### Flood Management Plan

In the event of heavy rainfall or snow the venue manager will check the Environment Agency flood risks in the area, focusing on the levels at Caversham Lock which is the closest monitoring station.

Should there be imminent risk to venue flooding the venue will not operate until the risk has subdued to a safe level. In the event of this risk or physical flooding of premises relevant contractors and directors of the company will immediately be notified as well as guests for future events.