

Appendix D. Road safety audit response report template for stages 1

D1 Project details

Report title:	ATP Group – Proposed Redevelopment of Queensmere House, Queens Road, East Grinstead – Stage 1 Road Safety Audit
Date:	8th May 2025
Document reference and revision:	S/ATPEastGrinstead-2.1.6 Rev A
Prepared by:	Mayer Brown Limited
On behalf of:	RH19 (Property Owner)

D2 Introduction

This Road Safety Audit Response Report has been prepared in accordance with GG119 for the Stage 1 Road Safety Audit undertaken for the proposed redevelopment of Queensmere House on Queens Road, East Grinstead.

The audit was conducted in May 2025 by Mayer Brown Ltd on behalf of RH19. This response document addresses the issues raised and confirms actions to be agreed between the Design organisation (ATP) and the Overseeing Organisation (WSCC).

D3 Key personnel

Provide:

Table F.3 Key personnel

Overseeing Organisation:	Name - WSCC
RSA team:	Martyn Parr (Team Leader) – Mayer Brown Ltd John Reid (Team Leader) – Mayer Brown Ltd Insert details of the personnel from the RSA team
Design organisation:	ATP Group – Architect

D4 Road safety audit decision log

Table D.4 Road safety audit decision log

RSA problem	RSA recommendation	Design organisation response	Overseeing Organisation response	Agreed RSA action
Maintenance /inspection covers can pose skid hazards to 2-wheeled vehicles.	Avoid placing inspection covers in turning paths. Use skid-resistant covers and regular maintenance	Design will avoid placing covers on turning paths. Where unavoidable, skid-resistant covers will be used and maintained.		
Visibility splays not shown. Lack of visibility could cause collisions.	Provide splays to standards; ensure no obstructions, adopt and maintain splays.	Visibility splays to be provided and maintained clear of obstructions. This will form part of S278 agreement.		
Pedestrian trip/fall risk due to level differences.	Provide restraint barrier if necessary.	Barrier or retaining measure will be installed if level difference is confirmed.		
Site access gradient may not meet CD123 guidance.	Design site access gradient to comply with CD123 if practical.	The gradient will be reviewed and amended during detailed design.		

D5 Design organisation and Overseeing Organisation statements

Table D.5 Design organisation statement

On behalf of the design organisation I certify that:	
1) the RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation.	
Name:	William Board
Signed	
Position:	Director
Organisation:	ATP Architects + Surveyors Ltd
Date:	

Table D.6 Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) the RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation; and	
2) the agreed RSA actions will be progressed.	
Name:	
Signed:	
Position:	
Organisation:	
Date:	