

A meeting of the Traffic Committee will be held at 9.30am at the Merrylands Administration Building, 16 Memorial Avenue, Merrylands on Wednesday, 7 February 2024.

#### **ORDER OF BUSINESS**

1	Tra	ffic	NΛ	atte	rc
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CTC-24-058	LATE AGEND	DA ITEM - GUILD	FORD RO	OAD, GUILDFO	ORD -
	PROPOSED	TEMPORARY	ROAD	CLOSURE	FOR
	GUILDFORD	FESTIVAL			5

- 2. Other Business
- 3. Next Meeting Wednesday, 3 April 2024



### PART 2

# RECOMMENDATION TO COUNCIL



Item No: CTC-24-058

### GUILDFORD ROAD, GUILDFORD - PROPOSED TEMPORARY ROAD CLOSURE FOR GUILDFORD FESTIVAL

Directorate: Environment and Planning

Responsible Officer: Acting Manager Engineering and Building

Electorate: Granville
Police Area Command (PAC): Cumberland

Agenda Part Part 2

Note: Recommendation to Council

#### SUMMARY

i) Council has received an application requesting the closure of Guildford Road, Guildford between Railway Terrace, and Talbot Road for the Guildford Festival. The event is scheduled on Saturday 25 May 2024 from 3:00 PM to 9:00 PM.

This report gives details of the temporary road closure.

#### RECOMMENDATION

The Traffic Committee recommends that the temporary full road closure of Guildford Road, Guildford between Railway Terrace and Talbot Road from 7:00 AM to 11:59PM on Saturday 25 May 2024 be approved, subject to:

- 1. Approval from Transport for NSW for the Traffic Management Plan and Traffic Guidance Scheme.
- 2. All affected businesses and emergency stakeholders being notified of the closure.
- Complying with the notification requirements of the Roads Act 1993, i.e., placing public notices in a newspaper and erecting notices on the road.
- 4. Temporary bus routes and bus zones replacing the existing bus zones in the closed area be provided in consultation with the bus operator.

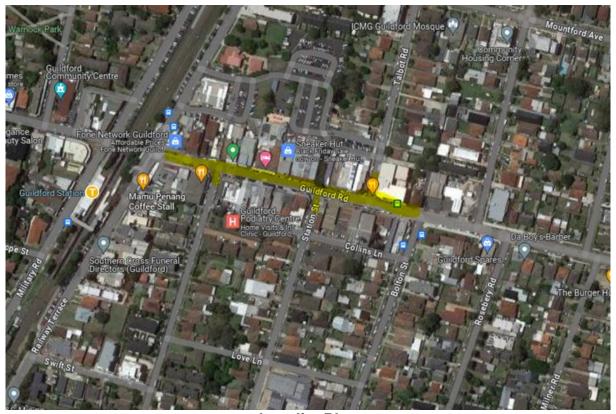
#### **REPORT**

As part of the Safer Cities: Her Way program funded by the NSW Government, Council is implementing public domain upgrades in the Guildford Laneway. As part of the program requirements to celebrate and activate the space, Council is planning to run a one-day street festival. The festival is open to the public and will create a sense of community and place by showcasing Guildford's culinary offerings as well as live music and entertainment.



The festival is planned for Saturday 25 May 2024 from 3:00 PM to 9:00 PM, and proposes to temporary closure of Guildford Road between Railway Terrace and Bolton Street from 7:00 AM to 11:59 PM on the day of the event. The road closure from morning will prevent any parking within the event area and also provide time for event officers to set up stalls and other furniture required for the event.

The map below shows the location of closure.



**Locality Plan** 

Based on the Transport for NSW Special Event Guide, Guildford Festival is a Class 2 event. Copies of the Traffic Management Plan (TMP) will be forwarded to TfNSW for concurrence.

#### CONSULTATION

Council has already undertaken initial engagement with local business and key stakeholders. Further engagement will be undertaken with the local businesses and community in the coming weeks. Prior to the event, Council will also undertake letter box notifications to local residents and businesses in Guildford and surrounding areas to advise them of changes to traffic.

#### **ATTACHMENTS**

1. Traffic Management Plan J.

### DOCUMENTS ASSOCIATED WITH REPORT CTC-24-058

# Attachment 1 Traffic Management Plan



#### TRANSPORT MANAGEMENT PLAN

### GUILDFORD ROAD FESTIVAL

### Saturday 25th May 2024

PREPARED ON BEHALF OF



Version 3.0 16<sup>th</sup> January 2024

TRAFFIC PLANNERS
SAFETY CONSULTANTS

By WHO DARES PTY LTD SHED 8/1 CANAL ROAD LEICHHARDT 2040

Ph: 02 9569 9922



Event Organiser: Cumberland Council

Document Author: Anthony Russell

Who Dares Pty Ltd

Prepare a Work Zone Traffic Management Plan

Certificate: TCT 1026226 Phone: 02 9569 9922

#### **Version Control**

Version	Date	Status	Comments
Version 1.0	17 <sup>th</sup> November 2023	DRAFT	First Draft
Version 2	16 January 2024	DRAFT	Second Draft
Version 3	19 January	DRAFT	Third Draft

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#### 1. INTRODUCTION

#### Introduction

This plan has been prepared for the Cumberland Council.

It has been prepared after discussions with Cumberland Council and Who Dares.

The plan relates to road closures for the *Guildford Festival* event held on Saturday 25th May 2024.

#### 1.1. Objective

It is the objective of this report to set out the means and measures by which roads may be closed to through traffic so that the event described above may take place.

The plan will include a description and detailed plan of the proposed measures, will identify and assess the impact of the proposed measures, will discuss the impact of re-assigned traffic, the proposal's effect on public transport services and what provisions are to be made for Emergency Services vehicle, heavy vehicles, cyclists and pedestrians. Furthermore, the plan will assess the effect of the proposal on existing and future developments within the vicinity, the possible flow on effects for traffic in adjoining Council Areas and finally will include a discussion about the requirement for a public consultation process with respect to the proposal.

#### 1.2. Authority of the TMP

This Transport Management Plan (TMP) when approved by the relevant authorities becomes the prime document detailing the traffic, transport and pedestrian arrangements under which the Guildford Festival will operate.

In case of emergencies, or for the management of incidents, the NSW Police are not subject to the conditions of this TMP but should endeavour to inform other agencies of the nature of the incident and the Police response.



#### 2. EVENT DETAILS

#### 2.1. Event summary

Event Name Guildford Festival

Event Date: Saturday 25th May 2024.

Event Start Time: 15:00 Hours
Event Finish Time: 21:00 Hours
Event Set Up Time: 07:00 Hours
Event Pack Down Finish Time: 23:59 Hours
Event is: Street Festival

#### 2.2. Key Planning Contact Names

**Cumberland Council** 

John Khoury Phone <u>+61 2 8757 9679</u>

Coordinator Place

Liaison and Activation Mobile 0437 724 224

Events Manager E-mail john.khoury@cumberland.nsw.gov.au

Martin Jia Phone 8757 9788

SENIOR TRAFFIC AND TRANSPORT ENGINEER

Mobile

E-mail martin.jia@cumberland.nsw.gov.au

POLICE - Cumberland Police Area Command

**Snr Constable** 

Germaine Grant Phone
Traffic Section Mobile
Burwood Police E-mail

#### Transport for NSW - Buses

Steven Blight Phone

A/Transport Planning Mobile 0447 377 450

Project Manager E-mail <u>busapproval@transport.nsw.gov.au</u>

#### Traffic Contractor - Who Dares Pty Ltd

Anthony Russell Phone 02 9569 9922 Events Manager Mobile 0427 632 726

E-mail anthony@whodares.com.au

#### 2.3. Brief Description of the event

As part of the Safer Cities: Her Way program, Council have implemented some public domain upgrades in Guildford Town Centre, as per the funding requirements as well as a way to celebrate and activate the space, Council will be running a one day street festival. The activation will create a sense of community and place by showcasing the

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very best of Guildford's culinary offerings as well as live music and entertainment. The festival is open to the whole community.

#### Guildford Festival: Activating the laneway upgrade

- Guildford festival will be on the 25<sup>th</sup> May 2024, starting at 3pm and finishing at 9pm.
   Guildford Rd (between Railway Terrace and Bolton St) will be closed during the activation. There will be detours in place.
- The activation will involve the local businesses in Guildford town Centre. Council
  has already started informing local Businesses in Guildford about the activation and
  plans on notifying all businesses in the coming weeks to ensure all are on board
  with the festival. Council is looking at supporting local businesses and the activation
  will ensure visitors from outside Guildford will attend the festival and enjoy what
  Guildford has to offer.

The activation will consist of:

- Road closures (hard and soft closures)
- Police and security
- Entertainment (stage area and changeroom marquee)
- Seating areas for community to sit, eat and enjoy the day
- Roving Performers
- Kids arts and crafts
- Market stalls/Food stalls
- Kids rides
- Community groups such as the Fire Brigade, Police, SES, sporting clubs
- First aid officers
- Port-a-loos

#### 3. TRAFFIC AND TRANSPORT MANAGEMENT

### 3.1.Road closures 07:00 hours Saturday 25th May - 23.59:00 hours Saturday 25th May 2024

- Guildford Road between Talbot Road and Railway Terrace (Both Directions)
- Cross Street between Collins Lane and Guildford Road (Both Directions)
- Station Street between Collins Lane and Guildford Road (Both Directions)

In addition to the road closures, the Railway Terrace Guildford Road pedestrian area will be monitored by event and traffic personnel.

#### 3.2. Detours

Access around the event site will be maintained by a detour. The detour loop will include Railway Terrace, Mountford Avenue, Marian Street, Bolton Street, Cross St, Station St and Gordon Street. *Please refer to TGS 02* 

#### 3.3. Cleaning

Prior to the reopening of the roads at on Sunday 26th May 2024, the Cumberland Council will undertake cleaning operations and ensure the road is clear of any debris.

#### 3.4. Modification to existing signage

Cumberland Council will cover all existing parking signage within the event precinct and the parking lane on the side of Guildford Road with "No Stopping" or "No

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Parking" signage in the evening on Saturday 25th May 2024. This will assist with clearing the precinct of parked vehicles.

#### 3.5. Sydney Trains

The closest train station is Guildford Station. It is approximately 30 metres walk to the event precinct via Guildford Road.

At the time of writing this Transport Management Plan the trackwork's schedule is not yet finalised for **Saturday 25th May 2024**. Potential impacts of trackwork will need to be ascertained closer to the event date.

#### 3.6. Transit Systems amended route changes

Transit Systems 906 service will be impacted by the event road closures. These services will be detoured around the event precinct via Talbot St Mountford Ave, Railway Terrace, Henry Street & Broughton St. Council will arrange for signage to be placed at impacted bus stops to direct passengers to the nearest stop.

Refer Annex 1: Transit Systems Bus Detour Map TBC Refer Annex 2: Bus Stop Signage TBC

#### 3.7. Parking

Parking will only be available in surrounding residential streets and the public carpark north of the event precinct. Parking will as such be limited, and the event organiser will be recommending public transport to all event patrons.



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#### 3.8. Construction, traffic calming and traffic generating developments

At present, there are no indication of construction works that will be impact the event. There are no traffic calming devices or traffic generating developments along the route.

#### 3.9. Traffic Control

An accredited Who Dares Traffic Manager will oversee implementation of the Traffic Guidance Schemes, including road closures.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Guidance Schemes must be installed by TfNSW or SafeWork accredited traffic controllers with a current "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a current "Traffic Controller" certificate.

#### 3.10. Pedestrians and Cyclists

There will be no major effect to pedestrians in the area. Pedestrians will be able to use the existing pedestrian paths outside of and within the event area.

There are no cycleways directly impacted by this event. Cyclists entering the event site will be requested to dismount.

#### 3.11. Heavy Vehicle impacts

Heavy vehicles may experience slight delays due to increased traffic around the event precinct. Heavy vehicles should follow signposted detours.

#### 3.12. Special Event Clearways

No special event clearways will be installed for this event. Cumberland Council will instead install No Stopping signage throughout the event precinct prior to the event. Any remaining vehicles will be towed and parked in a nearby location on the morning of the event.

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#### 4. RISK MANAGEMENT - TRAFFIC

#### 4.1. Occupational Health & Safety – Traffic Control

"Temporary traffic management (TTM) is one of the highest risk activities on a roadwork site." \*

Cumberland Council are the Risk Managers for their event operations. It is Cumberland Council policy to identify and treat hazards by endeavouring to prevent or eliminate health and safety risk as far as is reasonably practicable (SFAIRP).

Who Dares as the contracted Traffic Control Company engaged by Cumberland Council is the Delivery Partner and will fulfill all its legal duty to advise during consultation to deliver traffic plans that reflect the joint efforts of Who Dares, Cumberland Council and all agencies assigned to the process of devising a plan that creates traffic and other arrangements appropriate to the safe delivery of the event.

The appropriateness of the arrangements is directly linked to the desirability of the event to the community compared with what is reasonably practicable to ameliorate inconvenience and safety risks.

Any risk treatment measure implemented by Who Dares through the Traffic Guidance Systems (TGS)s that are addended to this TMP will be consistent with their obligations in accordance with the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulations 2017 (NSW) and AS/NZS ISO 31000:2018 Risk Management- guidelines.

The risk methods in this TMP will adhere to a feasibility hierarchy firstly endeavouring to eliminate risk by detouring traffic around effected areas completely separating traffic from the event. Secondly if traffic is unable to be detoured around traffic will be planned to pass the event using engineering methods to isolate risk. Some through methods will be considered under very controlled methods such as limited crossover points or emergency access.

Cumberland Council must develop with the help of Who Dares a plan that is appropriately resourced through accumulating sufficient data to evaluate options to produce a draft TMP for consultation and development that will create the best achievable outcome for all stakeholders.

Who Dares in its capacity as the traffic management specialist and will do all that is reasonably practicable to give advice for options to ameliorate risks that are identified.

\* Transport for NSW Traffic Control at work sites, Technical Manual issue 6.1, 2022, 31.

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#### 4.2. Public Liability Insurance

Public liability insurance in the value of \$20,000,000 has been arranged. A certificate of currency which lists the NSW Police, Transport Management Centre and Transport for NSW, as interested parties.

A copy is included as Annex 3.

#### 4.3. Police

Cumberland Police Area Command is to be notified of the event and a Public Assembly Form submitted.

#### 4.4. Fire and Rescue NSW and NSW Ambulance

Fire and Rescue NSW and NSW Ambulance will be notified in writing of the event by the event organiser.

#### 4.5. Trusts, authorities or Government enterprises

The event uses roads and parklands within the Cumberland Council Local Government Area.

#### 4.6. Hostile Vehicle Mitigation

Hostile Vehicle mitigation strategies may be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction. This information is to remain confidential.

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#### 4.7. Risk & Contingency Plans

Cumberland Council has compiled Risk Assessments and Site-Specific Safety Plans for the events that are not included in this Transport Management Plan

Item	Verified	Action Taken
All one-way streets are as described	Yes No N/A	Road closures, barricade and signage installed. Point duty by NSW Police and or authorised Traffic Controllers.
Block access to local businesses	⊠ Yes □ No □ N/A	Confirm list of letters to residents, businesses, and car parks.  Advertisement of event to general public.
Block Police vehicle access	Yes No N/A	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block Ambulance access	⊠ Yes □ No □ N/A	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block fire station access	☐ Yes ☐ No ☑ N/A	Normal access to fire station facilities are maintained Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes No N/A	Advertisement of event to general public.
Restricted movements – banned turns, heavy/high vehicles	☐ Yes ☐ No ☑ N/A	All vehicles are diverted before the closure.
Block Public facility (football oval, car park etc.)	☐ Yes ☑ No ☐ N/A	Confirm list of letters to residents, businesses, and car parks.  Advertisement of event to general public.
Block public transport access	∑ Yes □ No □ N/A	Confirm access points affected from Buses, Sydney Rail, Ferries, and Taxis.  Are public transport closures/arrangements communicated publicly??  Buses re-routed and temporary stops installed.
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc.?	☐ Yes ☐ No ☑ N/A	
Construction – existing, proposed that may conflict	Yes No N/A	Confirm list of letters to residents, businesses, and carparks. There are no known planned road works.
Numbers of lanes and their width are as described	⊠ Yes □ No □ N/A	

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Item	Verified	Action Taken
Road signage – existing/temporary	Yes No N/A	Council will install advanced warning Road Closure signage at least 14 days prior to the event. Other temporary signage will be installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	☐ Yes ☐ No ☑ N/A	
Signalised intersections (flashing yellow? Point duty?	Yes No N/A	As required by NSW Police
Tidal flows	☐ Yes ☐ No ☑ N/A	
Traffic generators – shopping centres, schools, churches, industrial area, hospitals	⊠ Yes □ No □ N/A	Advertisement of event to general public.
Traffic movement contrary to any Notice	Yes No N/A	Under the direction of Police or traffic controllers
Traffic signals are as described	Yes No N/A	Controlled by TfNSW
Turning lanes are as described	Yes No N/A	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	Yes No N/A	

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This section of the Transport Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues/Risks	Applicable	Action Taken
Heavy Weather	⊠ Yes □ No	If heavy weather may cause crowds to depart early
Flood hazard on the route	⊠ Yes □ No	TMC / TfNSW and Police provide diversions around flooded area.
Flood hazard at the parking area	⊠ Yes □ No	TfNSW and Police provide diversions around flooded area. There is no event-specific parking for general public.
Parking during Wet weather	⊠ Yes □ No	General public are encouraged to utilise public transport.
Bush fire hazard	⊠ Yes □ No	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	⊠ Yes □ No	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	⊠ Yes □ No	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	⊠ Yes □ No	Re-deploy existing staff as required.
Block public transport access	⊠ Yes □ No	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	☐ Yes ⊠ No	Cut off time to be enforced.
Delayed Event	⊠ Yes □ No	Managed by event organiser
Cancellation of Event	⊠ Yes □ No	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	⊠ Yes □ No	Provided by event organiser.
Security of very important persons (VIP's)	⊠ Yes □ No	As Required.

It shall be noted that Transport Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.



#### 4.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act 2011
- WHS Regulation 2017
- AS/NZS ISO 31000: Risk Management Principles and Guidelines
- ISO 31000:2018 Principles and Guidelines on Implementation
- ISO/IEC 31010:2019 Risk Management Risk Assessment Techniques
- ISO Guide 73:2009 Risk Management Vocabulary
- Traffic control at work sites TfNSW Feb 2022 V6.1
- AS 1742.2-2019 Manual of uniform traffic control devices Traffic control devices for general use
- AS 1743-2018 Road signs Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2006 Access covers and grates
- AS 1742.10-2019 Manual of uniform traffic control devices Pedestrian control and protection
- AS 1742.13-2019 Manual of uniform traffic control devices Local area traffic management
- AS 1742.3-2019 Manual of uniform traffic control devices Traffic control for works on roads

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### 5. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

#### 5.1. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Traffic controllers will be onsite to assist emergency vehicles through the closure points.

#### 5.2. Advertise the traffic management arrangements

All affected residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents within and near the road closure precinct at least two weeks prior to the event.
- Date & time specific corflute "Special Event Road Closed" signs to be placed around the event precinct 14 days prior to the event.
- "No Stopping" or "No Parking" signage installed by Council in the evening on Saturday 25<sup>nd</sup> May 2024.
- Social media advertising
- Letterbox drops in Guildford and surrounding suburbs in the Cumberland LGA
- VMS signs
- Cumberland Council website
- Local newspapers
- · Letters sent to businesses in Guildford notifying them of the event

#### 5.3. Permanent Variable Message Signs

Permanent overhead electronic boards will not be used for this event.

#### 5.4. Portable variable message signs

Portable VMS Boards will be used to advertise the event.



#### 6. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, Transport for NSW (TfNSW), or Local Government.

#### I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document;

I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993;

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information";

The "personal information" held by the Police, TfNSW or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event;

The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

## 7. APPROVAL TMP Approved by: Date: Date:

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#### 8. AUTHORITY TO \*REGULATE TRAFFIC

therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.
Regulation of traffic authorised by: Date: Date:
TfNSW's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.
Regulation of traffic authorised by: Date: Transport for NSW
* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and TfNSW require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

#### 9. ATTACHMENTS

Annex 1 - Transit Systems Bus Detour Route Map (After consultation with the

Annex 2 - Bus Stop Signage

Annex 3 - Public Liability Insurance

#### 10. TRAFFIC GUIDANCE SCHEMES

TGS 01 Guildford Road GUILDFORD

TGS 02 Detour

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ANNEX 1

#### TRANSIT SYSTEMS BUS DETOUR MAP TBC 2024

IS IN CONSULTATION WITH BUS APPROVALS FOR THE DETOUR ROUTE

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ANNEX 2

**BUS STOP SIGNAGE TBC 2024** 

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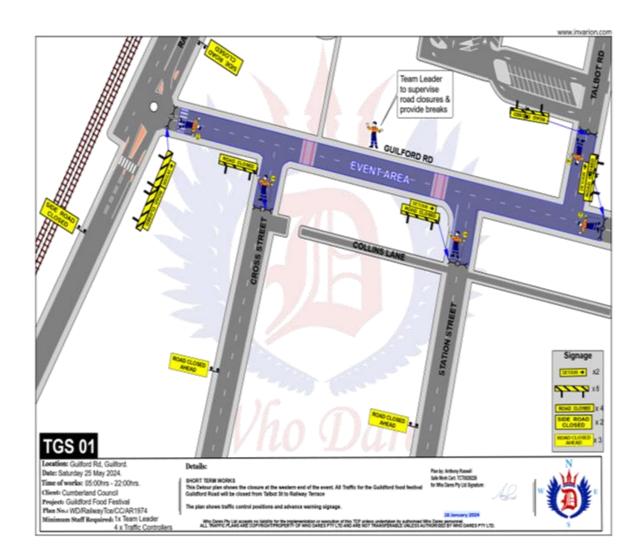
ANNEX 3

#### **PUBLIC LIABILITY INSURANCE TBC**

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#### TGS 01 Guildford Road GUILDFORD



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#### TGS 02 Detour

