
1.0 INTRODUCTION

- 1.1 This Parking Management Statement (PMS) has been prepared in support of a planning application relating to the Al-Falaha Women's Institute located at 14 Yeading Lane, Hayes, UB4 0E (hereafter referred to as "the Institute").
- 1.2 The Institute is situated on the eastern side of Yeading Lane, approximately 150 metres north of its junction with Uxbridge Road, within the administrative boundary of the London Borough of Hillingdon (LBH).
- 1.3 The premises are currently occupied and lawfully operating as a women's institute and community learning facility. The Institute presently operates Monday to Friday during the hours of 10:00 – 16:00.
- 1.4 A planning application has been submitted seeking permission to extend the opening hours to allow additional community activities and classes during the following periods:
- Monday to Friday: 17:00 – 19:00
 - Saturday: 11:00 – 14:00
- 1.5 There are currently no planning controls or restrictions relating to parking associated with the existing lawful use of the Institute.
- 1.6 This Parking Management Statement sets out the measures that will be implemented to manage vehicle movements and parking associated with the existing operations and the proposed extension of opening hours, ensuring that any parking demand is appropriately controlled and thereby limiting the risk of any adverse impacts on neighbouring residential amenity or the surrounding highway network.
- 1.7 A separate Travel Plan (TP) has also been prepared for the Institute. The TP promotes and encourages the use of sustainable transport modes such as walking, cycling, public transport, and car-sharing when travelling to and from the site.

2.0 PURPOSE OF THE PARKING MANAGEMENT STRATEGY

- 2.1 The TP seeks to minimise reliance on private vehicles by promoting sustainable travel options for staff, visitors, and attendees.

2.2 However, it is recognised that a small residual proportion of visitors and staff may still need to travel by private car due to personal circumstances. These circumstances may include:

- health or mobility restrictions
- childcare or family commitments
- limited public transport accessibility for some journeys
- evening travel safety considerations

2.3 The purpose of this Parking Management Strategy is therefore to:

- effectively manage the limited number of vehicles associated with the Institute;
- ensure that parking demand remains within the capacity of the site;
- minimise the potential for overspill parking on surrounding residential streets;
- ensure safe and orderly vehicle movements to and from the site; and
- protect the residential amenity of neighbouring properties.

2.4 The strategy establishes clear procedures for parking management, visitor arrangements, and monitoring.

3.0 PROPOSED PARKING ARRANGEMENTS

3.1 Visitors and attendees will be informed that car parking availability at the Institute is limited and that the default expectation is that visitors should travel by non-car modes wherever possible.

3.2 Measures contained within the Travel Plan will encourage the use of:

- local public transport services;
- walking and cycling;
- car-sharing arrangements; and
- drop-off and pick-up arrangements where appropriate.

3.3 Parking at the site will be strictly controlled and managed and is not open to the general public.

3.4 Attendance at the Institute is fully pre-arranged, which allows the management team to maintain control over visitor numbers and associated travel demand.

3.5 In order to park on site, visitors must:

- be registered and enrolled in a pre-booked class or organised session;
- confirm attendance in advance;

- note that walk-in visitors are not permitted;
- obtain prior approval for parking where required; and
- follow any instructions provided by staff regarding arrival times and parking arrangements.

3.6 Attendees will also be encouraged to use **public transport, car-sharing, or drop-off** arrangements wherever possible in order to minimise parking demand both on site and within the surrounding area.

3.7 During operating hours, a designated responsible person will be present on site to oversee activities, including the management of vehicle movements and parking arrangements. This individual will ensure that parking remains orderly and within the site's capacity.

4.0 MANAGEMENT OF ARRIVALS, DEPARTURES AND PARKING DEMAND

4.1 All activities at the Institute operate through pre-booked sessions with controlled class sizes. **There are no walk-in visitors** and the Institute does not host large public events.

4.2 While some classes may operate concurrently, parking demand remains limited and manageable because:

- not all attendees travel by private car;
- many participants utilise public transport or walking routes;
- car-sharing arrangements are encouraged;
- parking is pre-arranged and monitored by staff.

4.3 Where sessions are scheduled consecutively, the Institute will ensure that sufficient time is allowed between sessions to manage arrivals and departures effectively.

4.4 Where necessary, a minimum gap of approximately 30 minutes will be maintained between sessions so that attendees from one class can leave the site before the next group arrives.

4.5 This approach helps to:

- avoid simultaneous peak arrivals;
- prevent overlapping parking demand ("double demand"); and
- maintain an orderly flow of vehicles entering and leaving the site.

4.6 The overall result is a managed and predictable pattern of vehicle movements associated with the Institute's activities.

5.0 MONITORING AND REVIEW

- 5.1 The effectiveness of the Parking Management Statement will be monitored on a regular basis to ensure that the measures remain effective and that parking demand continues to be appropriately managed.
- 5.2 Monitoring will be undertaken on an annual basis and will include:
- Travel Survey; and
 - Parking Survey
- 5.3 The Travel survey will gather information regarding how staff and visitors travel to and from the Institute specifically:
- travel mode (walking, cycling, public transport, car, car-share);
 - frequency of attendance; and
 - reasons for choosing particular travel modes.
- 5.4 Travel Survey data will be collected over a full week and be carried out through a short questionnaire distributed to attendees and staff during this period.
- 5.5 The Parking Survey will be undertaken over a one week period and will record vehicle activity associated with the Institute including:
- recording the number of vehicles parking at the site;
 - observing vehicle arrival and departure times; and
 - photographic snapshots of the highway outside the Institute to record levels of on-street parking.
- 5.6 The monitoring exercise will allow the Institute to assess whether the Parking Management Strategy is functioning as intended.
- 5.7 Where necessary, additional management measures can be introduced to further reduce parking demand or improve parking arrangements.
- 5.8 It is noted that data collection will have regard to the Institute's legal responsibilities under the General Data Protection Regulations (GDPR). In particular the surveys will be designed to be entirely anonymous. No data will be collected that could in any way be traced back to an individual.

6.0 SUMMARY

- 6.1 The proposed extension of opening hours at the Al-Falaha Women's Institute will not generate significant parking demand due to the controlled nature of the activities and the management measures that will be implemented.
- 6.2 Key aspects of the Parking Management Strategy include:
- pre-booked sessions with controlled class sizes;
 - no walk-in visitors or large public events;
 - encouragement of sustainable transport modes through the Travel Plan;
 - limited and managed on-site parking;
 - staff oversight of vehicle movements; and
 - regular monitoring and review of parking demand.
- 6.3 These measures will ensure that vehicle activity associated with the Institute remains low in scale, well managed, and compatible with the surrounding residential area.