# 1.0 Introduction

## 1.1

This Parking Management Strategy (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 meters 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

The purpose of this Parking Management Strategy is to ensure that parking associated with the Institute is appropriately controlled and that vehicles can enter, manoeuvre within and leave the site safely without causing obstruction to the surrounding highway network or neighboring properties.

## 1.7

The revised site layout provides dedicated parking within the site, together with an appropriate maneuvering area. The rear parking area provides **six parking spaces (Spaces 1–**

**6)** accessed through the sliding gate from Dorchester Waye. The revised drawing demonstrates a **minimum 6.0m clear maneuvering area** in front of the parking spaces.

### 1.8

A swept-path analysis has been undertaken and is shown on the revised parking layout drawing. The analysis demonstrates that vehicles can enter the rear parking area, manoeuvre within the site and access/egress the parking spaces without requiring vehicles to reverse onto Dorchester Waye.

### 1.9

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 purpose of this Parking Management Strategy is to establish a clear and robust system for managing parking at the Institute and to ensure that the parking facilities operate safely and efficiently.

### 2.2

The strategy has been prepared having particular regard to the potential for vehicles to enter the rear parking area when all spaces are occupied. To prevent this from occurring, parking within the rear parking area will operate on a **pre-booked and allocated basis**.

### 2.3

The strategy seeks to:

- ensure that parking spaces are allocated in advance;
- prevent vehicles from entering the rear parking area when no parking space is available;
- avoid vehicles having to reverse onto Dorchester Waye;
- ensure that the rear parking area remains clear and available for vehicle maneuvering;
- maintain safe and orderly vehicle movements;
- minimize the potential for overspill parking onto surrounding roads; and
- protect the residential amenity of neighboring properties.

### 2.4

The parking arrangements will be managed by the Institute's management team, with a designated responsible person overseeing parking arrangements during the extended opening hours.

## 3.0 Parking Provision and Design

### 3.1

The revised site layout provides **eight on-site parking spaces in total**, including six spaces within the rear parking area identified as Spaces 1–6 and two additional spaces identified as Spaces 7–8.

### 3.2

The rear parking area is accessed through a sliding gate from Dorchester Waye.

### 3.3

The revised layout provides a **minimum 6.0m clear maneuvering area** in front of the rear parking spaces. This area will be kept clear at all times and will not be used for parking, storage or other activities that could restrict vehicle movement.

### 3.4

The parking spaces and associated maneuvering area have been designed to facilitate the safe movement of vehicles within the site.

### 3.5

A swept-path analysis has been incorporated into the revised parking layout drawing. The swept paths demonstrate the ability of vehicles to enter the rear parking area, manoeuvre within the available space and access/egress the parking spaces.

### 3.6

The swept-path assessment also demonstrates that vehicles can leave the rear parking area through the site access without requiring vehicles to reverse onto Dorchester Waye.

### 3.7

The maneuvering area will remain unobstructed to ensure that the swept paths demonstrated on the approved layout can be maintained in practice.

## 4.0 Parking Booking and Allocation System

### 4.1

To ensure that vehicles do not enter the rear parking area when all parking spaces are occupied, the Institute will operate a **pre-booking system for on-site parking**.

### 4.2

Parking spaces will be allocated to attendees in advance of each class or organised session. Attendees wishing to park on site will be required to request and receive confirmation of a parking space before travelling to the Institute.

### 4.3

The parking booking system will record, as a minimum:

- the date and time of the class/session;
- the number of parking spaces required;
- the parking space(s) allocated, where appropriate; and
- confirmation that the parking request has been approved.

### 4.4

The number of parking spaces allocated for any individual session will not exceed the number of spaces available on site.

### 4.5

**No attendee will be instructed or permitted to enter the rear parking area unless a parking space has been allocated to them in advance.**

### 4.6

Where all available parking spaces have already been allocated, additional attendees will be advised **not to drive into the rear parking area**. They will instead be encouraged to use public transport, walk, cycle, car-share or use an appropriate drop-off/pick-up arrangement.

### 4.7

This arrangement ensures that drivers will know whether a parking space is available **before entering the rear parking area**, thereby preventing a situation where a vehicle enters the parking area, finds it full and is required to reverse back towards Dorchester Waye.

### 4.8

Walk-in visitors will not be permitted to use the parking facilities where no parking space has been pre-booked.

## 5.0 Management of Arrivals and Departures

### 5.1

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.

### 5.2

Attendees who have been allocated a parking space will be provided with appropriate arrival instructions and advised of the parking arrangements before attending the Institute.

### 5.3

The Institute will seek to avoid unnecessary simultaneous arrivals by managing class and session times appropriately.

### 5.4

Where sessions are scheduled consecutively, sufficient time will be allowed between sessions to manage arrivals and departures effectively. Where necessary, a minimum gap of approximately **30 minutes** will be maintained between sessions.

### 5.5

This arrangement will allow vehicles associated with one session to leave the site before the next group arrives, thereby reducing the potential for overlapping parking demand.

### 5.6

A designated responsible person will be present during the relevant operating periods to oversee the parking arrangements and ensure that:

- only authorized vehicles enter the rear parking area;
- allocated parking spaces are used appropriately;
- the 6.0m maneuvering area remains clear;
- vehicles do not obstruct the access or maneuvering area; and
- any parking-related issues are dealt with promptly.

## 6.0 Vehicle Maneuvering and Swept Path Analysis

### 6.1

The revised parking layout has been prepared to provide sufficient space for vehicles to manoeuvre within the rear parking area.

### 6.2

A swept-path analysis has been undertaken for the rear parking area and is illustrated on the revised parking layout drawing.

### 6.3

The swept-path analysis demonstrates the vehicle movements required to enter the site, manoeuvre within the rear parking area and access the designated parking spaces.

### 6.4

The analysis confirms that the **minimum 6.0m clear maneuvering area** provided in front of the parking spaces is sufficient to facilitate the required vehicle movements.

### 6.5

The maneuvering area will be maintained clear of parked vehicles, refuse, storage, bicycles or other obstructions at all times.

### 6.6

The combination of the physical layout, swept-path analysis and pre-booking system ensures that vehicles will not be required to enter a full parking area and subsequently reverse back onto Dorchester Waye.

### 6.7

The parking management arrangements therefore address both the **physical design of the parking area** and the **operational management of parking demand**.

## 7.0 Sustainable Transport and Reduction of Parking Demand

### 7.1

The Travel Plan prepared for the Institute promotes sustainable travel and seeks to minimise reliance on private vehicles.

### 7.2

Attendees will be encouraged to use:

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

### 7.3

The site also provides a dedicated cycle storage facility capable of accommodating **10 cycles**, encouraging attendees to travel to the Institute by bicycle.

### 7.4

The controlled and pre-booked nature of attendance means that the Institute is able to monitor parking demand and actively manage the number of vehicles travelling to the site.

## 8.0 Monitoring and Review

### 8.1

The effectiveness of this Parking Management Strategy will be monitored regularly to ensure that the parking arrangements remain effective and that vehicle movements continue to be appropriately managed.

### 8.2

Monitoring will be undertaken on an annual basis and will include:

- a Travel Survey; and
- a Parking Survey.

### 8.3

The Travel Survey will gather information regarding how staff and visitors travel to and from the Institute, including:

- travel mode;
- frequency of attendance; and
- reasons for choosing particular travel modes.

### 8.4

The Parking Survey will record vehicle activity associated with the Institute, including:

- the number of vehicles parking on site;
- vehicle arrival and departure times; and
- any observed instances of on-street parking associated with the Institute.

### 8.5

The monitoring exercise will allow the Institute to identify any issues with parking demand and assess whether the Parking Management Strategy is functioning as intended.

### 8.6

Where necessary, additional management measures may be introduced to further reduce parking demand or improve the operation of the parking arrangements.

### 8.7

All data collection will have regard to the Institute's legal responsibilities under the General Data Protection Regulation (GDPR). Surveys will be undertaken anonymously and no unnecessary personal information will be collected.

## 9.0 Summary

### 9.1

The proposed extension of opening hours at the Al-Falaha Women's Institute will be supported by a robust parking management system designed to control parking demand and ensure safe operation of the on-site parking facilities.

### 9.2

The revised parking arrangement provides:

- eight on-site parking spaces;
- six spaces within the rear parking area;
- a sliding gate providing access to the rear parking area;
- a minimum **6.0m clear maneuvering area** in front of the rear parking spaces;
- swept-path analysis demonstrating appropriate vehicle maneuvering;
- pre-booking and allocation of parking spaces; and
- management oversight during operating periods.

### 9.3

Importantly, parking spaces within the rear parking area will be **pre-booked and allocated before attendees travel to the Institute**. Attendees will therefore know in advance whether they have been allocated a parking space.

### 9.4

Where all parking spaces are occupied, additional vehicles will not be permitted to enter the rear parking area. This prevents vehicles from entering a full parking area and subsequently needing to reverse back towards Dorchester Waye.

### 9.5

The combination of the revised physical layout, dedicated maneuvering area, swept-path analysis, parking booking system and staff oversight provides a robust mechanism for managing vehicle movements and parking demand.

### 9.6

The proposed arrangements will ensure that vehicle activity associated with the Institute remains appropriately controlled and that the parking operation does not give rise to unacceptable impacts on the surrounding highway network or neighboring residential amenity.