

Car Park Management Plan

Mead House, Mead House Lane, Hayes UB4 8EW

1. Introduction

This Car Park Management Plan has been prepared to support the planning submission for the proposed supported-living accommodation at Mead House. The purpose of this document is to explain how on-site parking, access, visitor arrangements, cycle parking, electric vehicle provision and parking controls will be managed in a safe, inclusive and sustainable manner.

The proposal comprises 21 supported-living units for vulnerable adults. Residents are not expected to own private vehicles. Parking provision is therefore intended primarily for essential operational use, including staff, professional visitors, Blue Badge users, Brown Badge users, EV charging and managed drop-off/pick-up activity.

2. Planning Policy Context

Table 1: Estimated Daily Vehicle Movements

Item	Basis	Arrivals	Departures	Two-way movements
Staff	One staff vehicle movement expected during a typical 24-hour period, reflecting shift patterns and limited operational parking demand.	2	2	4
Professional visitors	Health, social care and other professional visitors are expected intermittently, typically around 2–3 visits per month rather than daily.	1	1	2
Residents	Residents are not expected to own private vehicles and will be supported to use public transport, walking, cycling or assisted travel where appropriate.	0	0	0
Other visitors	Family or other visitors arriving by car are expected to be rare and will be managed through the visitor-parking procedure.	1	1	2
Total maximum daily movements	Maximum robust daily scenario	4	4	8

3. Proposed Parking Provision and Layout

The on-site parking arrangement will be operated in accordance with the approved site layout. Parking will be clearly controlled, allocated and monitored to ensure that each bay remains available for its intended purpose and that the development does not result in unacceptable parking pressure on surrounding streets.

- Four dedicated parking bays will be provided for operational use. Two of these bays will include electric vehicle charging points, while the remaining two bays will be larger accessible spaces for disabled users. A further four parking spaces will be available to facilitate managed drop-off and pick-up activity, including access for emergency vehicles and ambulances where required.
- The two larger accessible bays within the dedicated parking provision will be prioritised for Blue Badge and Brown Badge users.
- Electric vehicle charging facilities will be provided within two of the dedicated parking bays to support low-emission travel by authorised users.
- Ten long-stay cycle parking spaces will be provided to encourage staff, visitors and other authorised users to travel by bicycle where appropriate.
- Parking access will be managed to ensure equality of access for authorised visitors, including medical professionals, family members and other approved visitors. Visitor parking will normally be limited to a maximum of two hours unless prior authorisation is granted by management for exceptional operational reasons.
- Disabled parking will be prioritised for authorised users and may be permitted for up to three hours, or longer where required for care, medical, safeguarding or accessibility reasons.

Figure 1: Site plan showing the proposed access, parking, cycle storage and refuse/cycle-storage arrangement. The attached plan should be inserted here for the final submission.

4. Access Control and Security

Mead House will operate as a secure gated development. Vehicular access will be controlled electronically and monitored by CCTV. Access will only be granted to authorised staff, professional visitors, emergency services, essential contractors, approved delivery vehicles and other persons with a legitimate operational reason to attend the site.

The access-control process will be managed by staff, who will communicate with drivers via the intercom before allowing entry. This will prevent unauthorised or casual parking and ensure that the internal parking area remains available for essential operational use.

Residents and staff will have a separate pedestrian/cycle access route available 24 hours a day. This route will not conflict with the vehicular access and will support safe movement for residents, staff and cyclists. The gate-access system will be coordinated with the fire-alarm strategy to ensure that safe escape routes remain available in an emergency.

5. Parking Management Arrangements

The day-to-day management of the parking area will be the responsibility of the site management team. The management arrangements will apply from first occupation and will be maintained for the lifetime of the development unless otherwise agreed in writing with the Local Planning Authority.

- Parking bays will be clearly marked and used only for their allocated purpose.
- Accessible bays will be kept clear and prioritised for Blue Badge, Brown Badge or other authorised mobility-related use.
- Staff will monitor the use of the parking area and will record any misuse, overstay or unauthorised parking.
- Professional visitors will be asked to confirm their expected arrival time and parking requirement in advance where practicable.
- Visitors will be advised that parking is limited and that public transport should be used wherever possible. Visitor parking provision will be limited to two hours
- Any unauthorised vehicle will be challenged by the management team and, where necessary, appropriate action will be taken in accordance with lawful site-management procedures.

6. Sustainable Travel Measures

- The development will operate as a car-light scheme, reflecting the nature of the supported-living use and the expectation that residents will not own private vehicles.
- Ten secure long-stay cycle parking spaces will be provided to support cycling by staff and other authorised users.
- Visitors and professional attendees will be encouraged to use public transport where possible.
- Electric vehicle charging provision will support the transition to low-emission travel for authorised users.
- The parking area will be managed to avoid unnecessary vehicle trips and to minimise the risk of overspill parking on nearby roads.

7. Emergency, Servicing and Drop-off Arrangements

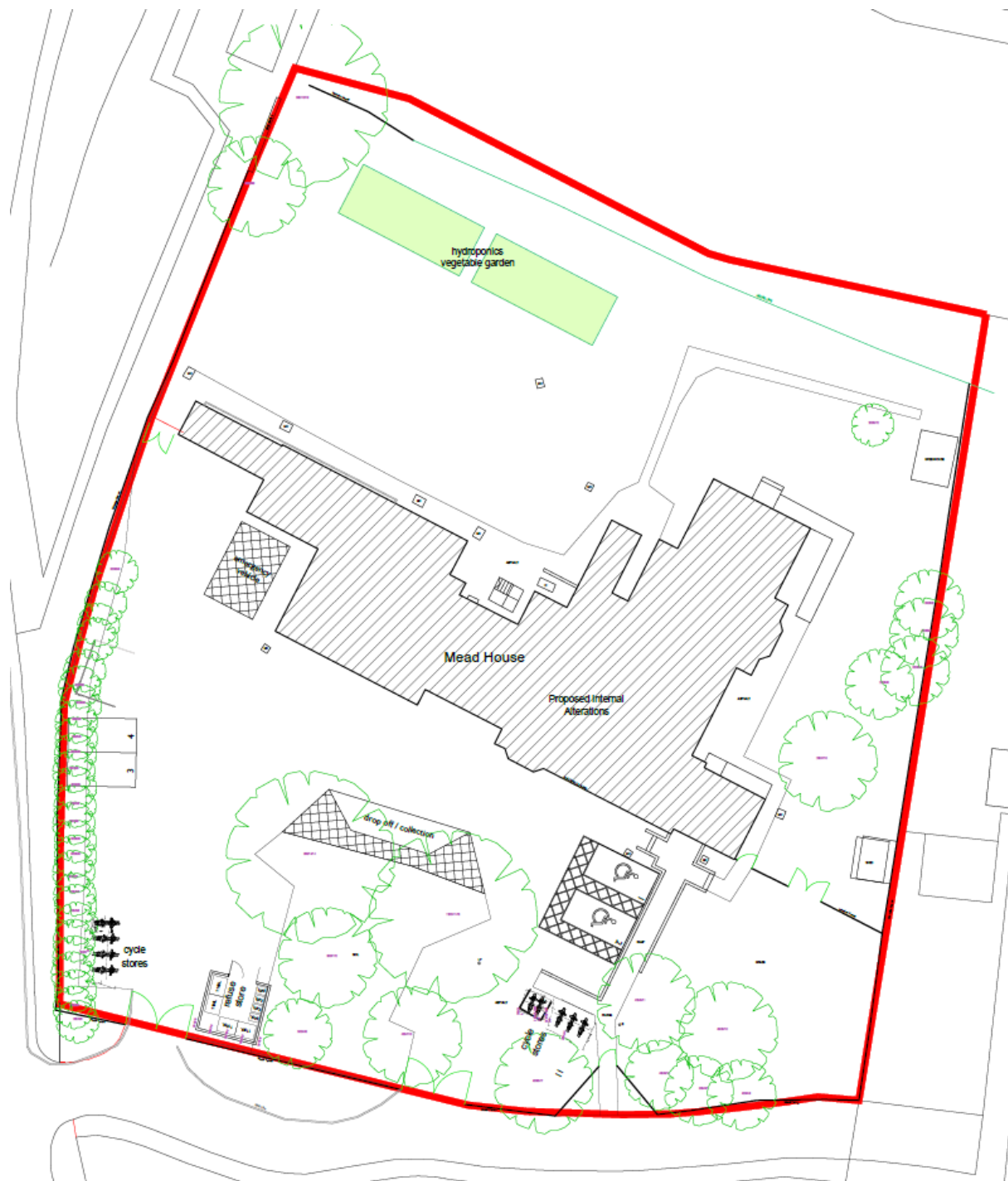
- Emergency vehicles, including ambulances, will be able to access the site when required.
- Drop-off and pick-up activity will be managed within the designated area to avoid obstruction to the access route or public highway.
- Staff will ensure that disabled bays, emergency-access routes and turning areas always remain unobstructed.
- Deliveries, servicing and maintenance visits will be coordinated by the management team to minimise conflict with resident movement, staff shift changes and visitor arrivals.
- Refuse and cycle-storage arrangements will be maintained in accordance with the approved site layout and will not obstruct parking, access or pedestrian/cycle movement.

8. Monitoring and Review

The parking arrangements will be monitored by the site management team following occupation. If any operational issues arise, including unauthorised parking, parking stress, blocked access, misuse

of accessible bays or concerns raised by residents, visitors or neighbours, the management team will review the arrangements and implement appropriate corrective measures.

9. Summary and Conclusion



This Car Park Management Plan demonstrates that the proposed arrangements for Mead House are suitable, controlled and proportionate to the supported-living use of the site. The scheme will

provide managed operational parking, accessible bays, cycle parking, EV charging provision, secure access control and clear procedures for visitors, staff, professional attendees and emergency access.

The development will operate as a car-light scheme and is not expected to generate significant vehicle activity. On this basis, the proposal is considered acceptable in parking and transport-management terms and supports the sustainable transport objectives of the National Planning Policy Framework, the London Plan and the London Borough of Hillingdon Local Plan.