

# MEADOW HIGH SCHOOL - HAREFIELD ACADEMY PARKING DESIGN MANAGEMENT PLAN

PROJECT NO. 26/128    DOC NO. D001

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## Notes

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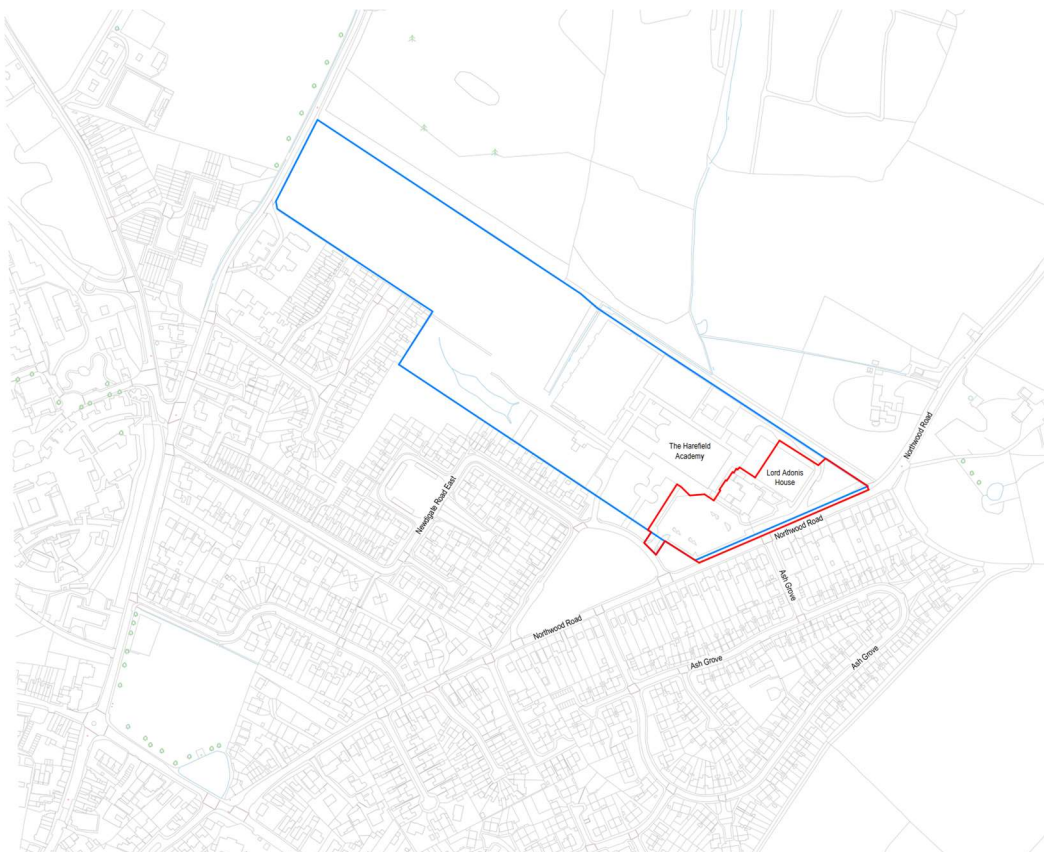


# 1 INTRODUCTION

## 1.1 OVERVIEW

- 1.1.1 This Parking Design Management Plan (PDMP) has been prepared in support of the approved satellite expansion of Meadow High School on land associated with the existing Harefield Academy site, located on Northwood Road, Harefield, within the London Borough of Hillingdon.
- 1.1.2 The approved development will provide new educational facilities for pupils with Special Education Needs and Disability (SEND) at the Harefield Academy site but is provided to facilitate the expansion of Meadow High School, which is an existing school located on Royal Lane, Uxbridge, circa 9.2km south of Harefield Academy.
- 1.1.3 Meadow High School and Harefield Academy will be co located but operate independently from the Northwood Road site as shown in **Figure 1.1**, with the redline indicating Meadow High School, and the blue line outlining The Harefield Academy. The Meadow High School facility will accommodate approximately 90 pupils together with 45 staff members. Harefield Academy currently has approximately 317 pupils on the school roll and 52 staff.

**Figure 1.1: Site Location Plan**



## 1.2 PLANNING PERMISSION

1.2.1 Planning permission (Reference: 17709/APP/2023/2673) was granted in February 2024 for:

*“Demolition of former residential school and erection of academic building (Use Class F1) and ancillary structures including heat pump and substation enclosures, construction of a multi-use games area, revised vehicular access, landscaping, car and cycle parking and associated works”*

1.2.2 Condition 26 of the planning permission requires that:

*“Prior to the operation of the development, a Parking Design and Management Plan should be submitted to detail how the car parking and cycle parking will be designed, managed and maintained, with reference to a pupil pick-up and drop-off strategy and Transport for London guidance on parking management and parking design. It should also set out the methodology behind the allocation/control of parking places which can be supported by enforcement structures that encourage the correct use of parking places which assists in ensuring that parking demand and allocation is properly managed. It should also detail how demand for electric vehicle charging provision is monitored.*

*Thereafter the development shall be carried out and maintained in full accordance with the approved details.*

### REASON

*To ensure an unhindered and functional operation for all parking spaces and drop-off/pick-up areas within the site, in accordance with Policies T4 and T6 of the London Plan (2021) and Policies DMT 1 and DMT 2 of the Hillingdon Local Plan: Part 2 (2020).”*

1.2.3 Condition 28 states:

*“Prior to first operation of the development, details of the arrangements for drop-off and collection of students by private car and taxi shall be submitted to and approved in writing by the Local Planning Authority. This should include clarification to explain how a designated safe pedestrian route, which is the shortest possible distance, between the drop-off/collection point and the school entrance is being provided, and whether there will be any modification to these spaces to provide sheltered, accessible waiting spaces.*

### REASON

*To ensure an unhindered and functional operation for all parking spaces and drop-off/pick-up areas within the site, in accordance with Policies T4 and T6 of the London Plan (2021) and Policies DMT 1 and DMT 2 of the Hillingdon Local Plan: Part 2 (2020).”*

## 1.3 REPORT PURPOSE

1.3.1 This document seeks to address and discharge conditions 26 & 28 associated with the planning permission at the site. The aim is to set out the details of parking provision at the site and pick-up and drop-off arrangements, and the associated management of these spaces.

1.3.2 The purpose of this document is to establish a clear operational framework for the management of parking, vehicle circulation, pupil drop-off and collection activity associated with the SEND school development.

1.3.3 The principal objective is to ensure all associated operational activity on the site is safely accommodated on-site.



## 1.4 REPORT STRUCTURE

1.4.1 The content of this report is structured as follows:

- ◉ **Section 2.0** explains the existing site conditions at the Harefield Academy site.
- ◉ **Section 3.0** outlines the approved parking provision at the site;
- ◉ **Section 4.0** outlines the pick-up and drop-off collection strategy at the site; and
- ◉ **Section 5.0** includes the measures that will be implemented to manage activity at the site.



## 2 EXISTING CONDITIONS

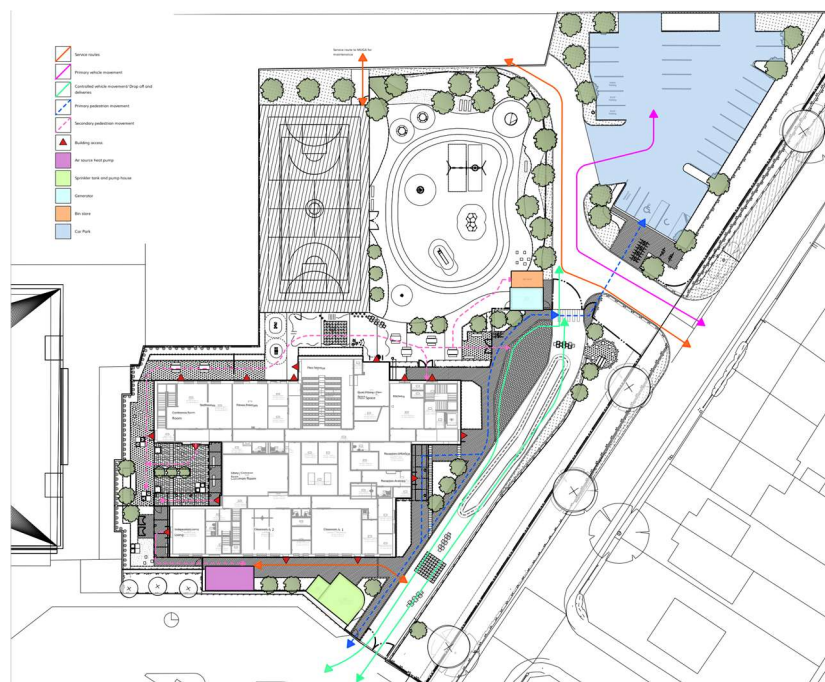
### 2.1 SITE LOCATION

- 2.1.1 The Meadow High School site is located within the grounds of Harefield Academy on Northwood Road, Harefield. It is bound by the existing Harefield Academy School to the north, Northwood Way to the west, Northwood Road to the south and east.

### 2.2 ACCESS

- 2.2.1 The site currently comprises internal access roads, parking areas, storage areas and the former boarding accommodation building that will be redeveloped.
- 2.2.2 Harefield Academy is currently accessed from Northwood Way via segregated vehicular and pedestrian accesses. An internal access road provides access to the existing school car park together with operational servicing areas located to the rear of the school buildings.
- 2.2.3 At present, delivery and refuse collection vehicles associated with Harefield Academy use the existing internal access arrangements through the school grounds and car park areas.
- 2.2.4 A new vehicular access for Meadow High School has now been implemented from Northwood Road as part of proposals from a previously approved scheme (ref: 17709/APP/2022/1387). The vehicular access provides access to the approved Meadow High School car park and an egress point for minibuses during school drop-off and collection periods. Delivery and servicing vehicles for both Meadow High School and Harefield Academy would use this access point.
- 2.2.5 **Figure 2.1** presents the access and movement plan, including the new vehicle access from Northwood Road.

**Figure 2.1: Access and Movement Plan**



## 2.3 HAREFIELD ACADEMY PARKING

- 2.3.1 The Harefield Academy car park is located to the south of the school building and has capacity for 107 parking spaces. Additional drop-off areas are located to the north and northeast of the car park. A further six disabled bays are located to the west of the school in a small separate car park accessed from Northwood Way.
- 2.3.2 Parking accumulation surveys undertaken as part of the Transport Assessment identified that the existing Harefield Academy car park is significantly underutilised during normal school operating hours. The highest observed daytime occupancy occurred between 10:30 and 10:45 when 46 vehicles were parked within the car park, representing approximately 43% occupancy and leaving a residual capacity of 61 spaces.
- 2.3.3 During the morning school peak period, the maximum recorded occupancy was 37 parked vehicles, while during the afternoon collection period the maximum occupancy reduced to 32 vehicles. The survey results therefore demonstrate that substantial spare capacity exists within the Harefield Academy car park throughout the school day.
- 2.3.4 Site observations undertaken as part of the Transport Assessment identified limited parking stress on surrounding residential streets during school periods. Existing vehicular activity associated with Harefield Academy was observed to be largely contained within the site boundary and no significant operational concerns were identified in relation to existing parking demand.

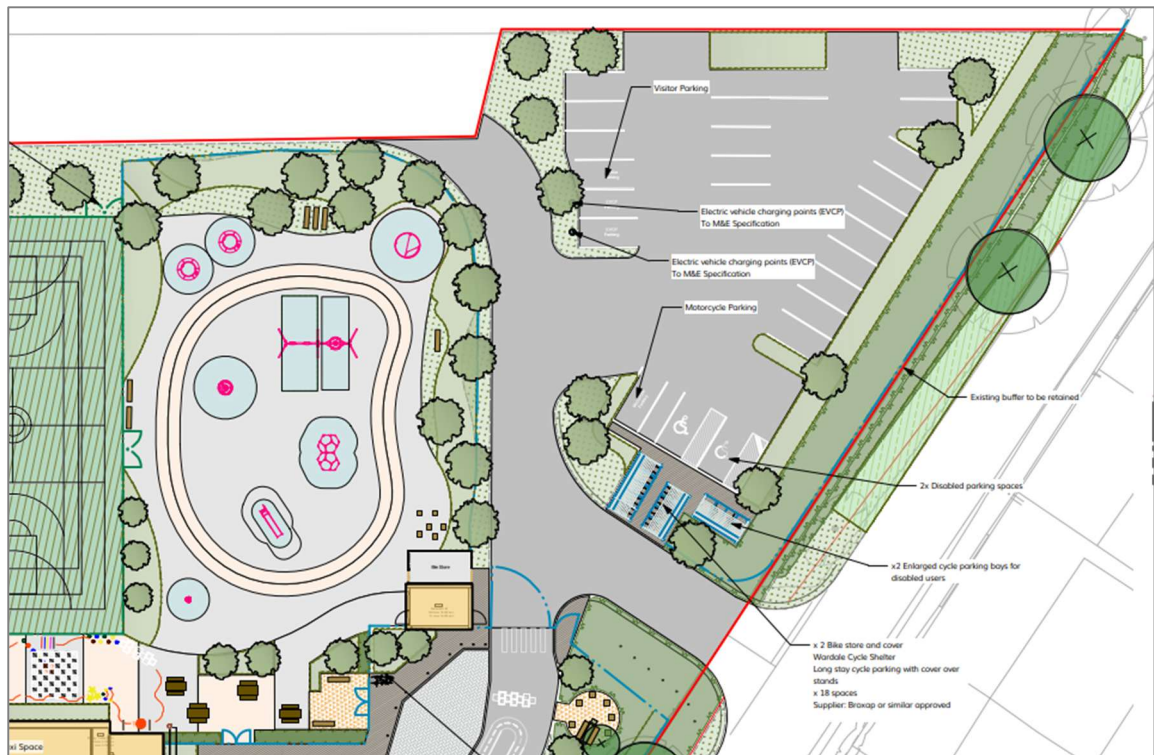


## 3 PARKING PROVISION

### 3.1 CAR PARKING

3.1.1 The Meadow High School expansion parking area will provide a total of 23 parking spaces comprising 20 standard staff spaces, one visitor parking space and two accessible parking spaces. In addition, one motorcycle parking space will also be provided within the parking area. The proposed parking layout is shown within Figure 3.1 and also attached within **Appendix A**.

**Figure 3.1: Parking Layout**



3.1.2 The accessible parking spaces will be located adjacent to the principal pedestrian route between the car park and the school entrance to ensure convenient access for mobility-impaired users. The parking area will also benefit from lighting provision throughout in order to improve operational safety and security during periods of low light.

3.1.3 Electric Vehicle Charging Point (EVCP) infrastructure will be provided in accordance with London Borough of Hillingdon policy requirements. A minimum of 5% of parking spaces will be equipped with active charging infrastructure, while a further 5% will be provided with passive infrastructure capable of future conversion should demand increase over time. The use and demand for EVCP infrastructure at the site will be monitored by the school management team as part of the ongoing operational review of the development. Monitoring will include periodic review of charger usage, staff demand and operational requirements.



- 3.1.4 Due to the constraints associated with the site layout, it is not possible to accommodate all staff parking demand within the proposed Meadow High School parking area. To address this issue, a minimum of 14 additional parking spaces will be allocated within the existing Harefield Academy car park through a formal agreement between both schools.
- 3.1.5 The allocation of parking spaces within the Harefield Academy car park will ensure that all staff parking demand associated with the development can be safely accommodated on-site without resulting in overspill parking on surrounding residential roads.
- 3.1.6 The substantial residual capacity identified within the Harefield Academy parking surveys demonstrates that this arrangement can be accommodated without adversely affecting the existing operation of Harefield Academy.

## 3.2 CYCLE PARKING

- 3.2.1 Cycle parking is proposed in line with minimum requirements for both staff and pupils. It is noted that SEND needs of Pathway 1 pupils mean they are unable to cycle to school. Nonetheless, cycle parking has been provided for pupils providing opportunity to cycle to school should anyone be able to.
- 3.2.2 A total of 20 long stay cycle parking spaces are provided for staff and pupils within the Meadow High School car park area. 18 cycle parking spaces are provided by way of Sheffield stands Two larger cycle parking spaces are provided that are able to accommodate adapted cycle and larger cycle parking. Long stay cycle parking spaces will be covered and lighting will be provided.
- 3.2.3 Two short stay cycle parking spaces for visitors are provided to the north of the minibus drop-off/ collection area.



## 4 DROP-OFF AND PICK-UP ARRANGEMENT

### 4.1 MEADOW HIGH SCHOOL OPERATIONS

- 4.1.1 The Meadow High School satellite facility will operate broadly in line with the existing Meadow High School operational arrangements. The site will generally operate between 06:00 and 18:00, with the majority of pupils expected to arrive between 08:30 and 09:00 and depart between 15:05 and 15:30. Additional breakfast clubs and after-school activities may result in some activity outside of these periods.
- 4.1.2 The Transport Assessment included as part of the planning application identified that approximately 67% of pupils are expected to travel by minibus, with a further proportion arriving by private car and taxi. The pupil travel forecasts indicate that approximately nine minibuses, twenty-seven private car drop-offs and one taxi movement are expected during peak periods.
- 4.1.3 The staff travel assessment identified that the majority of staff are expected to travel by private car, resulting in approximately 36 staff vehicle trips during the morning and afternoon school peaks. A smaller proportion of staff are expected to travel by sustainable modes including public transport and cycling.
- 4.1.4 Given the specialist SEND operational requirements of the school and the high proportion of assisted travel demand, the operational parking and circulation strategy was specifically designed to ensure that all drop-off, collection and parking activity can be safely accommodated within the site boundary without resulting in overspill parking or queuing on the surrounding highway network.

### 4.2 DROP-OFF / PICK-UP ACTIVITY STRATEGY

- 4.2.1 A secure drop-off and collection area will be provided within the Meadow High School site boundary. The drop-off area has been specifically designed to provide a controlled and supervised environment suitable for SEND pupils requiring assisted access arrangements.
  - 4.2.2 The drop-off area will incorporate controlled vehicular gates together with automatic pedestrian gates operated via intercom control systems. Additional pedestrian segregation measures including bollards and dedicated pedestrian routes will also be implemented within the drop-off environment.
  - 4.2.3 Meadow High School staff will supervise all drop-off and collection activity within the secure zone. Upon arrival and departure, staff will assist and escort pupils between vehicles and the school building to ensure safe movement throughout the site. A safe pedestrian route is provided adjacent to the pick-up/drop-off area and benefits from the proposed building canopy which provides sheltered waiting space for pupils and carers accessing the school. This has been designed to provide the shortest practicable walking distance while maintaining segregation from vehicle movements.
- MINIBUS ACTIVITY**
- 4.2.4 Minibuses associated with pupil drop-off and collection will enter the site via Northwood Way through the Harefield Academy car park before travelling through the secure drop-off area. Vehicles will subsequently exit the site via the new Northwood Road access.



- 4.2.5 This one-way operational arrangement has been adopted to ensure that waiting minibuses can be accommodated entirely within the site boundary without queuing on Northwood Road.

#### PRIVATE CAR / TAXI ACTIVITY

- 4.2.6 Private car and taxi drop-off activity will be accommodated within the existing Harefield Academy car park. This arrangement has been adopted due to the significant residual parking capacity available within the Harefield Academy car park during school peak periods.
- 4.2.7 The use of the Harefield Academy car park for parent and taxi drop-off activity will reduce operational pressure within the secure minibus area while also preventing queuing and unsafe stopping activity on Northwood Road and surrounding streets.



## 5 MANAGEMENT MEASURES

### 5.1 STAFF, STUDENT AND VISITOR TRAVEL MEASURES

- 5.1.1 A number of mitigation measures will be implemented to ensure the safe and efficient operation of the parking and circulation strategy associated with the development.
- 5.1.2 Staff parking demand will be managed through the allocation of designated parking areas together with a shared-use parking agreement established with Harefield Academy. This arrangement will ensure that all staff parking demand is accommodated on-site and prevent overspill parking onto surrounding residential roads.
- 5.1.3 Staff parking permits and designated parking areas will be utilised to ensure parking demand is appropriately managed and that unauthorised parking does not occur within operational areas. Visitor parking will be managed through prior arrangement with school administration staff.
- 5.1.4 Operational staff will monitor parking activity during school operating hours and any misuse of parking areas or unsafe vehicle activity will be addressed directly by the school management team. Clear signage and site supervision will support compliance with the parking management arrangements
- 5.1.5 Additional safety measures will be implemented within the secure drop-off area including pedestrian segregation bollards, controlled access gates and staff supervision during school peak periods. These measures are intended to minimise conflict between pedestrians and vehicles while maintaining a secure environment for SEND pupils.
- 5.1.6 The revised servicing strategy associated with the Northwood Road access will reduce conflict between servicing vehicles and pupil activity by removing delivery and refuse collection vehicles from the main Harefield Academy access arrangements.

### 5.2 COMMUNICATION STRATEGY

- 5.2.1 To ensure that parents, guardians, carers, visitors, and staff of the school are aware of the parking arrangements and drop-off/pick-up arrangements, details will be communicated through a variety of methods, which are set out below:

⦿ Online

- The school website will include a webpage on parking management, which will include details of the parking arrangements
- Emails will be sent to the private taxi companies and any regular visitors of the school will include the Parking Management Plan as an attachment.
- Prior to school events and parents evenings, parents will be reminded of the no parking zones via email, which will include the Parking Management Plan.
- Mobile-friendly procedure handouts will be available for download to drivers' devices.

⦿ School notice boards

- The parking arrangements will be displayed on the school's noticeboard.

⦿ Newsletter



- In addition to regular school updates, the school's newsletter will include details of the parking arrangements to remind parents, guardians and carers.
- ⦿ School's prospectus
  - The school's prospectus and other relevant material will include the parking arrangements to notify new or prospective parents, guardians and carers to the school of the parking management strategy

### 5.3 MONITORING AND REVIEW

- 5.3.1 Operational monitoring will be undertaken periodically (every 12 months) by the school management team to review parking demand, EVCP usage, vehicle circulation, queuing and any highway impacts associated with the development. Where operational issues are identified, the school will review procedures and implement additional mitigation measures where necessary.
- 5.3.2 The implementation and effectiveness of this PDMP will be monitored by a school member of staff who will be made responsible for the document.
- 5.3.3 The school will seek to maintain a proactive approach to managing activity at the site to ensure continued safe and efficient operation of the site.



# APPENDIX A

SITE LAYOUT PLAN





- Red Line
- Proposed Building hatch
- Building canopy
- ST01 Surface Type 01 - Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST02 Surface Type 02 - Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST03 Surface Type 03 - Banding Modal PCC flag banding or similar approved Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST04 Surface Type 04 - Permeable block paviors paving Size: 200 x100 x 80mm Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST05 Surface Type 05 - Proposed permeable Asphalt. Colour: TBC Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST08 Vehicular Asphalt to engineers specification Colour: Light Grey
- ST06 Surface Type 06 - 6mm aggregate Resin Bound Colour: Dorset Gold Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- ST07 Surface Type 07 - Wetpour Surface Colour: Red Refer to: TVC0024-WWA-V2-ZZ-DR-L-0501
- 2.4m high Brick Wall
- 2.4m high Weldmesh Fence
- 3m high Sports Weldmesh Fence
- 1.5m high Internal Weldmesh Fence
- 1.2m high vertical bar rail fence
- PT01 Existing Planting Retained
- PT02 Proposed Planting
- PT03 Amenity Grass
- PT04 Wildflower Meadow
- PT05 Synthetic grass - Long Pile 3G (60-65 mm with shock pad)
- Existing Trees
- Proposed Trees
- Climbing plants to proposed brick wall

P 02 05/09/2023 KL Update following arboriculturist info

P 01 31/08/23 KL Planning Issue

No. Date Appr Revision Notes

Note: All Dimensions must be checked on site and not scaled from this drawing.

All cross references are to the latest revision of the relevant drawing or specification being referenced

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Scale/North Point

0 5 10 15 20 25 M

North Arrow

Client

Novium Architects

Job Title

Harefield Academy Hillingdon

Drawing Title

Overall Site Wide Landscape Plan

Issue

PLANNING

Scale

1:250@A1

Drawn

IN

Checked

LD

Project ID

2313

Date

31/08/2023

Drg

TVC0024-WWA-V2-ZZ-DR-L-0101

Status

S2

Rev

P02

