



JANUARY 2024

Car Park Management Plan to Discharge Condition 12 – FINAL

Pinn River SEND School

Iceni Projects Limited on behalf of
Kier Construction on behalf of
Department for Education

ICENI PROJECTS LIMITED
ON BEHALF OF KIER
CONSTRUCTION ON
BEHALF OF DEPARTMENT
FOR EDUCATION

January 2024

to
Plan
Management
Park
Car
Discharge Condition 12 – FINAL
PINN RIVER SEND SCHOOL

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1. INTRODUCTION

1.1 Iceni Projects Ltd has been appointed by Kier Construction on behalf of the Education and Skills Funding Agency (ESFA) to provide a Car Park Management Plan (CPMP) to discharge condition 12 of the planning permission for the redevelopment of Grangewood School, Fore Street, Pinner, Hillingdon HA5 2JQ (the 'Proposed Development') in the London Borough of Hillingdon (LBH). Application Reference - **2145/APP/2022/3534**.

1.2 The formal description of development which was consented on the 9th March 2023 is:

"Demolition of existing buildings and structures and construction of part-one, part-two storey Special Education Needs and Disability School (SEND) (Use Class F) of 5,413sqm GEA floorspace, together with associated landscaping, play space, access, refuse and recycling storage, car and cycle parking and associated works".

1.3 The wording of Condition 12 of the planning permission is as follows:

Prior to any above ground works for the development hereby approved (excluding demolition), a Parking Design and Management Plan shall be submitted to, and approved in writing by, the Local Planning Authority. It shall include the following:

(i) The arrangements for all on-site parking, and to include provisions for managing, monitoring, enforcement and review. All on-site parking spaces shall be solely for use by the development hereby approved (e.g. staff, visitors, parents of students) and shall not be used for any other purpose or leased/sub-let.

(ii) Details of 3 wheelchair accessible spaces, to be permanently retained within the car parking area.

(iii) Details of 6 active electric vehicle charging points, AND 6 passive vehicle charging points.

(iv) Details of minibus spaces to be permanently retained within the car parking area.

(v) Written details of the agreements with Coteford School to be provided, to describe how 38 spaces for use by Coteford School would be retained.

The vehicle parking provision and its management, as outlined in the approved Parking Design and Management Plan, shall be fully implemented as approved prior to the first occupation of the development, and the parking area shall not be used for any other purpose other than activities associated with the school building and facilities for the lifetime of the development.

REASON

To ensure the appropriate operation of the car park in accordance with Policies DMT 1, DMT 2 and DMT 6 of the Hillingdon Local Plan: Development Management Policies (2020) and Policy T6 of the London Plan (2021).

1.4 The proposals feature a full redevelopment of the existing school, formed as part of a full planning application which covers the below:

- A new school with a floorspace of 5,314m².
- A car park consisting of 110 spaces, including 3 accessible spaces (for clarity purposes this includes all spaces on the campus not just those shown in **Figure 1.1 below**).
- Eight school minibus parking bays.
- Additional three mini bus parking bays.
- A holding area for nine minibuses.
- 44 cycle parking spaces including a mixture of existing and new cycle spaces (40 long stay and 4 short stay spaces); and
- The creation of high-quality internal parking spaces as a result of the redevelopment of the existing school.

1.5 This CPMP provides details on the proposed operation and management of 110 parking spaces, including 3 accessible spaces and additional minibus parking. The site location is illustrated at **Figure 1.1** and at **Appendix A1**. The new school comes under the Planning Use Class of F1(a) (learning and non-residential institutions).

Figure 1.1 Site Location



1.6 The school site is situated in the London Borough of Hillingdon and lies adjacent to the Ruislip Woods National Nature Reserve (the largest block of ancient, semi natural woodland in Greater London). The site is shared with Coteford Junior School which is operated by a separate academy trust (QED Academy Trust).

- 1.7 There is no organisation connection between the two schools or trusts. **Figure 1.1** indicates the land leased to The Eden Academy Trust, with Coteford Junior School also having a lease for its site. The LA has granted access and usage rights through the leases to The Eden Academy Trust and QED Academy Trust to the access road, but that shared land is not included in either lease.
- 1.8 The site is owned by Hillingdon Borough Council who lease the buildings and parts of the land to the two schools.
- 1.9 In the lead up to the planning submission, two formal pre-application meeting were held with the highways Officer throughout the design process. The pre-application meetings were held with the Council in August and September 2022. The application was then submitted on the 23rd November 2022, with planning permission granted on the 9th March 2023.

2. PARKING PROVISION

- 2.1 The overall campus will provide 107 standard parking spaces, three accessible disabled spaces, along with eight minibus parking spaces (set at 45 degrees to the new school building), three additional minibus parking bays to the north of the Site and an area designated for nine minibuses to wait while the minibus parking spaces are occupied.
- 2.2 It is also worth keeping in mind that Grangewood School (and Pinn River School following the redevelopment) is part of The Eden Academy multi-academy trust. As a result of this additional staff currently attend the school separate from those based purely at the Site, such as therapists who spend part of their working week at this site while also attending other sites.
- 2.3 Pinn River School will include the current Grangewood School provision (80 pupils), plus the current provision based at Sunshine House (Dene Road, Northwood) which includes 50 pupils, plus 50 additional places. The number of staff will increase by approximately 70 – 80 compared with the current Grangewood School, while the number of parking spaces increases by approximately 40.
- 2.4 The access road and car parking provision on the Fore Street site is shared between Grangewood School (Pinn River School after the redevelopment) and Cotford Junior School. The leases for both schools (each from Hillingdon Council) state that the access road is a shared areas for both schools. The schools have historically operated all parking on the campus as a shared resource and on a ‘first come first served’ basis without reservation of spaces for each school.
- 2.5 All parking will be for the sole use of staff, visitors and parents of pupils. No other users will be able to use the parking provision.

Parking Location, Access, and Provision

- 2.6 The existing access can be found on the eastern side of the site, on Fore Street. This access will be retained and utilised for the proposed Pinn River School, providing access from the surrounding highway into and throughout the site. The existing access will be able to accommodate refuse and service vehicles.
- 2.7 The current priority of the internal road circulates vehicles in a one-way clockwise direction; this will change to a one-way anticlockwise direction around the central island. The change of priority will rationalise the new parking layout and ensure that the one-way system operates more efficiently, and that vehicle parking is clearly more articulated on site.

2.8 There will be a plan in place that is communicated to staff throughout the change process to ensure understanding and safety of all users of the shared campus.

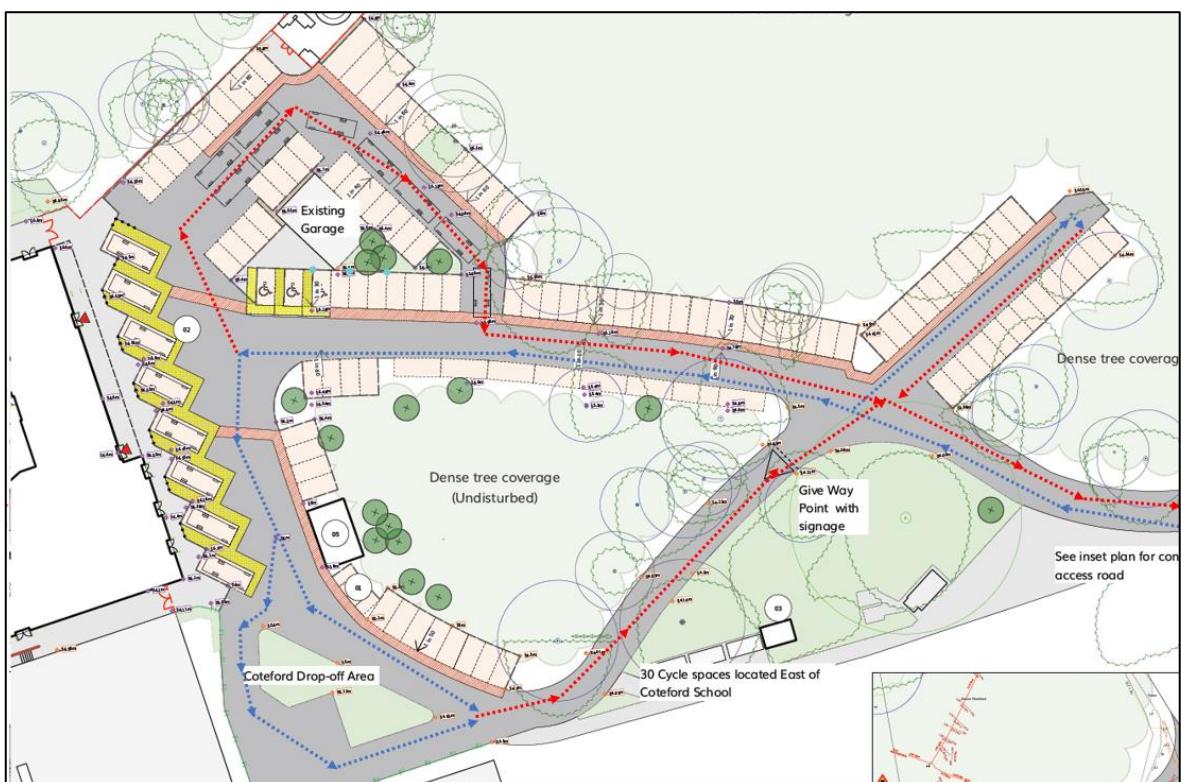
2.9 New road markings and signage will be provided at key points within the internal layout, such as the new give-way line, will ensure that staff are aware of these changes and are directed appropriately around the one-way system to ensure it operates in the most efficient way possible. Support will be provided to staff and visitors in the first weeks after the change to ensure safety and build awareness and understanding of the change.

2.10 Monitoring will be managed by Pinn River School, on behalf of both schools, for the first month after opening. A dual approach that clearly communicates to staff the changes happening, the new road markings and signage along with the monitoring will smooth the transition and should effectively reduce the impact of the change, whilst encouraging new behavioural traits for all staff.

2.11 Once this transitional period lapses, it is expected that the behavioural change should become normalised, although the signage and road markings will remain in place to enforce these habitual changes.

2.12 The change in priority internal to the Site is illustrated by **Figure 2.1**.

Figure 2.1 Priority Change Internal to the Site



2.13 Eight minibus drop off/pick up bays at 45 degrees are to be provided at the front of the building, next to the school entrance. The bays have been designed at 45 degrees to rationalise the parking and allow the minibuses to reverse into each individual bay. The redesign will include an area of accessible hardstanding to the rear, extending to the side of each of the eight bays. This will ensure that a minibus will be able to set down and allow students to either disembark from the side of the minibus (if they are able to) or from the rear of the minibus if their specialist needs require more assistance from staff and a lift for a wheelchair.

2.14 The proposed car park layout will provide for 107 standard car parking spaces along with three accessible spaces, providing a total of 110 parking spaces under the proposals for the overall campus (i.e. serving both schools). This layout maximises the existing area of hardstanding available within the current arrangement and provides additional bays on the edge of the internal central island.

2.15 Whilst there will be encroachment on the trees currently positioned on the edge of the central island, the design will enable the provision of additional standard parking spaces. This will have only limited impact on the dense tree coverage with only low-quality trees of very limited merit or such impaired condition that they do not qualify in higher categories (such as Category A or B) being impacted upon by the proposed layout changes. Where possible the changes to the existing car park layout have considered the sensitivity of the tree canopy that encircles the site to provide an efficient and low footprint solution that looks to discourage encroachment or impact on trees of medium and high quality that add value to the surrounding environment.

2.16 The proposed parking will be provided at ground level in place of the existing parking provision located on the campus.

2.17 The proposed provision will provide parking for the Pinn River School and the Coteford Junior School.

Staff Surveys

2.18 Surveys were conducted in October 2022 to analyse the likely parking demand for Pinn River School from the existing staff at both Grangewood School and Sunshine House (recognising that Pinn River School will have an additional 50 pupils compared to Grangewood and Sunshine House combined). An example of the survey can be seen appended at **Appendix A2**, along with a summary of the results. Responses were received from a total of 87 staff members, split between 52 Grangewood staff and 35 Sunshine House staff.

2.19 It's important to note that firstly not all staff members drive to work, and secondly not all staff who drive work are full-time staff which therefore reasons that not all staff will require parking onsite every day of the week. Looking at Grangewood School in isolation, only 39 of the 52 staff who responded work five days per week. The remaining work part time with eight staff members 3-4 days per week,

and five staff members 1-2 days per week. Of the 35 Sunshine House staff members who responded only 27 work five days per week whilst the remaining eight staff members work 3-4 days per week.

2.20 **Table 2.1** below demonstrates the split between staff numbers, full time / part time staff, and the number of staff who drive. This is also demonstrated in the graphs shown at **Figures 2.2 and 2.3**:

Table 2.1 Summary of Current Staff Parking Demand from Survey Results

Grangewood School			
Staff Working Week	No. of Staff Driving	No. of Staff Not Driving	Total No. of Staff
5-days	31*	8	39
3-4 days	7**	1	8
1-2 days	3	2	5
Sunshine House			
Staff Working Week	No. of Staff Driving	No. of Staff Not Driving	Total No. of Staff
5-days	23	4	27
3-4 days	8***	0	8
Grand Total	72****	15	87

* Two staff members only drive to work 3-4 times a week, one selected 'now and then'

** One staff member only drives to work 1-2 days a week

*** Two staff members drive 2-3 days a week

**** Total subject to the above caveats

Figure 2.2 Bar Graph Summarising the Survey Outputs for Grangewood School

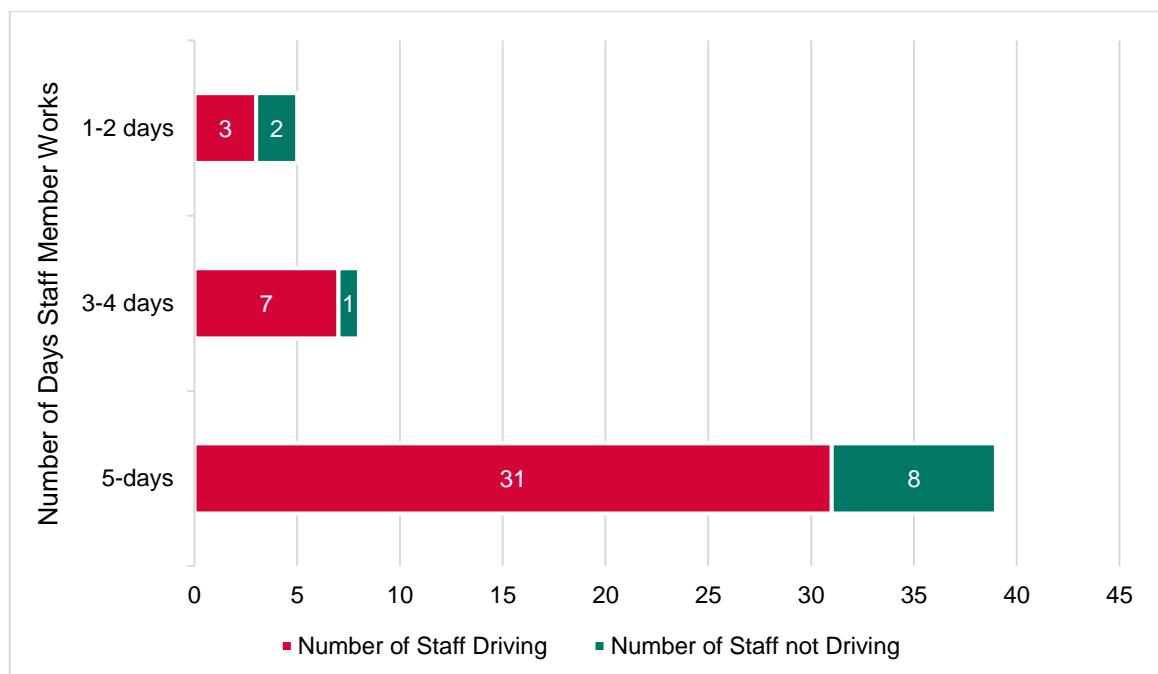
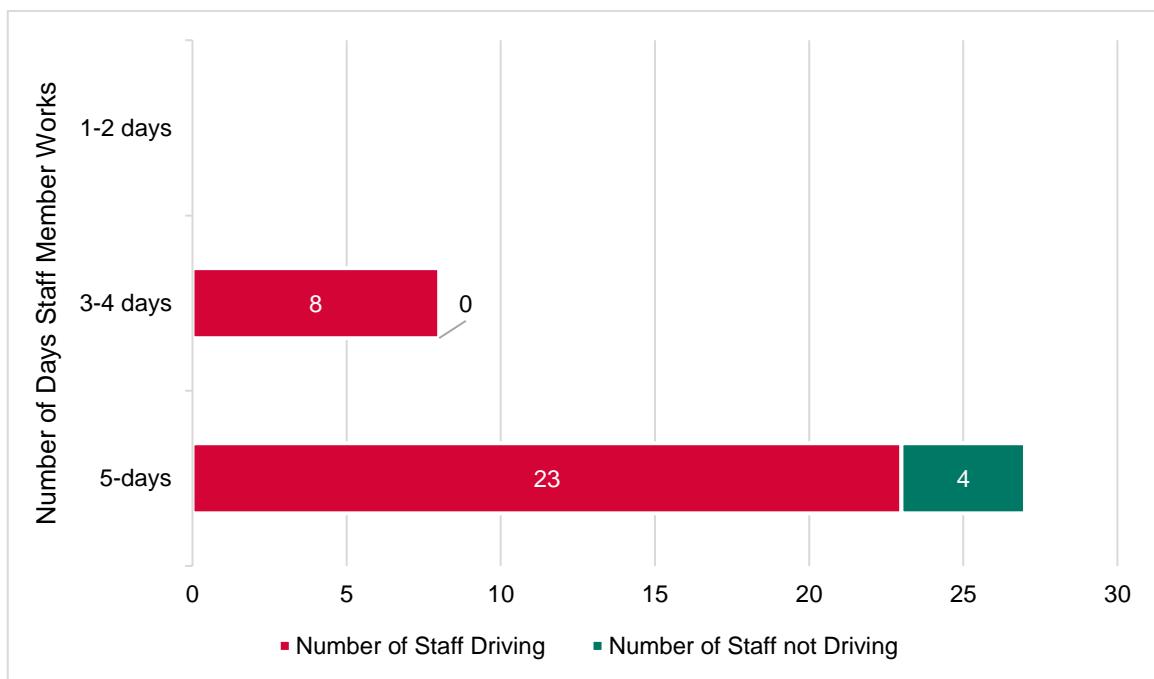


Figure 2.3 Bar Graph Summarising the Survey Outputs for Sunshine House Staff



2.21 Included in the above totals is also a small number of catering and SMSA staff who arrive and depart the site outside of the peak hours. It was recorded that five staff members attend Grangewood School after 9:30am and depart site before 2:30pm, all of whom drive to and from the site. Three catering and SMSA staff attend Sunshine House, 1 arriving before 8:15am, with a further two attending the site after 9:30am; all three depart before 2:30pm.

2.22 A travel survey in Autumn 2022, showed that of the staff that would drive to Coteford Junior School, 15 were teachers, 16 were LSAs, four were SMSA and three were office workers. Breaking these figures down, shows that nine of 15 teachers which were full time (five days a week), three worked Monday to Wednesday, whilst the remaining three teachers would a combination of two days across the whole week. There were 12 full time LSAs, two that worked mornings only across the week, one that worked Monday to Thursday and one staff member that worked Monday and Friday respectively.

2.23 Included in the above total is four SMSA staff who arrive and depart the site outside of the peak hours, working between the hours of 11:45am and 1:45pm across the working week. In terms of the office staff, there were a total of three staff, two of which were full time and one that worked on Tuesday and Thursday respectively.

2.24 The current parking demand generated by the Grangewood School and Coteford School at any one time, as outlined above, assumes that every member of teaching staff who drives is present on Site with their car, and it is not one of the days where certain members may attend site via other means (walking, cycling or public transport). This also includes the catering and SMSA staff as well.

2.25 In reality the parking numbers are likely to be less owing to a number of staff members working less than five days per week.

2.26 The plan outlined below at **Figure 2.4** demonstrates the parking proposals.

Figure 2.4 Proposed Car Park Layout



2.27 As indicated previously a total of 110 spaces will be provided for both schools (107 standard and 3 accessible spaces). The current demand for both schools and the proposed increase in demand will be dealt with in tandem with the Travel Plan measures that focus on driving down demand for single-occupancy car trips to the Site and more effective co-ordination between Pinn River School and Coteford Junior School.

Car Park Design Specification

2.28 The car parking spaces provided throughout the site will accord with the relevant standards, and measure 2.4m x 4.8m, with blue badge spaces provided with an extra 1.2m of hatching to the side and rear. Aisle widths between bays will measure 6.0m in width to allow vehicle to egress the spaces successfully.

2.29 Blue badge parking provision is provided in accordance with existing staff requirements, equating to 3 accessible spaces located in accessible locations next to the entrance of the main building. The numbers of spaces can be increased via converting existing standard bays as per staff requirements in the future.

2.30 Plans showing the arrangement and swept path analysis for the car park spaces provided from the outset can be seen appended at **Appendix A3**.

2.31 The Site will provide facilities to cater for minibuses attending site. Eight drop off / pickup bays are provided for minibuses in front of the main entrance into the Pinn River School. Minibuses waiting to enter these bays can wait in an unmarked designated area in the aisle between parking bays located in the northwest corner of the site. The space allows for up to a further nine minibuses to wait while all the drop off areas are in use. When one becomes available, the next minibus in line will leave via a clockwise movement and enter the available drop off area.

2.32 Three minibus parking bays are also located within proximity of this waiting area. These bays are provided at 8.0m x 3.0m.

2.33 Six active charging provision spaces will be provided throughout the site. These are located in the bays located on the right hand side of the access road, closest to the mini bus parking bays and is provided for two accessible bays, and four standard sized bays. The dimensions of these parking bays will be consistent with the standard and blue badge parking space requirements respectively.

2.34 An additional six bays adjacent to these bays are earmarked for passive provision.

New and Future School Staff

2.35 All future staff attendance to the site will be managed via the associated Travel Plan submitted as part of the application which will aim to reduce the reliance on single occupancy car journeys and promote sustainable alternatives – via public transport, cycling, walking and car sharing.

2.36 Measures included within the Travel Plan to aid with this include but are not limited to:

- A potential mini bus between the school and the closest station, Northwood Hills station.
- A potential mini bus to pick up staff from houses, local areas or postcodes with high staff density.
- Interest free salary loans for rail and bus tickets.
- Cycle measures to include facilities for changing and showering at the school, cycle to work schemes and information on routes in the local area.

- Information on walking routes in the area, a walking buddy scheme, access to changing facilities and providing wheeled cases for walkers who need to carry equipment.
- A car share scheme to encourage those living close by to share car trips.

2.37 The staff travel surveys also indicated that some existing staff members expressed an interest in car sharing, which would further offset the dominance of single-occupancy car trips.

3. MANAGEMENT OF THE CAR PARK

3.1 It is beneficial to implement a CPMP for the site to robustly manage the operation of the car parking. The management chapter sets out how measures will ensure spaces are used effectively for the benefit of all staff, how it will prevent unauthorised users of the car park and how the number of vehicles will be managed at the Site. Further details of the strategy which will be employed are set out below.

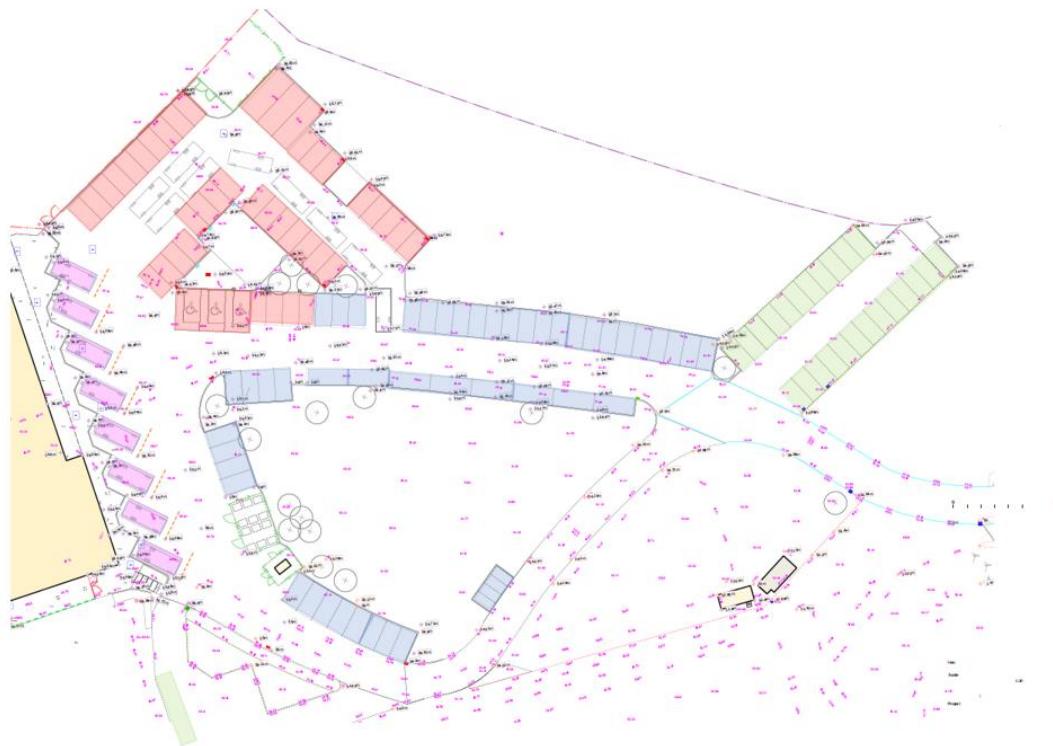
Managing Car Park Demand

3.2 With the impetus being on better management of the car park and less car-parking spaces than staff, it is important to understand what is appropriate for Pinn River School and Coteford Junior School, and to reach an agreement on how these demand levels can be managed effectively. Consideration of external factors, notably the presence of the Travel Plan measures help to demonstrate that the level of parking to be provided is considered to be sufficient for the staff being employed at the school. In future however, driving down demand will continue to be a key facet of the Travel Plan and the CPMP to alleviate any demand pressures that may occur but also to provide health and environmental benefits.

3.3 At present there are a total of 73 spaces on site (including 26 within the Coteford lease area) with a total of 125 staff across the Grangewood School and Coteford Junior School. This equates to a parking ratio of 0.58 spaces per staff member. The future level of parking, 110 spaces for approximately 185 staff across the two schools, will look to cater for the increased demand from additional staff at Pinn River School (approximately 60 staff) whilst also safeguarding the existing provision for Coteford Junior School. The parking ratio which will remain similar at 0.59 spaces per staff member across the two schools. In addition, there has historically been informal parking along kerb edges of the roadway which has provided up to 12 additional spaces; these will not be available in the future.

3.4 Accordingly, the Travel Plan will need to focus upon reducing single-occupancy car journeys to ensure that car park will be able to cater for both sets of staff in future. Details of how the Pinn River School and Coteford Junior School staff parking plan is allocated based on the lease agreement is shown in **Figure 3.1** and at **Appendix A4**.

Figure 3.1 Pinn River School and Coteford Junior School Lease Agreement



3.5 In terms of marked up plan showing whose land use within the campus, **Figure 3.1** outlines the following principles relating to the lease agreement with Hillingdon Borough Council for Grangewood School (to become Pinn River School) and Coteford Junior School.

- Red Spaces: Within Grangewood / Pinn River lease (37 standard spaces, 3 accessible spaces = 40 spaces in total + three mini bus parking bays);
- Green Spaces: Within Coteford lease (including the turning area) 26 standard spaces;
- Blue Spaces: Within the LBH retained area that both Grangewood School / Pinn River School and Coteford Junior School have equal access rights to (50 standard spaces);
- Pink Spaces: On the boundary between the Grangewood School / Pinn River School lease but will be retained land for Pinn River School to use as minibus parking.

3.6 In line with the future level of parking, 26 car parking spaces will be included within Coteford Junior School lease and will provide a safeguarded area for staff to park. This includes two demarcated car parking spaces provided within the Coteford Junior School turning area/triangle. Pinn River School will continue to work in close partnership with Coteford Junior School to monitor the demand and turnover and helping to bring an understanding as to how the car parking spaces on Site work in the interests of all parties.

3.7 In addition to this, there will be less demand at certain times throughout the day as the number of staff will fluctuate depending on whether they are full or part time staff. There are other staff factors which can affect the demand for parking, such as staff starting later and finishing earlier (after 09:30 and before 14:30), the need for some staff to work away from the site, and the problems associated with recruitment and retention of staff.

3.8 The Travel Plan measures will be key to help drive down single occupancy car journeys to the site and will be provided to both new and existing staff in order to promote sustainable alternatives. The key measures provided in the Travel Plan will be implemented robustly for new staff, which will provide the Eden Academy Trust and Pinn River School an element of certainty of the travel behaviours of the staff they are looking to employ.

3.9 The Travel Plan is explained in more detail in the submitted document, however, the measures such as introducing a minibus service that picks staff up from Northwood Hills underground station and the potential of a minibus driving a local route where demand is high for this service will help staff travel to the site and drive down demand for single-occupancy car trips to the Site.

3.10 The target within the Travel Plan is for c.60 staff to not use single car occupancy as the primary source of transport to and from the Site. Effectively, the measures will look to target staff either within close proximity to the site (1 – 5km) or staff that have shown an interest in alternative modes of transport that of a car within the staff travel survey. This is targeted as staff have shown an expression of interest and would be more willing to change their travel behaviour than those staff who did not make this expression of interest in the travel survey. Clearly, the measures put forward by the Travel Plan will need to alleviate the concerns that staff may have about not driving their car to site and how the measures will help to improve the current levels of cycling and walking and access to public transport.

3.11 As mentioned above, the key measures are outlined in the Travel Plan, with a focus on improving access for staff from local transport hubs, improving facilities in the new school to encourage an uptake in cycling and walking buddies to encourage more staff that live within 2km of the site to walk with a fellow member of staff. The strategy will also consider whether car sharing is a viable option and if there was a level of interest from staff to introduce more car parking spaces that are dedicated to car sharing.

3.12 The key car-park management strategy should be to ensure that parking is not displaced internally to unmanaged areas within the car park and into surrounding areas, which can lead to neighbouring residents being disadvantaged and aggrieved and reduce parking demand.

Car Park Management

3.13 Car-park management plays a crucial part in the successful running of the Pinn River School (and Coteford Junior School). Without the appropriate car-park management, the staff experience will be affected. Analysing the parking management set-up through surveys with staff and through site investigations will ensure that car park capacity is monitored to reduce utilisation levels. As will identifying improvements for sustainable and public transport, not already implemented through the Travel Plan.

3.14 The mechanism and procedures for parking allocation at the campus will be explained to staff of both Pinn River School and Coteford Junior School (outside the scope of this assessment). There is the potential for reserving spaces based on the leases if that is considered appropriate by both schools. The details of this are provided in **Appendix A4**.

3.15 The safe walking routes prescribed in the layout, between the car park and the main school building should be clear and well maintained to ensure safety is not compromised. There should be adequate signage (in the form of road markings to staff and particularly visitors) to the main school building. The safe walking routes have been designed to be direct as possible.

3.16 The total number of wheelchair accessible spaces will also be adjusted according to demand at opening. Staff of both schools will be made aware of and provided with full details on the restrictions in place.

3.17 Parking bays will be provided on a first-come, first-served basis. The blue badge parking will be allocated in the same way, with the main difference being that blue badge holders will be required to obtain a permit to park in the blue badge spaces. These will be annual permits and demand will be monitored to observe the number of spaces provided.

3.18 With regards to blue badge users, they must be always considered, especially during the time they are making their way from their vehicle to the main school building. Particular attention has been given to the location of these spaces within proximity to the main entrance meaning measures associated with crossing of an internal roads is significantly reduced.

3.19 Within the car park a space large enough to comfortably fit two-wheeled powered bikes that wish to park on site has been provided adjacent to the refuse storage area. Without designated motorcycle parking bays, it is possible that motorcyclists will use other parking spaces, which will have an impact on car-park capacity.

3.20 In extreme cases, where any vehicle has parked on roadways or any other area of the school deemed obstructive, the vehicle will receive a Parking Charge Notice (PCN) and will be immediately towed away. This will apply to any vehicle parked on the internal road network outside of any allocated

parking spaces, whereby blocking incoming / departing minibuses. The PCN will be operated by private organisation on behalf of the Applicant, which means the driver of the car will be liable to them rather than the school themselves.

3.21 The provision of the electric vehicle charging parking spaces will be monitored and if necessary, the need to provide additional active/passive spaces will be considered through the Travel Plan and if additional passive spaces are provided, they can be converted into active spaces to meet demand.

Car Park Monitoring

3.22 Pinn River School will review the CPMP on an annual basis to ensure that it is continuously relevant, and will work in partnership with Coteford Junior School to ensure that the car park is managed effectively. If a large modal shift has occurred and that a large number of spaces have become unoccupied, or more disabled parking / electric vehicles are required, then this will be dealt with appropriately at the time.

3.23 The CPMP will take on board feedback from staff and visitors relating to the car-parking arrangements. If a number of staff are highlighting the same issues, it is likely that the issue needs addressing. Staff feedback will be valued and acknowledged by Pinn River School and actioned where possible in the best interests of all parties.

3.24 Pinn River School should acknowledge feedback and provide responses to car-park policy queries from staff. For example, if modifications to the car park are generating feedback, it will be beneficial to explain the rationale for making such modifications. This transparent approach is likely to satisfy most queries the school will receive from staff and may help make the car park more efficient.

3.25 Staff wishing to provide feedback on their experience of using the car park should be easy and accessible. Monitoring and data collection should be carried out annually. Data should be analysed to identify how successful the Travel Plan has been in further reducing single-occupancy trips, increasing the use of sustainable transport and improving the staff experience.

Liaison with Local Authority

3.26 The CPMP is considered a 'Living Document' insofar as it will be periodically reviewed and updated to ensure that it is meeting the current needs of its users. The Pinn River School will liaise with Coteford Junior School and with the London Borough of Hillingdon if required regarding the appropriateness of any changes to the CPMP.

4. SUMMARY

- 4.1 This Car Park Management Plan has been produced on behalf of the Education and Skills Funding Agency (ESFA) to provide a Car Park Management Plan (CPMP) to discharge condition 12 of the planning permission for the redevelopment of Grangewood School.
- 4.2 The table below sets out the key components of the condition and sets out where the necessary information can be found within the report.

Condition Wording	Relevant Section
<i>“The arrangements for all on-site parking...”</i>	Figure 2-4
<i>“to include provisions for managing, monitoring, enforcement and review...”</i>	Paragraphs 3.21 – 3.24
<i>All on-site parking spaces shall be solely for use by the development hereby approved (e.g. staff, visitors, parents of students) and shall not be used for any other purpose or leased/sub-let.</i>	Paragraph 2.5
<i>Details of 3 wheelchair accessible spaces, to be permanently retained within the car parking area.</i>	Paragraphs 2.21 and 2.22
<i>Details of 6 active electric vehicle charging points, AND 6 passive vehicle charging points.</i>	Paragraphs 2.25 and 2.26
<i>Details of minibus spaces to be permanently retained within the car parking area.</i>	Paragraphs 2.23 and 2.24
<i>Written details of the agreements with Coteford School to be provided, to describe how 38 spaces for use by Coteford School would be retained.</i>	Paragraphs 3.3, 3.4, 3.12 and Appendix A4.

A1. SITE LOCATION PLAN

A2. STAFF SURVEY EXAMPLE

A3. SWEPT PATH ANALYSIS

A4. COTEFORD JUNIOR SCHOOL PARKING ARRANGEMENT