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# Discharge of Condition 23: Drop-Off and Pick-Up Management Plan

Pinn River SEND School, Hillingdon

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

September 2025

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

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and Pick-Up Management Plan  
PINN RIVER SEND SCHOOL, HILLINGDON

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# 1. INTRODUCTION

1.1 Icen Projects Ltd has been appointed by Kier Construction on behalf of the Department for Education (DfE) to produce a Drop-Off and Pick-Up Management Plan (DoPuMP) to discharge Condition 23 for the redevelopment of Grangewood School, Fore Street, Pinner, Hillingdon HA5 2JQ to construct Pinn River School (the 'Proposed Development'), within the jurisdiction of London Borough of Hillingdon (LBH).

1.2 The formal description of development which is subject to the application for full planning permission 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 application was submitted in November 2022.

1.4 This application received a resolution to grant at committee in January 2023 and a decision notice in March 2023. The approved application is for a SEND school of 5,314m<sup>2</sup> of GIA and will accommodate 180 students from the ages of 3 to 18, employing up to 130 (FTE) members of staff, including teachers, teaching assistants and support staff (Ref. No. [2145/APP/2022/3534](#)).

1.5 The new part one storey, part two storey SEND school will cater for students with severe or profound learning difficulties and which may also include autism (profound and multiple learning difficulties (PMLD), severe learning difficulties (SLD) and autism spectrum disorder (ASD)) . The school will provide the full suite of teaching spaces, offices and dining facilities. Given the specialist needs of the students, the vast majority will be provided with home to school transport by their local authority which minimises any impact on the local road network.

1.6 This document therefore reflects the original planning application and to discharge condition 23, which requires approval of the Drop off and Pick Up Management Plan prior to occupation.

1.7 The full wording of condition 23 is as follows:

*Prior to first occupation of the premises a Pick-Up and Drop-Off Management Plan shall be submitted to and approved in writing by the Local Planning Authority. The submitted plan shall set out the staggered start and finish times for the school and the staggered pick up and drop off times of the*

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*minibuses operating at the school. Adequate intervals should be provided between the staggered start and finish times.*

*The approved plan shall remain in place for perpetuity.*

*REASON To help mitigate the site's contribution to local congestion levels in compliance with Policy DMT 1, DMT 2 and DMT 6 of the Local Plan: Part Two - Development Management Policies (2020).*

- 1.8 As such, the Drop off and Pick Up Management Plan provides clear and inclusive procedures for managing student arrivals and departures at Pinn River School relative to the school day. It is designed to safeguard all students, accommodate individual needs, and ensure smooth coordination among families, staff, and transport providers.
- 1.9 **Table 1.1** indicates where in this report the relevant information to the condition can be found.

**Table 1.1 Condition 23 Requirements**

Condition Wording	Relevant Section
Staggered start and finish times for the school	Paragraph 2.10
Staggered pick up and drop off times of the minibuses operating at the school	Paragraph 2.20 – 2.25

- 1.10 This document has been prepared to inform and instruct staff, students, parents and others who enter the school site, including visitors (both pedestrian and people in vehicles), about the site rules concerning pedestrian and vehicle separation.
- 1.11 Pinn River School takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported to the school management team.
- 1.12 This Drop off and Pick Up Management Plan aims to establish the policies and principles that the school will adhere to.
- 1.13 The Drop off and Pick Up Management Plan will be implemented prior to first use of the Pinn River School and will be regularly reviewed by the future occupant, in conjunction with LBH, to ensure it remains current. If it is deemed that a revised strategy is necessary, then an updated Drop off and Pick Up Management Plan will be provided.

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- 1.14 This Drop off and Pick Up Management Plan is intended to be a living document, and the site occupant (The Eden Academy Trust) will be made aware. The Headteacher will ensure that staff are aware of the requirements of this plan.

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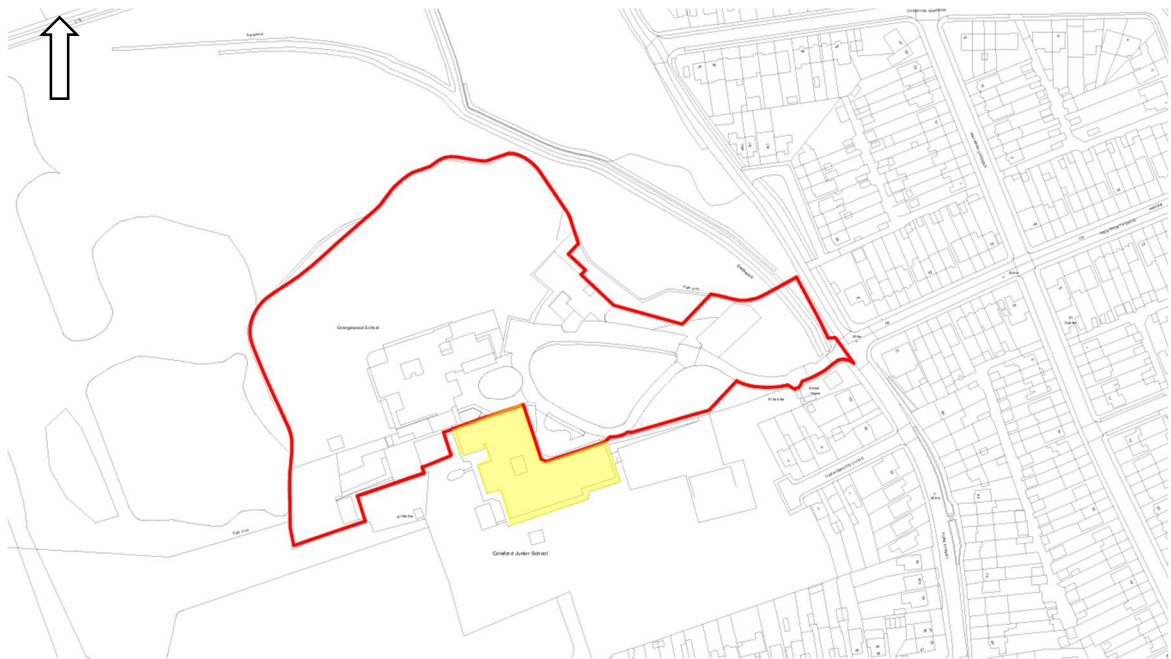
## 2. PINN RIVER SCHOOL

### Site Location

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- 2.1 The application site, as shown on **Figure 2-1**, is located on the former Grangewood School site and adjacent to Coteford Junior School (which is not part of the red line boundary application site) within the London Borough of Hillingdon (LBH).

**Figure 2-1 Planning Application Boundary in Context**



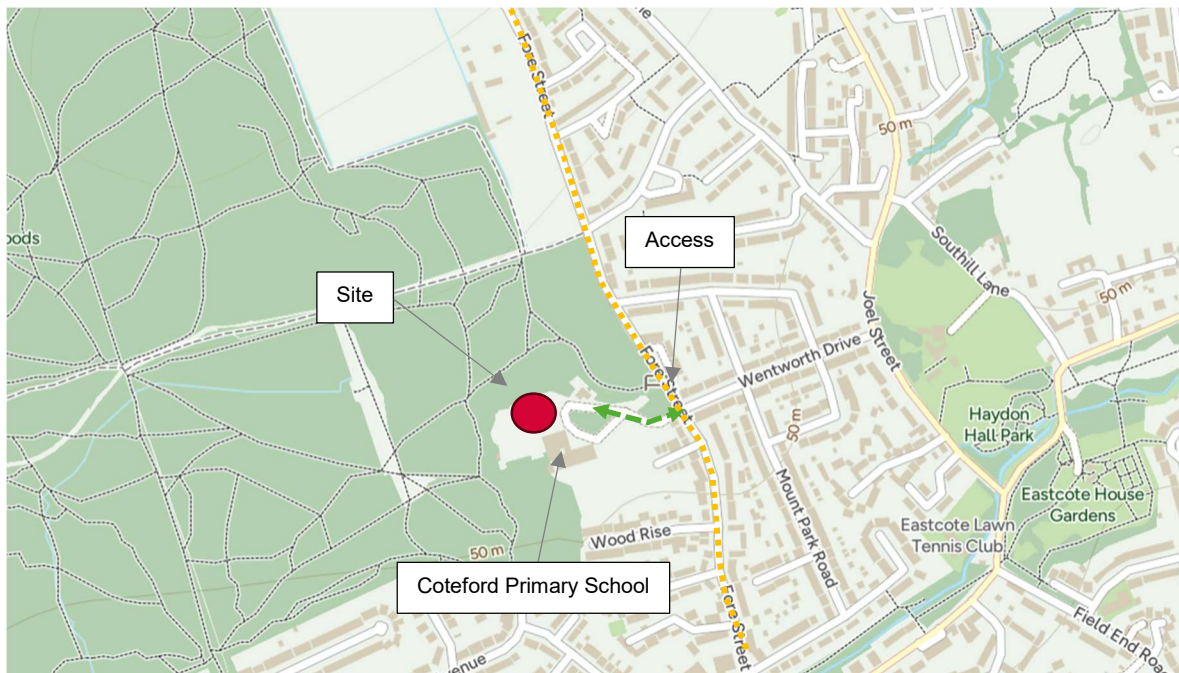
- 2.2 The area outlined by the solid red line in **Figure 2-1** covers approximately 0.65 hectares (ha) and lies entirely within the LB Hillingdon administrative boundary. The Site is located about 1.9km northeast of Ruislip Station, at OS Grid Reference TQ 099888. Adjacent land, shown in yellow on the plan, is part of Coteford Junior School and falls outside the scope and ownership of this application.
- 2.3 The Site is designated for educational use, so the principle of development has been established, subject only to compliance with relevant planning policies and appropriate mitigation of any operational impacts.
- 2.4 The Site is positioned to the west of Fore Street, Pinner, which runs north - south between Norwich Road and Eastcote Road. It is accessed directly from Fore Street and bordered by woodland to the north, east, and west, with Coteford Junior School to the south.

- 2.5 Northwood Hills Underground Station (Metropolitan Line) lies approximately 1.9km to the north, and bus services are available on Joel Street around 600m east of the site. The site has a PTAL rating of 1a, indicating limited public transport access.
- 2.6 To the east, the surrounding area is mainly residential, extending in a north–south band. Fore Street provides vehicular, pedestrian, and cycle access to the site.

### Surrounding Highway Network

- 2.7 The development site is located off Fore Street which is a local distributor road running in a north to south direction for 1.3km. It is a lightly trafficked route, predominantly serving residential and school uses, it does not provide a strategic route across the local area (**Figure 2-2**).

**Figure 2-2 Surrounding Highway Network**



### Access

- 2.8 Access to the site is currently provided via an all-movement bellmouth junction located on the eastern boundary, directly off Fore Street. This established point of access is proposed to be retained to serve the new school, offering a practical and familiar route for vehicles entering and exiting the site. To manage and control access effectively, a barrier-controlled entry system is in operation at the main entrance. This system helps regulate vehicle movements, ensuring that only authorised users can enter, thereby safeguarding the internal parking area from unauthorised use.
- 2.9 **Photo 2-1** illustrates the existing junction layout at the point where Fore Street meets the site entrance. The image provides a visual reference for the current configuration, highlighting its proximity to the school and offering context for proposed access arrangements.



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**Photo 2-1 Fore Street/Existing School Site Access**



- 2.10 Pinn River School is expected to produce low peak-hour traffic from staff commutes, particularly in the evening peak period. Staff will be required to be on site by 08:30, and full-time staff are required to be on site until 16:15 (15:45 on a Friday). This means all full-time staff journeys typically conclude during the first half an hour of the traditional morning peak (08:00–09:00). Similarly, the majority of staff will have left before 17:00, resulting in limited activity during the evening peak period (17:00–18:00) with full time staff leaving earlier than that on a Friday (from 15:45).
- 2.11 To support the evolving layout and improve internal circulation, it is proposed that the priority of the internal access road be revised to operate as a one-way, anticlockwise system around the central island. This adjustment is intended to streamline vehicle movements, improve efficiency, and ensure that the revised parking layout is more clearly defined and manageable for all users of the site.

### **Minibuses Drop Off/Pick Up & Parking**

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- 2.12 The intention is to provide eight minibus drop off/pick up bays at 45 degrees to the proposed new building façade. 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 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. This design of the parking bays provides for flexibility and the most efficient use of them. This is shown by **Figure 2-3** with the swept paths for minibuses entering and existing the drop off bays.

**Figure 2-3 Swept Path for Minibuses at the Pinn River School**



- 2.13 The flexibility of the 45-degree minibay bays ensure that students are no longer disembarking the minibuses straight onto the drop off area and allows for a more accessible and permeable route from the minibay bays to the reception area of the school for students. At full capacity, the new Pinn River School expects 180 students to arrive and depart the site each day.
- 2.14 Pinn River school will have three permanent minibay parking spaces dedicated for the school's own minibuses. The layout will incorporate three large (3m x 8m) spaces perpendicular to the proposed Sprinkler Tank and Diesel Generator.
- 2.15 Where minibuses enter the school site to drop off or pick up students the contractor will be informed of the requirements of this management plan. The majority of students will use minibuses on site, so they will be closely supervised and monitored by staff.

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## **Pedestrian Movement**

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- 2.16 The main pedestrian access to the site will be via Fore Street. Given the level of specialist needs at the Pinn River School, it is not expected that pedestrian and cycle movements will be high amongst students, with most of them disembarking from the minibuses adjacent to the new building school entrance. This will constitute the main mode of transport to and from the site, other than for staff who will be encouraged through Travel Plan measures to use sustainable modes of transport. The proposed layout provides for an internal footway network to connect with the school from the parking areas.

## **Car Park Strategy**

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- 2.17 At full capacity, the Site will employ 130 FTE staff with additional ad hoc professionals visiting the school during the days for other purposes such as healthcare professionals, external music teachers and so on. The layout of the car park will also need to consider the existing parking demand for Coteford Junior School, which is outside the scope of this planning application.
- 2.18 The intention is that the car park layout will be maximised to its full potential so any areas of underutilised hardstanding can be brought forward as part of the proposals.
- 2.19 As such, proposals for a car park will be brought forward in tandem with effective Travel Plan measures will help meet the expected future driver demand for Pinn River School.

## **Students / Staff**

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- 2.20 Pinn River School staff will be required to be on site by 08:30, and full-time staff are required to be on site until 16:15 (15:45 on a Friday).
- 2.21 Minibus arrivals for students at Pinn River School are expected to begin from 08:30, ahead of a 09:00 lesson start. In the afternoon, minibuses typically arrive by 15:00 and depart by 16:00. This extended 'soft' start and finish to the school day enables staggered drop-off and pick-up by minibuses to ensure smooth use of the eight designated minibus bays.
- 2.22 Most of the students are eligible for free home to school transport, which is provided by the Local Authority who places the child (the majority of pupils are LBH residents). Students travel on a minibus with other children from their locality. In addition to a driver, all students who travel on a minibus have an escort who is employed to support the child throughout their journey. A small number of students that live nearer to the school are brought to School or picked up by a parent (or taxi) at the end of the school day.

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- 2.23 It is anticipated that 30 minibuses will arrive and depart between 08:30 and 09:00, resulting in 30 two-way trips. The site has adequate internal space to accommodate individual drop-offs using the eight designated minibus bays, with additional capacity available in the waiting area. A similar staggered approach will be applied during the afternoon pick-up period.
- 2.24 Accordingly, minibus movements are staggered across part of the morning peak during student drop-off, while afternoon pick-ups occur outside the evening peak and therefore do not contribute to peak-hour traffic.
- 2.25 All these minibuses will use the drop off bays internal to the Site and will not set down outside the site on the local highway network. Once the minibuses have been to Site in the morning, they will depart from the school not returning until 15:00, when they will be required to pick the students up after school finishes (15:15) and transfer them to their homes. The home to school minibuses are not parked overnight at the Site; each local authority will make their own arrangements.
- 2.26 Drivers (including staff) should drive slowly and carefully within the car park, adhering to the Site's 10 mph speed limit at all times, taking extra care to ensure everyone's safety.
- 2.27 There should be no cars parked around the school grounds other than in the designated car parks to avoid any restriction for emergency vehicular / school minibuses access at the front of the school from Fore Street.

### **Visitors**

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- 2.28 Visitors are welcome to the school but given there is limited number of car parking on Site, visitors should confirm beforehand with reception if they can use one of the designated parking bays for the school. Access into the school during the day (between 09:00 and 15:15) is only permitted from the main access via the front gate which comes off Fore Street.
- 2.29 Visitors are required to sign in via main reception where a pass will be issued. On departure, visitors must sign out at the main reception and leave via the main entrance door. Visitors should proceed slowly within the car parks at all times and obey the 10mph restriction. If visitors require any advice on access or parking before their visit, please call the school reception.

### **Service / Deliveries**

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- 2.30 Drivers of service vehicles (if they have not been on the Site before or obtained instruction in advance) should report to the main reception desk at the main entrance to advise the nature of their visit and get clarification on where they can park and the site rules / procedures in this regard.

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- 2.31 To minimise disruption during busy periods, all deliveries to the school should be scheduled where possible between 09:30 and 14:30, outside of pupil drop-off and pick-up times.
- 2.32 Wherever possible, deliveries should also avoid traditional peak traffic hours (08:00 – 09:00 and 17:00 – 18:00), although this is typically not an issue as most staff will already be on-site or travelling outside these times. The presence of a staffed reception throughout much of the day provides flexibility for accepting deliveries within this window. This approach helps reduce peak-time congestion and minimises the risk of missed or repeated delivery attempts. Clearly the school with have no control over some of the external deliveries (such as Royal Mail) but as these would tend to be relatively regular timings the rest of the schedule/deliveries can be programme around these.

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### **Blue Badge Spaces**

- 2.33 The car parking area includes three blue badge parking spaces and are clearly marked at the front of school close to the reception front desk. If visitors, staff or students require information on access or any other considerations please contact the school reception in the first instance.

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### **Monitoring of Compliance against this Plan**

- 2.34 The Senior Leadership Team will be responsible for ensuring compliance with this plan.
- 2.35 Where issues arise with vehicular access, taxi/minibus drivers and staffing, these will be dealt with or escalated by the responsible member of the Senior Leadership Team. The Senior Leadership Team will be responsible for addressing the conduct of all students where this is not consistent with the requirements of this plan.

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### **Non-Compliance**

- 2.36 If there are concerns or incidents that constitute non-compliance these will be recorded on the form by those monitoring the site and appropriate action will be taken. This includes possible disciplinary action and reports going to Contractor or Service management which may result in investigative action. On days where there is no monitoring carried out and there is an instance of non-compliance, these should be escalated immediately to the Senior Leadership Team who will make a record on the form and take appropriate action.

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### **Events at School**

- 2.37 The school will ensure there are appropriate personal on duty for large events. They will be wearing Hi-vis vest so they can be seen and recognised as staff, when events take place in the evenings the front of school and all car parks will be lit with lights for the duration of the event with a half an hour overrun.