



**RESIDENTIAL DEVELOPMENT  
HAREFIELD GROVE, HAREFIELD**

**CAR PARK MANAGEMENT PLAN**

**OCTOBER 2022**



**the journey is the reward**

**RESIDENTIAL DEVELOPMENT  
HAREFIELD GROVE, HAREFIELD**

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<b>Project Code:</b>	<b>CHHarefield.1</b>
<b>Prepared by:</b>	<b>JG</b>
<b>Approved by:</b>	<b>PS</b>
<b>Issue Date:</b>	<b>October 2022</b>
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**Residential Development  
Harefield Grove, Harefield  
Car Park Management Plan**

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# 1 Introduction

- 1.1 Mayer Brown Ltd has been appointed to prepare this Car Park Management Plan (CPMP) for the residential development known as Harefield Grove located on the outskirts of the village of Harefield in the London Borough of Hillingdon (LBH).
- 1.2 The purpose of this CPMP is to set out details of the car park management measures within the development site, and how the management measures will be enforced to prevent parking by unauthorised users.
- 1.3 The main aims of the CPMP are to:
  - Make sure that adequate parking provision is provided for the needs of the development
  - Control the use of the communal car parking areas to ensure they are only used by those eligible to use it
  - Enforce appropriate use of the communal car parking areas such that it remains accessible to all eligible users

## 2 Site Details and Local Highway Conditions

- 2.1 The site is located on and accessed from Rickmansworth Road, circa 865m north of the centre of Harefield.
- 2.2 The site and its red line boundary are indicated in the location plan in Figure 2.1 below:



**Figure 2.1: Site Location Plan**

### 3 Site Details

- 3.1 The site accommodates six apartments in a restored mansion house building, twenty-nine apartments in a stable block building, a restored cottage (Cottage House and three detached houses (Orchard House, Lake View House and Garden House). Therefore a total of thirty-nine residential dwellings are accommodated within the site.
- 3.2 A plan of the site is provided in Figure 3.1 below:



**Figure 3.1: Site Plan**



### Access Arrangements

- 3.3 The site access consists of a simple priority junction off Rickmansworth Road (a rural road with a national speed limit speed restriction).
- 3.4 The site incorporates a c.250m shared surface driveway, Lime Tree Drive, connecting the parking areas to the Rickmansworth Road access.

### Servicing

- 3.5 The track plot drawings provided at Appendix A of this report demonstrate that the site access and proposed internal access arrangements can be safely used by refuse vehicles and emergency vehicles. The drawings also demonstrate that refuse and emergency vehicles can circulate within the site to allow them to exit the site in a forward gear.

### Parking Arrangements

- 3.6 In-line with the 2021 London Plan car parking standards for PTAL 1 areas, a total of 58 car parking spaces are provided within the site. Each of the four detached houses on the site has two private spaces located within the curtilage of each property. The remaining 52 spaces are located within two communal parking areas, one near the Manor House (9 spaces) and one to the south of the Stable Block (43 spaces).
- 3.7 Regarding electric vehicle charging, in accordance with 2021 London Plan guidance, 20% of the car parking spaces have access to active EV charging provision, and all other car spaces are provided with passive provision.
- 3.8 The 'standard' parking spaces will be demarcated with white lines. All the car parking spaces are at least 2.4m by 4.8m.

## 4 Car Park Management Measures and Enforcement

### Scope of Management

- 4.1 The management of car parking covers all areas of communal parking within the development site including internal access roads and parking courts.
- 4.2 Parking restrictions and controls within the site will be applied 24-hours a day, 365 days a year.

### Car Park Measures

- 4.3 The communal car parks have a provision of 52 parking bays, and within the development, clear signage will be provided stating which spaces can be used by visitors.
- 4.4 The site will remain under the management and ownership of Comer Homes Group and a Parking Management Company will oversee and enforce the parking management of the site, including the issuing of parking permits and penalty charge notices (PCNs). The PCN system will discourage unauthorised parking and ensure that adequate space is made available for those who correctly have an expectation to be able to park.
- 4.5 To help ensure that unpermitted vehicles do not use the car park, a record of the car number plates of residents of the dwellings within the Manor House and Stable Block will be kept in a 'whitelist' database by the Parking Management Company for reference. These residents will be provided with a permit to display in their vehicle whilst parked on-site, as well as visitor passes to give to visitors. Each apartment will be provided with one or two vehicle parking permits depending upon availability.
- 4.6 Residents will take responsibility for informing the Parking Management Company if they change vehicles.
- 4.7 Residents with permits will be able to park in any of the available standard bays on-site (i.e. none of the on-site parking will be allocated).
- 4.8 To apply for a permit, residents will need to provide the following documentation:
  - proof of address
  - proof of insurance for vehicle using the car park
- 4.9 Once they have received their permits, residents will be issued with a "Use of Car Park" document setting out the expectations of how residents should use the car park.



### Site Management

- 4.10 Site management will be undertaken by the Site Management Company, and they will appoint an independent Parking Management Company to manage the car park on their behalf.
- 4.11 Residents will be able to contact the Parking Management Company to report parking abuse using the following details:

**Parking Management Company:** [To be confirmed]

**Contact Address:** [To be confirmed]

**Contact Telephone:** [To be confirmed]

- 4.12 In the event that the site management company needs to change the Parking Management Company, they will advise all residents of any new procedures and submit an updated Car Park Management Plan to the Council.
- 4.13 Residents will be able to contact the Parking Management Company in the event that parking is being abused, for example by residents causing an obstruction, or by non-eligible drivers trying to park on-site. Should this occur, contractor staff will then visit the site to review the issue(s), and should it be required, Parking Charge Notices (PCNs) will be issued as necessary. The process for this is set out in the parking enforcement section.
- 4.14 To assist in monitoring parking activity on the site, the Parking Management Company will be responsible for the following:
- Issuing permits
  - Installing any ANPR cameras (if required)
  - Parking related signage
  - Registering residents with a valid permit on a 'whitelist'
  - Issuing permits & "Use of Car Park" document
  - Issuing PCNs
- 4.15 The management company will have access to a database of whitelisted contractors, and supplier vehicles etc. who can park on-site.

## Signage

- 4.16 Signage at the entrance to the development from Rickmansworth Road will state that the site is private and that no public access or public parking is permitted. The Lime Tree Drive name sign will also include a comment that this is a private road, as indicated in Figure 3.1.



**Figure 4.1: Example Street Name Sign Plate**

- 4.17 Signage within the site will be displayed to indicate that all parked cars must display a valid parking permit and setting out details of any penalty charges that will apply. The signage will also include details of the Parking Management Company and their contact details.

## Enforcement

- 4.18 Certain activities within the car park will be seen to constitute a trigger for enforcement action, including:
- Vehicle not authorised to park
  - Vehicle not parked in a correct space
  - Vehicle parking inappropriately and liable to cause obstruction (with or without a permit)
- 4.19 The Parking Management Company will cross reference, by use of the issued permit database, the vehicle registration of any suspected parked unauthorised vehicle. Upon confirmation that the vehicle is unauthorised to park, a PCN will be issued.
- 4.20 In the event that it is confirmed that the vehicle is authorised to park, but has not displayed its permit, a warning notice will be issued if it is the first occurrence. Subsequent offences by the same vehicle will warrant the normal procedure of the issuing of a PCN.
- 4.21 All vehicles will be required to park entirely within the defined car parking spaces. Where vehicles are parked outside of demarcated spaces or parked inappropriately, a PCN will be issued.

4.22 However, if the location of a vehicle prejudices any of the following, removal procedures will be enacted where:

- Other parking spaces are wholly obstructed
- Access is obstructed such that safe operation could no longer continue
- Access by service / emergency vehicles could not be completed in a safe and suitable manner.

4.23 If the car park reaches full capacity, further visitors arriving at the site by car will be turned away and directed to park elsewhere.

#### **Penalty Charge Notice**

4.24 The value of the fine for the PCN will be set by the Parking Management Company in consultation with Site Management Company.

#### **Penalty Charge Appeals Process**

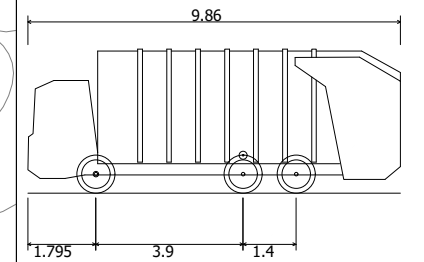
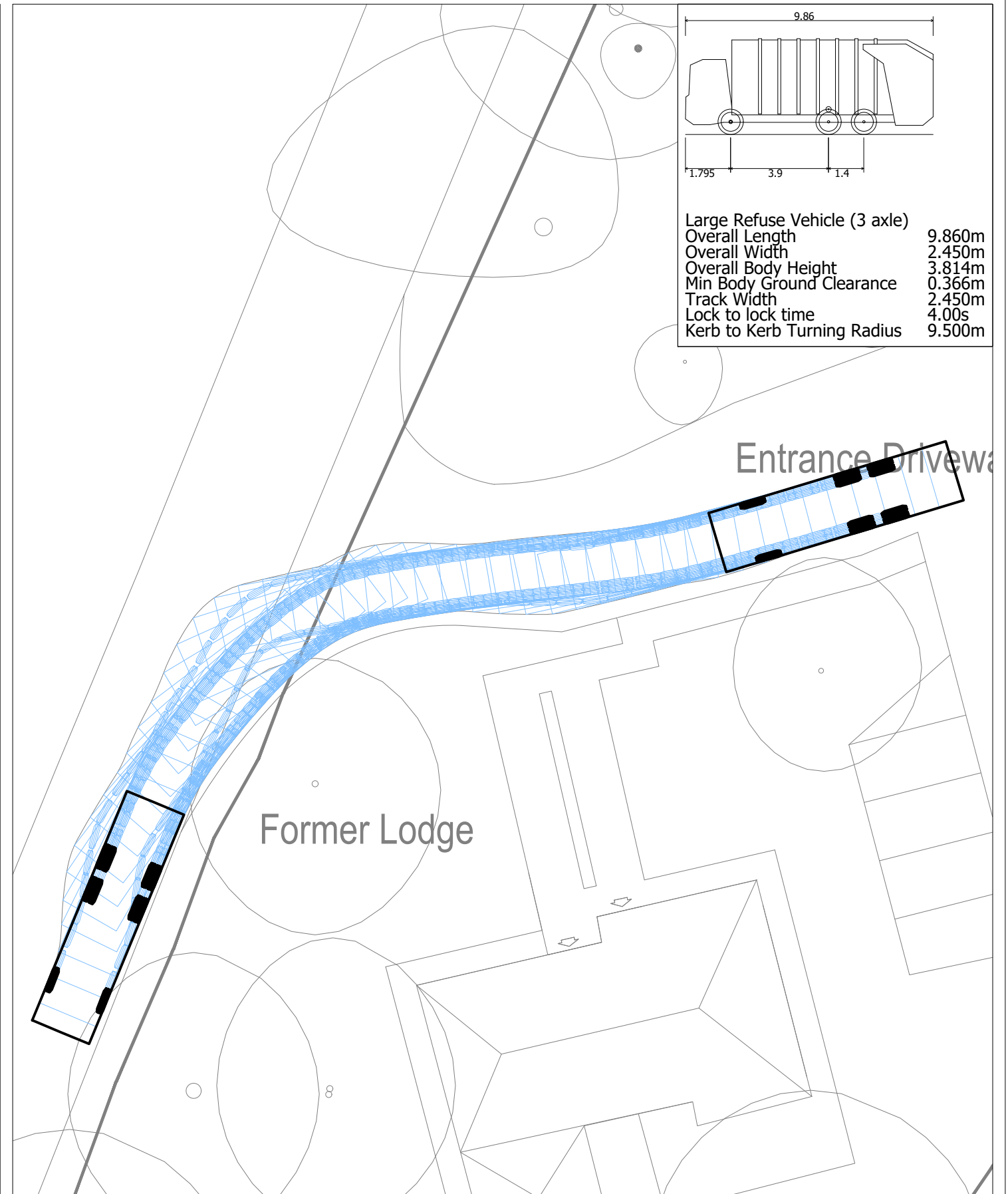
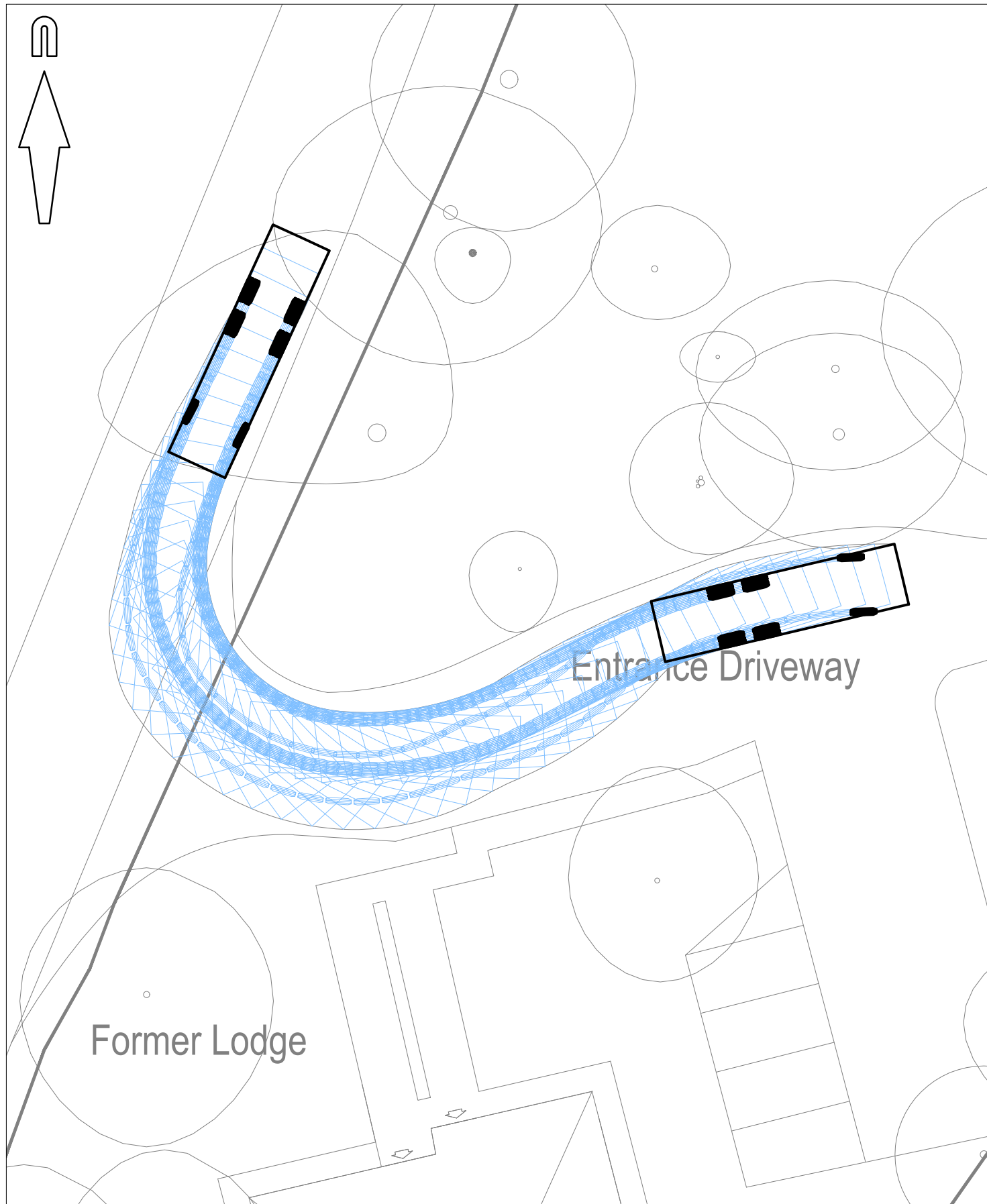
4.25 The recipient of a PCN will be entitled to appeal. The three-stage appeal process is as follows:

- Stage 1: Appeals must be done in writing to the Parking Management Company including a contact address no later than 14 days after the issue of the PCN. The Parking Management Company's decision will be sent to the vehicle owner. If the appeal is not upheld, the vehicle owner can appeal to an independent appeals organisation
- Stage 2: If the vehicle owner chooses to appeal this must be done within 28 days of receiving the rejection letter from Parking Management Company. At this stage the fee will be payable at a higher rate. Should the appeal be upheld, the vehicle owner will not have to pay the fee. However, if the appeal fails, the vehicle owner will have to pay the full cost of the PCN at the higher rate
- Stage 3: Where the vehicle owner was still not happy with the decision made by the appeal they would then need to take legal action

## 5 Monitoring and Revision

- 5.1 The CPMP is required to be a permanent commitment and the associated measures set out in this document have been developed to be appropriate for the operation of the residential development on the site.
- 5.2 However, it is important that the CPMP has some flexibility when in operation to allow for amendments to the plan to be made according to feedback.
- 5.3 As such, the CPMP is to remain a live document to allow amendments to the measures set out within the plan as the site evolves or as the needs of the site change (i.e. amendments to parking prevention measures etc.). Any changes will require the written consent of the Local Planning Authority (LPA) in consultation with the Highway Authority.
- 5.4 The Parking Management Company will monitor parking abuse by keeping a full record of penalties issued (including location of offence) which will be the subject of an annual meeting with Comer Homes Group.
- 5.5 At the annual meeting, the records will be reviewed to identify any patterns which may occur that identify a need to change the parking enforcement regimes.
- 5.6 If any amendments are deemed necessary to this parking strategy, this document will be updated and then sent to the LPA to obtain their written consent of the changes.

## Appendix A: Vehicle Tracking



Large Refuse Vehicle (3 axle)	
Overall Length	9.860m
Overall Width	2.450m
Overall Body Height	3.814m
Min Body Ground Clearance	0.366m
Track Width	2.450m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m

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client

COMER HOMES GROUP

project

HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
LARGE REFUSE VEHICLE  
ENTERING/EXITING ACCESS

scale

1:200 @ A3

drawn by

JB

checked by

JG

date

DECEMBER 2021

cad file

MBSK211209

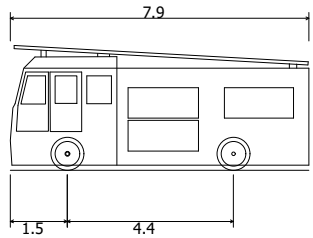
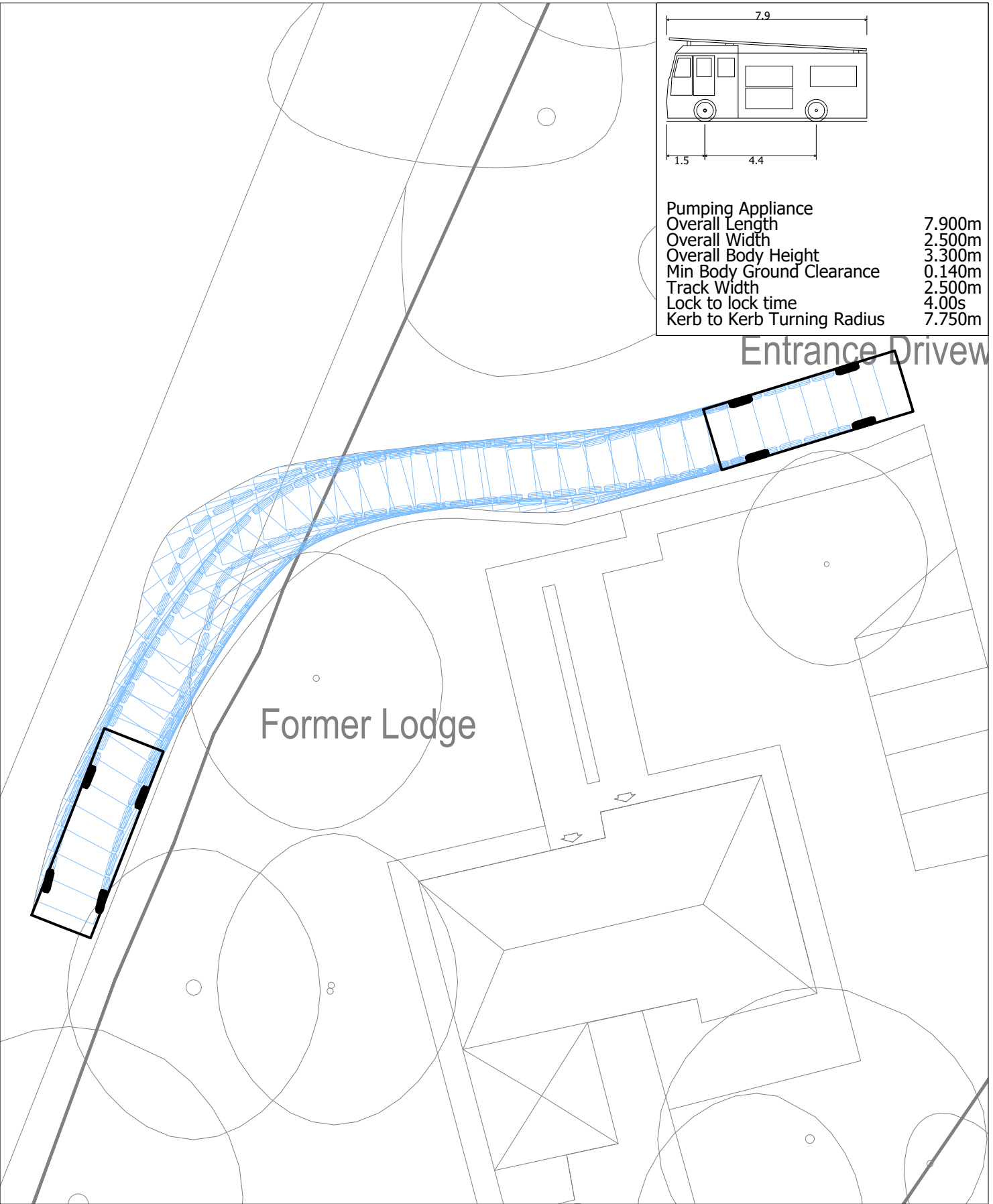
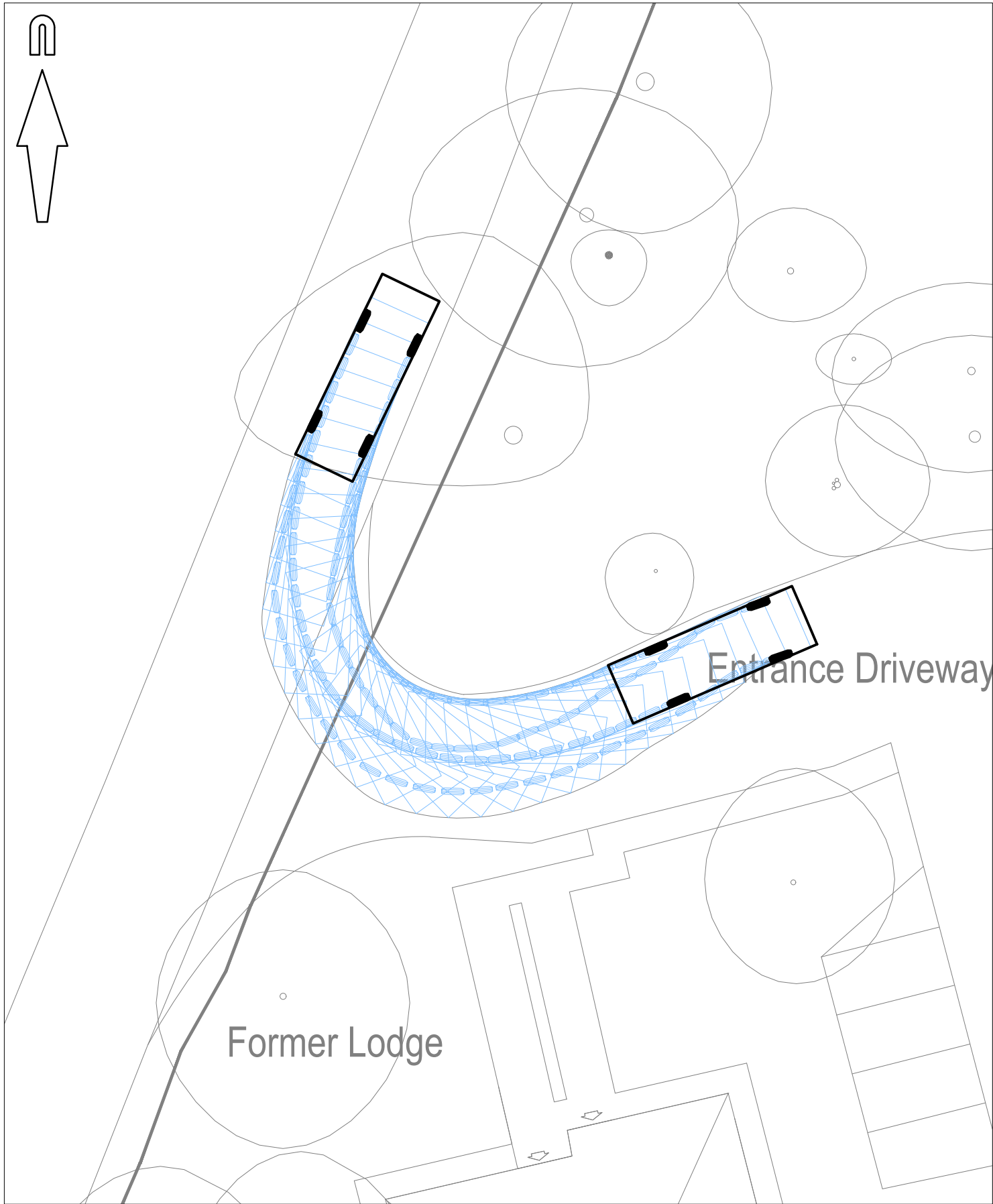
suitability

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P1

drawing number

MBSK211209-01



Pumping Appliance	
Overall Length	7.900m
Overall Width	2.500m
Overall Body Height	3.300m
Min Body Ground Clearance	0.140m
Track Width	2.500m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	7.750m

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COMER HOMES GROUP

project

HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
SMALL FIRE ENGINE  
ENTERING/EXITING ACCESS

scale

1:200 @ A3

drawn by

JB

checked by

JG

date

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COMER HOMES GROUP

project

HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
LARGE REFUSE VEHICLE  
MANEUVERING CAR PARK

scale

1:250 @ A3

drawn by

JB

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JG

date

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cad file

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COMER HOMES GROUP

project

HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
SMALL FIRE ENGINE USING LOOP  
TO TURN AROUND

scale

1:500 @ A3

drawn by

JB

checked by

JG

date

DECEMBER 2021

cad file

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suitability

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HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
LARGE REFUSE VEHICLE  
USING LOOP TO TURN AROUND

scale

1:500 @ A3

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JB

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JG

date

DECEMBER 2021

cad file

MBSK211209

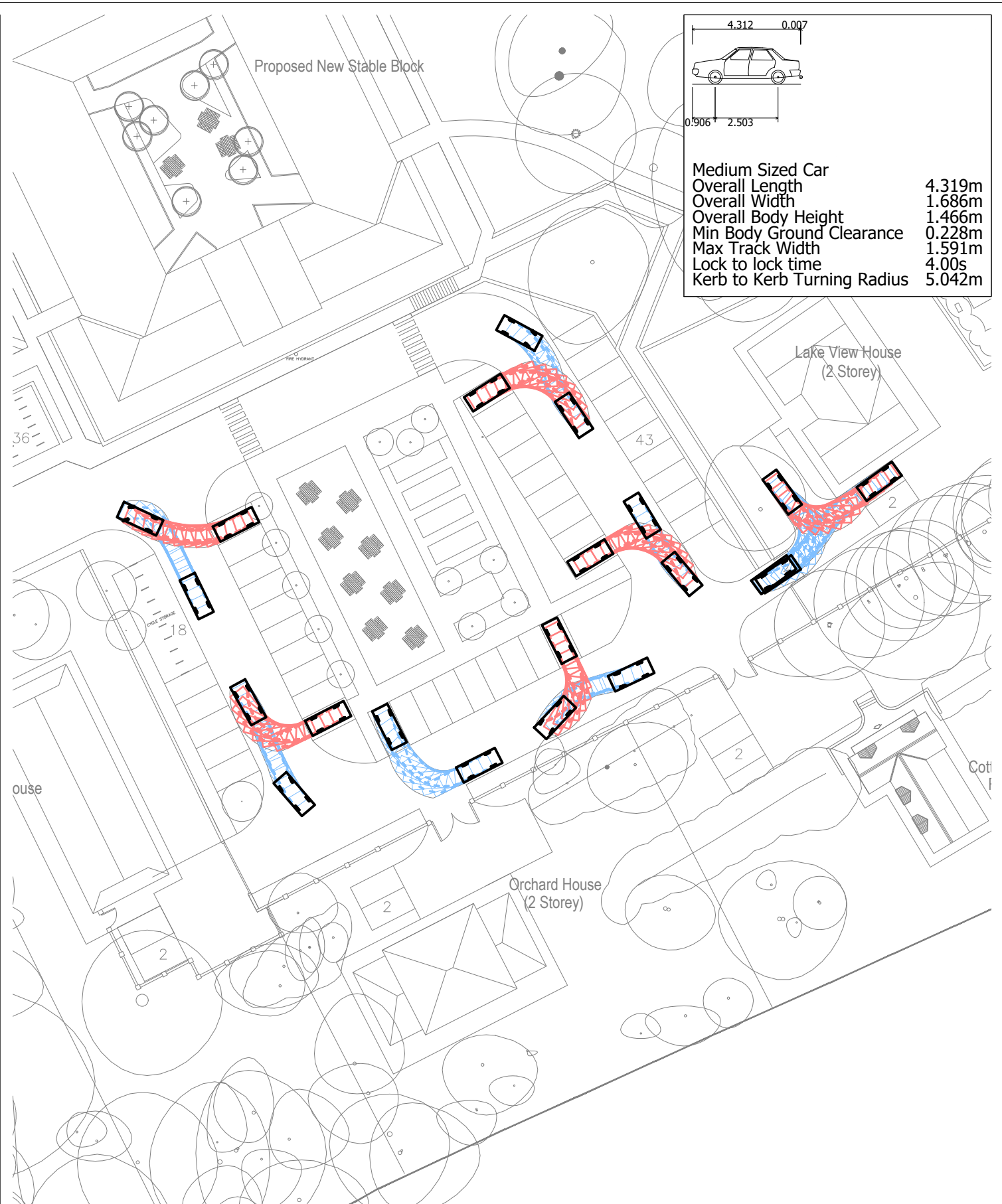
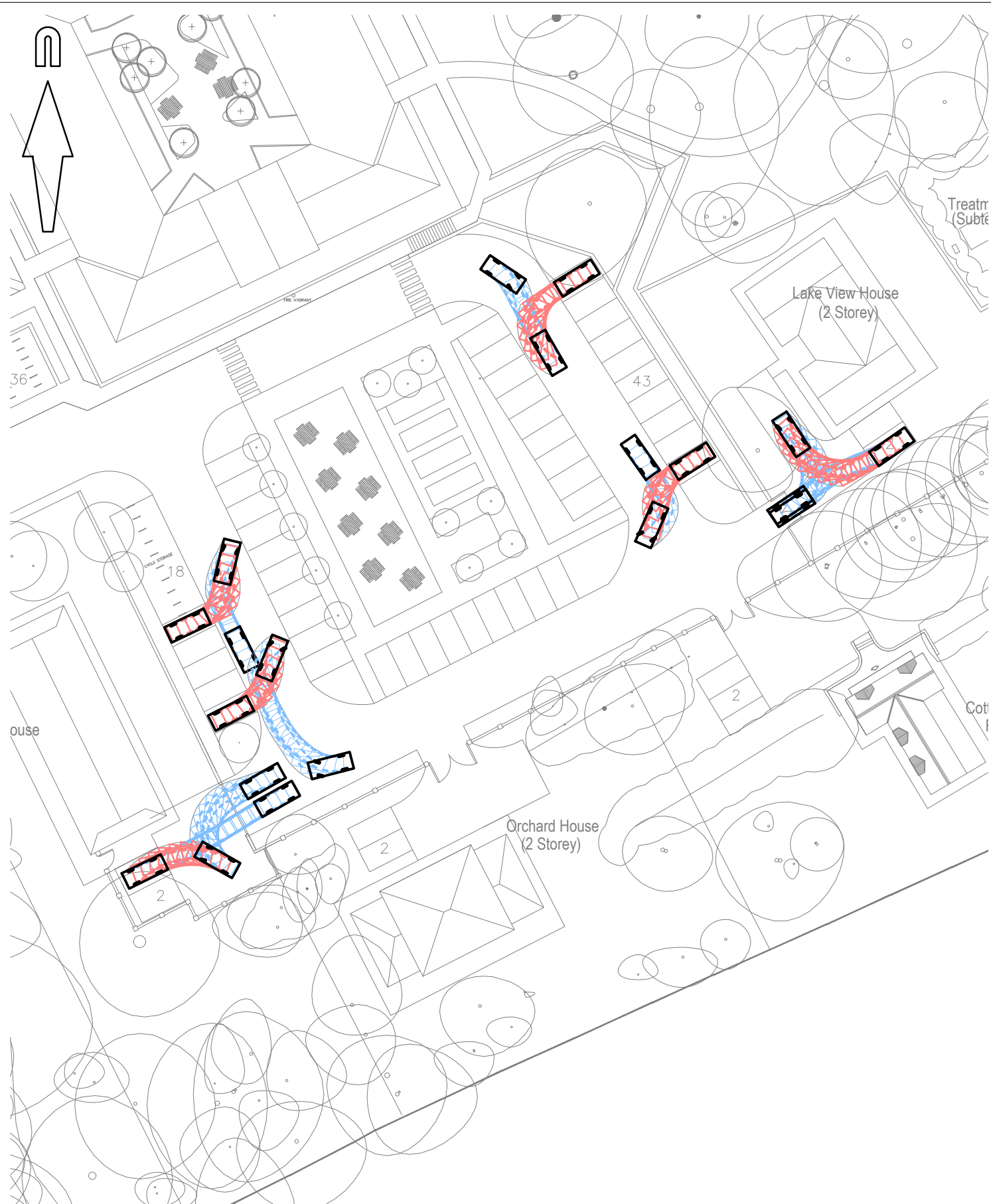
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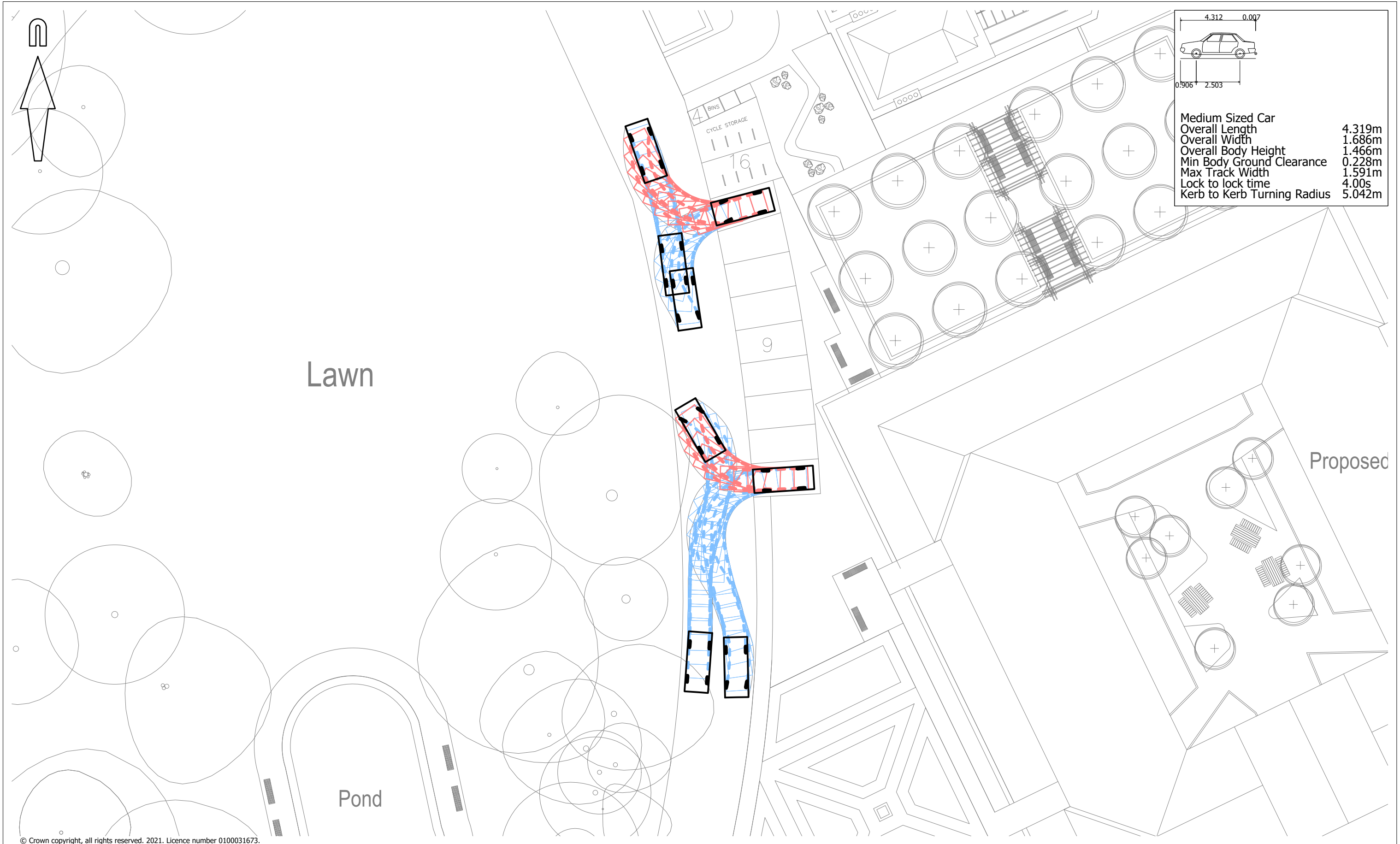
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Medium Sized Car  
Overall Length4.319m  
Overall Width1.686m  
Overall Body Height1.466m  
Min Body Ground Clearance0.228m  
Max Track Width1.591m  
Lock to lock time4.00s  
Kerb to Kerb Turning Radius5.042m

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<div>Mayer Brown Limited Lion House, Oriental Road, Woking, Surrey GU22 8AR Telephone 01483 750 508 Fax 01483 750 437 wokingoffice@mayerbrown.co.uk www.mayerbrown.co.uk</div>	client COMER HOMES GROUP	title SWEPT PATH ANALYSIS MEDIUM CAR USING PARKING BAYS	scale 1:250 @ A3	drawn by JB	checked by JG
	project HAREFIELD GROVE		date DECEMBER 2021	cad file MBSK211209	suitability P1
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COMER HOMES GROUP

project

HAREFIELD GROVE

title

SWEPT PATH ANALYSIS  
MEDIUM CAR USING PARKING BAYS

scale

1:500 @ A3

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JB

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date

DECEMBER 2021

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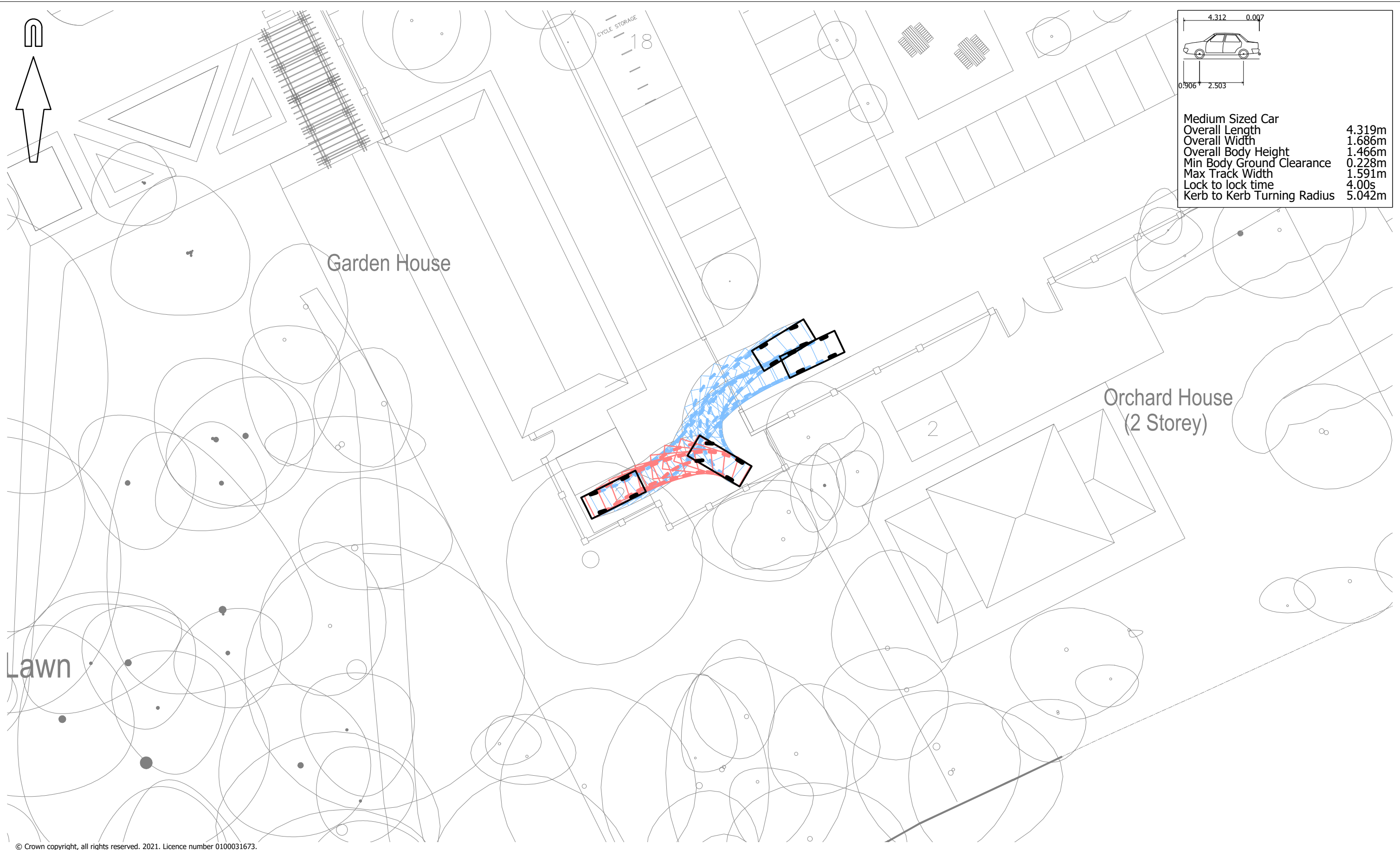
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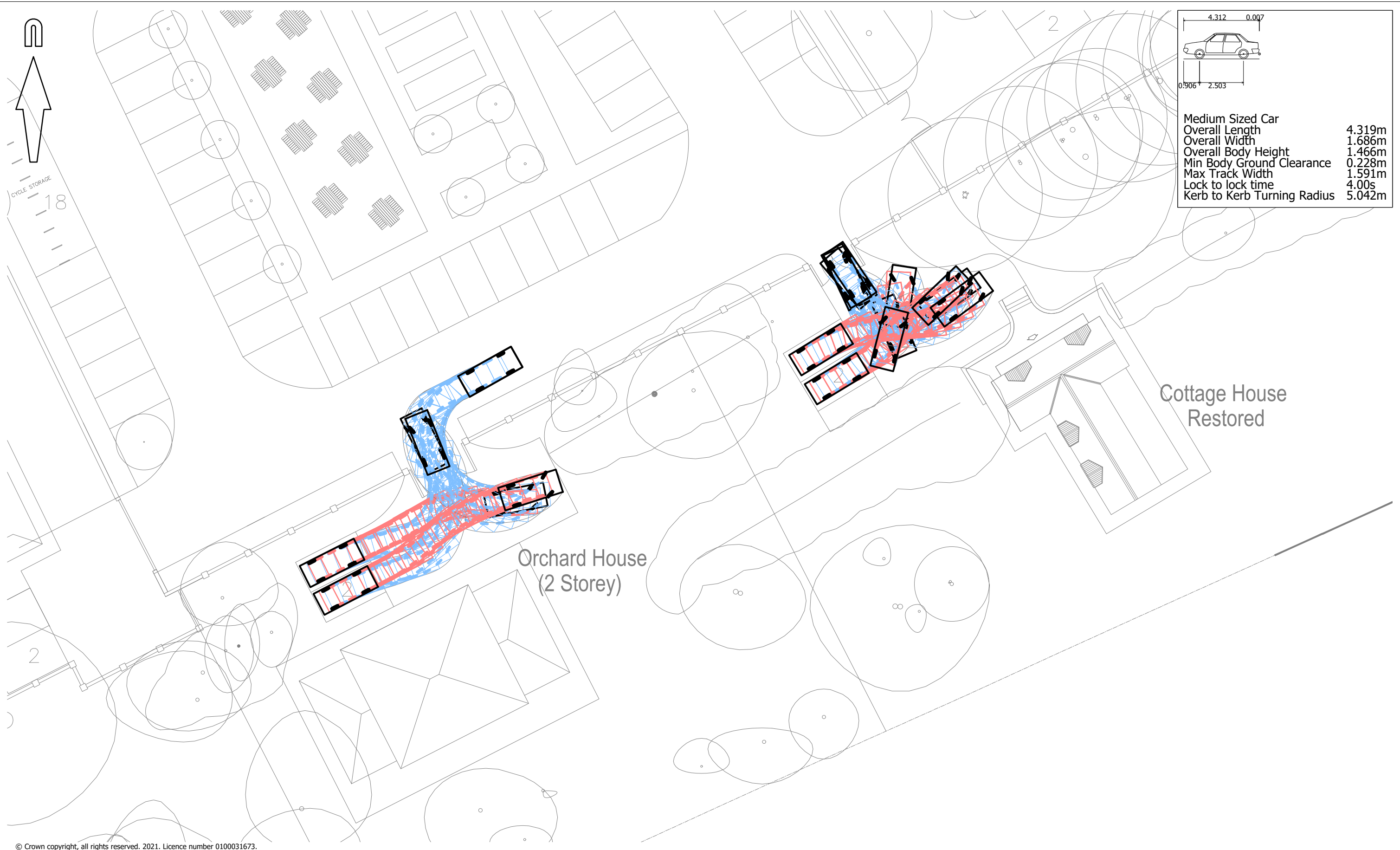
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client  
COMER HOMES GROUP

project  
HAREFIELD GROVE

title  
SWEPT PATH ANALYSIS  
MEDIUM CAR USING PARKING BAYS

scale 1:500 @ A3	drawn by JB	checked by JG
date DECEMBER 2021	cad file MBSK211209	suitability P1
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title

SWEPT PATH ANALYSIS  
MEDIUM CAR USING PARKING BAYS

scale

1:500 @ A3

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