



**COMER HOMERS GROUP  
HAREFIELD GROVE  
RICKMANSWORTH ROAD, HAREFIELD**

**CAR PARK MANAGEMENT PLAN**

**JUNE 2025**



**the journey is the reward**

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<b>Project Code:</b>	<b>SHarefieldGrove.1</b>
<b>Prepared by:</b>	<b>CC/JG</b>
<b>Approved by:</b>	<b>JG</b>
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**Comer Homers Group  
Harefield Grove  
Rickmansworth Road, Harefield  
Car Park Management Plan**

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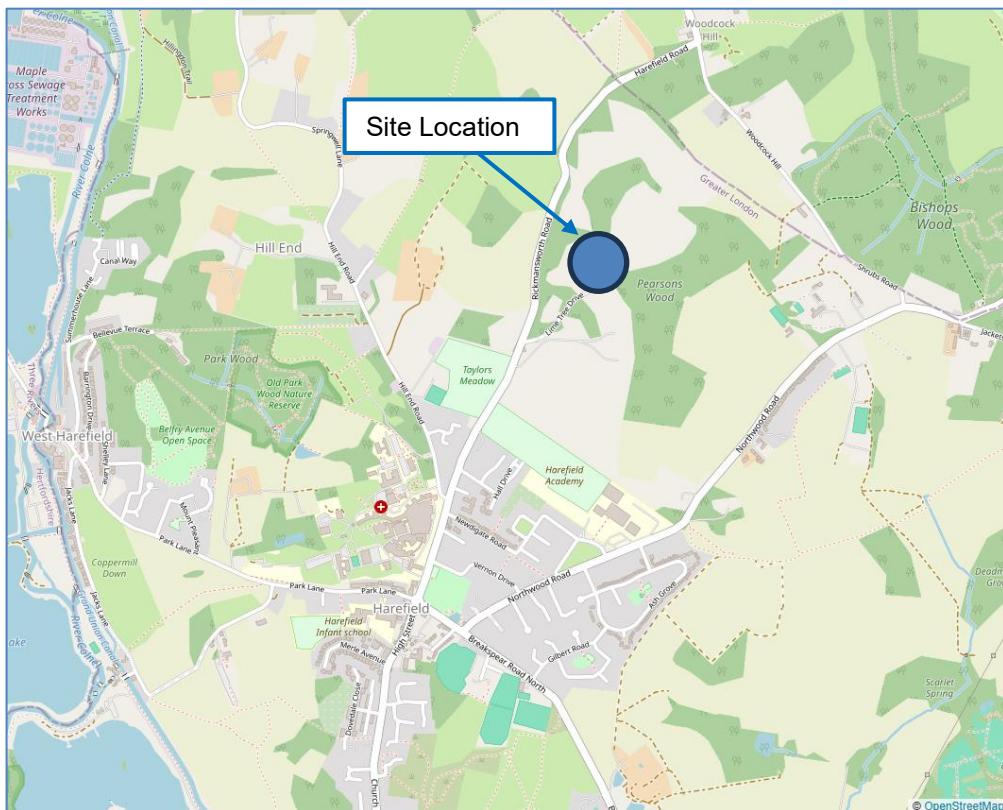
APPENDIX A: Vehicle Tracking

## 1 Introduction

- 1.1 Mayer Brown Ltd has been appointed by Comer Homes Group to prepare this Car Park Management Plan (CPMP) for the residential development at the site located in Harefield in the London Borough of Hillingdon (LBH), known as Harefield Grove, Rickmansworth Road, Harefield, UB9 6JY (hereafter referred to as 'the Site').
- 1.2 The purpose of this CPMP is to set out details of the car park management measures within the 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

- 2.1 The Site covers an area of 7.8ha and is located c.865m north of the centre of Harefield, and c.3km to the south of Rickmansworth Railway Station.
- 2.2 The Site is accessed off Rickmansworth Road, a rural road with a national speed limit, which runs along the western boundary of the site.
- 2.3 The Site access (located at the southwest corner of the site) provides access to the c.250m long internal road running through the Site (known as Lime Tree Drive).
- 2.4 **Figure 2.1** below illustrates the Site's location in relation to the local highway network:



## Figure 2.1: Site Location Plan

2.5 **Figure 2.1** presents the accommodation schedule of the Site. As set out below, a total of 38 dwellings are provided across the Site:

Harefield Grove	Development Mix				
	1-Bed Flat	2- Bed Flat	3- Bed Flat	3-Bed House	4-Bed House
Mansion House	2	2	2	-	-
Stable Block	12	8	8	-	-
Cottage House	-	-	-	1	-
Garden House	-	-	-	1	-
Orchard House	-	-	-	-	1
Conservatory House	-	-	-	1	-
<b>Total</b>	<b>14</b>	<b>10</b>	<b>10</b>	<b>3</b>	<b>1</b>

**Table 2.1: Housing Mix**

2.6 The layout of the Site is illustrated at **Figure 2.1** below:



**Figure 2.1: Site Layout Plan**

## Servicing

2.7 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. The drawings also demonstrate that refuse vehicles can circulate within the Site to allow them to exit the site in a forward gear.

## Parking Arrangements

2.8 A total of 61 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 53 spaces (including 4 visitor spaces and 2 disabled bays) are located within the communal parking area to the south of the Stable Block.

2.9 In compliance with the London Plan disabled parking standards, at least two of the proposed standard bays could easily be converted to disabled bays to allow up to 10% of the dwellings to have access to at least one designated disabled bay if there is demand.

2.10 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.

2.11 The 'standard' parking spaces will be demarcated with white lines. All 'standard' car parking space dimensions are at least 2.4m by 4.8m.

## 3 Car Park Management Measures and Enforcement

### Scope of Management

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

### Car Park Measures

- 3.3 The communal car park have a provision of 53 parking bays (including 2 disabled bays), of which 4 will be designated for use by visitors to the Site. Within the development, clear signage will be provided stating which spaces can be used by visitors.
- 3.4 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.
- 3.5 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 and apartment type.
- 3.6 Residents will take responsibility for informing the Parking Management Company if they change vehicles.
- 3.7 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).
- 3.8 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
- 3.9 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

- 3.10 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.
- 3.11 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]

- 3.12 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.
- 3.13 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.
- 3.14 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
- 3.15 The management company will have access to a database of whitelisted contractors, and supplier vehicles etc. who can park on-site.

### Signage

3.16 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, similar to the example street name sign plate illustrated below at **Figure 3.1**:



**Figure 3.1: Example Street Name Sign Plate**

3.17 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

3.18 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)

3.19 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.

3.20 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.

3.21 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.

3.22 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

3.23 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**

3.24 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**

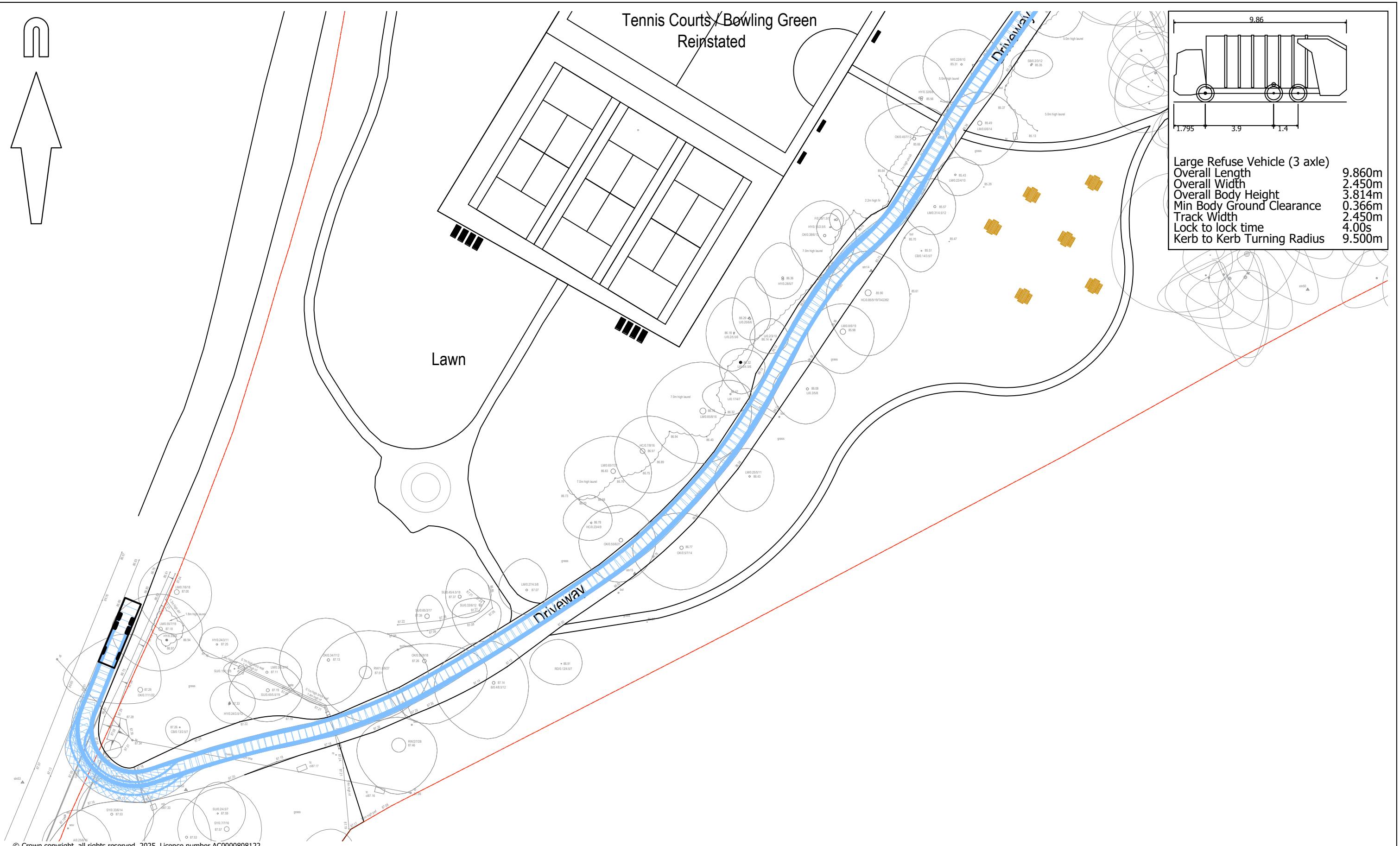
3.25 The recipient of a PCN will be entitled to appeal. The three-stage appeal process is as follows:

- 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

## 4 Monitoring and Revision

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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**



**Mayer Brown Limited**  
Lion House, Oriental Road, Woking, Surrey GU22 8AR  
Telephone 01483 750 508  
enquiry@mayerbrown.co.uk www.mayerbrown.co.uk

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client

THE COMER GROUP

project

HAREFIELD GROVE, HAREFIELD, UXBRIDGE

title

SWEPT PATH ANALYSIS  
LARGE REFUSE VEHICLE ENTERING SITE

scale

1:500 @ A3

drawn by

JME

checked by

JG

date created

date revised

cad file

MASTER 2025-06-17

suitability

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Mayer Brown Limited  
Lion House, Oriental Road, Woking, Surrey GU22 8AR  
Telephone 01483 750 508  
enquiry@mayerbrown.co.uk www.mayerbrown.co.uk

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Mayer Brown Limited  
 Lion House Oriental Road Woking Surrey GU22 8AR  
 Telephone 01483 750 508  
 enquiry@mayerbrown.co.uk www.mayerbrown.co.uk

client

THE COMER GROUP

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HAREFIELD GROVE, HAREFIELD, UXBRIDGE

title

SWEPT PATH ANALYSIS  
 LARGE REFUSE VEHICLE AROUND CAR PARK AND  
 EXITING SITE

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Mayer Brown Limited  
 Lion House Oriental Road Woking Surrey GU22 8AR  
 Telephone 01483 750 508  
 enquiry@mayerbrown.co.uk www.mayerbrown.co.uk

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client  
**THE COMER GROUP**  
 project  
**HAREFIELD GROVE, HAREFIELD, UXBRIDGE**

title  
**SWEPT PATH ANALYSIS  
 LARGE REFUSE VEHICLE EXITING SITE**

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Mayer Brown Limited  
 Lion House Oriental Road Woking Surrey GU22 8AR  
 Telephone 01483 750 508  
 enquiry@mayerbrown.co.uk www.mayerbrown.co.uk

client

THE COMER GROUP

project

HAREFIELD GROVE, HAREFIELD, UXBRIDGE

title

SWEPT PATH ANALYSIS  
 LARGE REFUSE VEHICLE AROUND LOOP

scale

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