

Project Title
Meadow High School

Report Title
Car Park Management Plan

Document Reference:
4479/013/004

Prepared For
Galliford Try Construction

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May 2020

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Status	Comments	Date	Author	Checked	Approved
1 st issue	For planning	15/05/20	SG	SG	DH

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APPENDICES

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1.0 INTRODUCTION AND BACKGROUND

This Car Park Management Plan (CPMP) has been produced by Robert West on behalf of Galliford Try Construction with regard to the redevelopment of Meadow High Special Educational Needs School (SEN), Royal Lane, Uxbridge UB8 3QU. The site location is illustrated in Figure 1.1.



Figure 1.1: Site location plan

Scope of Report

- 1.1 The plan has been produced to outline the access and parking strategies for the school and how these activities will be managed.
- 1.2 In addition to the CPMP, a Transport Statement (TS), a School Travel Plan (STP), and a Delivery and Servicing Plan (DSP) also accompany the planning application.
- 1.3 The remainder of the CPAMP is structured as follows:
 - i. Section 2.0 summarises the proposed parking provision and access arrangements to the site.

- ii. Section 3.0 describes the proposed management strategy.
- iii. Section 4.0 summarises proposed monitoring and enforcement measures for the proposed management strategy.
- iv. Section 4.0 concludes this CPMP.

2.0 PROPOSED PARKING AND ACCESS ARRANGEMENT

- 2.1 This section provides a description of the site layout and the site access arrangements, parking provision for staff, arrangements for pupil drop-off and collection and minibuss parking. A plan showing the site layout and on-site facilities is included in Appendix A of this report.

Site access

- 2.2 Vehicular access will continue from Royal Lane, via a one-way system with vehicles entering the site from the southeast and exiting to the northeast. The secondary access point to the northwest of the site from Benson Close will be retained.
- 2.3 Pedestrian access will continue to operate from Royal Lane to the northeast and south east of the site. Both access points have pedestrian footways leading to the school main entrance located to the south of the school.
- 2.4 The accesses to the site will be gated with access control measures to ensure that the site is secure when pupils are present on-site, particularly during the peak drop-off and pick-up times. The access will also be used by cyclists and emergency vehicles.

Staff car park

- 2.5 The surface car parks located to the east of the school will be redesigned providing two areas for car and minibuss parking. A total of 57 car parking spaces including five disabled bays and an additional three minibuss parking bays will be provided as part of the development.
- 2.6 The accessibility of the car park has been tested using Auto Track software and swept path analysis drawings are presented in Appendix B.

The Hillingdon Local Plan does not specify maximum parking standards for schools but rather states that this should be decided

“On an individual basis using a transport assessment and where applicable school travel plan. Where relevant, provision should be made for coach/bus access and parking.”

- 2.7 It is noted that due to the specialist nature of the school, staff members travel from a wider catchment area when compared to other schools in the area. As a result, a higher proportion of staff travel by car and demand for parking is generated. To accommodate this demand and prevent overspill parking on the local highway network, it is proposed to provide 57 car parking spaces of which 5 will be for disabled users.

- 2.8 The provision of marked parking spaces at the site is lower than the current parking provision for the school, which comprises both formal and informal parking spaces that accommodate up to 85 cars at any one time.
- 2.9 The school will have three additional minibus parking spaces that are proposed. The accessibility of these spaces was tested using Auto Track software and a swept path analysis drawing is presented in Appendix B.

Pupils drop-off area

- 2.10 Due to the nature of the school, the need for pupils to be dropped-off and collected, within a secure environment within the school site, is recognised. The proposal includes the addition of a drop-off area within the site to the front of the main school building.
- 2.11 Based on information provided by the school, pupils drop-off and collection are undertaken by a mix of minicabs, cars and minibuses. The drop-off area will be utilised by coaches, mini-buses and cars.
- 2.12 The school will aim to discourage car travel and pupil drop-off and collection on-site through a combination of measures that are included within the STP. These will include discussions with parents and distribution of information on the drop-off strategy for the school.

Delivery and servicing

- 2.13 Deliveries, servicing and refuse collection are addressed in the DSP and have a separate mitigation strategy. Deliveries will occur within the site and will take place outside the school peak hours.

3.0 MANAGEMENT STRATEGY

3.1 This section outlines how car park, access gate and drop-off facility will be managed.

Access management

3.2 The site access will be gated and will have access control measures in place (e.g. intercom system) to ensure that the site is secure.

3.3 Prior to the start of the school day the gates will be kept open to allow staff to arrive and park within the site. It will be a requirement for all staff to be on-site before pupils start to arrive to the site.

3.4 During drop-off and collection times, the gate will be opened to allow cars/minibuses to arrive and park within the site. Once all vehicles are within the site, a member of staff will be responsible for closing the gates to ensure that the site is secure during these activities. Once pupil drop-off and collection are completed, the gate will be open to allow all vehicles to leave the site.

3.5 During the main school day, when the vehicle gates are kept closed, the site manager will be responsible for ensuring that visitors, delivery vehicles and refuse vehicles can access the site.

Car park management

Staff parking

3.6 The school will have 57 car parking spaces, five of which will be accessible spaces. The accessible car parking spaces will be located towards the front of the school building and will be available for use by pupils, parents/guardians, staff and visitors.

3.7 It is envisaged that the school will develop car park permit system for staff, allowing staff access the car park by prioritising the following users:

- i. Disabled drivers.
- ii. Staff who carshare.
- iii. Those with special caring requirements.
- iv. Those that live at greatest distances with no option to use non-car modes.

3.8 The Senior Leadership Team will consider assigning some of the parking bays as car share priority parking spaces. Thus, some of the parking spaces within the site will be identified and promoted as being spaces for staff members who travel together only.

- 3.9 Staff will be required to arrive to the site before pupils drop-off times and depart after collection times to ensure that there is no clash with vehicles dropping-off and collecting pupils.
- 3.10 Along with the above, the school will have the STP that will include other 'soft measures' to encourage car sharing amongst staff through: promotional materials, setting up a database of staff who are interested in car sharing, assisting in planning suitable routes for those who register their interest.

Visitor parking

- 3.11 Visitor parking will be accommodated within the site should there be any residual parking spaces. Access will need to be granted by site manager, or a member of staff due to the proposed access control measures.

Minibus parking

- 3.12 Three minibus parking bays will be provided within the site for the the school's own minibuses that will be used for purpose of school trips. Trips will be timed to fall outside of the school peak hours to prevent conflicts with taxis/minibuses undertaking drop-off or collection.

Pupils drop-off management

- 3.13 The proposed layout will accommodate drop-off and collection of pupils within the school site. The site will operate an entry from the southeast with vehicles exiting at the north east. A drop-off/lay-by area will be provided to the front of the school at the main entrance to the building.
- 3.14 During the drop-off and collection periods, staff members will be present within the site to assist pupils. These will include the following:
- i. One staff member will be present in the vicinity of the drop off area and by the main entrance to the building to help escort pupil from vehicles to the school building in the morning and vice versa in the afternoon peak periods.
 - ii. One staff member will assist pupils when they enter/exit the school building in the morning peak and afternoon peak periods.
 - iii. One staff member will be present in the vicinity of the school gate and will co-ordinate vehicle and pedestrian movements to and from the site during the drop-off and collection periods.
 - iv. Additional staff members will be present on-site to provide general supervision during the drop-off and collection periods.

4.0 MONITORING AND ENFORCEMENT

4.1 This section outlines the monitoring and enforcement measures that will form part of the CPMP. The site manager (with the support from other staff members) will be responsible for the following:

- i. Site manager will carry out monitoring of how drop-off and collection activity is undertaken within the school car park. This information should be based on observation and the records updated on a regular basis.
- ii. Site manager should liaise with staff, parents, car drivers in regard to access operation and drop-off strategy and record any issues identified. Should this be the case, this will be discussed at staff meeting and addressed accordingly.
- iii. Parents/car drivers that do not fully comply with the school drop-off strategy will be reminded by staff member and handed leaflets that summarise the strategy. The leaflets should also outline implication associated with not following the drop-off strategy.
- iv. Site manager will review and respond to any comments raised in relation to the drop-off strategy.
- v. Site manager will be responsible for keeping a file with the monitoring records, list of concerns raised, measures implemented to address these, and the record of meetings held.

5.0 SUMMARY

- 5.1 This CPMP has been produced to support a planning application related to the proposal for the redevelopment of Meadow High School.
- 5.2 This CPMP provides a summary of the car parking provision that is proposed as part of the school and the strategy for its operation. The CPMP should be read in conjunction with the TS, a STP and a DSP submitted as part of the application.
- 5.3 This CPMP outlines the strategy for how parking will be assigned within the site and the management measures which will ensure that safe and convenient drop-off and pick-up of pupils can be achieved, while also minimising the impact on the local highway network.
- 5.4 The CPMP will be implemented and overseen by the site manager or someone acting on his/her behalf in their absence.

Appendix A – Proposed site layout



rev	details	by	date
00	Issued for planning	KM	16/03/2020
01	Long jump, wayfinding and signage added	KM	19/03/2020
02	Issued for planning	KM	30/03/2020

Notes

1. Do not scale from drawing, use figured dimensions only.
2. All dimensions to be checked onsite.
3. This drawing to be read in conjunction with all other Gillespies drawings and specifications.

- Site Boundary
- Bitmac Surfacing
Refer to Hard Landscaping Plan
- Proposed In-Situ Concrete with
Brushed Finish
To engineer's design
- Proposed Wapour Safety Surfacing
To supplier's design and recommended depth
- Marshall's Modu Concrete Block Paving
Sbsx300x600x200 x 200 x 60mm
Colour: Natural, Cream and Mid Grey
- Polymeric Sports Surfacing
With white line markings
- Sand
Typic Non-staining medium coarse silica sand
- Slips
Concrete Flag Paving
Colour: Charcoal Slugs with contrast riser
- Retaining Wall
With substructure and handrails
Back to match architecture
- Hazard Warning Paving, Conduity,
Colour: Natural
Size: 400 x 400 x 50mm
- Hazard Warning Paving, Blister,
Colour: Natural
Size: 400 x 400 x 50mm
- Kerbs and Edges
Refer to Hard Landscaping Plan
- Boundary Treatment
Refer to Site Security Plan
- Heavy Duty Economy Bullard with Sloped Top
Size: 1000mm high
- Wayfinding
- Cycle Shelter
With Sheffield Cycle Stands
- Multi-Use Games Area
Modular Surfacing and White Line Markings
- Existing Outbuilding Retained
- Existing Outbuilding Relocated
- Refuse Store 1.8m High
Treated galv steel tongue and groove store
1100L Bins
- Door Barrier with Perforated Baffle
Size: 450 x 42 x 1200mm
With rubber buffer and hold open device
- Existing Play Equipment
Relocated or Relocated
- Existing Tree Retained
Tree protection required during construction
- Existing Tree Removed
- Proposed Semi-Mature Tree
1.5m clear stem
Refer to Tree Planting Plan
- Hedge Planting
- Mixed Shrub and Perennial Planting
2-3L Containers
5 planters per m2
- Grass Turf

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Project title
Meadow High School, Uxbridge

Drawing title
Landscape General Arrangement

Drawing
status
PLANNING

Drawing
number
P11511-00-001-GIL-0102

Client



Department
for Education

GILLESPIES

Scale
1:200@A0

Drwn
KM

Chk'd
WC

Rev
02

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Appendix B – Swept Path Analysis



DO NOT SCALE OFF THIS DRAWING

Notes:

- 1. The contractor is responsible for verifying all site & setting out dimensions before commencing work.
- 2. This drawing is to be read in conjunction with all relevant Architectural and M & E drawings.
- 3. All dimensions in millimeters unless stated otherwise.



Client

GALLIFORD TRY CONSTRUCITON

Project

MEADOW HIGH SCHOOL

Status

PRELIMINARY

Drawn

By WH

Date 14/05/20

Checked

By SG

Date 14/05/20

Approved

By DH

Date 14/05/20

Scale

1:250 @ A3

Client No.

4479

Project No.

013

Discipline

T

Drawing No.

004

Rev

-

Mini Bus

Overall Length 6.330m

Overall Width 2.192m

Overall Body Height 2.601m

Min Body Ground Clearance 0.374m

Track Width 2.192m

Lock to lock time 4.00s

Kerb to Kerb Turning Radius 6.450m

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Rev	Date	By	Comment	Chkd	Appr

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