

Project Title
Meadow High School

Report Title
Car Park Management Plan

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Prepared For
London Borough of Hillingdon

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APPENDICES

APPENDIX A – SITE PLAN

1.0 INTRODUCTION AND BACKGROUND

- 1.1 This Car Park Management Plan (CPMP) has been produced by Robert West on behalf of the London Borough of Hillingdon (LBH) to support a planning application in relation to the redevelopment at Meadow High School, Royal Lane, Uxbridge UB8 3QU.
- 1.2 The site location is illustrated in Figure 1.1.



Figure 1.1: Site location

- 1.3 Meadow High School provides education for Special Educational Needs and Disability (SEND) pupils aged 11 – 19 years. The site is located on Royal Lane, Uxbridge within the LBH. The school currently has 257 pupils on the school roll and 123 members of staff. The school was recently subject of a Department for Education (DfE) refurbishment project (Ref: 3348/APP/2020/1589) that is now complete.
- 1.4 Meadow High School currently comprises a two-storey teaching building, a sports hall, a multi-use games area (MUGA), a sports field and a dedicated school park. Both pedestrian and vehicular access is from Royal Lane to the southeast of the site.
- 1.5 The Meadow High School redevelopment proposals include demolition of school buildings to the west of the site that are no longer fit-for-purpose. New school buildings will be provided. The remaining buildings will be retained and refurbished.

- 1.6 The CPMP has been produced to outline the access, parking, pupil drop-off and collection strategies for the school and how these activities will be managed.
- 1.7 In addition to the CPMP, a Transport Assessment (TA), an outline School Travel Plan (STP), a Delivery and Servicing Plan (DSP) and an outline Construction Logistics Plan (CLP) also accompany the planning application.
- 1.8 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 5.0 concludes this CPMP.

2.0 PARKING AND ACCESS ARRANGEMENT

- 2.1 This section provides details of the site access arrangements, parking provision for staff, drop-off and collection arrangements for pupils. A plan showing the site layout and on-site facilities is attached at Appendix A of this report.

Site access

- 2.2 Pedestrian access is from Royal Lane to the northeast and southeast of the site via two bell mouth junctions illustrated in Figure 2.1. Both pedestrian access points are gated and pedestrian footpaths lead to the main school entrance to the south of the school.
- 2.3 Vehicular access and egress to the site is from Royal Lane via the two bell mouth junctions illustrated in Figure 2.1. Vehicles and cycles navigate through the site via a one-way system accessing from the southeast and bell mouth, egressing from the northeast bell mouth. Both vehicular access and egress points are gated.

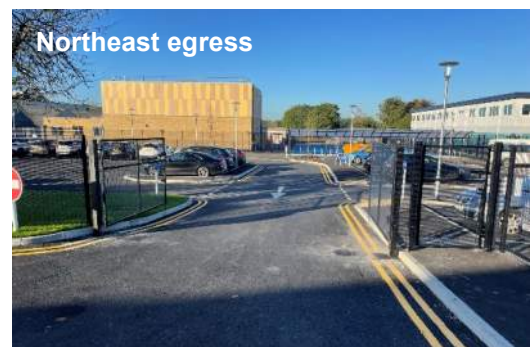


Figure 2.1: Meadow High School access and egress points

- 2.4 There is a secondary access point to the northwest of the site from Peel Way/ Benson Close is illustrated in Figure 2.2. The secondary site access is currently used for maintenance. This includes providing access for lawn mowers and other maintenance vehicles. The secondary access is not used by teaching staff or pupils.

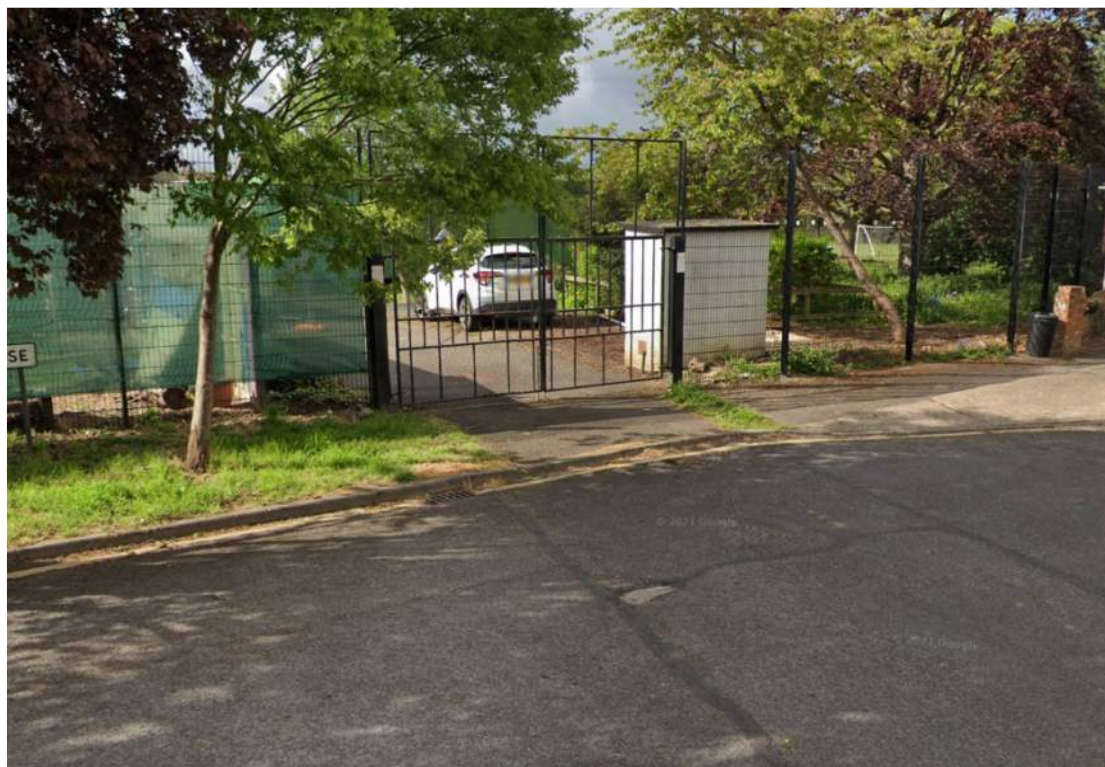


Figure 2.2: Secondary Meadow High School access

- 2.6 As part of the development proposals, a formal crossover will be implemented after construction to provide emergency vehicle access to the rear of the site.
- 2.7 There are no proposed changes to daily site access arrangements as part of the development proposals.

Staff car parking

- 2.8 A total of 57 car parking bays are provided within the school car park. This includes 52 standard parking bays, five disabled parking bays. Five active electric vehicle charging points (EVCP) and five passive EVCP are provided. Additionally there are three minibus parking bays provided within the staff car park for school owned minibuses.
- 2.9 Meadow High School also have an informal agreement with Baitul Aman Mosque located directly to the south of the site that allow Meadow High School staff to park in from Monday to Thursday. The car park has a capacity for approximately 15 cars.

Pupils drop-off and collection

- 2.10 Due to SEND requirements of pupils at Meadow High School, the majority of pupils are required to travel to school by vehicular modes. This includes, by minibus, coach, school minivan, taxi and parent car drop-off.
- 2.11 Minibus, coach, school minivan and taxi drop-off/ collection is accommodated on-site within the

school car park. There is a designated drop-off/ collection layby to the west of the car park. Parents dropping-off and collecting pupils are required to park off-site on the local highway network.

- 2.12 Two parents are permitted to drop-off and collect pupils within the school car park due to specific pupil access requirements.

Visitor parking

- 2.13 The drop-off and collection layby is dual purposed with visitor parking permitted within the layby between the hours of 09:30 and 14:30. If there are school visitors that require parking during school drop-off and collection hours, they are required to find off-site parking on the local highway network. It is noted that the majority of visitors that require parking arrive and depart between 09:30 and 14:30.
- 2.14 There are no proposed changes to visitor parking arrangements as part of the development proposals.

Cycle parking

- 2.15 46 Covered cycle parking spaces (23 sheffield stands) are provided to the northwest of the school car park. Cycle parking is intended for both pupil and staff usage.

Delivery and servicing

- 2.16 Information regarding delivery and servicing is included within a separate DSP.

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 and egress points to the northeast and the southeast of the site are both gated with separate pedestrian and vehicular access as illustrated in Figure 2.1. The gates are manually controlled gates by the facilities management team. Gates are opened and closed at the start and finish of the school day (06:00 and 18:00). The school gates remain open throughout the day to allow access for visitors, off-site school trips by school minibus and deliveries.
- 3.3 If access to the school is required outside of typical operation hours, or for letting during the weekends. Special arrangements are to be coordinated with Meadow High School.

Staff access

- 3.4 Once staff arrive on-site, they are required to sign in and out at reception using a digital pass. Staff are required to sign in and out every time they leave the school premises.

Pupil access

- 3.5 Pupil access to the site is from the gate adjacent to the general office. This gate is open from 08:30 when breakfast club begins and are shut and locked when classes begin at 09:00 by staff in the Senior Leadership Team (SLT).
- 3.6 During the afternoon collection period, pupils leave via the same gate adjacent to the general office. The SLT open the gates at 15:00 ready for when the school day finishes at 15:05. The gate remains open until all pupils are collected. At this point the gate are then closed by the SLT.
- 3.7 A minimum of two members from the SLT are present during these times.

Car park management

Staff parking

- 3.8 Car parking spaces on-site will be allocated to staff 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.

- 3.9 Meadow High School 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.
- 3.10 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 The drop-off and collection layby is dual purposed with visitor parking permitted within the layby between the hours of 09:30 and 14:30. If visitors who travel by car visit the site outside of these hours, they will be required to find parking on the local highway network.
- 3.12 During a site visit undertaken on 18th October 2022, the use of the layby by visitors appeared to be light and accommodate demand. Only one vehicle was observed to park within this area between 09:30 and 14:30. The vehicle was observed to stayed parked for a short period of time, less than 15 minutes.

School owned minibuses parking

- 3.13 Three minibus parking bays will be provided within the site for the school owned minibuses. School owned minibuses are used for purpose of off-site school trips. These trips are timed outside of the school drop-off and collection hours to avoid conflict with vehicles in the school car park.

Pupil drop-off management

- 3.14 Due to SEND requirements of pupils at Meadow High School, the majority of pupils are required to travel to school by vehicular modes. This includes, by minibus, coach, taxi and parent car drop-off.
- 3.15 Minibus, coach and taxi drop-off/ and collection is accommodated on-site within the school car park within the designated layby. Vehicles permitted on-site will access to the southeast of the site and egress to the northeast of the site.
- 3.16 During the morning drop-off period there is capacity for minibuses, coaches and taxis dropping-off pupils to solely use the drop-off and collection layby. This is due to a high turnover of vehicles during the morning drop-off period. All vehicles are able to drop-off pupils and leave the site within

three to four minutes. No stacking of vehicles on-site is required.

- 3.17 During the afternoon collection period. Minibuses, coaches and taxis arrive from 14:25 and are required to stack on-site in the drop-off and collection layby and along internal access road. The minibuses, coaches and taxis that arrive first and are nearest to the egress point load first. This allows vehicles to leave as soon as they are full of the assigned pupils making more room for vehicles to enter the site for collection when they arrive.
- 3.18 Pupil escorts accompany pupils travelling by minibuses, coaches and some taxi trips. Pupil escorts are on hand to escort pupils into the secure site boundary through the pupil access gate adjacent to the general office. During the afternoon collection period, pupil escorts are on hand to collect staff from the secure boundary after classes are finished.
- 3.19 Members of the SLT are present from 08:30 in the morning at the pupil access gate to monitor pupil drop-off and ensure pupils are safely escorted into and from the school. Likewise in the afternoon members of the SLT are present from 15:00 until all pupils are safely collected.
- 3.20 Parents dropping-off and collection pupils are required to park off-site on the local highway network. Parents either drop pupils off on the local highway network and they make their own way into the site. Alternatively, some parents of pupils with greater needs escort their child to/from the pupil access gate.

4.0 MONITORING AND ENFORCEMENT

4.1 This section outlines the monitoring and enforcement measures that will form part of the CPMP.

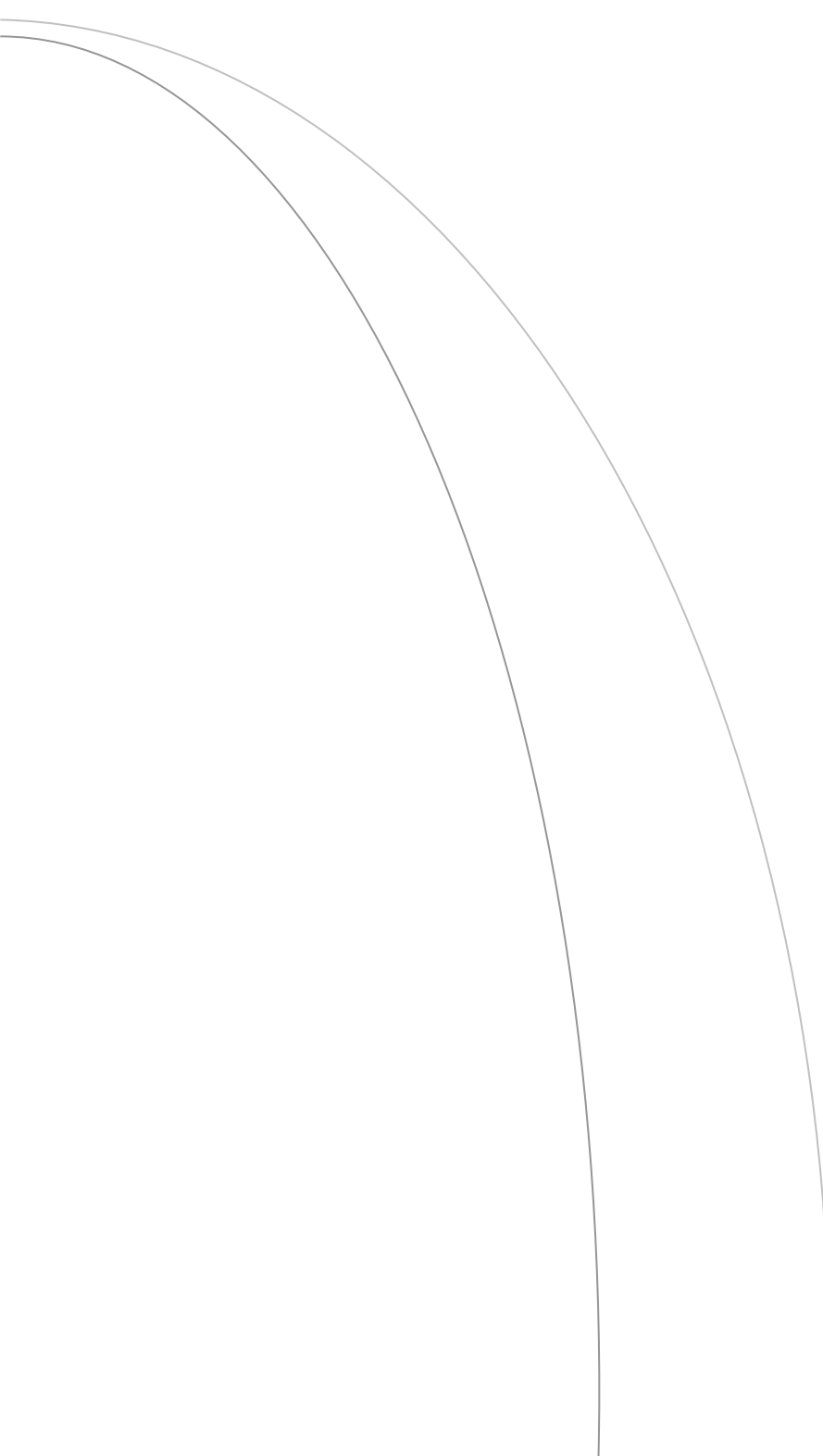
The site manager (with the support from other staff members) will be responsible for the following:

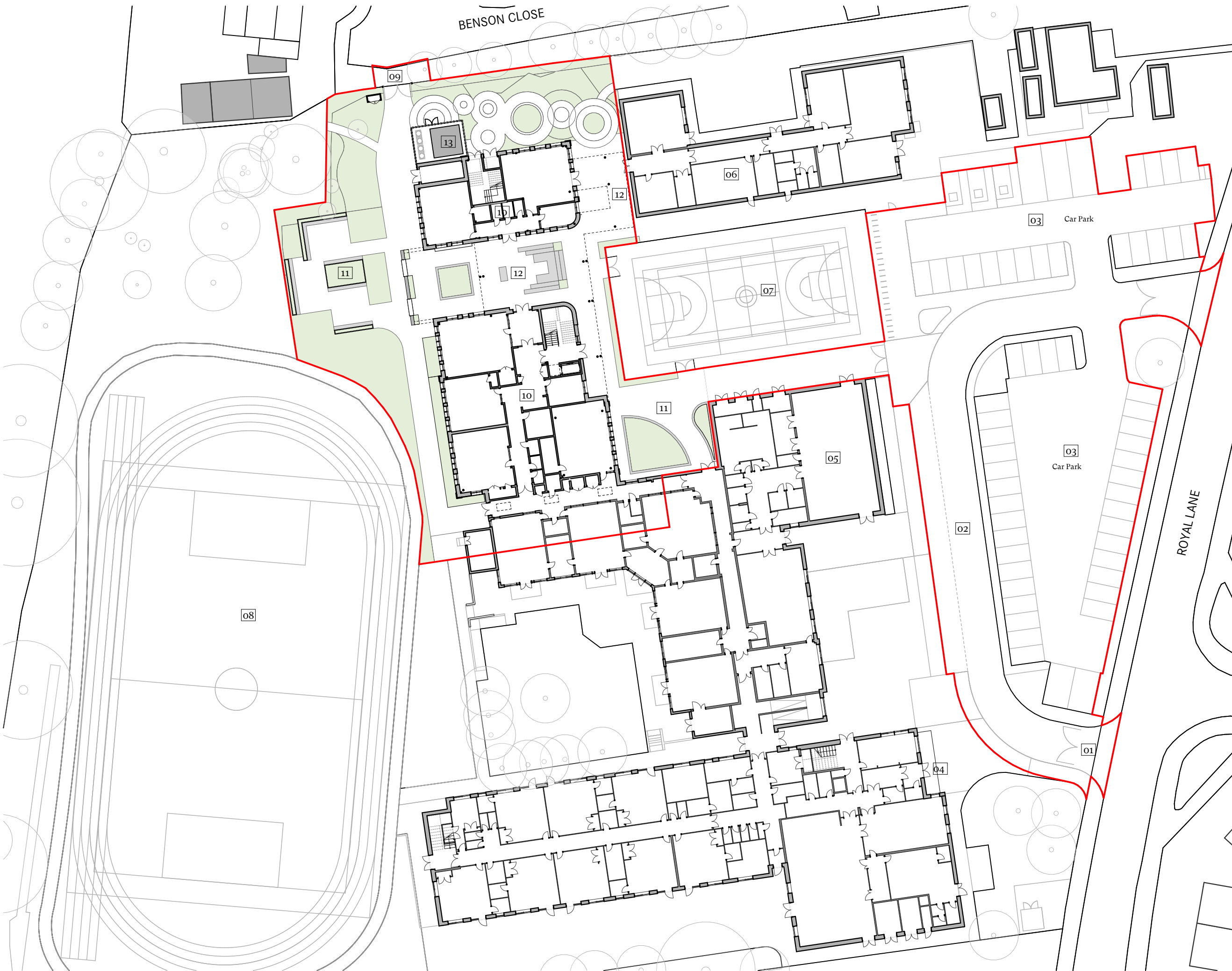
- i. The SLT will carry out monitoring of how drop-off and collection activity is undertaken within the school car park. This information should be based on observation and the records updated on a regular basis.
- ii. The SLT should liaise with staff, parents, car drivers in regard to access operation 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. The SLT will review and respond to any comments raised in relation to the drop-off strategy.
- v. The SLT 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 TA, a STP and DSP submitted as part of the planning 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 collection 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 members of the SLT.

Appendix A – Site plan





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- Notes:
- Application Boundary
 - Ownership Boundary

- 01 Vehicular access to site
- 02 Drop-off area
- 03 Staff and visitor car park
- 04 Staff and visitor reception
- 05 Sports hall block
- 06 Sixth Form block
- 07 Multi-Use Games Area (MUGA)
- 08 Sports field and running track
- 09 Maintenance access gate
- 10 Proposed new teaching block
- 11 Proposed external landscape
- 12 Proposed covered walkway
- 13 Proposed sprinkler tank and screening

F	13/01/2023	PLANNING SUBMISSION	JH	RD
E	28/10/2022	Stage 3 Issue	AK	RD
D	14/10/2022	Design Update	AK	RD
C	10/10/2022	Update for design team	AK	RD
B	09/09/2022	Stage 3 Costing Update	AK	RD
A	25/08/2022	Stage 3 Option Development	AK	RD
Rev	Date	Issue	Drawn	Check

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Project :
Meadow School New Building

Client :
London Borough of Hillingdon

Address :
Royal Ln Uxbridge UB8 3QU

Date : 22/06/2022
Scale @ A3 : 1:500

Drawing Title :
Proposed Site Plan

Drawing No. : 4267 CDC XX GF DR A (GA) 001
Rev. : F

