



Nanaksar Primary School (Planning Permission Reference 4450/APP/2020/515) Car Park Management Plan associated with Planning Condition 23



Rev	Description	Issues by	Checked	Date
1	Planning Submission	AA	AA	08/11/21

Author	Signature	Date
A. Ahmed	A. Ahmed	08/11/21



1.0 Introduction

1.1.1 A Car Parking Management Plan has been produced to support the development of the Nanaksar Primary School as part of the Guru Nanak Sikh Multi Academy Trust located on Springfield Road, Hayes. As part of the approved planning application, Planning Condition 23 states that -

“Prior to first occupation of the premises a Parking Management Plan shall be submitted to and approved in writing by the Local Planning Authority in consultation with Transport for London. The submitted plan shall set out how parking for staff, visitors and set down and pick up activities at the site will be safely and effectively managed. 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).”

1.1.2 This Car Parking Management Plan has therefore been produced to discharge condition 23 associated with planning permission 4450/APP/2020/515 and to assist the school in the management of their car park to ensure that those who require access can be provided with suitable parking whilst not undermining the safety of the site or the objectives of the school's Travel Plan.



2.0 Car Parking Management

2.1 Introduction

2.1.1 It is important that any proposed strategy has strong management to ensure that the objectives will be reached. This can be split into two distinct categories, operation and enforcement.

2.1.2 Nanaksar Primary School will have 50 parking spaces located on site, with 23 spaces will be made available to parents for pickup and drop off towards the main school building. Of these staff spaces, 5 will have active electric vehicle charge points. These will all be allocated to the teachers at the site. There are 6 accessible bays for use by Blue Badge holders within the staff car park.

2.2 Purpose of this Plan

2.2.1 The purpose of the CPMP is to:

- Provide details of the car parking provision;
- Detail the operation of the car park, signage and management system;
- Assist in managing demand for car parking spaces;
- Ensure that the car park is used efficiently;
- Outlining the method of enforcement of parking restrictions; and
- Maximising the number of spaces available for users.

2.3 Aims and Objectives

2.3.1 The Car Parking Management Plan has been developed to consider the following points:

- Time restrictions and monitoring of parking facilities;
- Vehicular access;
- Lighting;
- Surveillance;
- Crime and recording statistics; and
- Motorcycle Parking and Electric Vehicle Charging

2.4 Parking Availability

2.4.1 All Staff shall have arrived on site from 08:00 when the gates to the staff car park shall then be secured and not opened again until after the school day. Visitors requiring access to the disabled parking spaces within the staff car park will be provided entry upon request which will be validated by reception.

2.4.2 Should the request for parking by members of staff exceed the level of spaces available on site, then the following criteria shall be applied to ensure that those with the greatest need can secure access to the car park. The availability and allocation of car parking shall be undertaken with consideration for the following criteria:

- Mobility Impairment / Blue Badge Holder
- Availability of suitable alternative travel modes



- Caring commitments
- Working hours (favouring un-social hours when public transport services are less frequent)
- Distance from home locations to site
- Car sharers
- Electric vehicle drivers

2.4.3 The Head of Business and Operations shall be responsible for overseeing the use of car parking facilities. Staff members found to be using the car park without permission to park may be subject to formal conduct proceedings. It will be at the discretion of the Deputy Head or Head of Business and Operations to authorise access to the car park subject to individual need such as a short-term injury preventing mobility or the occasional need to drop off heavy / bulky equipment on site.

2.4.4 Parents, guardians and carers will use the 23 drop off zones located within the school or the Minet Country Park if desired. The design of this is to promote a one-way in and out arrangement to reduce the potential for conflict. The car parking arrangements will be disseminated to all users prior to occupation of the new school and on an regular basis thereafter.

2.5 Parking Management

2.5.1 All users will be issued with a parking guide as part of an induction and Health and Safety training when they start working at the school. This will include individual on-site parking and details about restrictions on use of the parking spaces.

2.5.2 The staff car park will be restricted for use by only members of staff or visitors with a mobility impairment. This will be managed by using a controlled gate to the staff car parking area. 23 car parking bays will however be made available for parents during pick-up and drop-off times. In addition the car park will be managed by a member of staff / warden to ensure that there is an even flow of traffic to avoid any bottlenecks. Furthermore the school will spread any demand for parking spaces by staggering arrival times over a 30 minute period.

2.5.3 Reception to Year 2 would arrive in the first 15 minutes followed by Years 3 to 6 in the last 15 minutes, as approved under the planning permission.

2.5.4 As specified in the approved Transport Assessment, approximately 51 teachers would drive to work and will use the Minet Country Park or off-street parking, however the staff car park would only have 27 car parking spaces. A survey carried out on off- street parking found that there are 188 parking spaces available, at the busiest time 68 or 58% were occupied leaving 50 vacant, even if the teachers were to take 24 of these, there would still be 26 spaces for others to use.

2.5.5 The Travel Plan for the site provides information on sustainable travel in the surrounding area, to access the site and the nearest sustainable modes. Details of cycle parking for staff, visitors and pupils is also included.

2.6 Time Restrictions and Monitoring

Time Restrictions

2.6.1 The main gated access onto Beaconsfield Road will be open prior to school start time and later closed after school finish. Access to the staff car parking area will be more limited to times before and after the main teaching day only.



Signage

2.6.2 Appropriate signage will be installed to ensure safe movement of all users of the car park including pedestrians, cyclists, cars and servicing vehicles.

Vehicular Access

2.6.3 All staff, parents and visitors using the site will access the car park via the entrance located from Beaconsfield Road.

Surveillance and monitoring

2.6.4 CCTV coverage will extend across parts of the car park and vehicular accesses.

2.6.5 The collected information will be monitored electronically and will act as a backup for any event, occurrence or breach of car park restrictions.

Crime Recording and Statistics

2.6.6 The following details how any crime and other incidents of anti-social behaviour that occur in the car park will be recorded:

- Day/date/time
- Specific location within the car park
- Type of offence e.g. theft, arson, assault etc.
- Type of property damaged/stolen
- Details of victim/complainant
- Method of offending
- Details of the offender, witnesses etc.
- Whether police informed
- Details of any follow-up action to reduce the risk of repeat offence/incident where applicable

2.6.7 Records will be retained and available for inspection for a minimum of three years.

2.7 Monitoring, Review and Car Park Enforcement

2.7.1 The CPMP will be reviewed on an ongoing basis by the Head of Business and Operations in charge of the development. They will monitor and review any issues found with the operation of the car park following the occupation of the school.

2.7.2 Feedback will be welcomed from staff, students, parents and visitors to provide a scope for possible changes to the car park management.

2.7.3 A parking guide will be issued to the staff starting to work at the school and parents of pupils attending the school and will be updated for each annual review.

3.0 Site Layout

