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CAR PARKING MANAGEMENT PLAN

Wrenbridge (FRELD Hayes) LLP

Swallowfield Way, Hayes

May 2023

Car Park Management Plan

Contents

Appendices

1 Introduction

1.1 Vectos has been appointed by Wrenbridge (FRELD Hayes) LLP to provide transport planning advice regarding the proposed redevelopment of 84 Swallowfield Way, Hayes, which is an existing crane depot site.

1.2 The site is in an existing industrial area circa 1.6km west of Hayes & Harlington Rail Station within the London Borough of Hillingdon (LBH). Rigby Lane borders the site to the north, with industrial uses bordering the site to the east. The site is bordered to the south by a rail line.

1.3 The proposals comprise the redevelopment of the site to provide four units with a flexible E(g)(iii)/B2/B8 land use and a combined floor area of 7,780 sqm. Vehicular access to the site will be achieved via the existing access from Rigby Lane, which is shared by an adjacent storage facility to the west.

1.4 Vehicular access to the site will continue to be achieved via the existing access point to the north.

1.5 A total of 61 car parking spaces will be provided, of which five will comprise Blue Badge bays.

1.6 Following this introduction, this report includes:

- An overview of how parking will be provided.
- The results of an assessment into likely parking demands based on the shift patterns of the proposed development.
- A series of potential mitigation measures that can be relied upon in the event that the measures that are incorporated into the design of the layout need to be supplemented at a later date.

2 Car Park Layout

Parking Provision

2.1 As is shown on the layout provided at **Appendix A**, parking is provided to the front of each unit with a total of 61 car parking spaces are to be provided at the car park, which will comprise 4 blue badge spaces. This parking is provided in line with the London Plan (2021).

2.2 It is worthy to note that of the 61 parking spaces, 18 will be able to be used by electric vehicles. At this stage, it is intended that 20% will be available to be used from day one (i.e. 'active') with the remaining 80% of spaces constructed with the necessary infrastructure for them to be delivered at a later date (i.e. 'passive).

Car Park Circulation

2.3 The existing access currently serving the site will be modified and retained. Vehicles will access via Rigby Lane with an internal road providing access to each unit. Each unit will have a gated access and a dedicated service yard. HGV's and vans will be able to access and egress each site.

Electric Car Charging

2.4 There will be 18 electric car charge spaces within the car park. The electric car charge points in the car park would be standalone columns. Each column would permit two vehicles to charge simultaneously, therefore a total of 9 columns to serve the 18 spaces will be provided.

Cycle Parking

2.5 A total of 24 covered and enclosed cycle parking spaces are to be provided for visitors and staff. This level of cycle parking is in accordance with the London Plan.

2.6 The Travel Plan will monitor use of the spaces to ensure sufficient provision is maintained with space safeguarded for future provision if required.

2.7 Four car parking spaces are provided as hybrid parking spaces, with each space providing space for two cargo bikes if the space is unused.

3 Car Park Management

Overview

3.1 The physical measures outlined above will be supplemented by a package of softer measures. These are outlined below.

Car Parking Allocation

3.2 Upon appointment employees will be advised on car parking procedures and the systems in place to inform them on arrival to the site. Employees will be advised of the allocation of parking provision based upon their individual shift patterns.

3.3 Both Unit 1 and Unit 2 have parking spaces which are located adjacent to their respective service yards. However, there will be marshals on site directing traffic for the HGVs when deliveries are completed. The deliveries are expected to occur outside of shift change and there is sufficient space provided for HGVs to manoeuvre within the service yard should any vehicles need to exit.

3.4 Information on car parking procedures will also be promoted through the Travel Plan noticeboards, posters etc.

3.5 Electric car users will be permitted to park within the car charge bays irrespective of the shift they are working on.

3.6 Four car parking spaces are also provided as hybrid cargo-bike spaces. These are intended to be used by up to two cargo bikes if the space is available.

Information to Employees

3.7 Prior to starting employment at the site, employees will be informed of the car park management procedures and systems in place. As part of this information details of which area of parking they should park in according to their shift pattern will be included. During each employee induction the details of the car park management procedures and systems will be reiterated.

3.8 The communication measures available through the Travel Plan will also be used to continually inform employees of the car parking management procedures and systems in place and associated car parking allocation. This includes via the Travel Information Boards, posters, table talkers in the canteen, and communications monitors.

3.9 If any issues arise in terms of the car park management or employees not following the procedures and systems this will be raised as part of the ‘Associate Forum’ meetings. This will be an elected group made up of employee representatives. At each of the occupant’s sites there is also a ‘Voice of the Associates’ board. Employees are able to raise any queries/issues relating to the site on this board. Management are then required to respond with the aim to address the queries raised.

Day to Day Management

Monitoring

3.10 The security team will undertake regular patrols of the car parks throughout the day.

3.11 Any queries the security team have with the parking areas will be reported back to the Travel Plan Coordinator for discussion.

Demand Management

3.12 As part of the Travel Planning measures the site security team will monitor the use of the following parking spaces as part of their regular patrols of the car parks:

- cycle parking;
- cargo bike parking;
- electric car charge bays; and
- disabled parking.

3.13 If the security team identify any of the areas are getting close to capacity, they will report this to the Travel Plan Coordinator. The Travel Plan Coordinator will then liaise with management and the security team to identify further areas to be used for cycle parking, additional car charge points to be added, and additional parking bays to be marked for Blue Badge holders.

Electric Car Charge System

3.14 Any employee with an electric car will be permitted to use the electric car charge parking bays to charge their vehicle. Visitors to the site will also be permitted to use the charging points. The use of these spaces will be monitored by the security team.

Visual Security

3.15 The security team will undertake regular patrols of the car pars throughout the day. Security team members are also often in the car parks at the shift change over periods at peak times of the year.

3.16 In addition, there will be CCTV coverage to the external of the building which covers the cycle parking.

Mitigation Measures

3.17 If the car park management systems set out in this document do not achieve the desired operation of the car park additional measures will be put in place. The measures decided upon will be dependent on which element of the car parking is not operating as efficiently as possible at that time. However, some areas which will be considered, if required are:

- Increased car park management;
- Temporary or permanent signage;
- Increase information issued to employees; and
- Increased Travel Planning measures.

Car Park Management

3.18 If congestion is noted to build up in the car parks additional security team members will be drafted in to assist. The security team, or specifically appointed car park attendants will guide employees to available spaces.

Signage

3.19 Signage could be provided throughout the site to guide employees appropriately into and out of the site.

Information

3.20 If employees regularly park in the incorrect areas within the car park additional information will be provided to inform them of the car park management requirements. This can be via a number of means including Travel Plan noticeboards, posters, and associate forums.

4 Summary and Conclusions

4.1 Vectos has been appointed by Wrenbridge (FRELD Hayes) LLP to provide transport planning advice regarding the proposed redevelopment of 84 Swallowfield Way, Hayes, which is an existing crane depot site.

4.2 The site is in an existing industrial area circa 1.6km west of Hayes & Harlington Rail Station within the London Borough of Hillingdon (LBH). Rigby Lane borders the site to the north, with industrial uses bordering the site to the east. The site is bordered to the south by a rail line.

4.3 The proposals comprise the redevelopment of the site to provide four units with a flexible E(g)(iii)/B2/B8 land use and a combined floor area of 7,780 sqm. Vehicular access to the site will be achieved via the existing access from Rigby Lane, which is shared by an adjacent storage facility to the west.

4.4 Vehicular access to the site will continue to be achieved via the existing access point to the north.

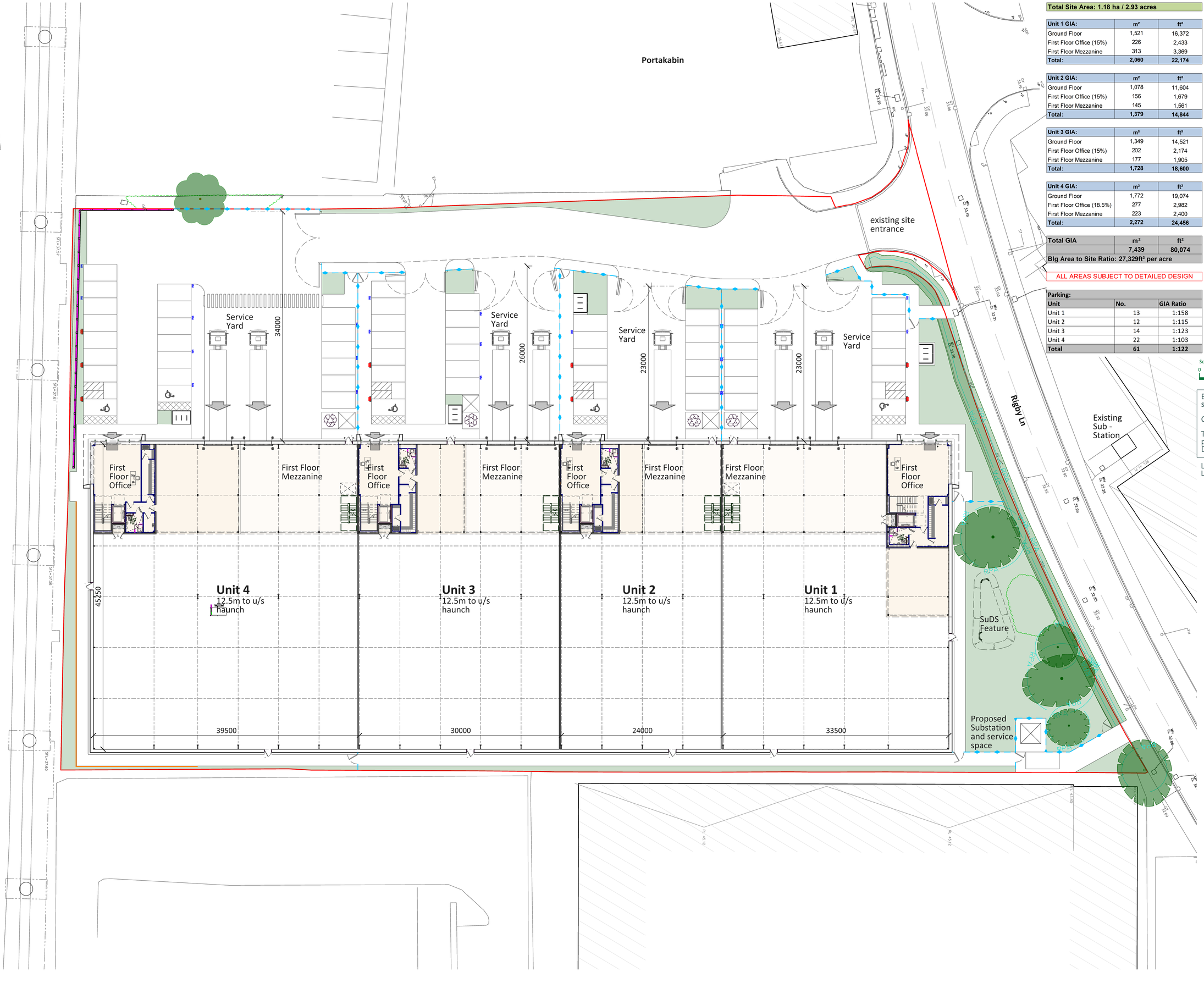
4.5 A total of 61 car parking spaces will be provided. Of these spaces, five will comprise Blue Badge bays and 18 will be provided with active electric vehicle charging facilities.

4.6 Sheltered and secure cycle parking will be provided in accordance with the London Plan. Four car parking spaces are proposed as hybrid spaces which can be used by up to eight cargo bikes.

4.7 This Car Park Management Plan has been prepared to provide an overview of the type and quantum of parking that will be provided as well as details on how the car parking areas will be managed to ensure there is no adverse effect upon the adjoining road network.

4.8 Based on the information contained within this report, it is clear that the layout is suitably designed to minimise any adverse impact on the adjoining road network. However, a series of measures have been identified to ensure that the car park operates in as an efficient manner as possible. Moreover, mitigation measures have also been outlined that could be relied upon to reinforce the management of the car park if required

Appendix A



Total Site Area: 1.18 ha / 2.93 acres

Unit 1 GIA:	m²	ft²
Ground Floor	1,521	16,372
First Floor Office (15%)	226	2,433
First Floor Mezzanine	313	3,369
Total:	**2,060**	**22,174**

Unit 1 GEA:	m²	ft²
Ground Floor	1,579	16,997
First Floor Office	254	2,734
First Floor Mezzanine	335	3,606
Total:	**2,168**	**23,337**

Unit 2 GIA:	m²	ft²
Ground Floor	1,078	11,604
First Floor Office (15%)	156	1,679
First Floor Mezzanine	145	1,561
Total:	**1,379**	**14,844**

Unit 2 GEA:	m²	ft²
Ground Floor	1,108	11,927
First Floor Office	171	1,841
First Floor Mezzanine	157	1,690
Total:	**1,436**	**15,458**

Unit 3 GIA:	m²	ft²
Ground Floor	1,349	14,521
First Floor Office (15%)	202	2,174
First Floor Mezzanine	177	1,905
Total:	**1,728**	**18,600**

Unit 3 GEA:	m²	ft²
Ground Floor	1,385	14,908
First Floor Office	219	2,357
First Floor Mezzanine	191	2,056
Total:	**1,795**	**19,321**

Unit 4 GIA:	m²	ft²
Ground Floor	1,772	19,074
First Floor Office (18.5%)	277	2,982
First Floor Mezzanine	223	2,400
Total:	**2,272**	**24,456**

Unit 4 GEA:	m²	ft²
Ground Floor	1,836	19,763
First Floor Office	306	3,294
First Floor Mezzanine	239	2,573
Total:	**2,381**	**25,630**

Total GIA	m²	ft²
	7,439	**80,074**
Blg Area to Site Ratio: 27,329ft² per acre		

Total GEA	m²	ft²
	7,780	**83,746**
Blg Area to Site Ratio: 28,582ft² per acre		

ALL AREAS SUBJECT TO DETAILED DESIGN

GEA calculations based on an external wall build-up of 480mm to the Warehouse measured from grid-lines.

Parking:		
Unit	**No.**	**GIA Ratio**
Unit 1	13	1:158
Unit 2	12	1:115
Unit 3	14	1:123
Unit 4	22	1:103
Total	**61**	**1:122**

Scale Bar - metres: 0 2 4 6 8 16

N

Based on ordnance and topographical measured survey

Ordnance Survey Licence Number: 100022432

Topographical & measured building survey prepared by Terrain Surveys: Drawing Number TS23-044-1

Landscape shown illustratively only, refer to Landscape Architects Plan for full details

- Planning Boundary
- 2.4m Palladin Fence
- Active EVCP Pedestal
- Passive EVCP Space
- Refuse Area
- Cycle parking shelters
- Space can be be used to park 2 cargo bikes or 1 car
- 3.5m high acoustic fence
- Retaining wall
- Existing Tree
- Proposed Tree

Rev p12: Fence line updated. JM - 19.05.2023
Rev p11: Pedestrian Path updated. MS - 18.05.2023
Rev p10: Sheet space updated. MS - 16.05.2023
Rev p9: Updated landscape and acoustic fence. MS - 15.05.2023
Rev p8: Acoustic wall updated to gramm Green wall. MS - 11.05.2023
Rev p7: SuDs feature added. MS - 10.05.2023
Rev p6: Position of acoustic fence updated. MS - 10.05.2023
Rev P5: Fence line updated. MS - 03.05.2023
Rev p4: Substation location updated. Acoustic fence added. Yard layouts updated. MS - 27.04.2023
Rev p3: Cargo bike spaces added. Unit cores updated. MS - 06.04.2023
Rev p2: Cycle parking and pedestrian paths updated. MS - 17.03.2023
Rev P1: Preliminary Issue for Comment. MS - 02.03.2023

Drawing Status:
PRELIMINARY ISSUE FOR COMMENT

CMP Architects

Client
Wrenbridge (FRELD Hayes) LLP

WRENBRIDGE

Project
Ainscough Crane Hire Site, 84 Swallowfield Way, Hayes, London, UB3 1DQ

Title
Proposed Site Plan

Scale	Drawn	Date
1:250@A1 1:500@A3	MS	01.03.2023

Drg.No. **H067-CMP-SI-ZZ-DR-A-00100** Revision **P12**

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