

CAR PARKING MANAGEMENT PLAN

# Wrenbridge (FRELD Hayes) LLP

Swallowfield Way, Hayes

July 2024

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Car Park Management Plan

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# 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 application was submitted to LBH in March 2023 (reference: 63099/APP/2023/1608) for:
- “The demolition of existing structures and redevelopment for Use Classes E(g)(iii), B2 and B8 (applied flexibly) including hard and soft landscaping, servicing and associated works.”*
- 1.4 A total of 61 car parking spaces will be provided, of which five will comprise Blue Badge bays.
- 1.5 This Car Parking Management Plan has been produced to discharge Condition 14 of 63099/APP/2023/1608, which states:
- “Prior to any above ground works for the development hereby approved (excluding demolition), a Parking Design and Management Plan shall be submitted to, and approved in writing by, the Local Planning Authority. It shall include the following:*
- (i) The arrangements for all on-site parking, including a booking system, and to include provisions for managing, monitoring, enforcement and review. All 61 on-site parking spaces shall be solely for use by the development hereby approved (e.g. staff, visitors) and shall not be used for any other purpose or leased/sub-let.*
  - (ii) Details of 5 wheelchair accessible spaces; to be permanently retained within the car parking area.*
  - (iii) Details of electric vehicle charging points (20% active and 80% passive)*
  - (iv) Details of passive electric charging points for HGV vehicles.*
- The vehicle parking provision and its management, as outlined in the approved Parking Design and Management Plan, shall be fully implemented as approved prior to the first occupation of the development, and so maintained in good working order.”*
- 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 5 blue badge spaces. Each unit has at least one blue badge parking space provided, with Unit 4 having two blue badge parking spaces.
- 2.2 These blue badge spaces will be permanently retained within the car parking area and will be provided close to the respective Unit's entrances, with 1.2m buffer zones provided on each space. This parking is provided in line with the London Plan (2021).
- 2.3 It is worthy to note that of the 61 parking spaces, 18 (29%) will be able to be used by electric vehicles from day one (i.e. 'active') with the remaining 71% of spaces constructed with the necessary infrastructure for them to be delivered at a later date (i.e. 'passive'). **Appendix B** shows the ducting plan for where this electric charging infrastructure is to be provided.
- 2.4 All 61 car parking spaces will be used by customers, visitors and employees associated with the proposed development only and will not be used for any other purposes or leased/sub-let.

### Car Park Circulation

- 2.5 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. Tracking drawings illustrating these manoeuvres were included within Appendix D of the submitted and approved Transport Assessment. For convenience, the tracking has been attached to this report at **Appendix C**.

### Electric Car Charging

- 2.6 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.
- 2.7 With regard to HGVs, passive electric charging points for HGVs would be provided at each unit by the dock doors. However, active electric vehicle charging points for HGVs is not considered necessary as HGVs will not be on-site long enough to justify the provision of charging points with most HGVs arriving and departing within the same hour.
- 2.8 Four car parking spaces are provided as hybrid parking spaces, with each space providing space for two cargo bikes if the space is unused. These spaces have been provided with active charging infrastructure.

### 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 and Booking System

- 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.
- 3.3 Employees will be advised of the systems and allocation of parking provision based upon their individual shift patterns. Employees will also be made aware of the car parking booking system app, which will be used to book a parking space and detail the duration of stay prior to arrival. Booking of the car parking spaces will operate on a first come first served basis. Employees will be restricted from block booking spaces.
- 3.4 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.
- 3.5 Information on car parking procedures will also be promoted through the Travel Plan noticeboards, posters etc.
- 3.6 Electric car users will be permitted to park within the car charge bays irrespective of the shift they are working on.
- 3.7 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

- 3.8 Prior to starting employment at the site, employees will be informed of the car park management procedures and booking 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.
- 3.9 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.
- 3.10 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**

- 3.11 The security team will undertake regular patrols of the car parks throughout the day.
- 3.12 Any queries the security team have with the parking areas will be reported back to the Travel Plan Coordinator for discussion.
- 3.13 The future occupiers of the units will be responsible for communicating and enforcing the content of this PMP. They will have the power to penalise any parking that does not accord with the principles set out within this PMP.

### **Demand Management**

- 3.14 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.
- 3.15 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**

- 3.16 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**

- 3.17 The security team will undertake regular patrols of the car parks 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.
- 3.18 In addition, there will be CCTV coverage to the external of the building which covers the cycle parking.

## **Mitigation Measures**

3.19 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**

3.20 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**

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

## **Information**

3.22 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 application has been submitted for 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.
- 4.4 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.
- 4.5 Four car parking spaces are proposed as hybrid spaces which can be used by up to eight cargo bikes.
- 4.6 This Car Park Management Plan has been prepared to discharge Condition 14 and 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.
- 4.7 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 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 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 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

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

ALL AREAS SUBJECT TO DETAILED DESIGN

Parking:	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

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

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



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

Rev PL15: Verge line removed. MS - 29.08.2023  
Rev PL14: Cycle lane removed. MS - 08.08.2023  
Rev PL13: Cargo bikes relocated. Cycle lane and pedestrian crossing points added. MS - 26.07.2023  
Rev PL12: Planning issue. MS - 24.05.2023

Drawing Status: PLANNING ISSUE

CMP Architects

Client: Wrenbridge (FRELd Hayes) LLP

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


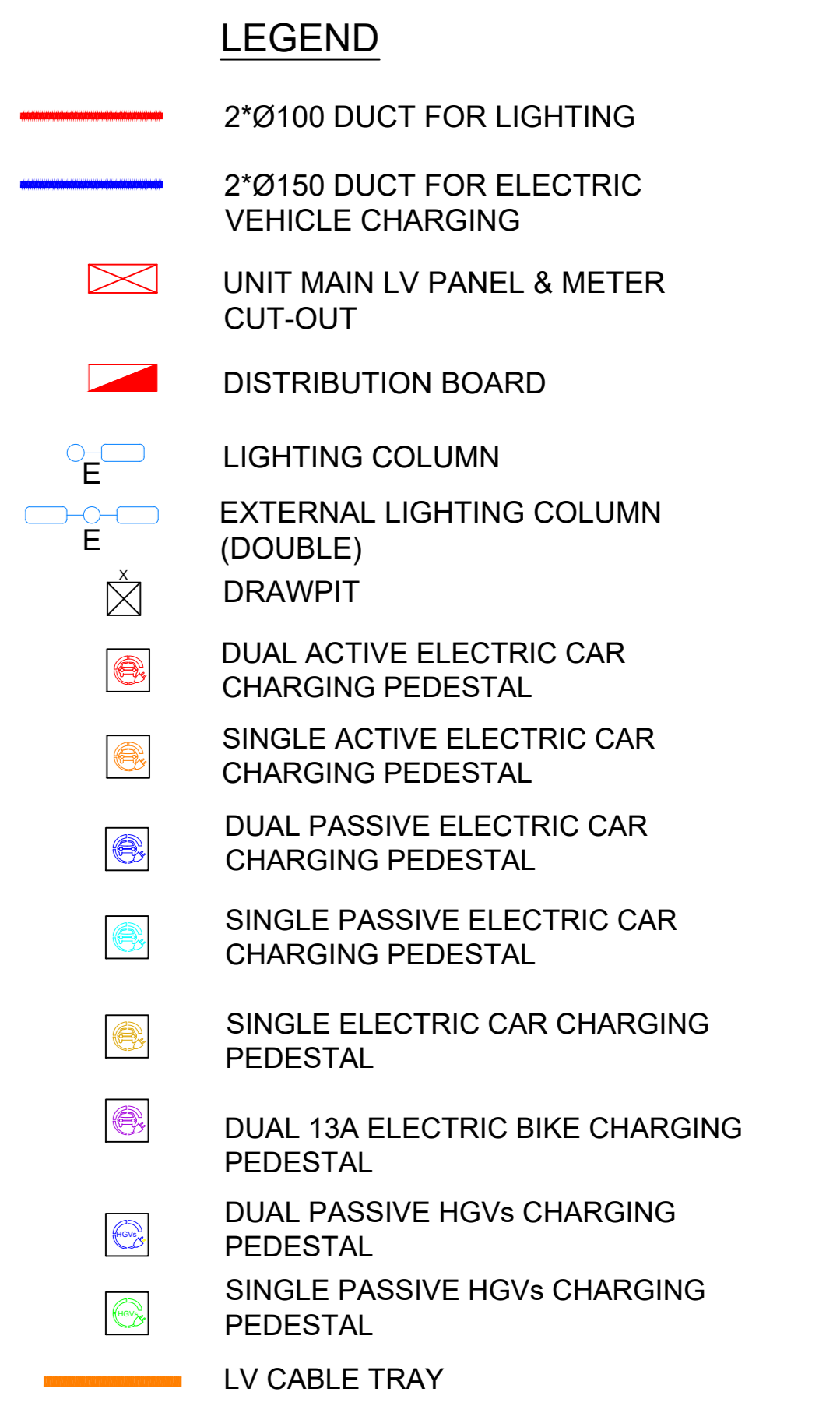
Title: Proposed Site Plan

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

Org.No: H067-CMP-SI-ZZ-DR-A-00100 Revision: PL15

Do not scale from this drawing, use figured dimensions only. Subject to accurate site survey. All dimensions to be checked and verified for any discrepancies. All drawings to be read in conjunction with all CMP Architects and other consultants' contract documentation. Any discrepancies to be reported before any work commences. All items installed by others are to be fully site coordinated and programmed with the Contractor. All products to be installed to manufacturers recommendations. ©Copyright CMP Architects Ltd

## Appendix B



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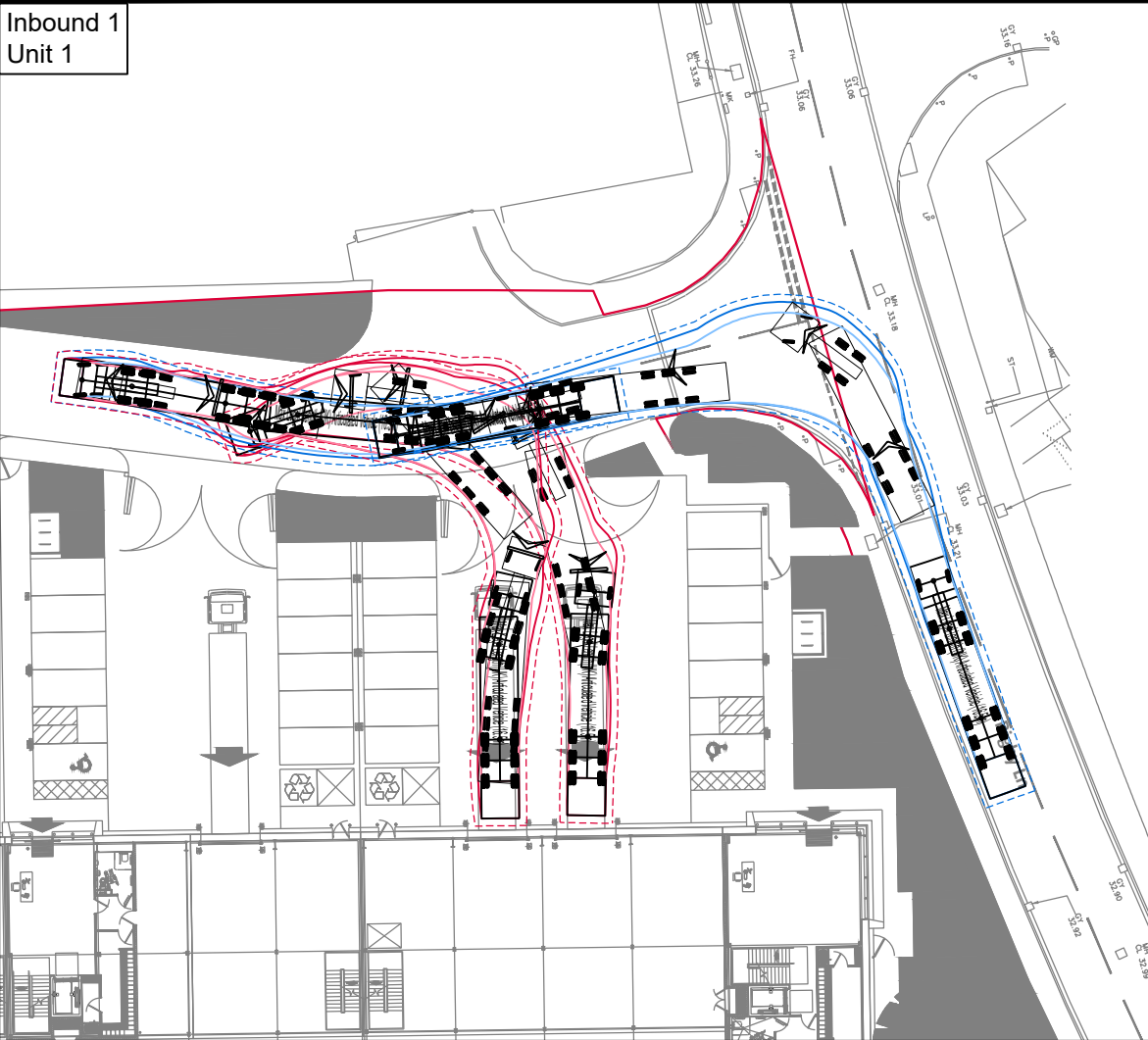
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DRAWING NUMBER: 22280-MBA-EX-SP-DR-E-0003

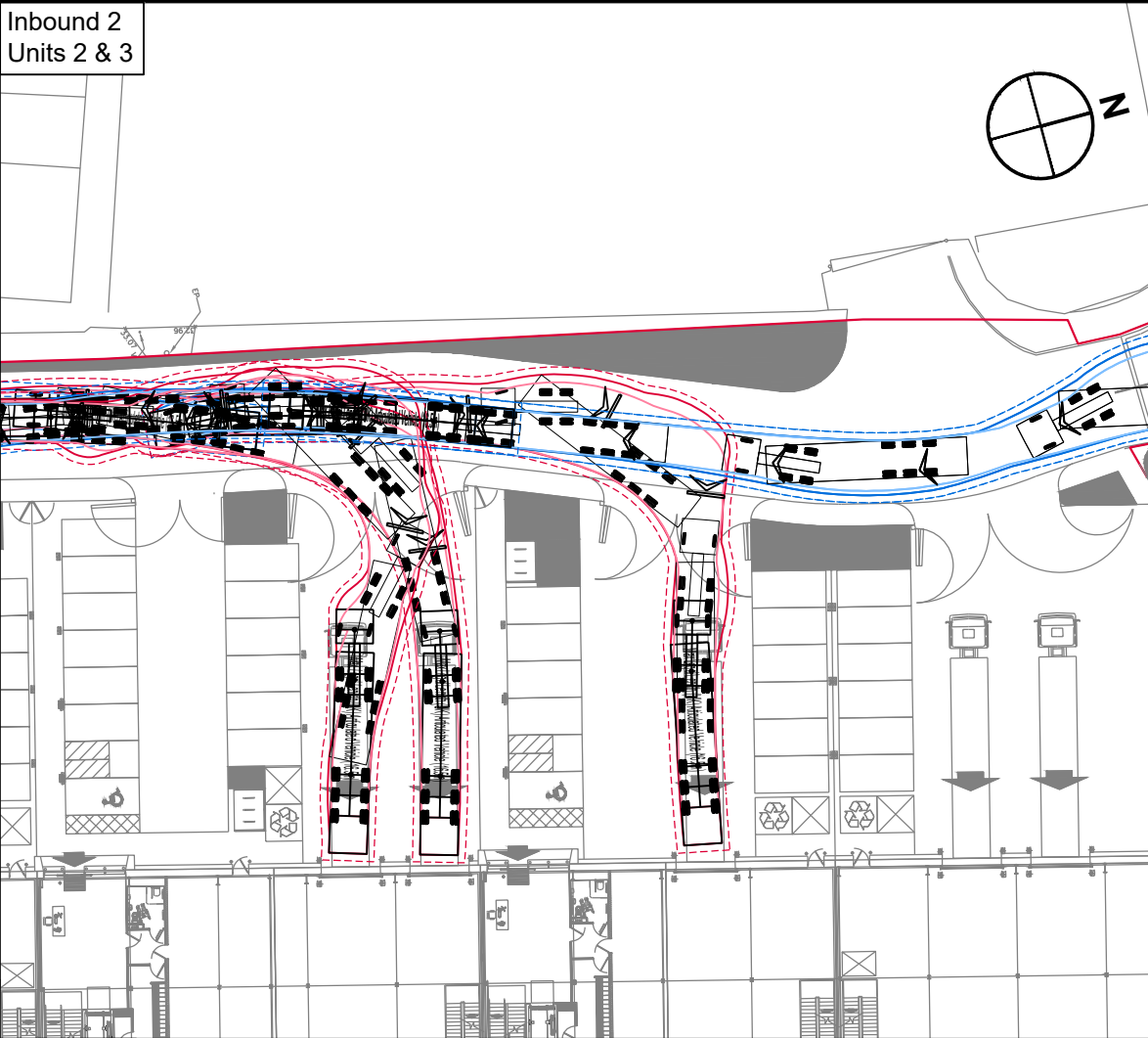
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T3	TENDER	SITE
SCALE @N3	DATE:	PROJECT No:
1:200	MAR 2024	22280

## Appendix C

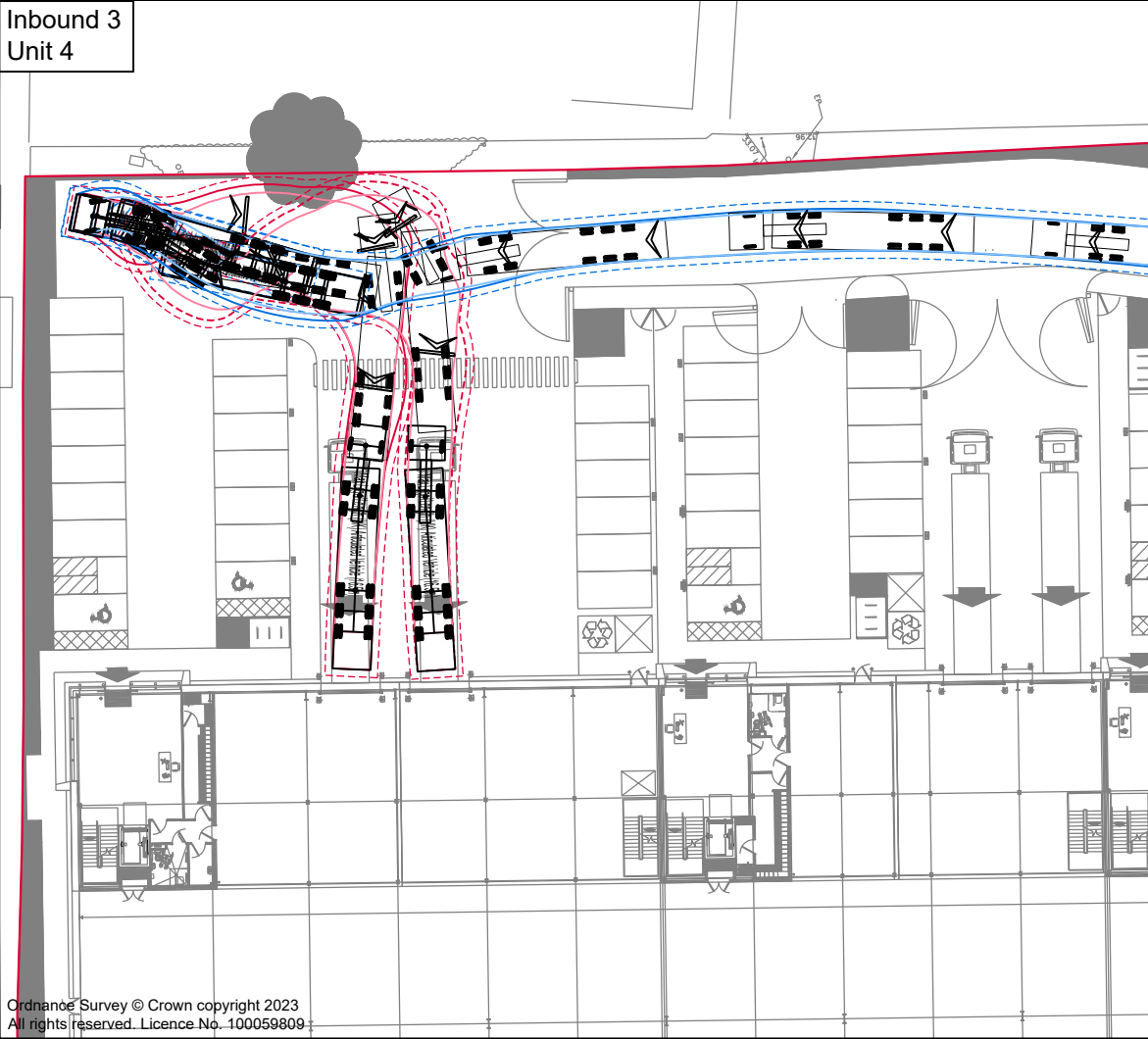
Inbound 1  
Unit 1



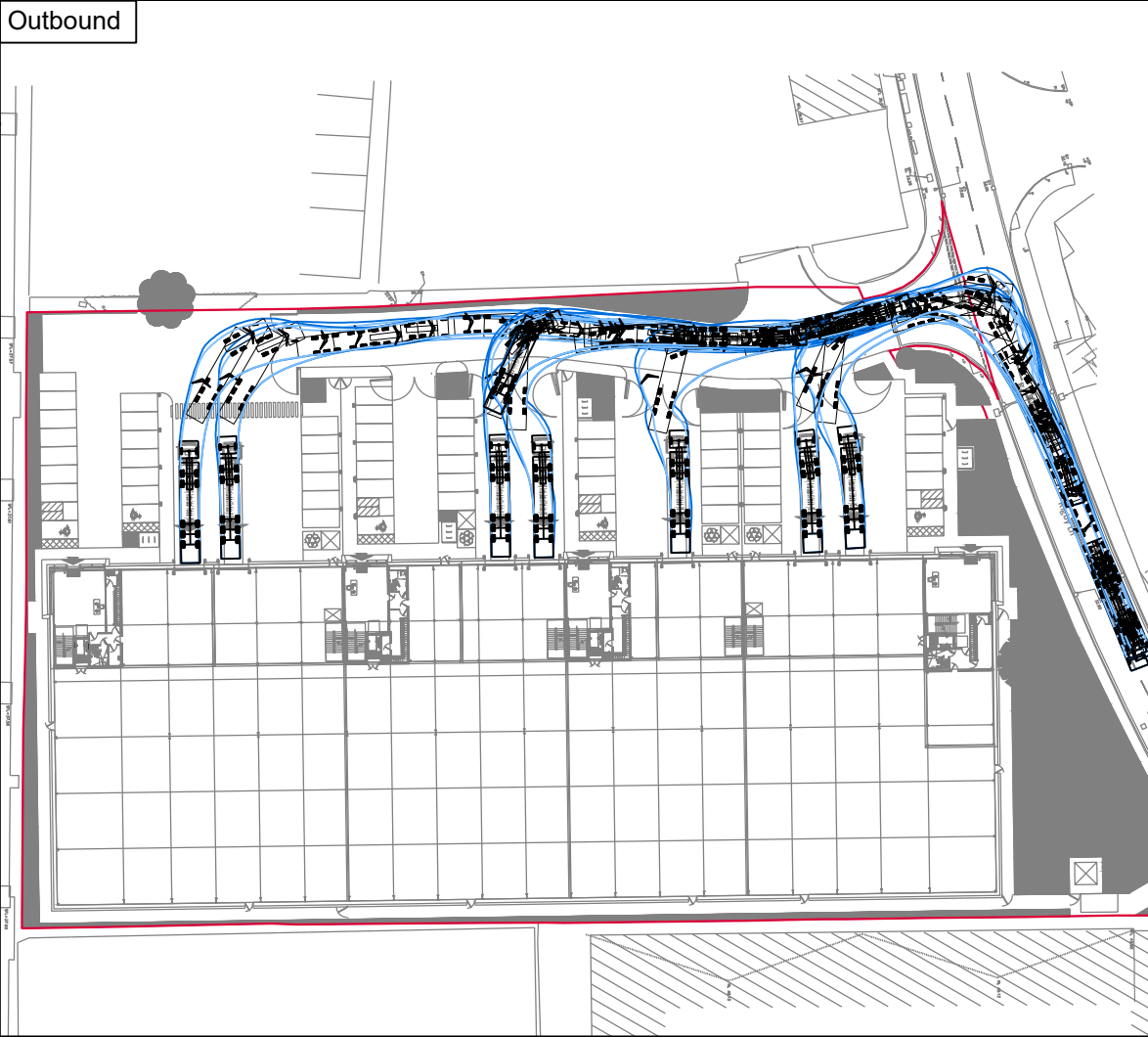
Inbound 2  
Units 2 & 3



Inbound 3  
Unit 4



Outbound



Notes:  
1. This is not a construction drawing and is intended for illustrative purposes only.  
2. White lining is indicative only.  
3. Based on CMP Architects layout:  
H067-CMP-SI-ZZ-DR-A-00100\_P12\_Proposed Site Plan

Max Legal Length (UK) Articulated Vehicle (16.5m)

Overall Length	16.500m
Overall Width	2.550m
Overall Body Height	3.681m
Min Body Ground Clearance	0.411m
Max Track Width	2.500m
Lock to lock time	6.00s
Kerb to Kerb Turning Radius	6.530m

0.5M OFFSET IS DISPLAYED AROUND THE VEHICLE PATH IN LINE WITH FTA GUIDANCE AND TO PROVIDE A TOLERANCE MARGIN FOR SAFETY AND DRIVER PERFORMANCE

F	Updated to suit new site plan	JH	JM	25.05.2023
E	Updated to suit new site plan	JH	JM	15.05.2023
D	Updated to suit new site plan	HC	JM	04.05.2023
C	Updated to suit new site plan	AL	JM	07.02.2023
B	Updated to suit new site plan	AL	JM	23.01.2023
A	Updated to suit new site plan	AL	JM	18.01.2023

REV.	DETAILS	DRAWN	CHECKED	DATE
STATUS:				
INFORMATION ONLY				
CLIENT:				
Wrenbridge				
PROJECT:				
Swallowfield Way, Hayes				
DRAWING TITLE:				
Swept Path Analysis Servicing 16.5m Articulated Vehicle Option 6				
SCALES:				
1:500 / 1:1000 at A3				
DRAWN:	AL	CHECKED:	JM	DATE: 11.01.2023
DRAWING NUMBER:				
226977/AT/D01				
REVISION:				
F				

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