

Technical Note

Car Park Management Plan

Proposed Mixed Use Development at 30 Radford Way, Billericay, Essex (SA49586_TN1)

06.12.2023 – Issue 1

1. Introduction

- 1.1 This Technical Note has been prepared to set out details of the proposed ongoing management measures to be implemented for car parking, in conjunction with the mixed-use development at 30 Radford Way, Billericay. The site location is indicated in Figure 1, below.

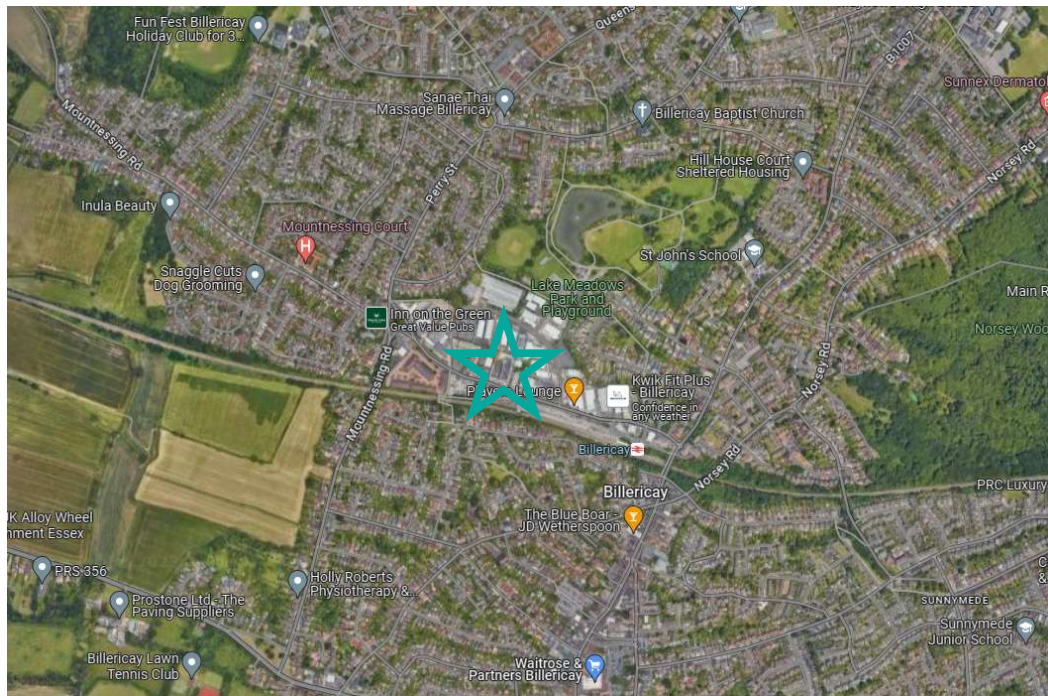


Figure 1: Location of the proposed mixed use development at 30 Radford Way, Billericay, Essex, CM12 0DA (map credit: Google Maps 2023).

- 1.2 With respect to the planning application referenced 19/00401/FULL, this Car Park Management Plan will provide the details requested under Condition 21 of the full planning permission, to facilitate the discharge of the condition and subsequent occupation of the development. Condition 21 of the full planning permission reads as follows:

The whole development shall not be occupied until a car parking management plan has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the approved details.

- 1.3 The Car Park Management Plan (CPMP) is required to assist in the management of parking demand, to ensure the efficient operation of the car park and wider development. The key aims of this CPMP are as follows:

- To ensure adequate car parking provision is allocated and/or available to all site users
- To prevent and discourage parking by non-site users, to ensure sufficient parking capacity for those eligible
- To reduce potential for congestion and overspill of parking, to ensure the efficient and safe operation of the car park and adjoining highway network.

- 1.4 This Car Park Management Plan has been prepared by Callum Bebb, a Civil Engineer with over 8 years industry experience in working in both the public and private highway and development sector. This document has been authorised by Richard Harman who is an Incorporated Engineer and a Fellow of the Institute of Highway Engineers.

- 1.5 This report (including any attachments) has been prepared with care and due diligence in relation to the proposed mixed use development at 30 Radford Way, Billericay, and solely for the purpose for which it is provided. Unless we provide prior express written consent, no part of this report should be reproduced, distributed or communicated to any third party. We do not accept any liability if this report is used for an alternative purpose from which it is intended, nor to any third party in respect of this report.

2. The Development

Development Summary

- 2.1 The development was granted permission on 16/03/2020 under planning application reference 19/00401/FULL, which has since been implemented, pending the discharge of outstanding conditions to allow the occupation of the whole development. The development description reads as follows:

Part demolition, retention and refurbishment of existing building and construction of a part four-storey mixed use building comprising the retention of the existing gym/children's activity centre (Class D2), café (Class A3) and yoga studio (Class D2) at ground floor, new offices (Class B1a) at first floor and 20 new residential units (Class C3) at second and third floors with associated car parking and development.

- 2.2 The Gross Floor Area (GFA) allocated to each of the above uses can be broken down as follows:

- Gym/Children's activity centre (D2) – 305m²
- Café (A3) – 310m²
- Yoga studio (D2) – 447m²
- Offices (B1a) – 858m²
- 20no. residential units
 - 6 x 1 bed
 - 12 x 2 bed
 - 2 x 3 bed

Site Access & Car Parking Arrangements

- 2.3 Vehicular access to the site is taken directly from Radford Way via the existing dropped kerb vehicular accesses at either end of the site frontage. A one-way system will be introduced through the site, supplemented with signing. Vehicles will be routed anti-clockwise through the site, with the eastern site access operating as access only, and the western site access operating as exit only.
- 2.4 A new pedestrian access is provided centrally within the site frontage, providing a direct link between the entrance lobby of the building and the existing pedestrian footway along Radford Way. This is supplemented by the provision of demarcated pedestrian crossing points within the car park, leading pedestrians into the building entrances.

Car Parking Provision

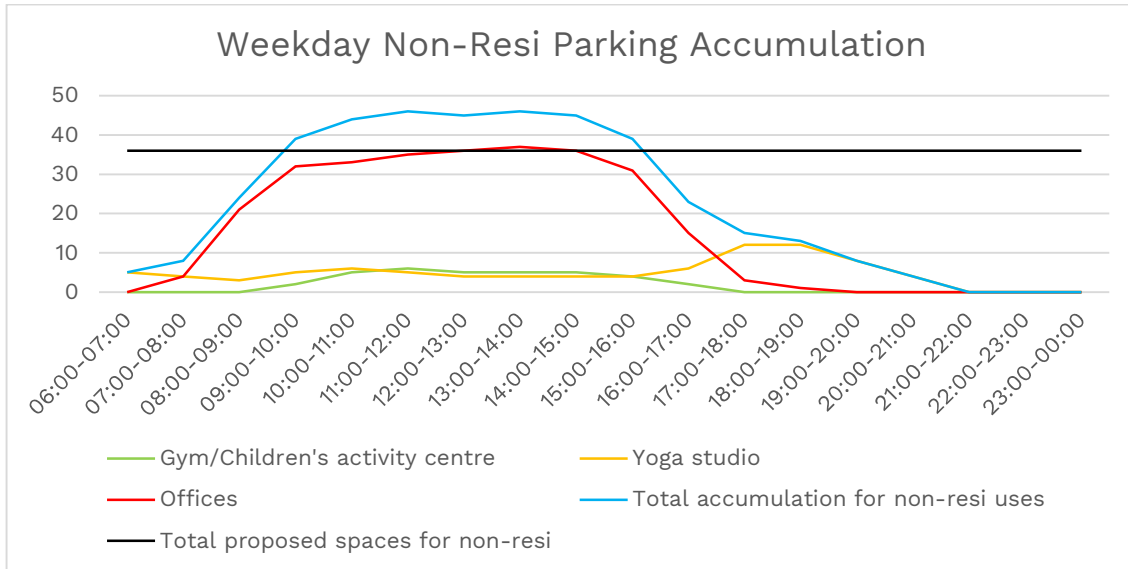
- 2.5 The development provides a total of 57no. car parking spaces, including 8no. disabled spaces. This is supplement by 9no. motorcycle spaces and space for the parking of 56no. bicycles. The car parking provision is consistent with the overarching principles of the Essex Planning Officers Association Parking Standards, based upon the site's sustainable central location, and has been deemed acceptable by Basildon Borough Council as the Local Planning Authority. A copy of the approved site layout, showing the proposed access and parking arrangements is contained within Appendix A.
- 2.6 As detailed in the Transport Statement (document ref. NM/LC/ITL14297-003a R) provided to support the planning application, 21no. car parking spaces will be allocated for the residential units, with the remaining 36 spaces retained for the various non-residential uses. Details of how residential and non-residential parking will be delineated and managed will be discussed further later in this report.
- 2.7 Each parking space allocated to residential use will be installed with passive provision for electric vehicle charging, with 10% of the remaining spaces installed with active provision, in accordance with Condition 22 of the planning approval.

Residential Car Parking Demand

- 2.8 With regards to residential parking demand, the Transport Statement provided at planning, forecast that 14 cars would be owned by occupiers of the flats, based upon local car ownership data. It is therefore considered that the proposed 21no. residential car parking spaces are more than adequate to meet the maximum likely demand for car ownership, in addition to residual spaces for visitor parking.

Non-Residential Car Parking Demand

- 2.9 In order to understand the anticipated parking demand associated with the various non-residential uses, the TRICS trip rates provided for each use class within the supporting Transport Statement have been utilised to calculate weekday parking accumulations. The weekday parking accumulations for each non-residential use, and the cumulative parking demand is illustrated in Figure 2. For the purposes of this assessment, the café is considered ancillary to the other uses on the site.



	06:00-07:00	07:00-08:00	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00	21:00-22:00	22:00-23:00	23:00-00:00
Gym/Children's activity centre	0	0	0	2	5	6	5	5	5	4	2	0	0	0	0	0	0	0
Yoga studio	5	4	3	5	6	5	4	4	4	4	6	12	12	8	4	0	0	0
Offices	0	4	21	32	33	35	36	37	36	31	15	3	1	0	0	0	0	0
Total accumulation for non-resi uses	5	8	24	39	44	46	45	46	45	39	23	15	13	8	4	0	0	0
Total proposed spaces for non-resi	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36

Figure 2: Anticipated weekday non-residential parking demand, calculated from TRICS trip rate data.

2.10 Figure 2 demonstrates that, on a weekday, it is anticipated that the non-residential uses, combined, are forecast to generate a peak parking demand of 44-46 spaces between the hours of 10:00-15:00. The peak parking demand is therefore forecast to exceed the available non-residential car parking provision by up to 10 cars. It should be noted that there are off-street public car parking facilities with a combined capacity of approximately 566no. spaces within 400m of the site.

2.11 The most significant parking demand is forecast to be generated by the office use, which peaks at around 35-37 spaces between the hours of 11:00-15:00. It is therefore imperative that appropriate measures are implemented to prevent office parking from monopolising the available spaces, to ensure sufficient parking remains available for the other non-residential uses. It should also be noted that the various measures to promote and support the use of sustainable transport, outlined in the approved Transport Statement, will be implemented at the site to reduce private car usage.

3. Management Plan Measures

Car Park Layout

- 3.1 As previously touched upon, the development provides a more coherent parking layout, with enhanced pedestrian routing and the introduction of a one-way system to improve circulation through the site. This will be communicated through signs and lining, with directional arrows provided on the ground, with supporting signs indicating no entry/exit at each of the site access points.
- 3.2 Further to the above, an additional route is provided across the site frontage, providing access to a pick up and drop off zone. This will facilitate short stay parking associated with the picking up and dropping off of visitors adjacent to the main entrance lobby, in addition to refuse collection and deliveries. It is therefore considered that the proposed site access and parking arrangements represent significant betterment over the previous development layout, with improvements to pedestrian safety, and the free flow of traffic through the site, thus reducing potential for congestion.

Residential Car Parking Strategy

- 3.3 With the exception of 2no. disabled parking bays immediately adjacent to the residents entrance, the residential car parking area is provided to the rear of the site, clearly delineated from the wider car park to ensure that spaces remain available for residents and their visitors at all times. The residential car parking zone will be clearly signed at either end, supplemented by lining to state 'RESIDENTIAL PARKING ONLY'.
- 3.4 In order to ensure that the allocated residential car parking is used solely for its intended purpose, physical parking permits will be issued to all flats with allocated parking. In order for people to understand which spaces are allocated, the bays will be numbered on the ground; there will therefore be 14no. allocated, numbered spaces and 7no. spaces marked for visitors. Future residents will be made fully aware during the sales process whether the unit has allocated parking, and those units without parking will not be issued a permit.
- 3.5 Visitor parking permits will be issued to each flat, to be displayed in the visitor's car for the duration of their stay. Visitor parking will operate on a 'first come, first served' basis.

Non-Residential Car Parking Strategy

- 3.6 As outlined in the Transport Statement provided at planning, the office use is supported by car parking provision at 50% of the maximum standard permitted by local policy. As such, it is proposed that only 15no. parking permits will be issued to office occupiers. This will further encourage the use of the abundant sustainable travel options and ensure that sufficient residual parking will remain available for the other non-residential uses on the site.
- 3.7 Similarly, for the remaining D2 uses (Gym/Children's activity centre & Yoga studio) 50% of the maximum permitted parking provision has informed a requirement of 19no. spaces. As established previously, the café is considered ancillary to the other uses on the site. The associated car parking provision is therefore considered to be the remaining two spaces to accommodate café staff requirements (15no. office staff + 19no. D2 staff/visitors + 2no. café staff = 36 spaces).
- 3.8 As demonstrated by Figure 2, the combined parking demand associated with the D2 uses is forecast to peak at around 12 cars on a weekday. It is therefore considered that all staff working within the Children's activity centre, Yoga studio and Café, with a requirement to drive, will be eligible for a parking permit, whilst still leaving sufficient residual capacity for visitor parking.
- 3.9 In order to provide a degree of control on visitor parking, and to deter visitors parking at the site as part of a linked trip to other town centre amenities, maximum stay restrictions will be introduced to all non-permit parking. Signs and lining will be provided to state 'VISITOR PARKING ONLY – MAXIMUM STAY 3 HOURS'. All non-residential visitors will be required to register their vehicles for parking as they enter the building. All staff with parking permits will be exempt from the maximum time limit.
- 3.10 In summary, the use of physical parking permits enables the effective management of the car park, without the need for non-residential spaces to be allocated to any one land use. This ensures that during weekend peak periods for the children's activity centre and yoga studio, the spaces that would otherwise be occupied by office staff are available for all non-residential users; this will ensure the most efficient use of the available space, to accommodate the differing demands of each non-residential use.

4. Monitoring & Enforcement

Responsibility for the CPMP

- 4.1 A car park manager will be appointed, who will have overall responsibility for the implementation of the aforementioned measures, and subsequent monitoring and enforcement of this CPMP. The car park manager will be responsible for the following in relation to the CPMP:
- Ongoing collection and review of parking data e.g. overall peak parking demand, parking demand by site use and associated length of stay etc.
 - Ongoing liaison with stakeholders to receive feedback on the implemented measures and permit allocations
 - Ongoing monitoring and enforcement of the CPMP in conjunction with the appointed enforcement organisation.
- 4.2 Enforcement of the car park will be contracted to a reputable specialist car park enforcement organisation, who will be a British Parking Association Approved Operator.
- 4.3 The outlined measures for the management, monitoring and enforcement of the car park will require ongoing review, especially following occupation of the development, to ensure the operation of the car park is optimised for the life of the development.
- 4.4 The potential implementation of Automatic Number Plate Recognition (ANPR) technology at the site will also be reviewed by the car park manager. This will provide an electronic alternative to the proposed physical permitting system, to assist with the collection of parking data, and efficiency of the ongoing monitoring and enforcement of the car park.

Residential Parking Enforcement

- 4.5 Residents' vehicles will only be permitted to use the dedicated spaces provided within the residential parking zone to the rear of the site. All residential parking will operate on a permit basis, therefore any vehicles parked in this area without a permit will be subject to enforcement. Similarly, any residents or residential visitors parking outside of the residential parking zone will be subject to enforcement. Residents parking outside of the residential parking zone, or not displaying a valid permit will be given a Penalty Charge Notice (PCN).
- 4.6 With regards to residential visitor parking, visitor parking permits will be limited to a maximum of 100 visitor permits per dwelling per year. This will ensure that visitor parking permits are not abused for the parking of a residents second vehicle. Visitor permit numbers will be monitored and reviewed on an annual basis, to allow them to be adjusted as required.

Non-Residential Parking Enforcement

- 4.7 In the absence of an ANPR system, all non-residential visitors will be required to register their vehicles for parking as they enter the building. Upon leaving the building, they will be required to sign out, to stop the clock on their stay. This requirement will be communicated to visitors by all reception staff, supplemented by notices in prominent locations at entrances to the buildings.
- 4.8 Any vehicles parked at the site who are either not registered for parking, not displaying a valid permit, or are in breach of the maximum length of stay, will be given a PCN. Upon occupation of the site, a car park information sheet will be provided to all residents and site occupants to communicate the car park operation and enforcement details.

Indiscriminate Parking

- 4.9 All vehicles will be required to park entirely within the demarcated car parking spaces. Should vehicles be parked outside of a demarcated space, or within a disabled space without displaying a blue badge, a PCN will be issued to the owner of the vehicle. Should the vehicle obstruct the free flow of traffic through the site, access to other parking spaces, or be deemed to inhibit the manoeuvres of emergency vehicles, then a PCN will be issued. In the event that vehicles are abandoned in the car park, appropriate specialist enforcement action will be taken. Photographic evidence will be collected ahead of any PCNs being issued.

Penalty Charge Notice & Appeals Process

- 4.10 The enforcement system and appeals process will be operated in accordance with the British Parking Association Approved Operator Code of Practice.
- 4.11 PCNs will be monitored and adjusted based upon the degree of severity of the offence, and will be reduced if paid within a short time frame of issuance, in accordance with the enforcing organisations code of practice. PCNs may be increased for repeated offences by the same vehicle/individual.

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APPENDIX A – Approved Site Layout

Drawing no. 2040.GA.001 – Proposed Ground Floor GA Plan