

Project Name:	McCormack House, 56A East Street, Havant
Document Reference:	143.0029/DPMP/6
Document Name:	Drop off and Pick up Management Plan
Prepared By:	Ollie Samuel-Camps (April 2024)
Checked By:	Shaan Novitzki (April 2024)
Approved By:	Caitlin Turley (April 2024)

Revision Record				
Rev	Date	By	Summary of Changes	Aprvd
2	15.04.24	SSN	Client Comment	TAF
3	24.05.24	SSN	HCC Comments	TAF
4	05.08.24	SSN	Updated Arrangements	TAF
5	12.08.24	SSN	Client Comment	TAF
6	07.10.24	TAF	HCC Comments	CAT

Disclaimer

This document has been prepared in accordance with the scope of Paul Basham Associates Ltd's appointment with its client and is subject to the terms of that appointment. It is addressed to and for the sole use and reliance of Paul Basham Associates clients. Paul Basham Associates accepts no liability for any use of this document other than by its client and only for the purposes, stated in the document, for which it was prepared and provided. No person other than the client may copy (in whole or in part), use or rely on the contents of this document, without the prior written permission of a Director of Paul Basham Associates. Any advice, opinions, or recommendations within this document should be read and relied upon only in the context of the document as a whole. The contents of this document are not to be construed as providing legal, business or tax advice or opinion.

© Paul Basham Associates Limited

1. INTRODUCTION

- 1.1 This Drop off and Pick up Management Plan (DPMP) has been prepared by Paul Basham Associates on behalf of Outcomes First Group Ltd to support application APP/23/00996 at McCormack House, 56A East Street, Havant. The application proposes a change in use of the existing office to provide a special education school for 70 pupils. The site location is shown for reference in **Figure 1**.

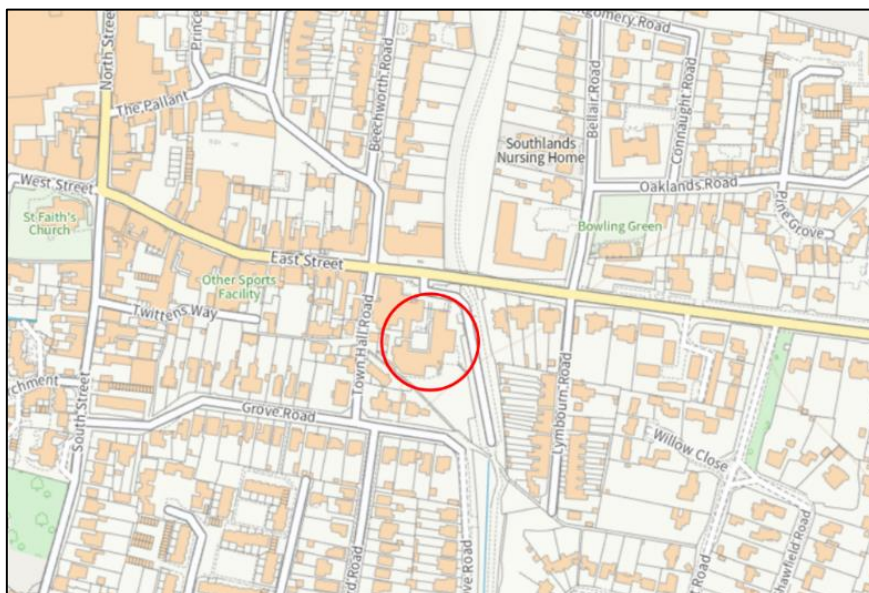


Figure 1: Site Location

- 1.2 Paul Basham Associates prepared a Transport Statement and Travel Plan to support the application in November 2023. Alongside this, two iterations of a DPMP have been prepared. However following conversations with HCC, the pickup and drop off arrangements have been amended. This DPMP therefore reflects the amended arrangements.
- 1.3 This DPMP is a live document to be updated and amended once the school is operational. It will be subject to annual review, in line with the school intake, which would ensure to adjust the drop off/pick up management measures should they be required, or the next intake of students have different needs to the previous year. If any further information or comments are received this DPMP as a live document that can be updated post planning. It anticipated that any further monitoring to this DPMP could be secured via condition, and a brief summary of the annual monitoring will be sent to the Local Planning Authority if it is requested.
- 1.4 The strategy identified in this DPMP would be implemented and managed by a senior member of school staff.
- 1.5 This DPMP will cover the following:
- Contact details of staff implementing the strategy
 - Details on the arrangements of pick up and drop off
 - Confirmation of how this would be enforced
 - How the arrangements are promoted and signed up to by parents/drivers
 - Confirmation on queue length and the impact on the public highway

Client Statement of Support

- 1.6 The applicant, Outcomes First Group Ltd, has been involved in the development of this DPMP and have provided a statement of support:

Outcomes First Group Ltd have been involved in the production of this Drop off and Pick up Management Plan for this school. The plan has been written to ensure that drop off and pick up periods are managed and do not impact on the highway network. Staff at the school will monitor and implement this identified strategy and amend as needed once the school is operational.

Tim Brown
Head of Development at Outcomes First Group Ltd

- 1.7 Once the school is operational, details of the senior staff member in charge of delivering, updating and implementing the DPMP would be confirmed to Havant Borough Council (HBC)/HCC as appropriate. In the interim the contact at Outcomes First Group Ltd is Tim Brown (tim.brown@ofgl.co.uk).

2. PICK UP AND DROP OFF ARRANGEMENTS

Operational Hours

- 2.1 The proposed special education school would operate between the hours of 09:00-15:00 although it has been confirmed that pupils typically have a staggered arrival time between 08:00-9:30 and a staggered departure time between 14:30-16:00. The staggered nature of the timings cannot be fixed at this point and each year and new intake of pupils may result in changes to the drop off and pick up timings.
- 2.2 The majority of pupils (90%) attending the school will arrive by car or shared taxi. The arrival/departure time of taxis/vehicles will depend on the location of pupils (as the school is based on need rather than catchment) and whether more than one pupil is collected at a time.
- 2.3 Given the nature of the site and the high use of taxis, taxi's transporting pupils to/from the site will have scheduled arrival and departure times. The staff on-site will therefore be aware of the approximate times when these journeys are taking place. This will be reviewed each year

Pick Up and Drop off Arrangements

- 2.4 Following discussions with HCC through the planning application and liaison with the applicant on the needs of pupils it is proposed that all pick up and drop off would occur within the site's car park to the rear. Pupils would then be directed to use the existing pedestrian access within the car park, which would form the main entrance for pupils. The pick up and drop off arrangements are shown in **Figure 2**. The arrows show vehicle movements in blue and pedestrian movements in orange.

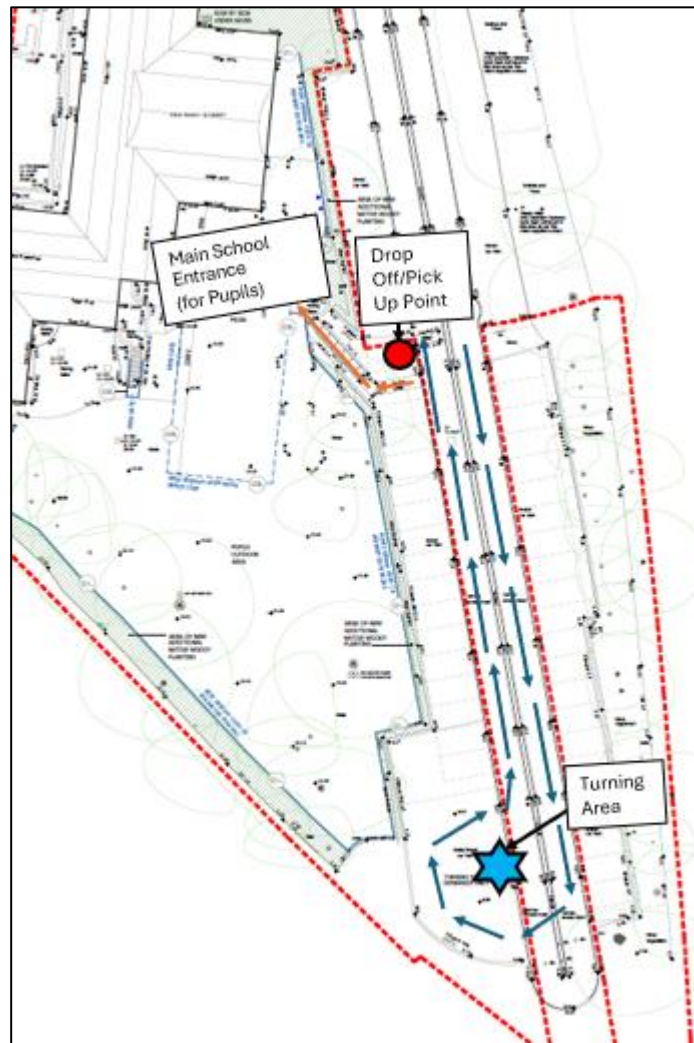


Figure 2: Pick Up and Drop Off Arrangements

- 2.5 It is proposed that the pick up and drop off of pupils occurs within the car park to the rear of the site. Vehicles would utilise the turning space to queue, given that no servicing or deliveries would take place during pick up/drop off periods. Pupils would then be picked up/dropped off in the car park in the vicinity of the existing stairs/pedestrian access.
- 2.6 In the drop off period (08:00-09:30) vehicles would use this area to pull up and drop pupils off. A member of staff would be present in the car park turning area to guide vehicles and ensure that queuing of vehicles on the car park access road is minimised and vehicles will not wait on both sides of the access road and block the PRow through the site. A second member of staff would be present at the pick up/drop off point to guide pupils into the school entrance.

- 2.7 At pick up (14:30-16:00), vehicles would queue from the pick up point similar to the drop off arrangements in the morning. Staff members would confirm with the driver which pupils are being collected and through radio communications inform staff members within the school. As mentioned previously, staff members will be aware of taxi's arrivals to the site and the pupils being collected and it may therefore be that more accurate time slots develop once the school becomes operational.
- 2.8 Tracking has been undertaken with a large family car of the proposed pick up and drop off arrangements and the access ramp into the car park and is provided in **Appendix A**. This tracking has been undertaken to a speed of 5 mph which is acceptable given that this is a private car park and acts as a shared surface for pedestrians/cyclists. Signage indicating the 5mph speed limit would be provided on the entrance into the site car park. Tracking of the car park ramp confirms that two cars can pass.
- 2.9 The drawing shown in **Appendix A** confirms that at least 20 vehicles could be parked within the site car park. This leaves the existing access road and Public Right of Way route to retain access for pedestrian/cyclists who may be traversing the Hayling Billy Trail, with a staff member to be located within the turning area to direct vehicles/manage interactions with pedestrians/cycles.
- 2.10 HCC's assessment in their response dated 20th May 2024, states that it is reasonable to assume 12 vehicles being on-site at any one time. As more than 23 vehicles can be parked within the site car park these arrangements are considered to be acceptable. All vehicles associated with pick up and drop off can be accommodated within the site car park.

Parking Spaces

- 2.11 Within the car park there are 40 parking spaces within the control of Outcomes First Group Ltd. The site is anticipated to have 40 members of staff of which 10 are part time (part time working hours are approximately 11:30-14:30). It should be noted that the working hours for full time staff are 8:00-16:30 and therefore no staff movements are anticipated within the drop off and pick up periods.
- 2.12 Given the above there would be parking spaces available on the site which could be used to help facilitate drop off and pick up periods if required. It is considered that 20 spaces could be used for pick up and drop off if needed given the likely working hours of part time staff (who arrive/leave in-between the school drop off and pick up period). This would be reviewed each year and flexibly increased/decreased if the demand allowed for it. Should

more spaces be needed for drop off and pick up of pupils, less staff spaces would be offered. This has been discussed with HCC who are of the opinion that staff car parking can be accommodated within nearby public car parks such as Town End House, East Pallant and Meridian Centre Car Parks.

- 2.13 It should be noted that drop off and pick up is not restricted to the drop off area at the bottom of the steps. If appropriate, pupils can leave their vehicles when they are parked.
- 2.14 Following the opening and operation of the site this strategy, the demand during pick up/drop off periods will be reviewed and monitored and if needed spaces would be allocated for pick up/drop off periods (parking for staff available outside pick up/drop off periods). Further measures such as encouraging staff members to park elsewhere would also be considered.
- 2.15 As part of the development, the parking spaces will be marked out prior to the operation of the site. Staff car parking will be marked to ensure that these spaces are kept free. Should the staff requirement have to decrease or increase as per paragraph 2.11, these spaces will be re-marked.

Disabled Access

- 2.16 The disabled parking spaces provided at the front of the site would only be used to support access to the school for wheelchair users. The future operator has confirmed that there are typically no wheelchair users attending their school, albeit this cannot be confirmed as again pupils would attend this school based on need. It is however unlikely to be significant number of pupils. Notwithstanding this, should more than two pupils who require wheelchairs attend the school, which again the end operator has stated that they would not, specific time slots would be provided within the pick up and drop off times to ensure that there is only ever two wheelchair suitable vehicles on site. Should two spaces be used and a vehicle does arrive, they will be directed to the bottom of the site to park and wait before being called up once a space is free.
- 2.17 As part of the DPMP, vehicles will be requested to reverse into these spaces and signage will be provided to ensure that this is complied with.

- 2.18 Given that the front of the site provides access to 5 parking spaces at present and that it is very unlikely for wheelchair access to be required it is considered that this arrangement is acceptable.

DPMP Promotion

- 2.19 The pickup/drop off arrangements will be promoted on the school website, included in school inductions and parent/pupil welcome packs to ensure that parents and staff are aware of the arrangements prior to the school opening. A copy of this DPMP would also be provided to local taxi operators associated with the school to ensure they are aware of the arrangements.
- 2.20 Training would be completed by staff prior to the site opening to ensure that they are able to deliver this strategy in a safe and effective manner.

DPMP Enforcement

- 2.21 To ensure these arrangements are followed, staff will be on hand to guide the vehicles and would be equipped with radios/ high visibility vests to ensure that they can coordinate and communicate with each other as well as remain clearly visible to all vehicles.
- 2.22 Parents and taxi drivers (through liaison with the operators) will also be required to fill in a form acknowledging that they understand and agree to the site's pick up/drop off arrangements.
- 2.23 As this DPMP is a live document it will be regularly updated and reviewed by site staff once the site is fully operational. Additional measures will be added as appropriate to ensure that pick up/drop off periods do not impact the public highway. Other measures such as dedicated time slots could be considered by site staff.
- 2.24 Parking arrangements on site would be reviewed on a regular basis and measures implemented and updated as necessary to ensure that space is available on-site to enable efficient pick up and drop off periods.

3. HIGHWAY IMPACT

- 3.1 The pick-up/ drop off arrangements will allow for vehicles to queue within the site and avoid any disruption to the local highway network. The entrance to the site car park (to the south) is located c. 90m from the East Street carriageway. This means that there is space for 15 vehicles to queue within the site (car length 6m) before reaching the site's car park.

When taking into consideration the number of vehicles that can be queued within the site boundary from the pick up/drop off point (12 cars on the eastern side with potential to queue a further 10 vehicles on the western side), this accommodates for c.37 vehicles.

- 3.2 Given that pick up and drop off requires vehicles being on site for short periods and that there will be a staggered intake of students arriving and departing (due to staggered start and end times) it is unlikely that excessive queuing above 37 vehicles would occur, with HCC's assessment indicating a worst case of 12 vehicles on-site. It is therefore not considered that the proposed school would have a severe impact on the highway network as per the National Planning Policy Framework.
- 3.3 As all vehicles are proposed to be held in the site's parking area, there is not anticipated to be any impact on the operation of the existing public car park during pick up/drop off periods. The car park would remain accessible to members of the public.
- 3.4 As previously confirmed, deliveries and servicing of the site would avoid pick up and drop off periods.

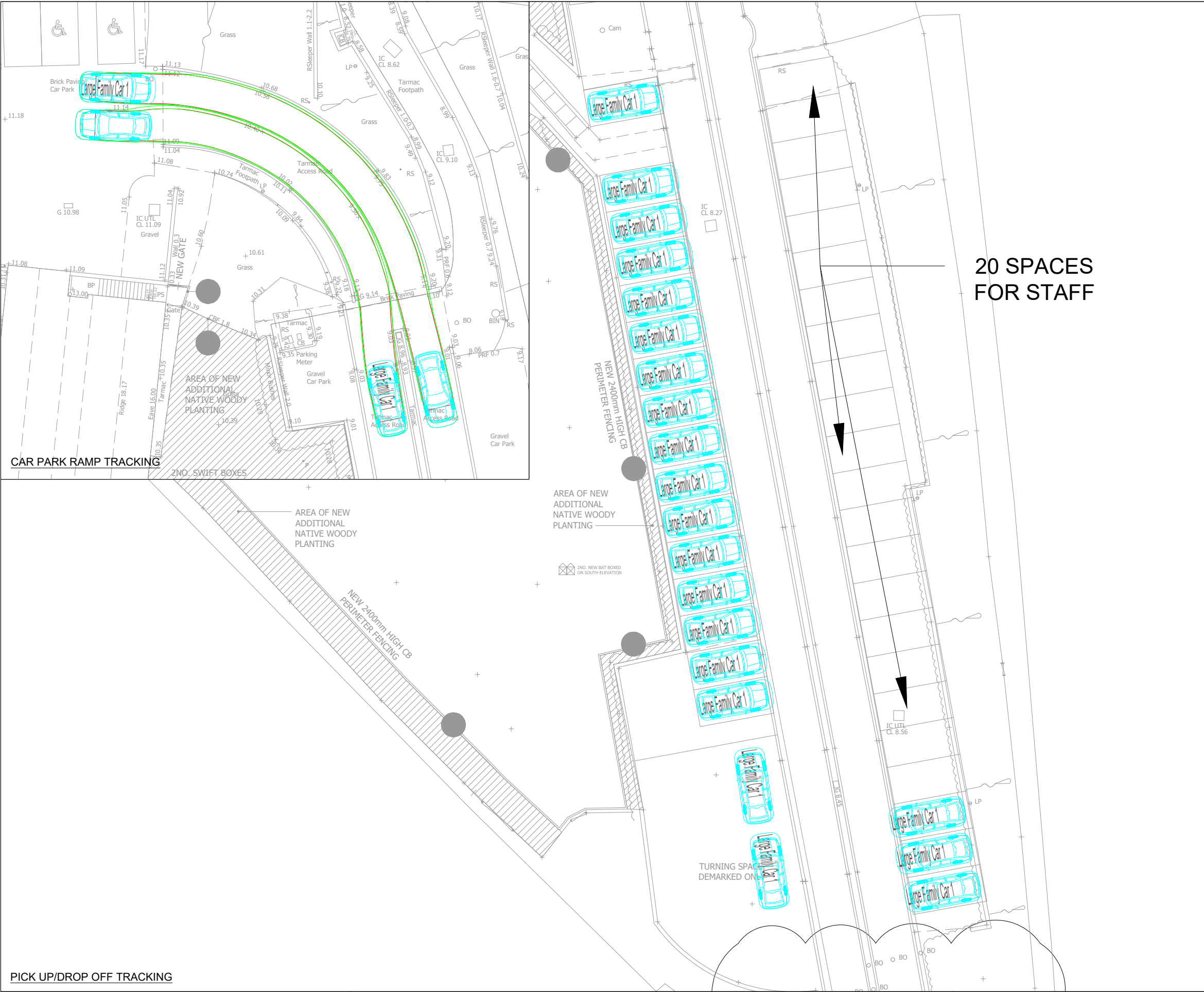
4. SUMMARY AND CONCLUSIONS

- 4.1 This DPMP has been prepared by Paul Basham Associates of behalf of Outcomes First Group Ltd to support a change of use application from office to a special education school for 70 pupils at McCormack House, 56A East Street, Havant.
- 4.2 The pick up/drop off arrangements will take the form of vehicles entering the development through the vehicle access and utilising the car park associated with the site to facilitate the pick up and drop off of pupils. The main access for pupils will be located to the south of the existing building.
- 4.3 Pupils requiring wheelchair access would be dropped off/picked up from the front of the site using the proposed disabled parking spaces. The client has confirmed that based on their experience operating other school sites that the number of wheelchair users would be minimal. There is therefore unlikely to be an increase in vehicles manoeuvring in this area.
- 4.4 Staff will be on hand to ensure that the pick up/drop off arrangements are followed correctly with the arrangements promoted to staff, parents and taxi drivers prior to the school opening and on a continuous basis as new students join. Parents and taxi drivers

will also be required to sign a form acknowledging that they understand and will follow the arrangements.

- 4.5 As identified this DPMP is a live document that would be updated, implemented and managed by a senior member of staff. Additional measures would be added by site staff as needed once the school is operational.
- 4.6 Taking into consideration the space available within the site and between the car park and East Street carriageway there would need to be in excess of 37 vehicles for queuing to occur back onto the public highway. It is unlikely that queuing in excess of 37 vehicles would occur given that arriving/departing times would be staggered. It is therefore not considered that pick up and drop off would have a severe highway impact.
- 4.7 Following review of the above we hope that HCC to look favourably upon this application with regards to highways.

Appendix A

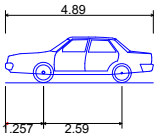


The drawings, information and data recorded in this document ("the information") is the property of Paul Basham Associates. This document and the information are solely for the use of the authorised recipient and this document may not be used, copied or reproduced in whole or part for any purposes other than which it was supplied by Paul Basham Associates. Paul Basham Associates makes no representation, undertakes no duty and accepts no responsibilities to any third party who may use or rely upon this document or the information.

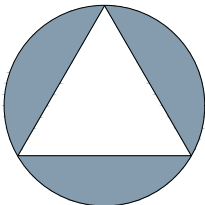
GENERAL NOTES

- 1. THIS DRAWING IS INTENDED TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS, ENGINEERS, SERVICES AND SPECIALIST DRAWINGS, DETAILS AND SPECIFICATIONS.
- 2. ANY VARIATIONS OR DISCREPANCIES BETWEEN THESE DRAWINGS IN TERMS OF DIMENSIONS OR DETAILS SHOULD BE DRAWN TO THE ATTENTION OF THE ARCHITECT AND/OR THE ENGINEER FOR CLARIFICATION.
- 3. ALL FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS. DO NOT SCALE THIS DRAWING.
- 4. PAUL BASHAM ASSOCIATES ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF BACKGROUND INFORMATION PRODUCED BY THIRD PARTIES – THIS MUST BE TREATED AS INDICATIVE ONLY.
- 5. THIS DRAWING SHOULD ONLY BE USED FOR CONSTRUCTION IF THE PROJECT PHASE IN THE TITLE FRAME BELOW IS SHOWN AS "CONSTRUCTION". PAUL BASHAM ASSOCIATES TAKE NO RESPONSIBILITY FOR CONSTRUCTION WORKS UNDERTAKEN TO DRAWINGS WHICH ARE NOT MARKED UNDER THIS PHASE.
- 6. VEHICLE TRACKED AT 5MPH.

VEHICLE PROFILE



Large Family Car 1	
Overall Length	4.890m
Overall Width	1.940m
Overall Body Height	1.512m
Min Body Ground Clearance	0.273m
Max Track Width	1.890m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.100m



NORTH

PRELIMINARY

DRAWING/DESIGN IS STILL 'IN DEVELOPMENT'
YOU ARE ADVISED TO MAKE DUE ALLOWANCE

PICK UP/DROP OFF TRACKING

Project Name	MCCORMACK HOUSE, 56A EAST STREET, HAVANT
Project Phase	
	PRELIMINARY

Title	PICK UP/DROP OFF PLAN AND CAR PARK RAMP TRACKING
-------	--



paulbasham
associates

Paul Basham Associates Ltd
The Bothy, Cams Hall Estate, Fareham, PO16 8UT
01329 711 000
info@paulbashamassociates.com www.paulbashamassociates.com

Client	OUTCOMES FIRST GROUP LTD
--------	--------------------------

P02	HCC COMMENTS	10.10.24	TAF	SSN
P01	FIRST ISSUE	08.08.24	SSN	TAF
Rev	Description	Date	By	App'd
	Date Created	Drawn By	Approved By	Suitability Code
	08.08.24	SSN	TAF	-
	PBA Project Number	Scale	(AT A3)	
	143.0029	1:250		
	PBA Drawing No:	Revision		
	143.0029-0006	P02		