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Rev	Date	By	Summary of Changes	Aprvd
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3	24.05.24	SSN	HCC Comments	TAF

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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**.

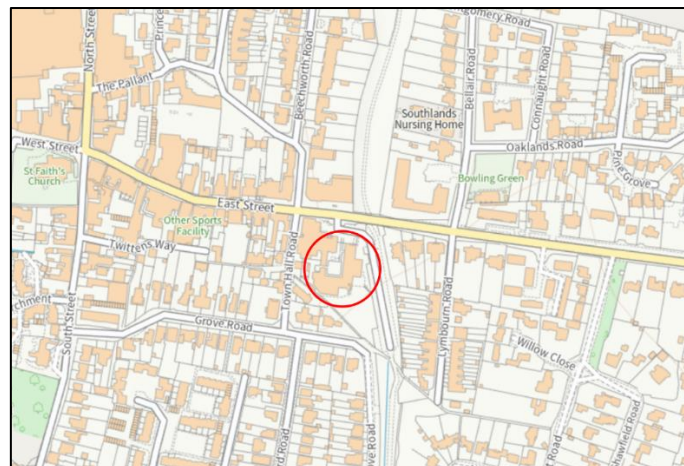


Figure 1: Site Location

- 1.2 Paul Basham Associates prepared a Transport Statement and Travel Plan to support the application in November 2023. However, since these documents were submitted further information has been requested by Hampshire County Council's (HCC) highway officer in

their comments dated 26th February 2024. The two highway matters identified in the comments were:

1. The need to mitigate the development's impact on the highway network.
 2. Confirmation that the site's pick up and drop off arrangements would not impact on the public highway (East Street).
- 1.3 Following receipt of the comments a meeting was held with the highways officer on 14th March 2024. At this meeting it was agreed that a DPMP would be prepared and submitted to provide details of the site's drop off and pick up arrangements. Alongside this report, discussions with HCC are taking place to address the outstanding comment.
- 1.4 The first iteration of this DPMP was submitted in 2024 and further information has been requested to be included by HCC in their second round of comments dated 20th May 2024. The additional information includes further detail on the pick-up arrangements in the afternoon, clarity on staggered pick/up drop off and confirmation on how this DPMP will not impact the public highway.
- 1.5 This DPMP is a live document to be updated and amended once the school is operational. 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 changes to this DPMP would be secured via condition.
- 1.6 The strategy identified in this DPMP would be implemented and managed by a senior member of school staff.
- 1.7 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

- 1.8 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

- 1.9 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

- 2.1 For school drop off, there will be a staggered intake of pupils between 08:00 and 09:30. Given the nature of the proposed school and the need of pupils, the majority of pupils (90%) are anticipated to arrive via car or shared taxi.
- 2.2 Taxis transporting pupils to the site will have scheduled arrival and departure times and will be allocated to pick up and drop off pupils. The staff on-site will therefore be aware of the times when these journeys are taking place. This DPMP does not propose specified time slots, but this will be considered following the opening of the school and the implementation of this DPMP.
- 2.3 To support pick up and drop off, 2 parking spaces at the site frontage have been dedicated to pick up and drop off use only. Signage would be in place to prevent unauthorised use of these spaces.
- 2.4 In addition to these spaces there are a total of 42 spaces within the control of Outcomes First Group Ltd, the majority of which (40 spaces) are located to the south of the site. The site is anticipated to have 40 members of staff of which 10 are part time. As such there would be other parking spaces available on the site which would be used to help facilitate drop off and pick up.
- 2.5 It is proposed that vehicles at pick up/drop off would enter the site via the vehicular access on East Steet. All vehicles would be directed to drive past the dedicated pick up /drop off area and travel to the site car park to the south. At this point there will be a member of staff directing/parking vehicles in unoccupied spaces to prevent queuing from occurring

within the public car park. This area would hold vehicles until space is available at the dedicated drop off/pick up spaces. The arrangements are shown diagrammatically in **Figure 2**.

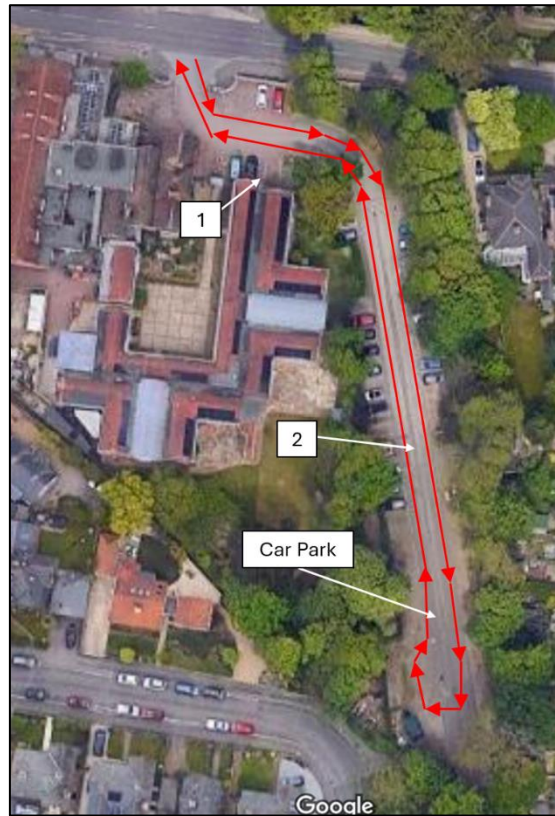


Figure 2: Pick up/Drop off arrangements

- 2.6 When a space is free at the dedicated drop off/pick up spaces, staff would communicate this through radio communications. The member of staff at point 2 would then direct vehicles to point 1 once space is available.
- 2.7 The above arrangement would still occur for pick up periods. However, upon entering the southern parking area the vehicles would also be asked to confirm the children who are being collected. The member of staff at point 2 would then confirm this through radio communications to a member of staff at point 1. The staff member at point 2 would then direct vehicles to proceed to point 1 when appropriate.
- 2.8 Within HCC's comments dated 20th May the officer suggests that it would be reasonable to assume 12 vehicles being on site at any one time. As per the above there are 13 spaces available to facilitate the pick up and drop off period. However, there is also an area to the

rear of the car park which is labelled as ‘turning area’ (see **Figure 3**) that would be utilised to provide additional parking if needed.

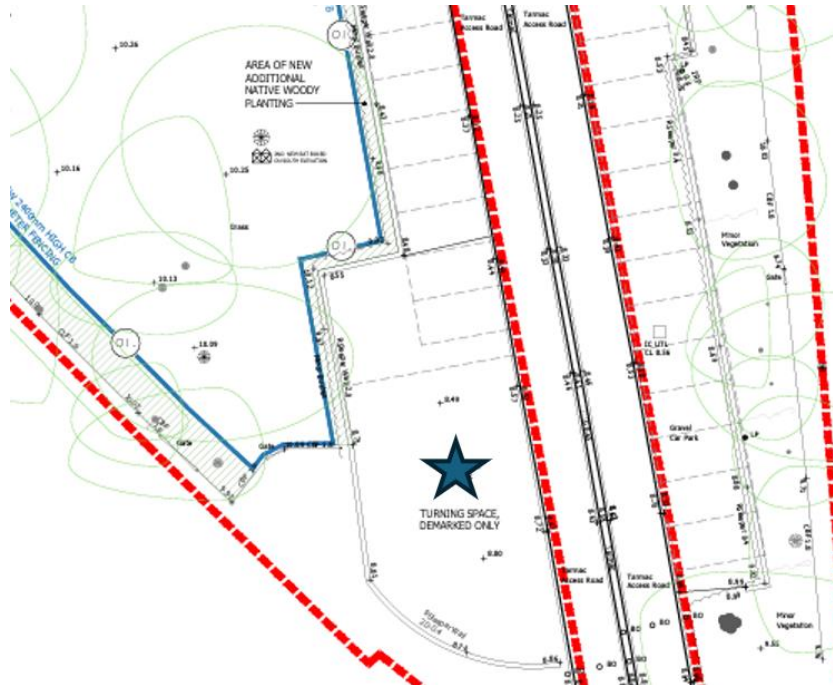


Figure 3: Location of Turning Area

- 2.9 Given that the school’s servicing and deliveries would not take place during pick up and drop off periods this area can be utilised to provide c.6 further car parking spaces and retain a 6m aisle width for manoeuvring. Therefore, if a robust assessment indicates that 12 vehicles are likely to be on site at any one time, there are 7 further spaces available on the site to accommodate vehicles if needed during the drop off and pick up periods. This would keep congestion within the site to a minimum and turning vehicles will be located away from the public highway.
- 2.10 Following the opening and operation of the site this strategy and the demand during pick up/drop off periods will be reviewed and monitored. If needed other mitigation options such as staff members being encouraged to park elsewhere/use public transport could be implemented.

DPMP Promotion

- 2.11 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.

- 2.12 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

- 2.13 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.
- 2.14 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.
- 2.15 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.
- 2.16 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 in the unlikely event that queuing will occur. The car park to the south is located c. 136m from the East Street carriageway. This means that there is space for c.22 vehicles to queue within the site (car length of c.6m).
- 3.2 Given that pick up and drop off requires vehicles being on site for short periods (up to 15 minutes) and that there will be a staggered intake of students arriving and departing (due to staggered start times and after school activities) it is unlikely that excessive queuing above 22 vehicles would occur. It is therefore not considered that the proposed school would have a severe impact on the highway network, certainly not to the extents identified in 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 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 before being directed to the allocated pick up/drop off spaces at the front of the site.

4.3 In addition to signage, staff will be on hand to ensure that the pickup/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.

4.4 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.

4.5 The distance between the sites access and parking area is approximately 136m. With these arrangements in place and given that arriving/departing times would be staggered (due to staggered start times and after school activities), it is unlikely that queuing in excess of 22 vehicles would occur. It is therefore not considered that pick up and drop off would have a severe highway impact.

4.6 Following review of the above we hope that HCC to look favourably upon this application with regards to highways.