

FRAMEWORK CAR PARK MANAGEMENT PLAN

Kingsbridge Estates

New Lane

July 2021

Framework Car Park Management Plan

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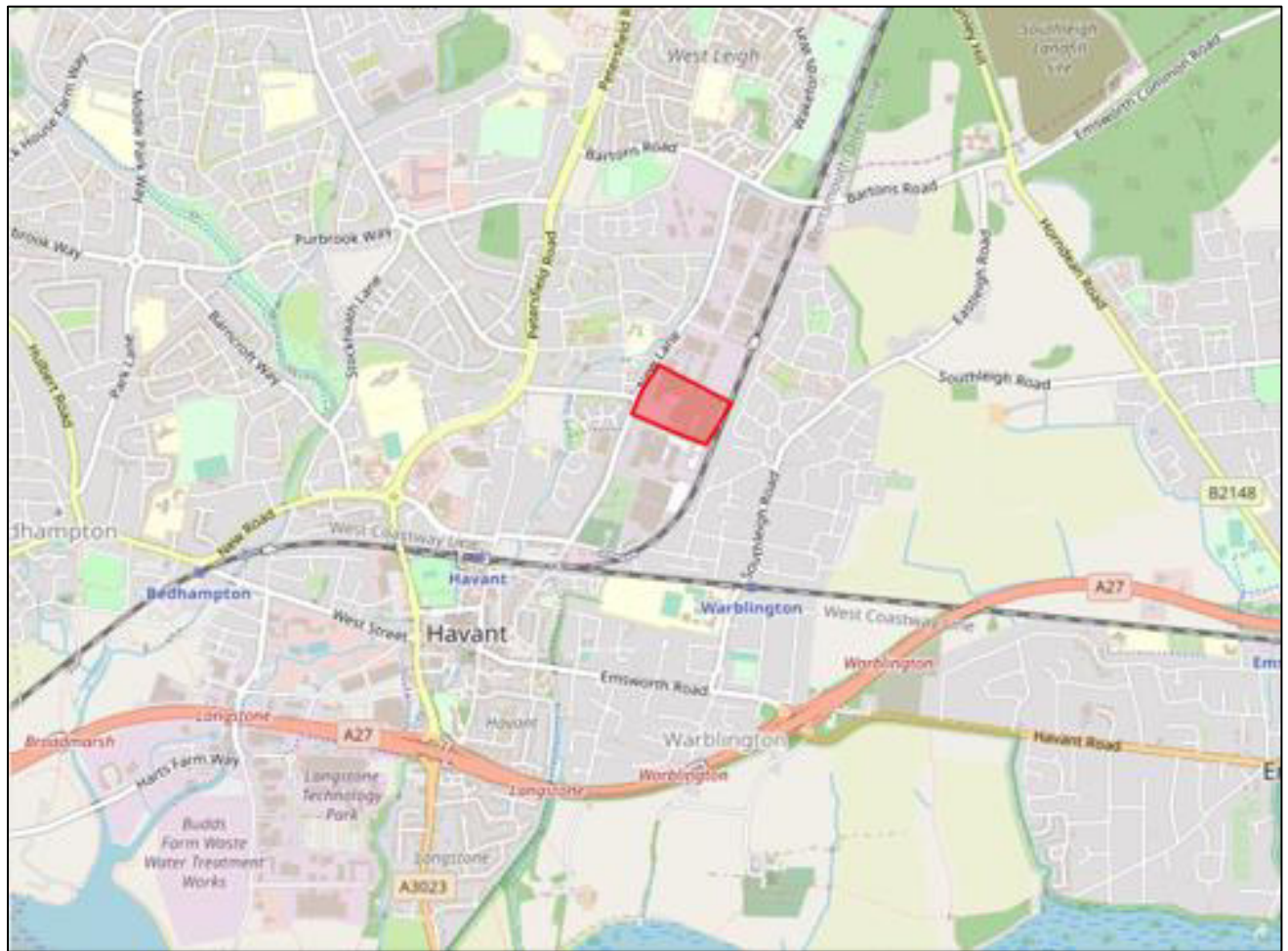
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1 Introduction

- 1.1 Vectos has been commissioned by Kingsbridge Estates to provide highways and transport advice in relation to the re-development of former Pfizer Site, New Lane, Havant. Havant Borough Council (HBC) are the local planning authority and Hampshire County Council (HCC) are the local highway authority.
- 1.2 The site is located within an existing employment area near an existing industrial estate and is currently occupied by a cold chain packaging, storage, and distribution facility.
- 1.3 A planning application has been submitted at the site under planning reference APP/21/00200. The development proposals concern the redevelopment of the site to provide a new warehouse unit comprising 15,546 sqm (GEA) of total floor area and associated operational van storage spaces (866 spaces). The proposals include provision for 208 car parking spaces, of which 11 will be designated as disabled parking spaces. 11 motorcycle parking spaces and 50 cycle parking spaces are also proposed for staff and visitors.
- 1.4 This Framework Car Park Management Plan (FCPMP) has been prepared to provide further details on the parking arrangements associated with the proposals and should be read in conjunction with the Transport Statement prepared by Vectos, dated February 2021. A full CPMP will be produced once an occupier is identified.
- 1.5 **Figure 1** shows the site location in relation to the local highway network.

Figure 1 – Site Location



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 building;
- An overview of the measures that will be provided;
- 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 The staff car parking area is located to the west of the central sorting facility and provides a total of 208 car parking spaces including 11 disabled spaces. 20% of these spaces will be dedicated for use as electric charging bays. As outlined in the Travel Plan, the Travel Plan Coordinator will monitor car sharing levels amongst staff, and if deemed appropriate going forward dedicated car share spaces could be marked in the car park to further encourage car sharing.
- 2.2 The total staff car parking provision includes:
- 11 disabled parking spaces
 - 20% of total provision will be electric car charge bays
 - 197 standard car parking spaces
- 2.3 Space is also provided on site for operational van parking as follows:
- 866 Van Storage Spaces
 - 72 Van Loading Spaces
 - 12 HGV Docks

Car Park Circulation

- 2.4 The proposed development will provide three separate vehicle access/egress points from New Lane, all in the form of simple priority junctions.
- 2.5 The southern access is an existing access which would be used by HGVs and by van drivers arriving and leaving the site in their own vehicles and for vans to arrive and leave the site.
- 2.6 The central access is also an existing access and would be used by staff based on the site.
- 2.7 The proposed new northern access would be used by van drivers arriving at the site and by vans to arrive and leave the site. Entry/exit to the site is controlled by barriers and gatehouses with the barriers set back within the site to avoid any potential for queuing back to the public highway
- 2.8 This arrangement enhances the operation of the site by segregating operational vehicles from the car park.
- 2.9 Pedestrian routes that are proposed through the car park have zebra crossings provided across the main car park access road. Pedestrian access will also be taken from New Lane to connect directly to the public highway.

Electric Car Charging

It is proposed that 20% of total car parking provision will be served by electric car charge points. The electric car charge points in the car park would be standalone columns. Each column would permit two vehicles to charge simultaneously. An example of the indicative proposed column is shown to below in **Figure 2**.

Figure 2: Proposed Charging Column



Cycle Parking

- 2.10 Covered and enclosed cycle parking spaces are to be provided in a cycle shelter to the north and south of the staff car park. The cycle shelter can accommodate 50 cycle parking spaces.

3 Staff Working Patterns

- 3.1 The highest number of employees on site would be during the night shift as packages are sorted for the following day deliveries. Smaller populated shifts then occur through the day to manage undelivered parcels and to load and unload vans. A number of these shifts overlap with some on a standard day pattern and others working more unsocial hours.
- 3.2 In addition to this, there will be short periods of the day when drivers of the delivery vans that will operate from the site will also be on-site. This is generally limited to a circa twenty-minute window prior to drivers starting their allotted delivery rounds, and a short period when returning undelivered goods in the evening. It should be noted that the launch of delivery vehicles is staggered to ensure the most efficient processing of goods (as all vans cannot be loaded simultaneously) and to spread the number of vehicles entering and leaving the site.
- 3.3 It should be noted that the occupier is required to operate a Workplace Travel Plan and that this intends to reduce single occupancy vehicle trips by 10%.

Physical Car Parking Controls

- 3.4 The layout makes provision for a range of physical car parking controls. The layout is a surface level, open car park with visibility and way finding not an issue for drivers.
- 3.5 Workers arriving in electric vehicles will only use the proposed electric charging bays.
- 3.6 A series of arrow and give way markings will be provided throughout the car park to control the internal circulation of vehicles.

Signage

- 3.7 Car park signage will be provided on the access road at the entrance to the parking area to direct the correct vehicle types to the correct locations. They will also set out the requirement for reverse parking only as a safety measure.

4 Car Park Management

Overview

- 4.1 The physical measures outlined above will be supplemented by a package of softer measures that are outlined below.

Car Parking Allocation

- 4.2 Upon appointment employees will be advised on car parking procedures and the systems in place to inform them on arrival to the site. Car parking provision is designed for a worst-case scenario in terms of mode split and to provide sufficient parking during shift changeover times. However, the Travel Plan will actively seek to encourage less reliance on car trips.
- 4.3 Information on car parking procedures will also be promoted through the Travel Plan noticeboards, posters etc.
- 4.4 Registered car sharers will be permitted to park in the car share spaces within the areas designated for their shift.
- 4.5 Electric car users will be permitted to park within the car charge bays irrespective of the shift they are working on.

Information to Employees

- 4.6 Prior to starting employment at the site, employees will be informed of the car park management procedures and systems in place. During each employee induction the details of the car park management procedures and systems will be reiterated.
- 4.7 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.
- 4.8 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, within a 24-hour period, with the aim to address the queries raised.

Day to Day Management

Vehicle Arrivals

- 4.9 If employees are observed regularly abusing the parking arrangement, the site operations team will arrange for a member of the security team or specific car park attendant to be present at the car park entrance at the peak shift arrival times.

- 4.10 Via the Travel Planning communication tools available – noticeboards, posters, flyers in canteen etc. employees will be informed that if they have an electric vehicle and their shift is requested to park in the designated spaces.

Vehicle Parking

- 4.11 Employees will be required to reverse park across the site and all employees will be informed of this prior to starting employment. Signage will also be provided around the car park reminding employees and informing visitors of this requirement.

Monitoring

- 4.12 The security team will undertake regular patrols of the car parks throughout the day and monitoring of the car park will be fed back to the Travel Plan Coordinator for wider monitoring/review purposes.
- 4.13 Any queries the security team have with the parking areas will be reported back to the Travel Plan Coordinator for discussion.

Demand Management

- 4.14 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;
 - motorcycle parking;
 - car share bays;
 - electric car charge bays; and
 - disabled parking.
- 4.15 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 and motorcycle parking, additional car charge points to be added, and additional parking bays to be marked as car share or disabled.

Electric Car Charge System

- 4.16 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

- 4.17 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.

- 4.18 In addition, there will be CCTV coverage to the external of the building which covers the cycle parking and car parking areas.

Mitigation Measures

- 4.19 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;
 - Additional signage, temporary or permanent;
 - Increase information issued to employees; and
 - Increased Travel Planning measures.
- 4.20 If the car park system results in a detrimental impact on the highway additional measures will be considered and if necessary, put in place.

Car Park Management

- 4.21 If congestion is noted to build up in the car parks or is impacting on the highway 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.
- 4.22 If the number of employees working at the site is identified as being the same or greater on subsequent days additional security team members/parking attendant will be employed to work in the car park at the start and the end of the key shifts on these peak days.

Signage

- 4.23 The proposals include signage, plus staff management to control the direction of vehicles. Once operational if the permanent signage in place is not deemed sufficient to guide employees appropriately into and out of the site consideration will be given to whether additional signage can be provided. This could be in the form of permanent signage, or temporary signage to be used during peak months of the year.

Information

- 4.24 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.
- 4.25 If certain routes on the local road network are noted to be more heavily used than others by employees leaving the site, employees will be informed of the alternatives to encourage a greater distribution of vehicles on the network. This will also be via the range of marketing media available via the Travel Plan.

5 Summary & Conclusion

- 5.1 This Framework Car Park Management Plan has been prepared to support the planning application for the redevelopment of this site into a 'last mile' distribution centre. A full CPMP will be produced once an occupier is identified.
- 5.2 Based on the information contained within this Report, the car park is of a sufficient size to meet anticipated demands. To this end, 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.

Figures

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