

Car Park Management Plan

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Meopham Secondary School

1 Introduction

Sweco have been appointed by Galliford Try to prepare a Car Park Management Plan (CPMP) to support a planning application for the expansion of Meopham Secondary School. As part of the proposals, a new drop-off/pick-up car park, a new bus only zone, a new staff car park and changes to the on-site road layout are proposed. Drawings showing the proposed changes are included in Appendix 1. This CPMP sets out the principles of the new access/ car parking layout and describes the proposed strategy to manage the day-to-day operation of the car park.

2 Car Park Layout

2.1 Site Access Strategy

The school site is shared with Meopham Fitness Centre, Meopham Library and Busy-Bees Nursery with Meopham Medical Centre also accessed from within the site. The site is accessed from Wrotham Road via a simple priority junction.

The internal road layout will be upgraded to improve circulation of traffic within the site and to separate the school drop-off/ pick-up traffic from traffic associated with other land uses. Upon entering the site, the carriageway will split into two lanes and all traffic will be required to circulate around the internal 'roundabout' to exit the site. The left lane will lead to the new school drop-off/ pick-up car park and the right lane is to be used by all other traffic entering the site (including buses). Traffic will no longer be able to turn immediately right upon entering the site to access the leisure centre, this is to reduce conflict near the site access and the likelihood of traffic backing up as vehicles wait to turn within the site. The future access routes for visitors to each land use are shown in Figure 2.1. The on-site traffic signage will be updated to reflect the new access strategy. Lane markings will also be provided, clearly indicating to drivers their direction of travel within the site – details are shown on the drawings in Appendix 1.

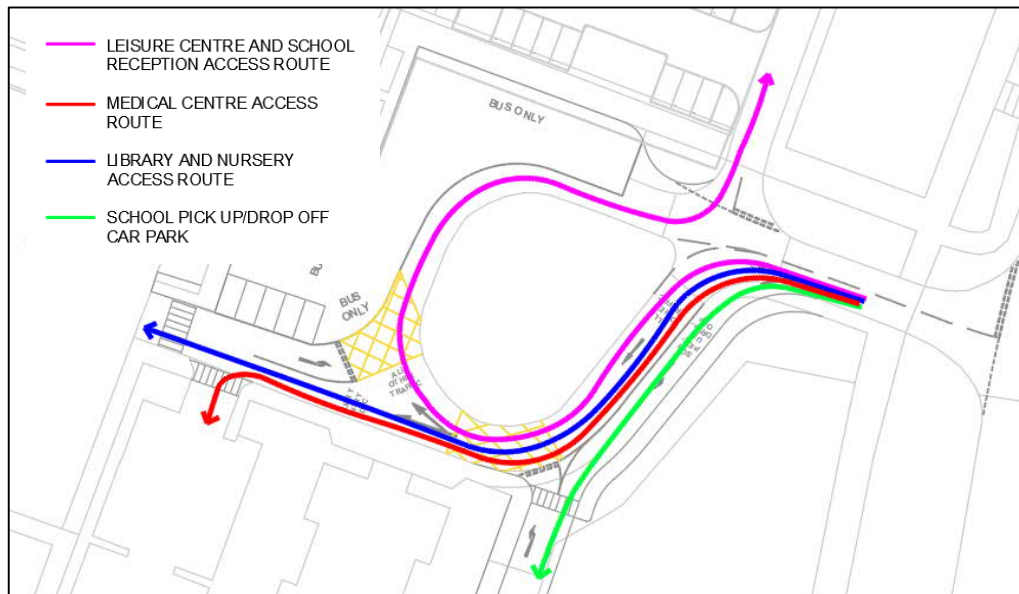


Figure 2.1 – Site Access Strategy

All users will continue to exit the site via the existing Wrotham Road junction. Vehicles travelling around the internal 'roundabout' will merge with the bus lane within the site so that all vehicles use one lane to exit the site. Vehicles from the gym and staff parking area to the north will continue to use the junction onto the access road to exit which will be onto the one lane merge. Vehicles from the leisure centre access road are also able to head straight ahead to enable vehicles to access other spaces on site should the car park be full. The future exit routes for visitors to each land use are shown in Figure 2.2.

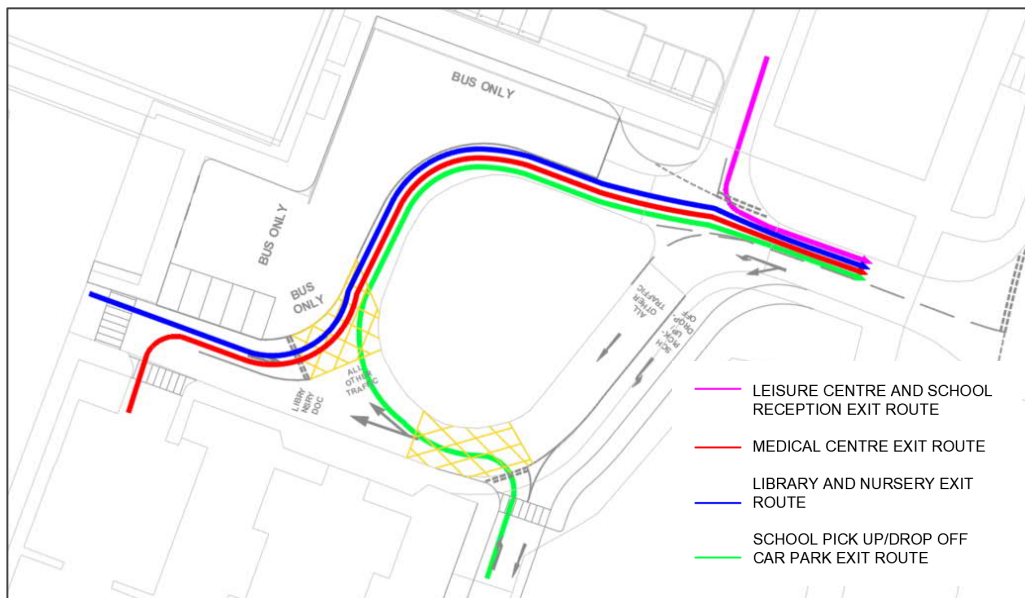


Figure 2.2 – Site Exit Strategy

2.2 Bus Only Zone

Buses currently access the site. The only parking provision for buses is a small hatched area which can accommodate 2 buses with reversing into position required. In the AM peak buses pull up and stop on the internal roundabout circulatory, let pupils exit the bus and depart quickly. In the PM peak, dwell times are longer with buses parking up prior to the end of the school day in the hatched area and waiting for pupils to board, with subsequent bus arrivals stopping in the circulatory.

As part of the expansion proposals a bus only zone will be created adjacent to the internal roundabout through the relocation of the existing parking bays to the new drop-off/pick-up car park. This zone will be clearly demarcated. The bus only zone has been designed so that in the AM peak, 3 buses can park up concurrently and depart independent of each other (refer to Figure 2.3). In the PM peak (refer to Figure 2.4), the bus only zone has been designed so that 4 buses can park concurrently, with 2 buses reversing into position before the end of the school day (as occurs currently). Management of the bus only zone during the drop-off/ pick-up period is discussed in Section 3.

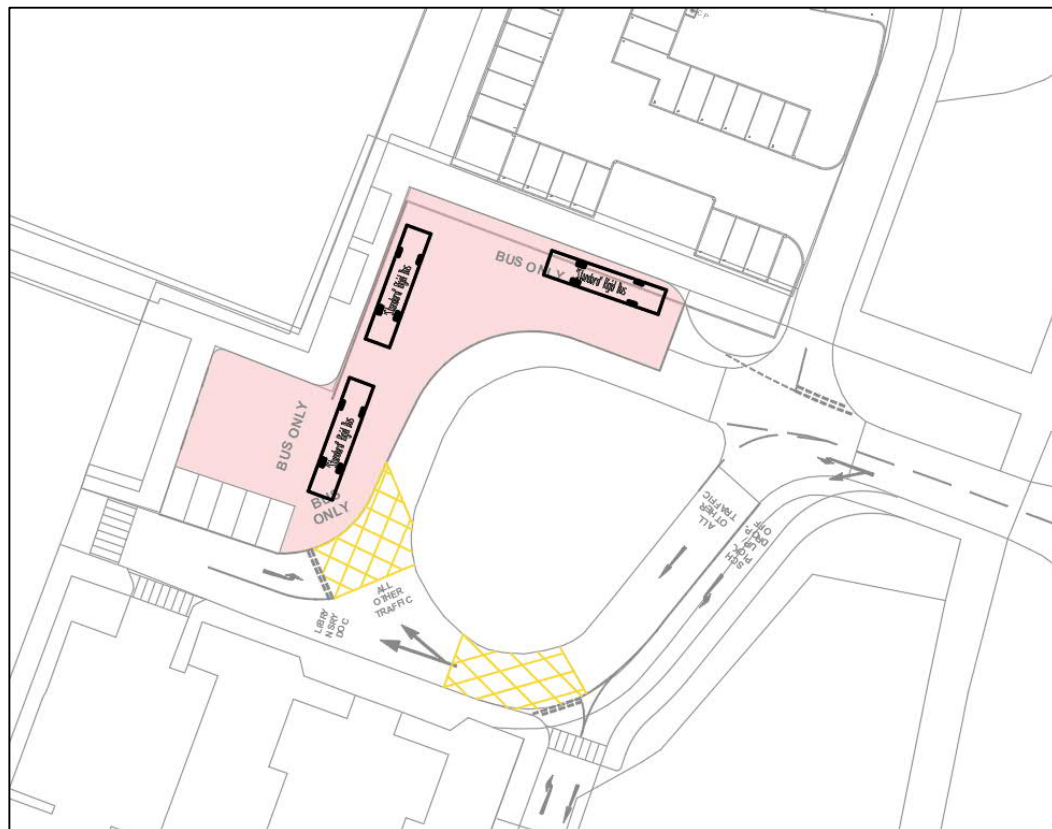


Figure 2.3 – Configuration of the bus zone in the AM Peak.

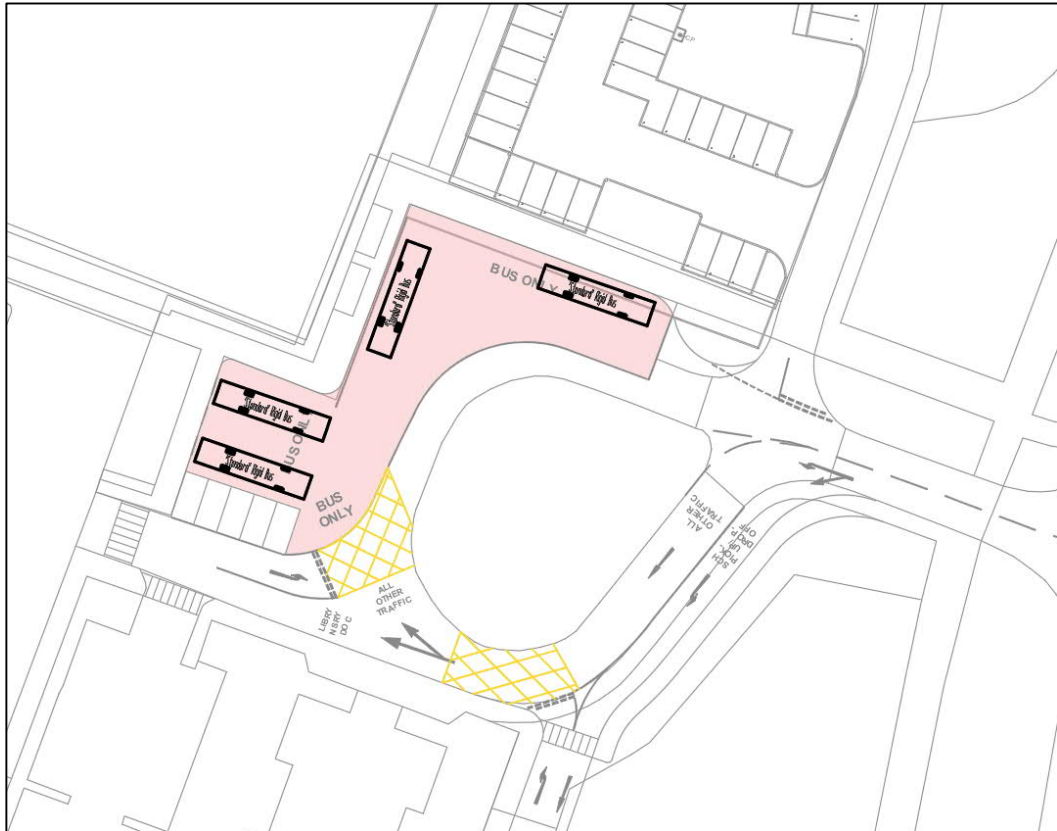


Figure 2.4 - Configuration of the bus zone in the PM peak.

2.3 Allocation of Parking Spaces

Figure 2.5 shows the allocation of parking spaces to different land uses on the site. The majority of parking on site is shared between the land uses (shaded pale pink); the medical centre has its own parking area for staff and patients (shaded green); and the new staff parking area and drop-off/pick-up car park proposed as part of the school expansion are to be for school use only (shaded bright pink).

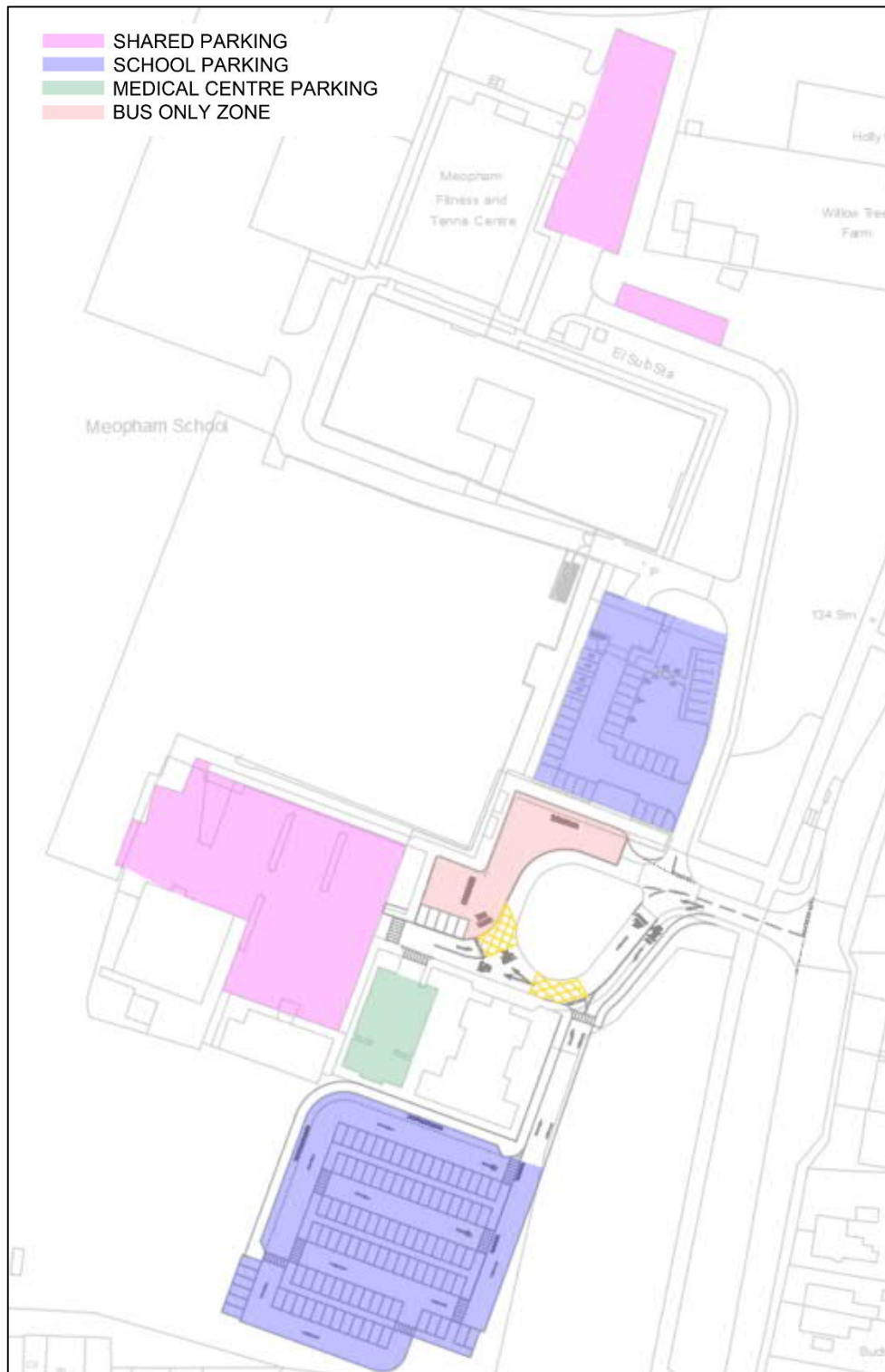


Figure 2.5 – Allocation of Parking Spaces

2.4 School Staff/Visitor Parking

School staff are able to park in the new 39 space car park near the school building, in the new school drop-off/ pick-up car park (where there are to be 18 staff bays) and in the shared parking areas on site. Staff will be asked to park in the school only parking zones prior to use of the shared parking areas.

The layout of the new 39 space school parking area to be located near the entrance to the school building is shown in Figure 2.6. 7 parking bays will be accessed directly from the leisure centre access road, access to the remaining bays will be via a new junction onto the leisure centre access road.

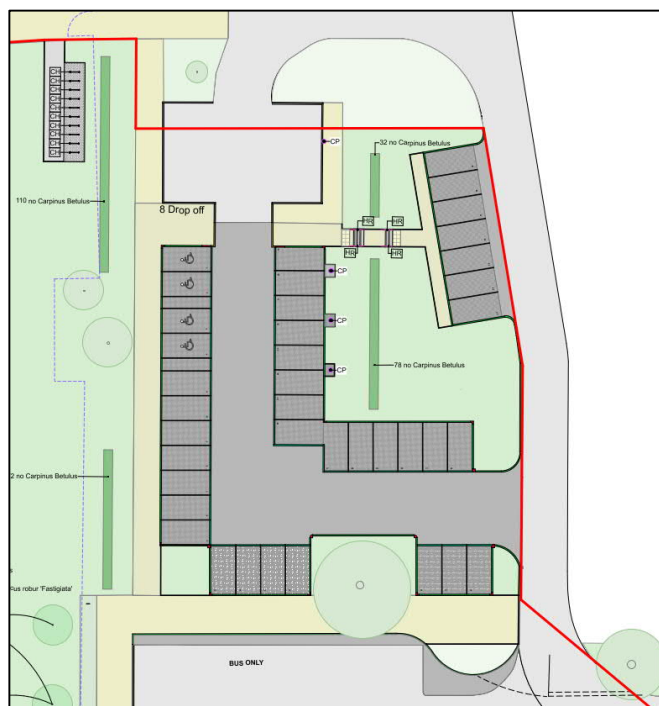


Figure 2.6 – Proposed new staff car park.

Visitors will be directed via signage at the site entrance to park in the drop-off/ pick-up car park. During special events This will also be used during special events such as open evenings and parents' evenings, – more details are provided in Section 3.

2.5 Accessible Parking and EV Charging Points

5 accessible parking bays are currently provided in a small 6-space parking area adjacent to the school entrance. 4 accessible bays are also currently present in the location of the future bus only area – these will be relocated into the new staff car park (as shown in Figure 2.6). Accessible parking bays are to be for use by staff and visitors.

6 parking bays in the new staff car park will be provided with electric vehicle charging points. A further 6 parking bays will be provided with passive charging provision (ducting/cabling etc.), to allow easy conversion to charging bays in the future.

2.6 School Drop-off/ Pick-up

Currently, parents are asked not to come on to site to pick-up their children. However, following the proposed school expansion, parents will be permitted to drive onto the school site. All drop-off/ pick-up activity is to occur in the school drop-off/ pick-up car park to the south of Meopham Medical Centre. Entry to the drop-off/ pick-up car park is to be from the internal site roundabout using the leftmost lane as vehicles enter the site from Wrotham Road. A short access road along the eastern side of Meopham Medical Centre will lead to the car park. Exiting the car park is via the same access road, back onto the internal roundabout – traffic exiting the car park will be required to give way to traffic entering the site. The car park will be lit - details of the lighting strategy will be confirmed separately.

The layout of the drop-off/ pick-up car park is shown in Figure 2.7. The drop-off/ pick-up car park can accommodate 95 parent vehicles parked concurrently, plus 18 parking bays for staff in the south of the car park. There are two types of drop-off/ pick-up parking bay:

- A 'fast track' lane along the outside of the car park to allow parents to quickly drop-off their children at the start of the school day; and
- 81 standard parking spaces for parents to park up and wait at the end of the school day.

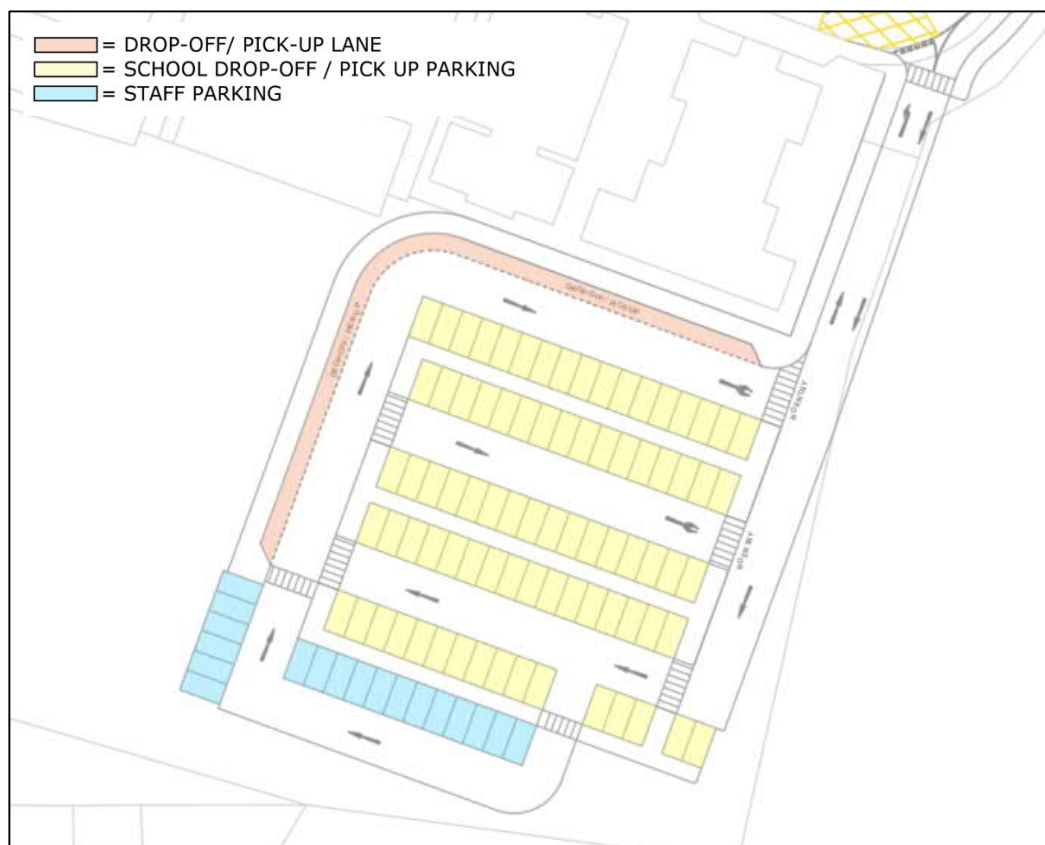


Figure 2.7 – Proposed layout of drop-off/ pick-up car park.

Footways and zebra crossings will be provided within the new car park allowing pupils to safely navigate to parking bays. A footway will be provided on the new access road to the east of the Medical Centre, connecting to the existing footway to the north of the medical centre. New zebra crossings will be provided at the entrance to the medical centre, and across the car park aisle leading to the library and nursery. The walking route to the school from drop-off/ pick-up car park is shown in Figure 2.8.

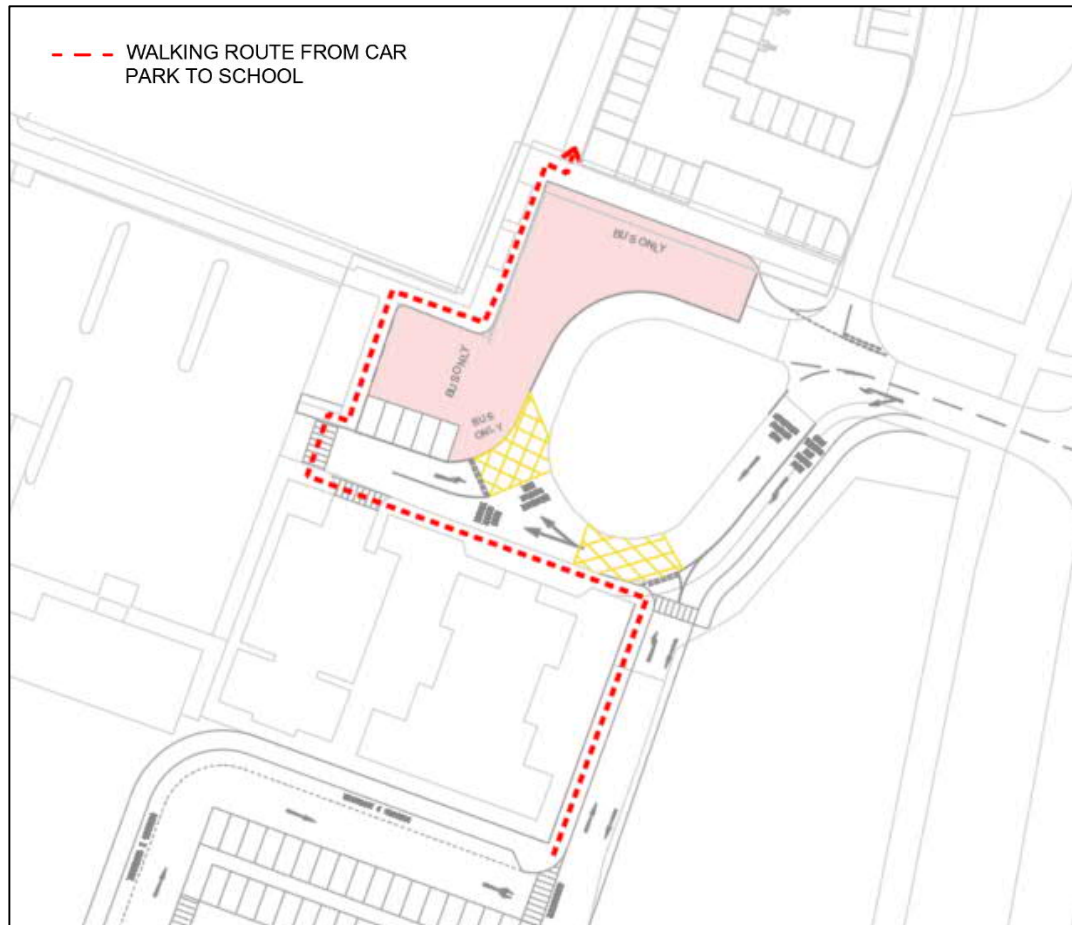


Figure 2.8 – Walking route to school from drop-off/ pick-up car park.

2.7 Parking Controls

There are currently double yellow lines on the internal roundabout circulatory - these will be retained, and the markings refreshed as part of the car park upgrades. Signage will be provided in this area indicating to drivers that parking/ stopping is prohibited. The school currently place traffic cones along the double yellow lines and leisure centre access road at the start and end of the school day to encourage drivers to comply with the parking restrictions. This will continue following the proposed expansion – details are provided in Section 3.

3 Car Park Management Strategy

3.1 Management Measures

To encourage the successful operation of the car park, a management strategy comprising of a mixture of measures involving the education of students, provision of information to parents/visitors and patrolling of the car park by school staff during peak times is proposed. At the opening of the new drop-off/ pick-up car park the school will implement additional measures to help guide parents in the use of the new facility and entrench the new operational procedures of the car park. The proposed management measures are as follows:

Initial Implementation

- School to educate students on the new drop-off/ pick-up arrangements and walking route to new car park.
- School to inform parents of new drop-off/ pick-up strategy and remind parents of the areas where they should/ should not park on-site.
- School to inform staff of the new car park management strategy and ask them not to park in the area designated for drop-off/ pick-up and to fill the school only parking first before relying on shared parking elsewhere on the site.
- School to inform the other land uses on the site of the new access arrangements.
- Additional staff to be present during the initial weeks following the opening of the car park/ changes to access arrangements:
 - Staff to direct parents to new drop-off/ pick-up area.
 - Staff to patrol compliance with yellow box zones/ bus only zone/ parking restrictions and move parents on who attempt to park in these areas.
 - Staff to ensure students are using the designated walking route to the new drop-off/ pick-up car park.
- Plans will be made available on the school website, advising parents and visitors where they should park. As description of how the site operates during drop-off/ pick-up times will also be provided.

On-going Management

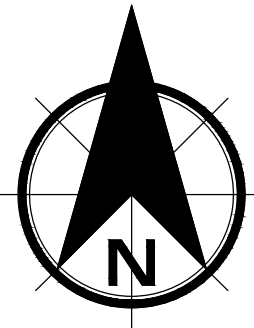
- School to remind students of the drop-off/ pick-up arrangements as/when issues are identified by staff on duty.
- School to send letters to parents reminding them of the drop-off/ pick-up arrangements as/when issues are identified by staff on duty.
- Staff to ensure students are using the designated walking route to the new drop-off/ pick-up car park.
- School to patrol compliance with yellow box zones/ bus only zone/ parking restrictions and move parents on who attempt to park in these areas.
- Placement of traffic cones on the leisure centre access road between the hours of 07:45 – 08:45 and 14:30 – 15:30 to discourage parents from parking in this area, along with other areas in the site where the school feel it would help with parking restriction compliance.
- School to inform pre-arranged visitors to park in the drop-off/ pick-up car park.
- For special events such as open evenings and parents' evenings, the school to advise parents/ visitors to park in the school drop-off/ pick-up car park.

3.2 Ongoing Update and Revision

The CPMP is a live document and it is anticipated that the measures set out above will evolve to best suit the needs of the school, the other land uses on the site and the wider users of the highway network.

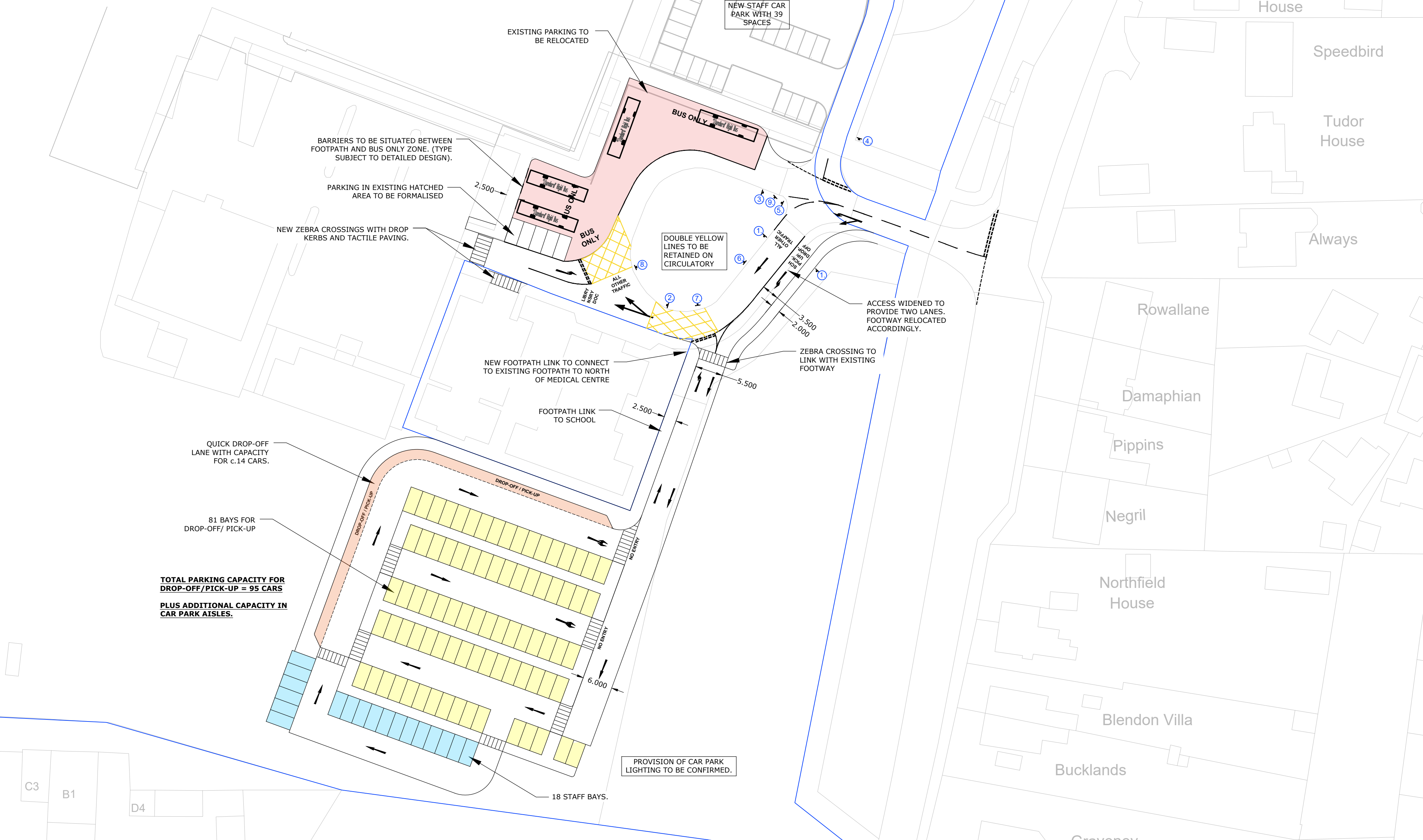
It is not expected that a formal review process is needed for the CPMP, rather the need for changes will arise through feedback from key stakeholders. When issues are identified the school will review the CPMP and investigate the introduction of additional management measures.

Appendix A – Proposed Car Park Layout



PROPOSED GENERAL ARRANGEMENT
SCALE 1:500 @A1

- NEW DROP-OFF/ PICK-UP CAR PARK CREATED TO SOUTH OF MEDICAL CENTRE.
- INTERNAL ACCESS ROAD WIDENED TO TWO LANES TO SEPARATE SCHOOL DROP-OFF/ PICK-UP TRAFFIC FROM TRAFFIC ASSOCIATED WITH OTHER LAND USES.
- NEW BUS ONLY ZONE CREATED SO THAT BUSES ARE SEPARATED FROM TRAFFIC QUEUING TO EXIT.
- CAR PARKING RELOCATED SO NEW BUS ZONE DOES NOT RESULT IN A LOSS OF PARKING.
- ADDITIONAL STAFF PARKING LOCATED IN NEW CAR PARK ADJACENT TO EXISTING SCHOOL BUILDING AND IN NEW DROP-OFF/ PICK-UP CAR PARK.



NOTES

- CONCEPT DESIGN FOR PLANNING APPLICATION PURPOSES.
- DO NOT SCALE FROM THIS DRAWING MANUALLY OR ELECTRONICALLY.
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT PROJECT INFORMATION.
- ALL DATUM LEVELS AND DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED.
- PARKING BAYS MEASURE 2.5m x 5m UNLESS OTHERWISE SHOWN.
- IMPACT ON VEGETATION AND ECOLOGY ETC. TO BE REVIEWED BY OTHERS.

KEY:

- = DROP-OFF/ PICK-UP LANE
- = SCHOOL DROP-OFF / PICK UP PARKING
- = STAFF PARKING

P04	15.10.2021	DESIGN OF BUS ZONE AND SIGNAGE UPDATED	LM	FM	FM
P03	22.09.2021	DESIGN UPDATED	LM	FM	FM
P02	21.09.2021	UPDATED DESIGN	LM	FM	FM
P01	09.09.2021	FIRST ISSUE	BM	LM	FM
Rev	Date	Amendment Details	Dr'n	Chk'	App'

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Client

GALLIFORD TRY

Project Title

MEOPHAM SECONDARY SCHOOL

Drawing Title

CONCEPT DESIGN -
DROP-OFF/ PICK-UP CAR PARK

Purpose Of Issue

PRELIMINARY

Status	S0	Status Description	INITIAL STATUS OR WIP		
Designed	LM	Drawn	BK	Checked	LM
Sheet Size	A1	Scale	AS SHOWN	SWECO Ref	66202254
Drawing Number	66202254-SWE-ZZ-XX-DR-TP-0002				
Approved	FM	Revision	P04		

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