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## 1. INTRODUCTION

- 1.1 This Parking Management Plan (PMP) has been prepared by Paul Basham Associates on behalf of Outcomes First Group Ltd to support a Section 73 application at Riseley Business Park, Basingstoke Road, Riseley. The application proposes a change in use of the existing office to provide a special education school for 60 pupils and was consented in June 2024. The site location is shown for reference in **Figure 1**.



**Figure 1:** Site Location

- 1.2 The strategy identified in this PMP would be implemented and managed by a senior member of school staff. Contact details will be confirmed to Wokingham Borough Council (WBC) following the opening of the site/appointment of senior staff members.

- 1.3 This PMP is a live document which will be updated and amended should the strategy need to be adjusted. Following the opening of the school a senior member of staff would review the strategy on a frequent basis to ensure that the measures set out in this PMP remain effective. Any changes to this PMP would be reviewed by WBC's highways officer.
- 1.4 The information to be included within this PMP has been discussed at length with WBC's highways officer. While the applicant operates several school's where similar practices may be in place these are not supported by formal PMP. This PMP will therefore likely differ from traditional PMP' and may need to evolve over time/once the school is operational.
- 1.5 This PMP will cover the following:
- Confirm how car parking spaces are to be designated and how that designation is to be indicated on the ground
  - Specify how access to spaces outside the redline would be managed and access maintained during school times
  - How the parking management plan would be communicated to users
  - How the management plan would be maintained, enforced and amended over time
  - Details on pick up and drop off arrangements
  - How pick up and drop of arrangements would be enforced

#### **Client Statement of Support**

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

*Outcomes First Group Ltd have been involved in the production of this Parking Management Plan. The plan has been written to ensure that drop off and pick up periods are managed and do not impact on the highway network and that access is maintained for existing properties/parking spaces. Staff at the school will monitor and implement this identified strategy and amend as needed in coordination with WBC's highways officer.*

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 PMP would be confirmed to WBC as appropriate.

## 2. PARKING ARRANGEMENTS

### Parking Designation

- 2.1 In accordance with WBC parking standards, 41 car parking spaces are proposed as part of the proposed development and will be used as staff/visitor parking. Due to the proposed developments use as a special education school, it is not anticipated that the site will receive many visitors. Therefore, no specific visitor spaces will be allocated at the site and in the unlikely event that the site does receive visitors, they will instead be required to notify the school reception of their time of arrival who will direct them to park in any of the available staff parking spaces.
- 2.2 In addition, 10 staff at the site will be working part time and therefore it is not expected that all the staff parking spaces will be in use at one time. There are also 35 full-time staff which if all accessed the site by private vehicle there would be 6 spaces for part-time staff and visitors to utilise. It should be noted that 35 full-time staff and 10 part-time staff equate to 39 full-time staff and therefore an excess of 2 parking spaces can be anticipated when all staff are on site.
- 2.3 The pick up/drop off zone located close to the building entrance will be marked out on the ground and contain signage on the wall of the building adjacent to the marked out area. The signage will confirm that this area is for drop off/pick up use only and outside these hours must remain clear. In addition, signage will be present to ensure that vehicles do not obstruct access to the parking area should queuing occur at the pick up/drop off zone.

### Residential Parking

- 2.4 There are 15 spaces which sit within the site car park that do not fall within the control of the proposed school. These spaces will be inherited by the proposed development. It is proposed that these spaces would be identified for 'Resident Use Only' through the provision of markings on the carriageway. This will ensure that it is clear that the spaces are not for staff or visitor parking and to ensure that they are not used for pick up/drop off arrangements.
- 2.5 In addition to this, staff/visitors needing to park on the site will be provided with a plan indicating the areas, they are able to park. This will further ensure that the residential spaces are not utilised by cars associated with the school. Measures such as the

implementation of bollards for these spaces will be considered if required following the opening of the school and liaison with the users/owner of these spaces.

- 2.6 It is not anticipated that access to the spaces which lie within the sites boundary would be effected by pick up and drop off periods, especially with the addition of the drop-off/pick-up area. Is it also likely that the peak hours of use for residents/the school will differ and therefore, any conflict should be avoided. However, in the event that access to/from one of these spaces is required the member of staff coordinating pick up/drop off will stop/relocate traffic within the site to ensure that access is maintained.

### 3. PICK UP AND DROP OFF ARRANGEMENTS

- 3.1 To ensure that pick up/drop off for students does not result in a significant impact onto the local road network, it is proposed that staff will be on site to direct vehicles to the pick up/drop off zone. In the event that staff parking spaces are available (due to part time staff working different hours), these will also be used to facilitate pick up/drop off to ensure that the process operates in a smooth manner and access to the site is not obstructed. To facilitate this staff would be encouraged to first park in the spaces that are furthest from the main entrance, leaving those closest to the access available if required.
- 3.2 It is not anticipated that queuing will occur at the site. However, should queuing occur for the pickup/drop off spaces, staff will be on hand to coordinate so that other vehicles can still enter and exit the site whilst queueing within the site itself, which can accommodate a number of queuing vehicles as the access is approximately 70m in length. This allows for a number of vehicles (c.12 vehicles, assuming 6m in length).
- 3.3 Furthermore, staff would manage pick up and drop off arrangements through staggered pick up/drop off times, with 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 (86%) are anticipated to arrive via shared taxi/minibus.
- 3.4 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 PMP does not propose specified time slots, but this will be considered following the opening of the school and the implementation of this PMP.

- 3.5 It is considered that there is space within the car park to ensure that all vehicles associated with the proposed school do not queue back onto the public highway.

#### **PMP Promotion**

- 3.6 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 PMP would also be provided to local taxi operators associated with the school to ensure they are aware of the arrangements.
- 3.7 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.

#### **PMP Enforcement**

- 3.8 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.
- 3.9 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.
- 3.10 As confirmed previously this PMP 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 and that access to residential properties is also maintained. Other measures such as dedicated time slots will be considered following the opening of the school.

## **4. SUMMARY AND CONCLUSIONS**

- 4.1 This PMP has been prepared by Paul Basham Associates of behalf of Outcomes First Group Ltd to support a Section 73 application at Riseley Business Park, Basingstoke Road, Riseley.
- 4.2 41 car parking spaces are proposed as part of the proposed development and will be used as staff/visitor parking. Due to the proposed developments use as a special education school, it is not anticipated that the site will receive many visitors. Due to 10 staff at the

site working part time it is expected that not all the staff parking spaces will be in use at one time.

- 4.3 The pick up/drop off zone located close to the building entrance will be marked out on the ground and contain signage on the wall of the building adjacent to the marked out area. The signage will confirm that this area is for drop off/pick up use only and outside these hours must remain clear. In addition, signage will be present to ensure that vehicles do not obstruct access to the parking area should queuing occur at the pick up/drop off zone.
- 4.4 There are 15 spaces which sit within the site car park that do not fall within the control of the proposed school. These spaces will be inherited by the proposed development. It is proposed that these spaces would be identified for 'Resident Use Only' through the provision of markings on the carriageway. This will ensure that it is clear that the spaces are not for staff or visitor parking and to ensure that they are not used for pick up/drop off arrangements.
- 4.5 To ensure that pick up/drop off for students does not result in a significant impact onto the local road network, it is proposed that staff will be on site to direct vehicles to the pick up/drop off zone. In the event that staff parking spaces are available (due to part time staff working different hours), these will also be used to facilitate pick up/drop off to ensure that the process operates in a smooth manner. To facilitate this staff would be encouraged to first park in the spaces that are furthest from the main entrance.
- 4.6 The sites access and parking area is approximately 70m in length. 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 12 vehicles would occur. It is therefore not considered that pick up and drop off would have a severe highway impact.
- 4.7 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.

- 4.8 As identified this PMP 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.
- 4.9 Following review of the above we hope that WBC to look favourably upon this application with regards to highways.