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Parking Management Plan
Monitoring, Demand Control & Contingency

Site: 10 Marino Way
Application Ref: 253050
Date: April 2026

1. Introduction

This Parking Management Plan has been prepared in support of a full planning application for the proposed change of use of Unit 10 to a bakery & cafe (Use Class E).

This Parking Management Plan Addendum sets out how parking demand will be actively controlled, monitored and managed to ensure that the proposed use does not give rise to highway safety issues, resulting in overspill parking or adverse impact on neighbouring units.

The proposed use will comprise a combination of baking activities, cafe & pre-booked baking classes, operated by appointment only. The operation of the site and its associated parking demand has been carefully assessed to align with the available on-site parking provision and the surrounding context of the business park.

2. Parking Provision

Unit 10 benefits from four (4) allocated parking spaces directly associated with the unit. In addition, the applicant has secured an agreement with the landlord to utilise up to sixteen (16) additional parking spaces during non-working hours and weekends. This arrangement provides a total potential of twenty (20) available spaces, offering adequate overflow capacity during busier weekend times that occur outside of standard working hours.

The site is located within an established business park with internal access roads and lay-bys, providing adequate circulation space. The area benefits from good accessibility, including safe pedestrian connections, Bus Route 3 access and nearby cycle routes.

3. Nature of Use and Operating Hours

The site will operate a bakery, cafe and evening baking classes during the following hours:

- Weekdays: 08:00-16:00 - takeaway-focused cafe with limited seating
- Weekends: 08:00-16:00 - takeaway and sit-in café
- Classes: pre-booked only (8–10 attendees), scheduled outside peak café periods. Classes will be held in the evening only, after 18:00

The site will typically accommodate 3-4 staff. Staff will be encouraged to utilise sustainable travel options and, where required, park off-site to ensure customer parking demand remains appropriately managed. In addition, as a community-based cafe, our employment strategy favours staff who live in nearby neighbourhoods which will help reduce the need to commute to work.

Classes and café operating hours do not overlap, ensuring demand is controlled at source.

The busiest periods for the proposed use will be on the weekends. These hours fall outside of normal business park operating hours, ensuring that the parking demand does not conflict with other users on-site.

During typical weekday “working hours” (8:00am–5:00pm), the cafe will be takeaway focused. The target audience are people who work in the business park and will walk to site from their respective office/unit, which can be comfortably accommodated within the existing allocated parking spaces.

4. Monitoring Strategy

The applicant acknowledges that a key component of robust parking management is the ability to monitor parking demand in practice and to respond appropriately should demand exceed provision. To address this, the following monitoring and mitigation measures will be implemented:

- Active monitoring: The operator will monitor attendance and observed parking demand during operating hours, with a particular focus on the busy times.
- Class booking system controls: Because all sessions are pre-booked, the operator can cap attendance and/or reduce the number of concurrent bookings if monitoring identifies that parking demand is approaching the available capacity.
- Promote takeaway and special offers to business park employees during weekday “working hours” (8:00am–5:00pm) which will encourage walk-in customers

- Travel behaviour measures: customers will be encouraged to walk, cycle and car share. Messaging will be reinforced through booking confirmations on-site signage & social media.
- Clear signage will be installed promoting customer-only parking, short stay use and sustainable travel options
- Overflow arrangement review: The operator will periodically review the continued availability of the 16 allocated parking spaces.

If monitoring identifies that parking demand is approaching available capacity, the operator will implement immediate mitigation measures including:

- Reducing class numbers
- Limiting seating availability
- Promoting takeaway use
- Encouraging staff off-site parking

These measures ensure that parking demand remains strictly managed and can be mitigated promptly, without reliance on on-street or lay-by parking.

6. Sustainable Travel Measures

To promote sustainable travel, cycle storage will be provided within the unit. The applicants will actively encourage walking, cycling, and car sharing among clients through social media communications and signage within the premises

Given the localised catchment and off-peak operation, the site will generate minimal additional traffic and will not adversely affect the operation of the adjacent highway network.

7. Summary and Conclusion

The proposed operation has been carefully designed to ensure that parking and traffic impacts are minimised and controlled. The key management measures can be summarised as follows:

- All classes pre-booked (no drop-ins permitted), held off peak and limited to 8 participants
- Busiest periods occur outside of normal business hours (weekends
- Limited seating during busy times

- During weekday “working hours” (8:00am–5:00pm) focus on customers who work in the business park
- Overflow parking available by agreement with the landlord (16 extra spaces)
- Cycle storage and active travel promoted to reduce car dependence
- Clear signage will be installed promoting customer-only parking, short stay use and sustainable travel options.

The parking arrangements are therefore considered robust, proportionate and fully compliant with relevant local and national planning policies. The proposed use will not cause any harm to highway safety, parking provision, or amenity within the business park

Appendix: Agreement from landlord for utilization of off-site additional parking

From: Jason Marino <mft@zoo.co.uk>
Sent: 26 March 2026 13:21
To: James Taylor <james@jetarchdesign.co.uk>
Subject: Re: 10 Marino Way Parking

Good afternoon, James

On behalf of the Marino Family Trust, the freehold owner and landlord of Units 4, 6, 12 and 14, I write to confirm the availability of 16 additional parking Spaces in support of the current application.

The landlord is willing to permit the use of the existing parking spaces associated with the units to serve the bakery use during weekends, when demand from the primary occupiers is reduced. This arrangement will ensure that a sufficient number of spaces are available to accommodate peak weekend activity.

Furthermore, the landlord confirms that additional parking capacity can be provided along the private access road within its ownership, with spaces to be clearly allocated and managed as required. This will further supplement on-site provision and assist in meeting the parking requirements identified by the Highway Authority.

Accordingly, the Marino Family Trust confirms its support for the proposed arrangements and is satisfied that adequate parking provision can be achieved through the flexible use of existing spaces and additional allocation within the site

Kind regards
Jason Marino
MFT Co Ltd
07836 668688

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