



Civil Engineers & Transport Planners

Kingston
Bridge House

Car Parking
Management Plan

July 2023

201345/CPMP/AG/KL/01



Civil Engineers & Transport Planners

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PLANS

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1 INTRODUCTION

1.1 General

1.1.1 Lanmor Consulting Ltd has been appointed to prepare a car parking management plan for the proposed development at Kingston Bridge House, Church Grove, Hampton Wick, Kingston upon Thames, KT1 4AG.

1.1.2 The key aims of the management plan are listed as below:

- Ensure car parking facilities are adequate, meets the needs of the development and are maintained in line with local planning policy.
- To ensure that only those who are eligible to make use of the parking facilities do, whilst putting enforcement methods in place to prevent parking by non-residents and/or those who have not been allocated a space as part of their tenancy.
- Enforce appropriate usage of the car park such that it remains accessible to eligible residents and that proposed servicing areas are free from obstruction for the passage of vehicles.

1.2 Site Location

1.2.1 The development is located at Kingston Bridge House, within the London borough of Richmond upon Thames. The site is located at the junction of Church Grove and Hampton Court Road, opposite the Kings Field. Kingston Bridge House currently occupies the site and will be converted from student living accommodation to provide 70 residential units. Figure 1.1 below shows the location of the site.

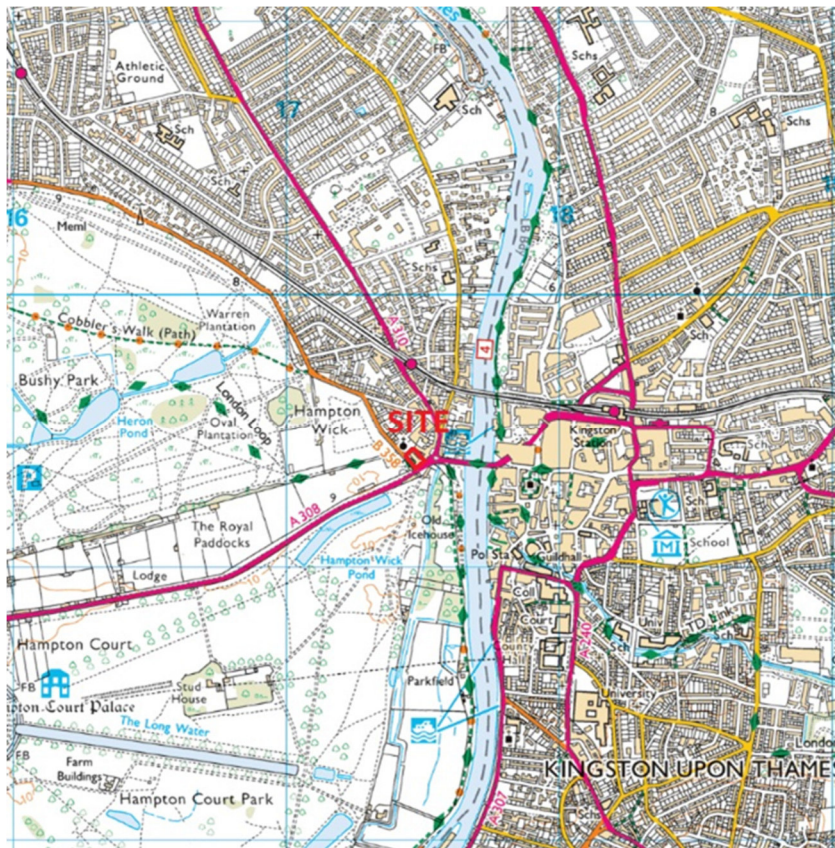


Figure 1.1 – Site Location

2 THE DEVELOPMENT

2.1 Development Proposals

2.1.1 The proposed development will involve the conversion of the existing student accommodation (C4) building to provide 70 new residential (C3) units spread across 7 floors with associated access, parking, cycle, and bin storage provision. The development will include for 21 parking spaces, 7 of the car parking spaces will be allocated for disabled; 160 secure cycle spaces will also be provided, 80 in one store and 80 in a neighbouring store. The proposed site layout for the development has been included in Appendix A as drawing FLU.1191.3.10.

2.2 Site Access

2.2.1 There are currently two points of vehicular access to the site and one pedestrian access into the building which is achieved via Church Grove. The central access point will be maintained for access to the parking at the rear of the site and the existing pedestrian access will also be retained for pedestrians.

2.2.2 The current vehicular accesses will be adjusted to accommodate service vehicles off road to the front of the site, it is intended that this service area could be shared with other uses such as a play area when refuse collections are not taking place.

2.3 Parking Provision

2.3.1 The site is located in PTAL level 4 area so given the high level of accessibility available to the public transport network, low residential parking levels will be provided on site in line with policy.

2.3.2 The proposals will provide for 21 spaces, 7 of which will be disabled bays. This level of provision is considered adequate to serve the development given the site proximity to public transport facilities. The proposals will provide for 20% of the spaces to have an electrical charging point and a further 20% will have a passive facility for later conversion. The full parking schedule for the development has been listed below:

Car Parking Type	Total Available Spaces
Spaces for disabled residents	7
Active EVC points	4
Passive EVC points	4
'Standard' parking spaces	6

Table 2.1 – Parking Schedule

- 2.3.3 All parking spaces will be 2.4m by 4.8m, with disabled spaces designed to the current specifications. The disabled bays will require additional width and length of 1.2m to facilitate entry/exit from the vehicle and will also be located next to pedestrian access points, footpaths etc.

3 MANAGEMENT PLAN MEASURES

3.1 Car Park Layout

3.1.1 The car park layout has been designed for three primary use groups: Disabled, Electric Vehicles (EVF) and standard vehicles. The layout of where each group is to be situated has been based on need, for example all disabled bays have been located near to pedestrian access points and the EVC parking spaces to areas where power supply is readily available.

3.1.2 All 7 disabled bays will be defined with yellow lines, similarly the protected hatched area allowing space for occupants to manoeuvre will be marked by yellow lines. Standard white marking will be used to distinguish the other parking bays and EVC spaces will be marked accordingly. All parking bays will be marked with a unique number to identify when allocating spaces.

3.1.3 EVC parking spaces do not require any additional space, only the area needed for a charging point at the end of bay. All active and passive EVC spaces will be demarcated.

3.1.4 The remaining spaces have been allocated as 'standard' car parking spaces and these will be shown with the use of white lines at the standard 2.4m x 4.8m dimension.

3.2 Allocation of Parking Spaces

3.2.1 Each parking space will be allocated to a dwelling within the development. Since there will be 21 parking spaces and 70 residential units parking spaces will be allocated on the basis of need, with spaces leased on an annual basis (fee TBD) in order to deter car use while still providing for those needing access to a car. When allocating parking spaces, priority will be given to the larger units with families. Subject to number and take up by residents in the larger units, any available spaces will be offered to the next dwellings down in terms of size. This will continue until all the spaces are allocated.

3.2.2 A waiting list will also be held by the management company of residents that have expressed an interest in a parking space. Through the management company the list will be maintained and updated such that as parking spaces are release and become available, they can be offered to those residents at the top of the list.

3.3 Control of Access to Car Park

3.3.1 The existing access arrangements for the site will be retained, and so there will be no restriction to accessing the car park from Church Grove. As stated above the parking spaces will be leased on an annual basis and so those allocated a parking space will be issued with a parking permit to control unauthorised parking. Notices will be displayed on site explain the car park is private and the enforcement measures that will be taken against illegal parking.

3.3.2 Permits must be clearly displayed on the windscreens of the vehicles or risk enforcement action. This will ensure that only those vehicles which have leased the space, at the agreed rate, are able to use it.

3.3.3 Residents who are allocated a disabled parking bay will be issued with a disabled persons parking permit in order to control access to disabled parking spaces and assist the on-site management team with identifying any parking infringements.

3.4 Enforcement Measures

3.4.1 The management company will be responsible for enforcing any parking infringements on site. This will be enforced by continuous with regular monitoring visits and CCTV, the on-site management team who will check the vehicles for a relevant parking permit and issue warnings or fines to persistent offenders.

3.5 Vehicles not parked in correct space

3.5.1 Where vehicles otherwise authorised to park in the development have not parked in the correct space, such as a disabled space, it will be within the car park management team's authority to issue warning or a ticket, resulting in a fine. If the same vehicle / resident becomes a repeat offender, further tickets will be issued and ultimately resulting in potential cancelation of their permit.

3.5.2 Tickets may be appealed, the appeal process will be set up on the penalty notice and they will 28 days to appeal. In the case that a fine is overturned, the car park management team will review their enforcement procedures in order to take corrective action and apply more effective penalties.

3.6 Vehicles parked outside the demarcated space

3.6.1 In the case that a vehicle that is parked in the correct space is deemed to be positioned outside of the allocated bay, the resident will be notified and asked not to do so in future. Repeat offenders will be issued with a fine.

3.6.2 In some cases, vehicles may be seen to be parked in such a way that they present a safety risk or are causing a conflict for other users, such as:

- Obstructing access for emergency vehicles or fire access points.
- Obstructing access for service vehicles or hampering their ability to turn.
- Obstructing footways and points of access to the building.

3.6.3 In the case that any of the above offences have been committed, the onsite management team will take photographic evidence of the offence, issue a ticket immediately and take such measures as are necessary to ensure the safety of residents within the development is not compromised.

3.7 Exempt Vehicles

3.7.1 The vehicles listed below will be exempt from any parking enforcement which exists within the development. The following vehicles will not be regular users of the site and therefore will not face any repercussions if they are accessing the development:

- Emergency Vehicles
- Doctors/Nurses who are on call and displaying the relevant accreditation
- Any vehicle displaying a fire brigade notice
- All utility vehicles (e.g., Gas, electricity, water and so forth)
- Funeral Vehicles
- Removal Vehicles
- Refuse Vehicles
- Post office Vehicles

4 ONGOING UPDATE AND REVISION

4.1 Overview

4.1.1 The Car Parking Management Plan and the chosen measures which have been set out in this document have been designed to best suit the development.

4.1.2 The plan will become and remain a live document once the first occupant has been housed. The management plan will, in the future, evolve to suit the specific needs of the residents and will be reviewed annually or sooner if complaints are received.

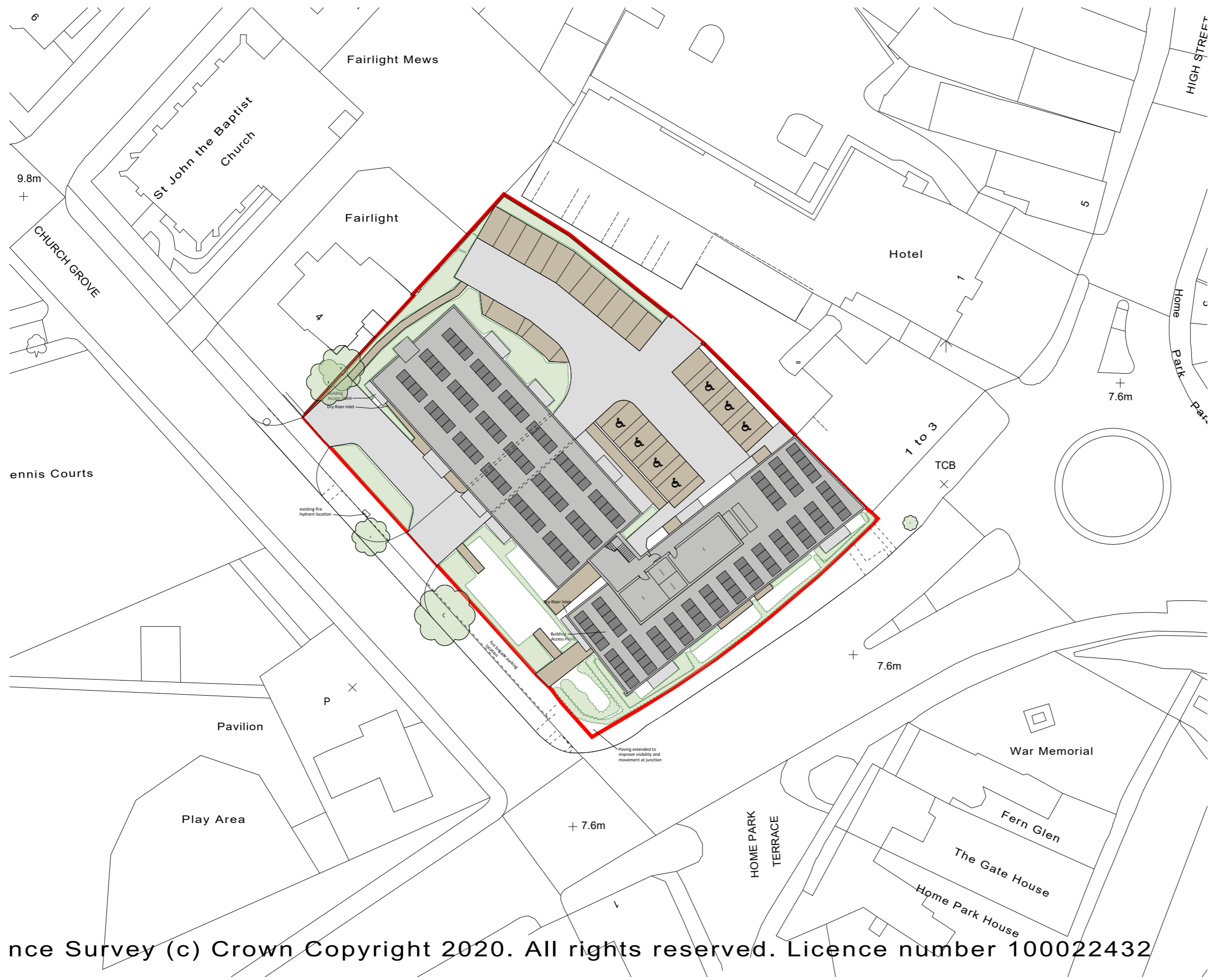
4.2 Integration with the Travel Plan

4.2.1 The plan will work in parallel with the Travel Plan associated with this development. The Travel Plan monitoring can include elements of the Car Parking Management Plan, particularly those aspects which relate to the residents' responses.

4.2.2 The Travel Plan will include periodic surveys, which can be associated with the Car Park Management Scheme. The surveys will be reviewed by a team of stakeholders, management teams and in some cases the local governing body – The London Borough of Richmond upon Thames.

4.3 Monitoring of Enforcement

4.3.1 Throughout the life of the development, the appointed representative will monitor the enforcement activities in order to ensure that the management of the car park is conducted within the agreed approach set out in this document.



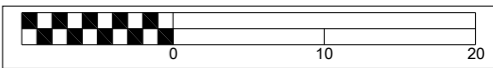
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Kingston Bridge House
Church Grove, Hampton Wick

Proposed Site Plan



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APPENDIX A

FLU.1191.3.10 – Proposed Site Layout