

Project Title
The Heights Primary School

Report Title
Car Park Management Plan

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Prepared For
The Heights Primary School

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1.0 INTRODUCTION AND BACKGROUND

- 1.1 This Car Park Management Plan has been produced by Robert West on behalf of The Heights Primary School (THPS) to support the planning application in relation to a proposed increase in the pupil admission number (PAN) at the school (ref: 231023).
- 1.2 THPS is located at 129 Upper Woodcote Road, Caversham, Reading, RG4 7LB and is illustrated in Figure 1.1.



Figure 1.1: Site location

- 1.3 The site is bounded by the pavilion/ Mapledurham Playing Fields car park, Mapledurham Tennis Club, and Playing Fields to the east and south, residential properties to the north and west. The Mapledurham Tennis Club and playing fields form part of designated/ protected local green space and open public spaces within Reading Borough Local Plan.
- 1.4 The site is accessed via the pavilion/ Mapledurham Playing Fields car park using a private access road off A4074 Upper Woodcote Road to the north.

Development proposals

- 1.5 The development proposals seek to increase in the PAN of the school from 350 to 420. There will be no change to the catchment area of the school as a result of the proposal. The school building was designed to accommodate up to 420 pupils and as such the proposals do not involve any building works. Additional pupils will be accommodated within the spare capacity of existing

classrooms. No increase in staff numbers is sought as result of the proposals. The existing access, parking, delivery and servicing arrangements will remain unchanged.

Scope of the report

- 1.6 The CPMP has been produced to detail the access, parking, pupil drop-off and collection arrangements for the school and how these activities will be managed.
- 1.7 This report has been submitted and should be read in conjunction with the Transport Assessment (TA), a School Travel Plan (STP), and a Delivery and Servicing Plan (DSP) to support the planning application (ref: 231023).

Report structure

- 1.8 The remainder of the structure and content of this report is structured as follows:
 - i. Section 2.0 summarises the parking provision and access arrangements to the site.
 - ii. Section 3.0 describes THPS car park, pupil drop-off and collection management strategy.
 - iii. Section 4.0 summarises THPS monitoring and enforcement measures for the car park, pupil drop-off and collection management strategy.

2.0 ACCESS AND PARKING ARRANGEMENTS

2.1 This section provides details of the site access arrangements, parking provision for staff, drop-off and collection arrangements for pupils. A site plan is attached at Appendix A of this report.

Site access

2.2 No change to access arrangements are proposed as part of the increase in PAN proposals.

2.3 The primary access for both pedestrians and vehicles will remain from A4074 Upper Woodcote Road via the site access road to the north of the site. It is noted that the site access road is a shared access for use of the pavilion/ Mapledurham Playing Fields car park.

2.4 A secondary pedestrian and cycle access is located to the south of the site from via Mapledurham Playing Fields. Two footpaths provide access to Mapledurham Playing Fields from Hewett Avenue and Chazey Road to the southeast and south of the school respectively.

2.5 The site access points are illustrated in Figure 2.1:



Figure 2.1: Site access points

School operation

2.6 The operational hours of the school including after-school clubs/ activities, are outlined in Table 2.1 below.

Session/Group	Start	Finish
Breakfast clubs	07:30	08:40
School day	08:45	15:15
After-school activities	15:15	16:15
After-school club	15:15	18:00

Table 2.1: School operating times

2.7 It is noted that the school doors are opened from 08:40 before the beginning of the school day

and pupils dismissal begins from 15:10.

Staff car parking

- 2.8 THPS dedicated staff car park is located to the north of the school building and is accessed via the pavilion/ Mapledurham Playing Fields car park. A total of 22 car parking spaces are provided within the staff car park including two disabled parking spaces. 20 car parking spaces are marked and allocated to staff. Two car parking spaces are unreserved for staff.
- 2.9 The school has no dedicated motorcycle parking spaces, but any motorcycle parking demand arising can be accommodated within the existing car park. Additionally, there are three motorcycle parking spaces within pavilion/ Mapledurham Playing Fields car park which are observed to be underutilised.
- 2.10 Staff car parking is not permitted within the pavilion/ Mapledurham Playing Fields car park.

Pupil drop-off and collection

- 2.11 The pavilion/ Mapledurham Playing Fields car park is used as a pupil drop-off and collection area for THPS in accordance with the original planning permission granted in August 2018 (ref: 171023).
- 2.12 The pavilion/ Mapledurham Playing Fields car park has 35 car parking spaces including two disabled spaces. Additionally, three motorcycle parking spaces are provided.

Cycle and scooter parking

- 2.13 THPS currently have a total of 52 cycle parking spaces and 34 scooter parking spaces for staff and pupils. Cycle and scooter parking is located across two locations of the site.
- 2.14 This includes store to the south of the site adjacent to the Multi Use Games Area (MUGA) accommodating 22 cycle and 10 scooter parking spaces.
- 2.15 The store to the west of the staff car park accommodates 30 cycle and 24 scooter parking spaces. Both cycle parking stores are secured and sheltered.
- 2.16 The cycle and scooter parking store adjacent to the MUGA is mainly used by Key Stage 2 (KS2) pupils and some members of staff. The scooter and cycle store to the west of the staff car park is mainly used by KS1 pupils and members of staff.
- 2.17 In October 2023, THPS ordered two more cycle racks to accommodate a further 10 cycle parking spaces. These cycle parking spaces will be located adjacent to the MUGA with the existing cycle store.

- 2.18 There are eight Sheffield stands located to the south of the pavilion/ Mapledurham Playing Fields car park that can be utilised for visitor cycle parking.

Minibus or coach parking

- 2.19 There is no minibus parking available on-site. If needed, coaches set down and pick up from a lay-by on A4074 Upper Woodcote Road with pupils being escorted on foot by school staff between the school building and the coach.

Delivery and servicing

- 2.20 Information regarding delivery and servicing is included within a separate DSP.

3.0 CAR PARK MANAGEMENT STRATEGY

- 3.1 This section details how the staff car park and pupil drop-off and collection in the pavilion/ Mapledurham Playing Fields car park is managed.

Staff car park management

- 3.2 20 staff car parking spaces are allocated to members of staff who may not live close enough to THPS to walk and cycle, those who have any physical needs or disabilities and special caring requirements. These allocated bays are numbered.
- 3.3 Staff are not permitted to park within the pavilion/ Mapledurham Playing Fields car park. This is communicated to staff before they commence their employment at THPS.
- 3.4 The majority of the staff typically arrive at on-site between 06:30 and 08:15. Teaching staff typically and depart by 18:00 with support or Teaching Assistant staff departing by 15:45. Staff arrival and departure times do not coincide with pupil peak drop-off and collection times. This helps avoid conflict between staff arriving by vehicle with pupils being dropped off or collected in the pavilion/ Mapledurham Playing Fields car park.
- 3.5 Staff arrival and departure times also avoid the network peak hour help which helps reduce congestion during these peak periods.
- 3.6 The staff car park is gated to prevent unauthorised access. Gates are opened at 06:30 and are locked at around 20:30 by the cleaners, once the school cleaning has finished.
- 3.7 Access to the staff car park is not permitted by pupils and this area is not used as playground space.
- 3.8 During the weekend access to the staff car park is permitted to Caversham Trent Football Club (CTFC) by an informal agreement between THPS and CTFC. This to ease congestion in the pavilion/ Mapledurham Playing Fields car park during weekend use.

Pupil drop-off and collection management

- 3.9 Parents and guardians are permitted to use the pavilion/ Mapledurham Playing Fields car park to drop-off and collect pupils. However, the THPS sustainable travel policy set out in the admissions policy states parents should avoid using the pavilion/ Mapledurham Playing Fields car park wherever possible. This is reinforced by the STP that encourages sustainable travel and a shift away from car use. The STP is available on the THPS website.
- 3.10 Parents or guardians who drop-off/ collect younger pupils escort them into and from the school building.

- 3.11 Staff from the Senior Management Team (SMT) are deployed within the pavilion/ Mapledurham Playing Fields car park to supervise the pupil drop-off and collection that does occur. This includes the Headteacher, Deputy Headteacher, Site Manager and other members of the SMT. Staff are responsible for ensuring all pupils, parents and guardians adhere to the designated crossing points and display safe behaviour within the car park. Further members of staff are also deployed at the southern access point to the south of the school.
- 3.12 Pupil drop-off begins from approximately 07:30 when breakfast club begins. The peak drop-off period begins at approximately 08:30. Staff are deployed to monitor and manage school drop-off from approximately 08:20.
- 3.13 At the end of the school day (from 15:10) staff are deployed within the pavilion/ Mapledurham Playing Fields car park to manage the peak pupil collection period. It is noted that parents and guardians begin to arrive for pupil collection prior to the end of the school day.

4.0 MONITORING AND ENFORCEMENT

4.1 This section outlines the monitoring and enforcement measures that form part of the CPMP. Measures to encourage sustainable travel and manage the low volumes of parking, drop-off and collection are included in an updated version of the STP submitted to support the planning application.

4.2 The SMT will be responsible for the following:

- i. The SMT carry out monitoring and observations off how drop-off and collection activity is undertaken within the pavilion/ Mapledurham Playing Fields car park. If any inconsiderate parking is observed or is reported, the headteacher personally and directly speaks with the individual.
- ii. The SMT liaise with staff, parents, car drivers in regard to access operation and drop-off and collection strategy recording any issues identified. Should this be the case, this will be discussed at staff meetings and addressed accordingly.
- iii. Parents /car drivers who do not fully comply with the school drop-off strategy will be reminded by staff members of the sustainable travel policy set out in THPS admissions policy and STP.
- iv. The staff car park and pavilion/ Mapledurham Playing Fields car park undergo routine visual checks by THPS to ensure that there is no unauthorised parking and allocated parking is being used correctly. Any violations are reported to the SMT.

Appendix A – Site plan



