

Job Title: The Charter, New Swan Yard, Gravesend
Job No: 2022-5032
File Ref: R02-SW-Car Park Management Plan (230524)
Date: May 2023

Subject: **Car Park Management Plan**

Introduction

1. This Car Park Management Plan ("CPMP") has been prepared by Caneparo Associates on behalf of the Reef Group to discharge Condition 32 of the Decision Notice associated with the previously consent planning application at the Horn Yard and Market Square car parks ('the Site'), situated in Gravesend. The Local Planning Authority is Gravesham Borough Council ("GBC") whilst the Local Highway Authority is Kent County Council ("KCC").
2. The planning application was approved on Monday 21st December 2020 (ref:20200343) for the; *'erection of 242 no. residential units for Build to Rent (C3 Use Class), within three blocks ranging from 3 to 10 storeys, together with multi-storey car parks as well as access, pedestrian links, landscaping, highway and other associated works.'* The development is known as The Charter.
3. This Car Park Management Plan has been prepared to discharge Condition 32 in full of the decision notice issued by Gravesham Borough Council which states:

"Prior to any part of the permitted development being occupied or used, and notwithstanding the details shown on the approved plans, submitted documents and application form, a car parking management plan shall be submitted to and approved, in writing, by the Local Planning Authority. This document should include arrangements for managing the private residential car parking spaces and public spaces within the multi-storey car park to ensure they are used as efficiently as possible. The car parking servicing the development shall thereafter be managed and operated in accordance with the approved management plan."

4. The proposed development fully aligns with the objectives of planning policy and makes better use of this underutilised space to provide 242 residential flats, together with cycle and vehicle parking, communal amenity space and landscaping. This CPMP sets out how the car parking associated with the proposed development will be managed and controlled. The principle aim of the CPMP is to manage the car park to ensure spaces are allocated correctly and that the use of spaces is monitored.
5. This CPMP also provides details on the number, location and management of electric vehicle charging points within the car park.

Car Parking Provision

6. The development will benefit from a multi-storey car park which will be located within the centre of the site, accommodating a total of 186 car parking spaces. At the outset it is proposed that 76 spaces will be allocated to residents of The Charter, 9 to the Gravesend Medical Centre and 101 for general public use.
7. The multi-storey car park will include spaces for disabled badge holders - 8 for residents and 8 spaces for disabled badge holders from the general public.
8. A further 7 disabled parking spaces and one loading bay will be implemented on-street with the intention of dedicating three of these spaces to the Gravesend Medical Centre with these three disabled spaces forming a private island in the adopted highway allowing the medical centre use to control the use of these to allow for ready access by disabled users of the medical centre.
9. The parking bays in the multi-storey car park are larger than the standard 2.4m x 4.8m at 2.5m x 5m to allow for ease of access and where parking bays are adjacent to walls, a minimum of 300mm of additional clearance width is allowed for to improve access for vehicles and to give space for car doors to open. A typical clearance height of 2.1m is allowed for through the car park.
10. Electric charging facilities will be provided within the car park equating to 100% active provision for the residential spaces and 2 charging points for the public parking spaces. Therefore, a total of 78 spaces will be allocated with active EV charging facilities which will be across the entire car park.

11. The initial allocation of the parking spaces on the first occupation of the development will be as follows:
- Ground floor – 9 medical parking spaces, 21 public spaces including 8 disabled bays and 2 motorcycle bays;
 - 1st floor – public bays 22 to 53;
 - 2nd floor - public parking bays 54 to 85;
 - 3rd floor - public bays 86 to 101 and resident bays 1 to 16;
 - 4th floor - resident bays 17 to 44, including 8 disabled bays; and
 - 5th floor - 4 motorcycle bays and resident car parking bays 45 to 76.
12. The management of all the spaces within the parking structure will be the responsibility of the Site Management Team (SMT), who will be tasked with:
- Allocation of the spaces;
 - Monitoring the usage of spaces;
 - Security and enforcement; and,
 - Liaising with the tenants and Council.
13. The Architect's layout plans for the proposed development, detailing the layout of the car park arrangement are included at **Appendix A**.

Motorcycle Parking

14. A total of 6 motorcycle parking spaces will be provided.

General Management

15. Roller shutters will be used to secure the entrance and exit to the car park overnight. To minimise the potential for queuing at the entry point there will be no entry barrier with a combination of signage, number plate recognition cameras and staff patrols used to ensure that parking is paid for when required, with a barrier in place for exiting vehicles.

16. Pay by phone is expected to be the default method of payment for the public spaces with the back up options of payment at the exit barrier or at the ground floor ticket machine.
17. In marketing information and prior to occupancy of the unit, each resident will be notified of the 4 motorcycle spaces and 76 car parking spaces with electric charging points, including 8 blue badge spaces, allocated to the 242 residential units and that these are available on an annual lease and on a first come, first served basis. The charging costs will be paid direct by the resident/user.
18. The SMT will monitor the usage of the residential wheelchair accessible spaces. In the event all wheelchair accessible spaces are occupied by a blue badge holder, or if the number of requests for blue badge parking exceeds the number of wheelchair accessible spaces, the SMT will reallocate general parking spaces to wheelchair accessible spaces (including alterations to bay markings).
19. Each resident car owner will be required to complete a Permit Application Record Form detailing the make, model, registration and colour of the vehicle, together with contact information for the owner. This is to prevent unauthorised vehicles from parking within the car park.
20. The SMT will issue dedicated parking permits to each resident who is allocated a space, which they are expected to display within the registered vehicle when parked within the car park.
21. Signage will be erected in prominent locations around the residential parking element detailing 'Private Residential Parking' in order to discourage unauthorised parking.

Parking Charges

22. The exact annual parking lease charge for residents will be determined closer to the completion of the development, but is expected to be of the order of £1,000 per year, increasing annually in line with inflation.
23. We understand that the public car park on the site last operated on the charging basis below:

Monday to Friday

- Up to 1 hour – £1.30
- 2 hours - £2

- 3 hours - £2.80
- 4 hours - £3.80
- Over 4 hours £7.50

Saturday

- Up to 2 hours free
- Additional 1 hour - £1.30
- Additional 2 hours - £2.00
- Over 4 hours - £7.50

24. Parking overnight from 6pm to 8am and on Sundays was free.
25. Again, the exact charging regime will be determined closer to the opening of the car park and will be discussed with the Council and local stakeholders, but at the outset and allowing for inflation uprating is expected to be similar to that outlined above.

Marketing

26. The car parking arrangement will be explained to all residents as part of the Charter marketing and formalised in lease/sale agreements for owners of the residential units. All residents will be made aware of the aims of the CPMP, and informed that 76 parking spaces are available for 242 homes. All residents will be aware that car parking spaces may be reallocated to meet blue badge holder demand.

Monitoring

27. The monitoring of the car parking spaces will be the responsibility of the Site Management Team (SMT). Regular inspections of the car park will be undertaken at random by the SMT and the car parking areas will be monitored by CCTV, which will be reviewed to help ensure that illegal parking does not occur.

28. In instances of misuse of the car park, where no permit is present or unauthorised parking occurs without payment, a penalty charge notice may be issued. If there are repeat offences the SMT will arrange for the offending vehicle to be removed by use of a private parking contractor.

Review

29. The content of this CPMP will be reviewed on an annual basis by the building management team to provide an opportunity to suggest and incorporate any amendments. Any proposed amendments will be submitted to the Council as part of a revised CPMP for approval prior to implementation.

Appendix CPMP A