

A Planning Application by
COMMUNITY DENTAL SERVICES

In respect of
**Saxon House,
Bury St Edmunds**

Parking Management Plan

September 2018



DOCUMENT SIGNATURE AND REVIEW SHEET**Project Details**

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	Prepared By:	Checked By:	Approved for issue
Name	Tim Hornby	Julian Clarke	Julian Clarke
Signature	TH	JC	JC
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Issued by:

Bristol
Cambridge
London
Manchester
Oxford
Welwyn Garden City

Transport Planning Associates
Sheraton House
Castle Park
Cambridge
CB3 0AX

01223 370135
cambridge@tpa.uk.com
www.tpa.uk.com

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LIST OF APPENDICES

- A Proposed Parking Layout

1 INTRODUCTION

- 1.1 Transport Planning Associates has been instructed to provide transport planning consultancy services in relation to the proposed change of use of Saxon House in Bury St Edmunds, Suffolk.
- 1.2 The proposal seeks the change of use of Saxon House from its approved D1 dental clinic use to a dental clinic and community healthcare facility, which is also land use classification D1. The approved dental clinic is now operational.
- 1.3 The dental clinic planning permission (reference DC/17/2406/FUL) provides for a remodelled ground floor housing six treatment rooms and an unaltered first floor for ancillary uses.
- 1.4 The application proposes dental clinic use on the ground floor of Saxon House (in a similar fashion to the recent approval) but with community healthcare use on the first floor, rather than the ancillary uses associated with the dental clinic, as was previously approved.
- 1.5 This Parking Management Plan will provide information for the proposed car park management strategy to detail how visitor and staff parking will be distributed and managed. Further information is also provided with regard to minimising staff parking numbers.
- 1.6 The following structure has been applied to the remainder of the report:
- Chapter 2 – Car Park Layout and Allocation;
 - Chapter 3 – Staff Car Park Operation and Management;
 - Chapter 4 – Visitor Car Park Operation and Management; and
 - Chapter 5 – Monitoring and Review.

2 CAR PARK LAYOUT AND ALLOCATION

Car Park Layout

- 2.1 The most up to date proposed car parking layout for the site is presented within **Appendix A** of this Parking Management Plan.

Car Parking Space Allocation

- 2.2 In reference to the proposed car park layout presented within **Appendix A**, the following allocation of car parking spaces is proposed:

- Staff parking;
 - Parking spaces 1 to 12.
 - Parking spaces 33 to 36.
 - Total allocation: 16 spaces
- Visitor Parking;
 - Parking spaces 13 to 32
 - Total allocation: 20 spaces

Parking Management and Compliance

- 2.3 The on-site director who will manage the whole building will be responsible to ensure compliance with the parking management plan. The day to day parking will be managed by the site receptionist who will always be on duty during the hours of operation of the site.

3 STAFF CAR PARK OPERATION AND MANAGEMENT

- 3.1 This chapter of the parking management plan will identify the operation and management of the staff car park during the operational hours of the proposed development.
- 3.2 As previously identified, car parking spaces 1 through 12 and 33 through 36, located to the rear of the building, are allocated for the staff to use.

Staff Car Park Operation

- 3.3 Given the limited number of staff that will be attending the site, all members of staff will be informed prior to arriving at the site how the staff car park is to be operated.
- 3.4 As identified within the planning statement that supported the application, the proposed use of the site will have 10 full time staff and 33 part time staff.
- 3.5 When members of staff first arrive at the site, they will be directed to the rear of the building to ensure that car parking spaces to the front and side of the building are maintained for visitors (spaces 13 to 32). Staff will be directed to use car parking spaces 1 through 12 in the first instance to ensure ease of movement for all parking spaces.
- 3.6 Staff which will be staying at the site for the full duration of the day will park their vehicles within the restricted manoeuvrability spaces (parking spaces 6 to 12) first before occupying any of the other staff spaces. Members of staff which will not be staying at this site for the duration of the day will be first directed to use the non-restricted spaces (parking spaces 1 to 5) before using the restricted spaces, spaces 6 to 12.
- 3.7 Should a member of staff arrive at the rear car park and be unable to park within spaces 1 through 12, staff will use spaces 33 through 36 for any additional parking requirement filling from space 33. Upon arrival into the building, staff that have parked within spaces 33 to 36 will inform the reception so that they can be identified if required to move.
- 3.8 During the hours of operation, should a member of staff, who is parking within spaces 6 to 12, wish to leave, they will first check whether a car is parked behind their space within spaces 33 to 36. The reception staff, due to prior notice and the low level of staff numbers, will then be able to inform the owner of the relevant car / cars that are required to move to enable the car within spaces 6 to 12 to exit.
- 3.9 Vehicles exiting from spaces 33 to 36 will then use the vacated space within spaces 6 to 12 to park their vehicle, freeing the previous space within spaces 34 to 36.

Measures to Encourage Staff to use Non-Car Modes

- 3.10 Staff are actively encouraged to journey to work by foot and cycle. Furthermore, the site operates a car sharing / pooling scheme to enable compatible journeys to be undertaken together. Further notices and encouragement will be provided to ensure that the benefits and savings that can be achieved through car sharing or through sustainable travel are identified.

4 VISITOR CAR PARK OPERATION AND MANAGEMENT

- 4.1 This chapter of the parking management plan will identify the operation and management of the visitor car park during the operational hours of the proposed development.
- 4.2 As previously identified, car parking spaces 13 through 32, located to the front and side of the building are allocated for the visitors to the site to use.
- 4.3 The proposed facility would provide a total of 10 consultation rooms. Should all consultation rooms will operate with back to back appointments, the maximum number of visitors to the site at any one time, and hence demand for car parking, is likely to be in the region of 10 visitors. The remaining 10 car parking spaces would therefore be available for any visitors that may arrive in advance of their allotted time period for their appointment.

Visitor Car Park Operation

- 4.4 Upon booking an appointment, visitors to the site will be informed regarding the car park management and where to park if travelling to the site via car.
- 4.5 Upon arriving to the site, visitors will first utilise parking spaces 13 to 19 where appropriate to do so. Should parking not be available or appropriate, visitors will then be directed to use spaces 20 to 32 to the side of the building.
- 4.6 All visitor spaces have sufficient manoeuvrability in the area surrounding the car parking space and as such will be able to enter and exit the space without requiring the movement of another vehicle.
- 4.7 Car parking spaces, 15 and 16 will be for disabled use only.
- 4.8 Car parking space 32, located in front of the main entrance will only be used by visitors to the site if all other car parking is unavailable.

Measures to Encourage Visitors to use Non-Car Modes

- 4.9 Alongside information relating to the car parking management, visitors to the site will also be informed regarding opportunities to travel to the site by non-car modes so that visitors are able to make an informed decision regarding their journey to the site.

5 MONITORING AND REVIEW

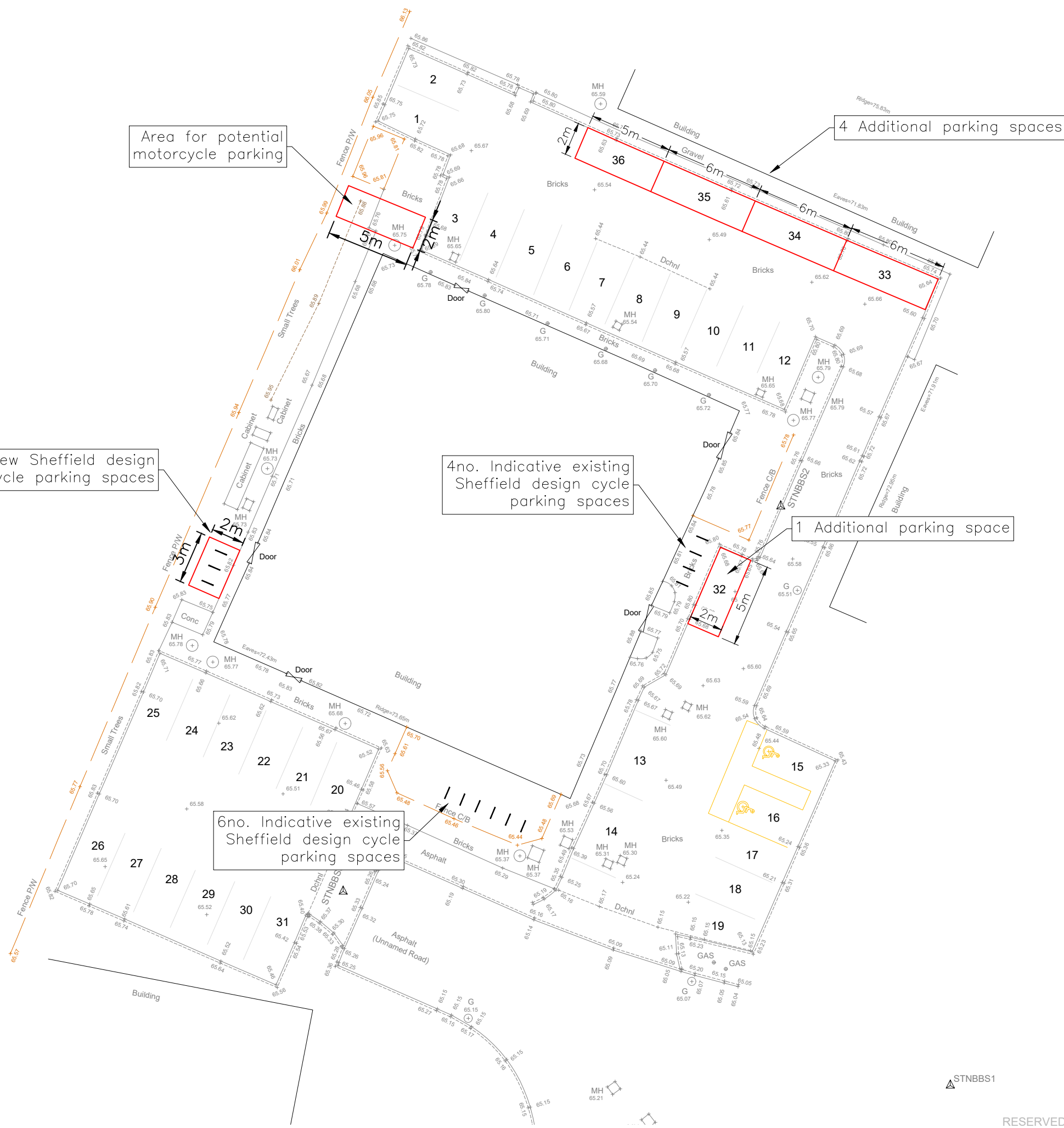
- 5.1 The Parking Management Plan and the associated operation and measures set out in this document have been developed to be appropriate for the development.
- 5.2 Nonetheless the Plan itself remains a live document and it is anticipated that the measures set out within it will evolve to best suit the needs of the staff and visitors of the site.

APPENDIX A

A3
ORIGINAL
PLOT SIZE



INDICATIVE



NOTES:

- Based on BB Surveys Topographical drawing.
- Please note numbers are not marked on site.

A	06.08.18	Updates further to SCC comments	SL	TH	JC
Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol
Cambridge
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tpa
Transport Planning Associates

Sheraton House
Castle Park
Cambridge
CB3 0AX
01223 370135
www.tpa.uk.com

CLIENT:

Community Dental Services

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Saxon House,
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Proposed Parking Layout

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PLANNING

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