Car Parking Management Plan & Car Club Management Plan

Silverleaf Court & Poplar Place, Brighton Road, Shoreham-by-Sea

Ver Aug 2026

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Revisions

Original	July 2025
Ver 2	Oct 2025
Ver 3	Nov 2025
Ver 4	Jan 2026
Ver 5	Jan 2026
Ver 6	May 2026
Ver 7	June 2026
Ver 8	Aug 2026

1.0 Introduction

1.1 This Car and Cycle Parking Management and the Car Club Plan has been prepared in relation to the development known Adur Civic Centre. (application ref: **AWDM/1450/21**).

1.2 The plan is intended to establish a strategy for the management of parking and to discharge S106 Agreement obligations with regards to **Item B and Item C** in the Residential Site Management Plan and **Car Club Management detailed in Schedule 4.3**.

1.3 The Residential Site Management Plan states:

Residential Site Management Plan means a plan to be submitted by the Owners to the Council for its written approval detailing maintenance provisions in respect of the following matters, but not limited to, matters provided in accordance with the Planning Permission and this Agreement as far as they relate to the Owner's Land:

(b) the management of car and cycle parking, including any Car Club Spaces (Car Park Management and Servicing Plan.
(c) Maintenance of all secure cycle stores

1.4 The Car Park Management Strategy states:

The Car Park Management strategy means a plan submitted to the Council by the Owners to ensure the most effective practical uptake of parking and to minimise the risk of locking up car spaces within the Development.

1.5 Car Club Management states:

The Owner covenants to use reasonable endeavours to enter into contract with a Car Club operator to provide:
Two car club vehicles on the site prior to First Occupation of any Dwelling and to provide a copy to the Council of any such contract that has been entered into with a Car club operator. Offer Car Club membership to the first household to Occupy each Dwelling, including an initial one-off credit of £50 for each membership.

1.6 A total of 60 car parking spaces is to be provided in the development.

1.7 A total of 190 Spaces cycle parking spaces will be provided through the provision of internal cycle stores for residents and commercial tenants through secured entry and external 'Sheffield' cycle hoops, accessible to both residents and visitors.

1.8 Appendix A contains the overall Parking Allocation Plan and Appendix B contains the Site Layout plan for the development to be viewed in conjunction with this report.

1.9 Controls and enforcement measures are detailed within this plan.

2.0 Parking Provision

2.1 Residential Parking

2.1.1 The primary objective through design development is to provide off-street parking that is located amidst the 2 blocks assigned on a right to park basis.

2.1.2 The distribution of parking spaces is as follows:

Parking Bay Allocation	Allocated Parking Bays	Active EV	Passive EV	Accessible
Block A Residents	23	7		2
Block B Residents	32	16	2	1
Commercial Units	2			
Contractor	1			
Car Club	2			
Total	**60**	**23**	**2**	**3**

2.1.3 Shared Ownership apartments and Rented apartments are provided with 0.53% & 0.38% parking spaces per dwelling, respectively. The 32 spaces allocated to shared ownership residents are on a right to park basis and linked to specific flats, mainly the larger 2 and 3 bed flats.

2.1.4 The 23 spaces provided for rental residents are to be allocated to 17 non S106 units with the remaining to be allocated on a needs basis to rental tenants to ensure parking spaces are maximised and maintain flexibility. Should a resident no longer require parking facility or does not have a car, Hyde can re allocate the space to another resident.

2.1.5 Hyde Parking Management will review annually to ensure that that all spaces are fully and effectively utilised. This system has worked very well throughout other Hyde schemes in and around London and the South Coast.

2.1.6 Vehicular access is provided through key fobs.

2.1.7 There is no provision for shared ownership visitor parking due to the space constraints of the development.

2.1.8 Typical parking arrangements for the block are shown below in figures 2.1 and 2.2.

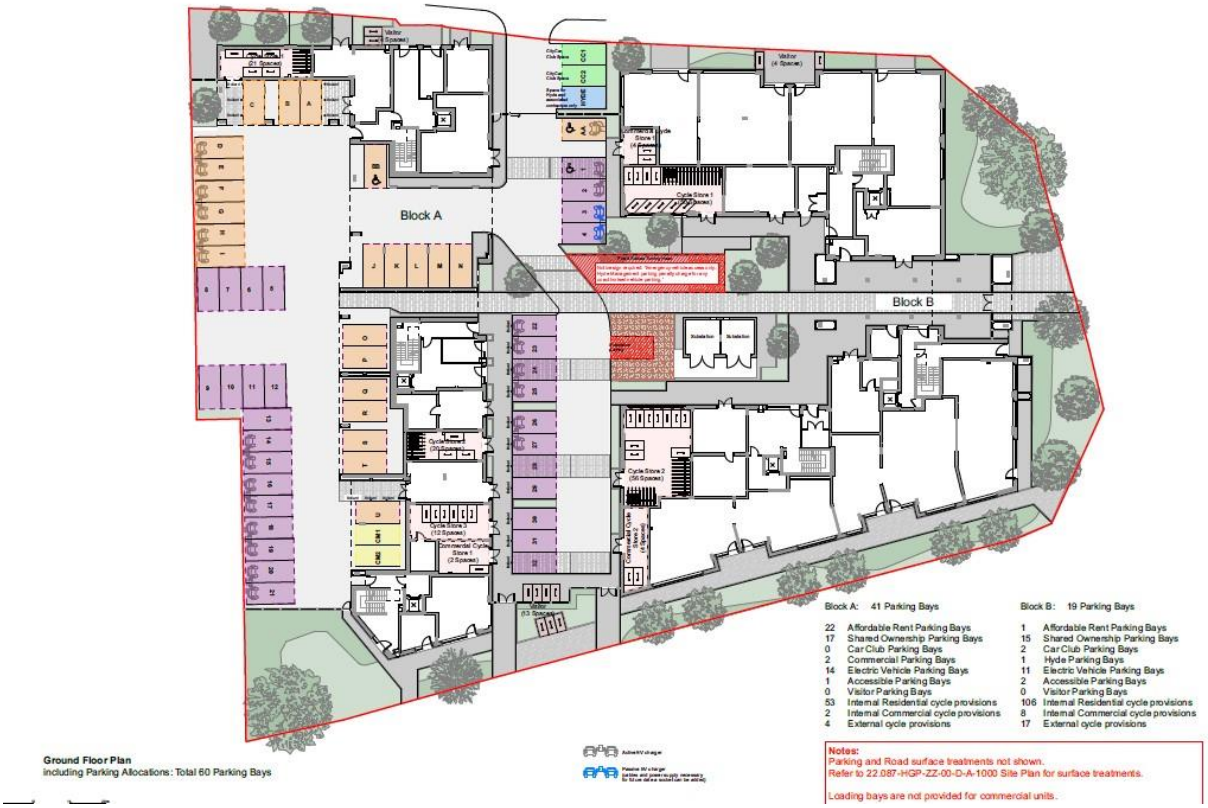


Figure 2.1 Typical parking arrangements.

2.2 Car Club Parking & Management Plan

2.2.1 2no. car club parking spaces are to be provided at the development in accordance with the approved planning permission (highlighted Green). These spaces sit outside the gates, so are accessible to the public. Enterprise Car Club will manage the cars. Details of the contract to be entered into is attached in Appendix C.

2.2.2 As per requirement, Hyde will enter into a contract with Enterprise Car Club to provide free membership for a period of two years to all our First Residents with a £50 voucher. The details of the marketing providing this information is attached in Appendix C.

2.2.3 The incentive information will be provided to every resident via the Home User Guide we provide within each property and a poster advertising the incentive will also be displayed in the communal noticeboards located in the ground floor lift lobbies to achieve maximum reach.

2.2.4 A final signed agreement and copy of the finalised pamphlet with relevant codes will be sent to the Council, at least eight weeks prior to occupation to evidence this requirement has been met.

2.2.5 Following the confirmation of the signed agreement, Enterprise will attend and install their signage, an example in an existing scheme as in Fig 2.3.



Figure 2.2 Car Club parking arrangements.



Figure 2.3 Typical Enterprise signage of car club parking bays.

2.3 Secure Cycle parking

2.3.1 A total of 190 cycle spaces will be provided on the scheme set out as below:

	Core 1	Core 2	Core 3	Total
Block A Silverleaf Court	21	20	12	53
Block B Poplar Court	50	0	56	106
Commercial	8	0	2	10
Visitor				21
Total Cycle Provision				**190**

2.3.2 A separate FOB controlled pedestrian gate allows access into the development and each cycle store has keypad access. Once in the cycle store, owners can secure their bike to the racks themselves as illustrated in Fig 2.4. This will ensure security of the bikes, giving residents peace of mind.



Fig 2.4 Illustrative example of external bike parking and internal bike store.

2.3.3 Visitor cycle spaces are located outside the gates are three locations to enable ease of access to the different entrances of the two blocks as in Fig 2.5:

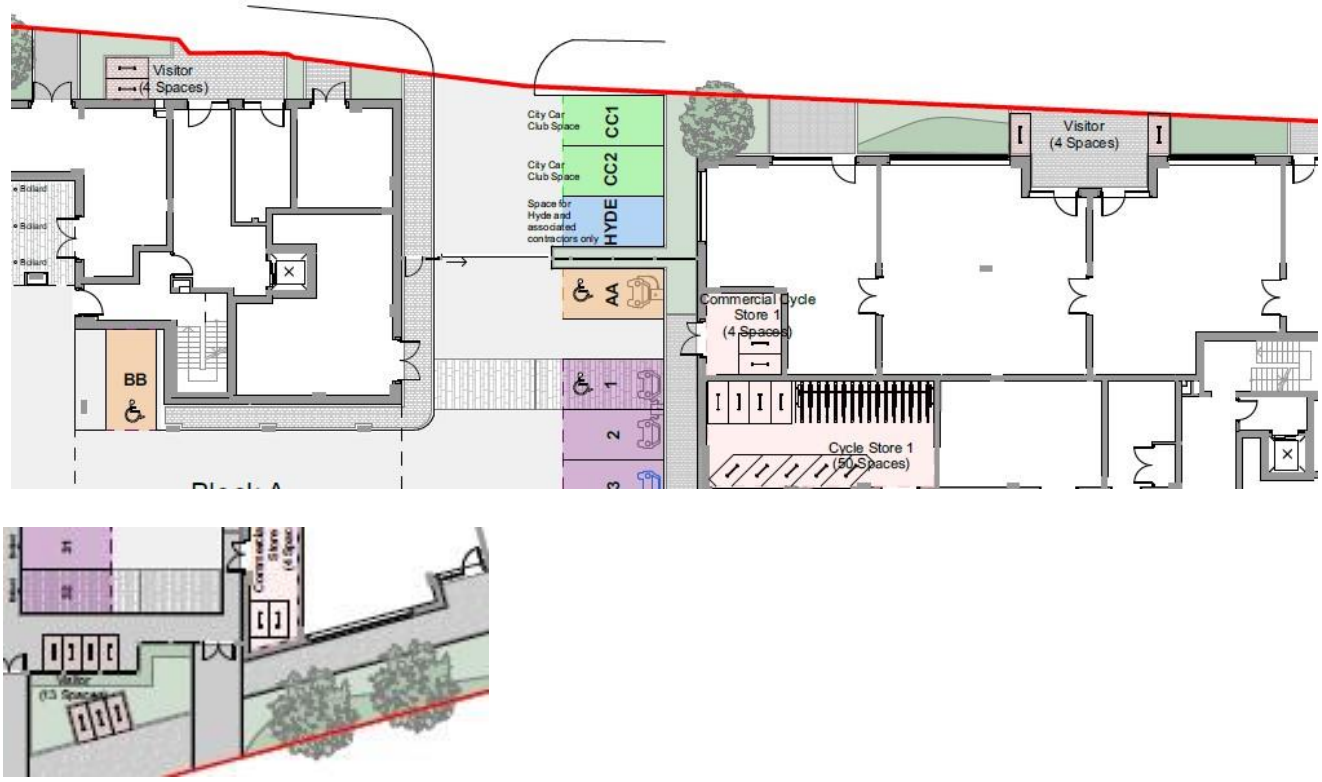


Fig 2.5 Visitor Cycle parking spaces.

3.0 Parking Allocation and Controls

3.1 General: the parking spaces will be appropriately demarcated to differentiate their users and avoid mistaken use of spaces.

3.2 Allocated spaces are to be numbered or lettered; Signage will be installed where appropriate, indicating bays that are grouped together.

3.3 Sizing: All car parking spaces will be 2.4m by 4.8m, with accessible bays designed to meet current standards and to be demarcated with a protected hatched area and appropriate road markings to identify the spaces.

3.4 Accessible Parking: accessible spaces have been specifically designed as part of the scheme in accordance with the planning approval. These are enhanced and located by dropped kerbs and close to building entrances for the purposes of assisting disabled drivers / passengers entering or leaving the vehicles. This is illustrated in the attached Site Plan in Appendix 1. Those residents will be specifically issued these spaces. It is anticipated that the proportion fulfilling the criteria will not exceed the available provision, although if this occurs, other spaces will be issued to specific residents with needs.

3.5 This Parking Management Plan will facilitate the process of providing parking for specific residents. This will provide a clear indication to all residents as to the availability of car parking and allow decisions on living at the development and/or subsequent car ownership to be made.

Motorcycle parking spaces were not required by planning therefore not specifically provided. However, based on previous developments in Brighton, Hove & Portslade, where specific bays were provided, they were extremely underutilised, if used at all. Most motorcycle users preferred to lock their bikes around the Sheffield hoops as per Fig 2.6. There is number of Sheffield hoops provision around the scheme therefore enabling motorcyclist to secure their bikes.

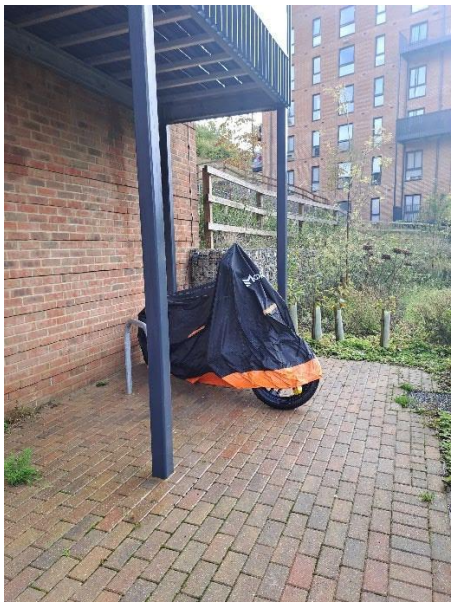


Fig 2.6 Illustrative example of External Sheffield hoops

3.6 Residents will manage the use of their allocated bays via a free of charge Parking app called Sippi used widely around Sussex. The app will be set up to recognise the scheme as a closed system therefore all residents are provided with a home information park which will include a QR code link to provide instructions on how to download the Sippi app. The app will then inform on how to register the resident's car, requiring documents such as a proof of ownership of car and a utility, tenancy agreement, or deeds to verify the identity of the resident. The information of car registration and linked address will be visible to the car park enforcement company, as detailed in Section 4.

3.7 The design and layout of parking spaces prevent unauthorised parking on the carriage way, shared areas, safe routes for pedestrians and clear access across the site for refuse and emergency vehicles.

3.8 The design ensures all pedestrian routes are clear of vehicles, other than when crossing the road, which will ensure the safety of pedestrians when vehicles of all kinds are manoeuvring within the development.

3.9 FOB access into the scheme with provide a means of protection from unauthorised parking within the development.

4.0 Registration, Compliance and Management

4.1 Residents will be issued with guidance relating to parking as part of their Home User Guide. This will include details of permits and permitted areas to park.

4.2 Enforcement Process: The car park will be monitored and enforced appropriately by Hyde procured contractor, UKCPM. UKCPM will be able to check the status of vehicles against the registration list which the resident would have already actioned, retrieve up to date site information and issue PCN's to unauthorised vehicles.

4.3 Exempt Vehicles: The following vehicles will be exempt from parking enforcement:

- Emergency vehicles
- Doctors / Nurses on call displaying the relevant Health Emergency Badge
- Any vehicle displaying a fire brigade notice.
- All utility vehicles (e.g. gas, electricity)
- Funeral vehicles • Post office vehicles.

4.4 Abandoned Vehicles: Wardens will patrol and provide reports (with a photograph) of any vehicles they come across that are suspected of being Abandoned. The car park management contractor has set criteria it uses to guide wardens in this regard, e.g., state of the tyres, broken/cracked windscreen, windows or lights, excessive rust, vandalism, etc. Hyde has the legal right to arrange vehicles parked on the development land to be removed via a two-step process. Once a vehicle has been identified as 'abandoned' Hyde will complete and attach a 28-day TORT Notice to the vehicle. If after 28 days, the vehicle remains unmoved Hyde will arrange for the removal of the vehicle.

4.5 The warden operations from UKCPM are broken down into geographic regions. Wardens from each region will be assigned to the sites within their operating area. The same attendants regularly visit the same sites and so become familiar with the area, and the type of recurrent issues prevalent on each site. The wardens are not only responsible for enforcement and the issuance of PCNs, but also to assist all customers with any queries they may have. All Patrol Wardens are issued with identifiable branded uniforms. Body cameras are issued to wardens and are considered an essential safety item to be always worn whilst on duty. The hand-held devices provide real-time information to their manager on their location.

4.6 As well as regular patrols, the car park management contractor will, as a matter of course, report any event or incident which may impinge on safety to either staff, Contractors, residents, or the public. The report will be presented as a written document, summarising the nature of the incident, the persons involved in the incident (anonymously), whether there are any outstanding claims or legal proceedings against any party, and any followup actions required to mitigate future occurrences.

4.7 Technology: The car park management contractor uses mobile applications and portable devices for patrol wardens to monitor, control and enforce parking. The mobile application communicates directly and securely with the back-office system in real time. The warden's mobile application is used to check the status of vehicles against exemption lists / permit exemptions, retrieve up-to-date site information and issue PCN's. The wardens carry a lightweight, rugged, and portable printer so that PCN's can be printed in situ and left on the vehicle. In addition to conducting enforcement, the mobile app also tracks and logs

warden activity so that a complete audit trail of his location, routing, time on-site, and travelling time, is available for reference and analysis.

4.8 Maintenance: the maintenance of the managed parking areas will be the responsibility of the management company. Regular inspections will be undertaken to inspect the parking surfaces, road markings/signage, and lighting to ensure areas of the managed land remain well maintained and free of defects.

4.9 Management and allocation of under-utilised spaces: Early indications are that parking demand from shared ownership buyers will be at a premium Parking allocations are weighted towards the larger apartments, where the expectation is of higher occupancy levels are most likelihood for car ownership and parking needs.

4.9.1 Our standard process is to pre-allocated spaces to plots, as this is the most practical way of managing legal rights and conveyance that must be in place at point of sale, for our obligations to confirm inclusions and specifics of parking, and to have legal literature and plans ready for issuing.

4.9.2 We also believe from prior experience that an unallocated/first come first served approach to parking would create an ‘over-expectation of parking availability, where all 32 apartment purchasers might rightly assume parking availability if unallocated parking were utilised, forcing a large number of cars unable to find a space daily out to neighbouring roads or areas, and increase ‘in-and-out’ traffic to the parking area at peak times.

With our previous development in and around Shoreham, which had just a small number of spaces and the majority of apartments sold without parking, our sales team were very clear to advise applicants who were car owners of the severe restrictions on ‘roadside residential parking’ in the area, and would actively discourage a purchase were the applicants car owners. This approach proved successful in managing buyer expectation and allowed us to identify and proceed with buyers whose lifestyle and situation suited non-car ownership and will be used again in this development. A similar approach is also adopted for our rental residents where parking is allocated on a first come first served basis.

4.10 Appropriate signage will also be mounted on facades and posts to deter outsiders from parking within the grounds without a valid right to park permit. A visible but uncluttered approach will be taken to installing signage. Examples of such is indicated below:





On Going Updates and Revisions

5.0 The Car Parking Management Plan and the associated measures set out in this document have been developed to be appropriate for the development and the prevailing conditions in terms of car ownership.

5.1 Nonetheless the Plan itself remains a live document, and it is anticipated that measures set out within it will evolve to best suit the needs of residents, the operators of the site and the wider users of the highway network.

5.2 Throughout the life of the development, the management team will continue to monitor the enforcement activities conducted by the management company and its subcontractors to ensure that it is conducted in accordance with the agreed approach.

5.3 It is not envisaged that a formal review process is needed for the Management Plan, rather key changes will arise through feedback from key stakeholders, including the residents and parking control subcontractors.

5.4 This plan can be reviewed, amended, and altered at any time by Hyde Housing Association, subject to Local Authority approval.

Appendix A – Parking Allocation Plan

Appendix B – Site Layout

Appendix C – Car Club Agreement with Enterprise Car Club

Appendix D – Car Club Promotion to Residents