

Parking Management Strategy



**Assisted Living Extra Care Development, Kingston Road,
Merton, London, SW20 8DB**

October 2015

Prepared by:



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A1742

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1 Executive Summary

- 1.1 Encon Associates Limited has been commissioned by McCarthy & Stone Retirement Living to prepare a Parking Management Strategy in connection with the assisted living extra care development at Nelson Hospital, Kingston Road, Merton.
- 1.2 This report has been produced to discharge Condition 24 of the planning permission decision notice 12/P0418 date 18 December 2012 for the construction of a new two/three storey assisted living extra care development (site 2) with associated communal facilities, dedicated vehicle access and 21 car parking spaces.
- 1.3 Condition 24 states:
- “For the relevant phase: Prior to occupation of the relevant phase of the development hereby permitted, a **Parking Management Strategy** shall be submitted to and approved in writing by the Local Planning Authority and measures as approved shall be implemented and maintained for the duration of the use unless the prior written approval of the Local Planning Authority is obtained to any variation. Reason: To ensure the provision of an appropriate level of car parking and comply with policy CS20 of the Adopted Merton Core Planning Strategy 2011.”*
- 1.4 A total of 19 resident parking spaces and 3 visitor parking spaces are to be provided. As per company policy, Parking Permits will be issued to residents who require a parking space. Should demand for resident parking be less than 19, then the visitor spaces will be increased accordingly.
- 1.5 Calculations based on surveys undertaken at other McCarthy & Stone premises indicate that the peak demand for visitor parking is likely to be approximately 8 spaces.
- 1.6 A parking beat survey undertaken on Thursday 15 October indicates there is likely to be sufficient on street parking within walking distance of the site to accommodate the additional 5 visitors.
- 1.7 By implementing this Parking Management Strategy, the Local Authority can rest assured that the requisite balance between parking provision and constraint will be achieved. The availability of public transport in the area and the implementation of the Travel Plan will also achieve the aim of restricting car usage.

- 1.8 There are likely to be sufficient convenient parking spaces available on the surrounding streets for visitors to the site and current parking restrictions are such that indiscriminate on street parking will not prevail as a result of this development.

2 Development Proposals

The proposed redevelopment of the Nelson Hospital site includes the provision of an Assisted Living Extra Care Facility consisting of 51 apartments for approximately 59 residents.

2.1 Assisted Living Extra Care Facility

2.2 The development of Assisted Living Extra Care is aimed at the frail elderly, who require assistance to continue living a relatively independent life.

2.3 Residents have their own apartments. The communal facilities provided will include a restaurant, wellbeing suite, residents lounge, staff accommodation and laundry as well as other ancillary facilities. Your Life Management Services (YLMS) will employ a full time house manager and chef. Residents independently commission care packages to suit their needs.

2.4 The age of residents will be restricted such that they must be 70 years of age or over, except where they are a partner of someone over 70 and have themselves reached the age of at least 65.

2.5 Based on surveys undertaken by McCarthy & Stone, it has been found that the average age of entry to McCarthy & Stone developments of this description was 81 years 11 months, which reflects the fact that in the majority of cases elderly people do not want or need the facilities provided by this form of housing until they are well into their 70's or 80s.

2.6 Very few residents are likely to be in the younger age range and the majority will be over the age of 80 when surveys' have also shown a relatively low car ownership level.

2.7 The clientele of similar McCarthy & Stone sites often give up their cars when moving to the development, taking advantage of the high level of public transport the sites have to offer and mobility scooter store for independent access. There is therefore, less car parking demand than for an open market residential scheme. For those that do wish to keep their own private car, there is an opportunity to lease a car parking space on a yearly basis.

2.8 Visitors can visit residents at any time during the day. Trips may therefore be shared with other trips such as for shopping or journeys from work or school.

2.9 Pedestrian Facilities

The site frontage along Kingston Road will be improved substantially through the removal of

the existing wall and the car parking in front of the building. As a result, there will be an enhanced pedestrian environment that will increase the space for pedestrians to walk by removing existing pinch points. This will result in an increased level of safety along Kingston Road and improved interaction between the public highway and the site.

2.10 In addition, Blakesley Walk will be widened and straightened to improve visibility and some of the surrounding vegetation and built form will be removed to increase the level of light and open space.

2.11 The internal pedestrian footway network will be provided to allow for improved linkages between the site and nearby residential areas and Kingston Road. This will also provide safe pedestrian access to and through the car park.

2.12 **Site Access**

A new vehicular access will be provided opposite Richmond Avenue in the approximate location of the existing car park egress to serve the proposed Extra Care Assisted Living facility.

2.13 There will be dropped kerbs and tactile paving to allow for pedestrian movement across the junction.

2.14 **Car Parking Provision**

There will be 21 parking spaces for the Assisted Living Extra Care Facility. 3 spaces will be dedicated for visitors only, therefore 19 spaces will be available for lease to the residents. McCarthy and Stone has considered the level of car parking to be provided at its developments over a number of years and found this policy to be very effective in managing the provision of onsite car parking.

2.15 It is company policy to sell parking permits for the number of spaces allocated as resident parking spaces. This approach has been taken at a number of the company's recent developments, where the proceeds of the sales are allocated to the fund used to maintain the development, i.e. to the overall benefit of residents. The main benefit of this approach is that potential residents will know, in advance of purchasing an apartment, whether or not they will have a parking space. The policy for Car Parking Permits is provided in the appendix.

2.16 If they cannot acquire a permit, they will have three possible options. The first is to give up car ownership. Where appropriate, this is the preferred option as it is in line with

sustainability objectives by limiting the use of the car and, given that most residents give up their car in due course and there could be safety and indeed financial benefits for the residents, it will simply bring forward this decision.

2.17 The second option would be to make some other parking arrangements, such as renting a garage nearby. This is unlikely to be a realistic option in most cases. Furthermore, residents are very unlikely to be willing to park well away from the development, where they cannot see their vehicle or even hear their alarm.

2.18 The final option for potential residents who make the decision to keep the car is not to purchase the apartment.

2.19 The previous approach of the company was to operate on a “first come first served” basis for the use of the parking spaces. This had the potential for more residents to own cars than the spaces available in the development. This could potentially cause problems for residents and also potentially for the adjoining highway network. The use of permits removes any uncertainty for residents and potential problems in the area.

2.20 **Cycle Parking Provision**

2.21 It is proposed to have 4 secure covered Sheffield cycle stands to provide 8 bike parking spaces in accordance with the relevant standards.

2.22 **Allocation of Parking Spaces**

2.23 In determining the number of spaces allocated to residents, controlled by issuing resident parking permits, it is necessary to establish the demand for spaces for visitors. Surveys have been undertaken at the following existing McCarthy & Stone sites:

1. Gloddeath Street, Llandudno, Conwy
2. Holmes Court, Tonbridge, Kent
3. Roman Court, Edenbridge, Kent
4. Lewis Court, Redhill, Surrey
5. East Grinstead, Sussex

2.24 The results are as follows:-

Site	Apartments	Peak Non-Resident Demand	Peak Demand Per Apartment
1	66	3	0.045
2	53	12	0.226
3	52	8	0.154
4	57	13	0.228
5	52	10	0.192
Totals	280	46	0.164

- 2.25 For the approved development of 51 apartments, using the average rate of 0.164 cars per apartment, it would indicate a provision of 8 spaces for visitors. The proposal is to provide 3 spaces for visitors, which leaves a short fall of 5 spaces.
- 2.26 A Travel Plan has been produced for this development with the aim to discourage the use of the private car by all those accessing the development. Staff, and indeed visitors, will be encouraged to use other modes of travel, such as public transport and so this plan would not be compatible with the Travel Plan if the parking provided for visitors were to fully satisfy the likely demand. It is therefore important to strike a balance between parking provision and restraint to encourage visitors to travel to site via alternative modes of transport. The Travel Plan identifies that the site is in a sustainable location with good access to public transport provision including buses and trains.
- 2.27 An appropriate balance has to be reached that does not result in residents becoming isolated from friends and relatives. It has therefore been proposed to provide 19 spaces for residents, to be allocated by means of car parking permits, and 3 for visitors. Should demand for resident parking be less than 19 when the permits are issued, then the visitor spaces will be increased accordingly.
- 2.28 There will be signs on site to indicate which spaces are allocated to residents and visitors.
- 2.29 As time goes by and residents get older, a number are likely to give up their cars. The need for resident parking spaces may then decrease. There may be an associated increase in the demand for visitor parking as these residents may be visited more frequently by their friends and relatives and possibly carers. The Estate Manager will review the demand for parking spaces and adjust the relative levels of provision, as required.

3 Existing Site & Local Environment

3.1 Site Location

The site is located at the former Nelson Hospital on Kingston Road, within the Borough of Merton, a built area of south-west London. The site is shown within the redline boundary on the map below:

Site Location Plan



3.2 Surrounding Area

The area surrounding the site is primarily residential in nature. Other land uses in close proximity of the site include Rutlish School and associated sports facilities located south of Watery Lane, John Innes Park also located south of Watery Lane and retail units situated at the northern end of Watery Lane, which include a convenience store, a bakers and a number of professional services such as hairdressers, dry cleaners and solicitors. Further west of the site along Kingston Road there is another parade of retail units and professional services adjacent to Wimbledon Chase station including a Co-operative Food store and a pharmacy.

3.3 Local Environment for Travelling to the Site

A site survey and desk top study was carried out as part of the Travel Plan prepared for the BREEAM Assessment in order to determine the availability of sustainable modes of travel to the site such as public transport, pedestrian and cycling facilities. The full results of the survey are contained in the Travel Plan document and are summarised below:

3.4 Walking

Footways are located on both sides of Kingston Road directly outside the site. There is a good frequency of street lighting, which creates a safer pedestrian environment.

3.5 The majority of the pedestrian environment surrounding the site is in a good condition with footways typically at least 2m in width, although there are pinch points such as along Watery Lane and the Kingston Road site frontage in the vicinity of the bus stop. The footways, in general, have even surfaces which do not have any cracked paving stones and have suitable levels of street lighting.

3.6 Cycling

There are no cycle routes adjacent to the site on Kingston Road, however, there are a number of other routes in close proximity of the site that provide access to the wider London Cycle Network (LCN), such as along Watery Lane, which is a route signed for use by cyclists.

3.7 Public Transport Links

There are excellent links to public transport services within the immediate vicinity of the development including buses, trains, underground and tramlink.

3.8 PTAL - Public Transport Accessibility Level

The Public Transport Accessibility Level (PTAL) is a detailed and accurate measure of the accessibility of a site to the public transport network, taking into account walk access time and service availability. The method is essentially a way of measuring the density of the public transport network at any location within Greater London. A grade between 1 and 6 is given, including subdivisions 1a, 1b and 6a and 6b, where 6a and b is excellent, 5 is very good, 4 is good, 3 is moderate, 2 is poor and 1a and b is very poor. The PTAL score for this site is level 3 which is classed as "moderate".

3.9 Buses

The closest bus stops to the site are immediately adjacent on each side of Kingston Road which provide regular services to the wider region at a frequency of approximately 8-12 minutes.

3.10 Trains

The closest railway station within acceptable walking distance is Wimbledon Chase station which is approximately 300m to the west. Services operate to Sutton, St. Albans, London Victoria, London Bridge and Bedford.

3.11 There are three other stations slightly further from the site but accessible via other forms of public transport include Wimbledon, South Wimbledon and Raynes Park. From here, other accessible rail services include the Northern Line and District Line at South Wimbledon and Wimbledon respectively and National Rail services at Wimbledon and Raynes Park, offering connections to Guildford, Streatham and further afield.

3.12 Tramlink & London Underground

The closest Tramlink station to the site is Merton Park, located approximately 850m to the east, with Dundonald Road Tramlink approximately 940m from the site. Tramlink services at these stations operate from Elmers End to Wimbledon, connecting the site to further underground and National Rail services at Wimbledon, Mitcham Junction, West Croydon, East Croydon, Birbeck and Beckenham Junction.

3.13 Wimbledon tube station is on the District Line with connections Edgware Road and locations to north of the River. South Wimbledon tube station is on the Northern Line with connections to Morden in the south and the City of London to the north.

3.14 Highway Network

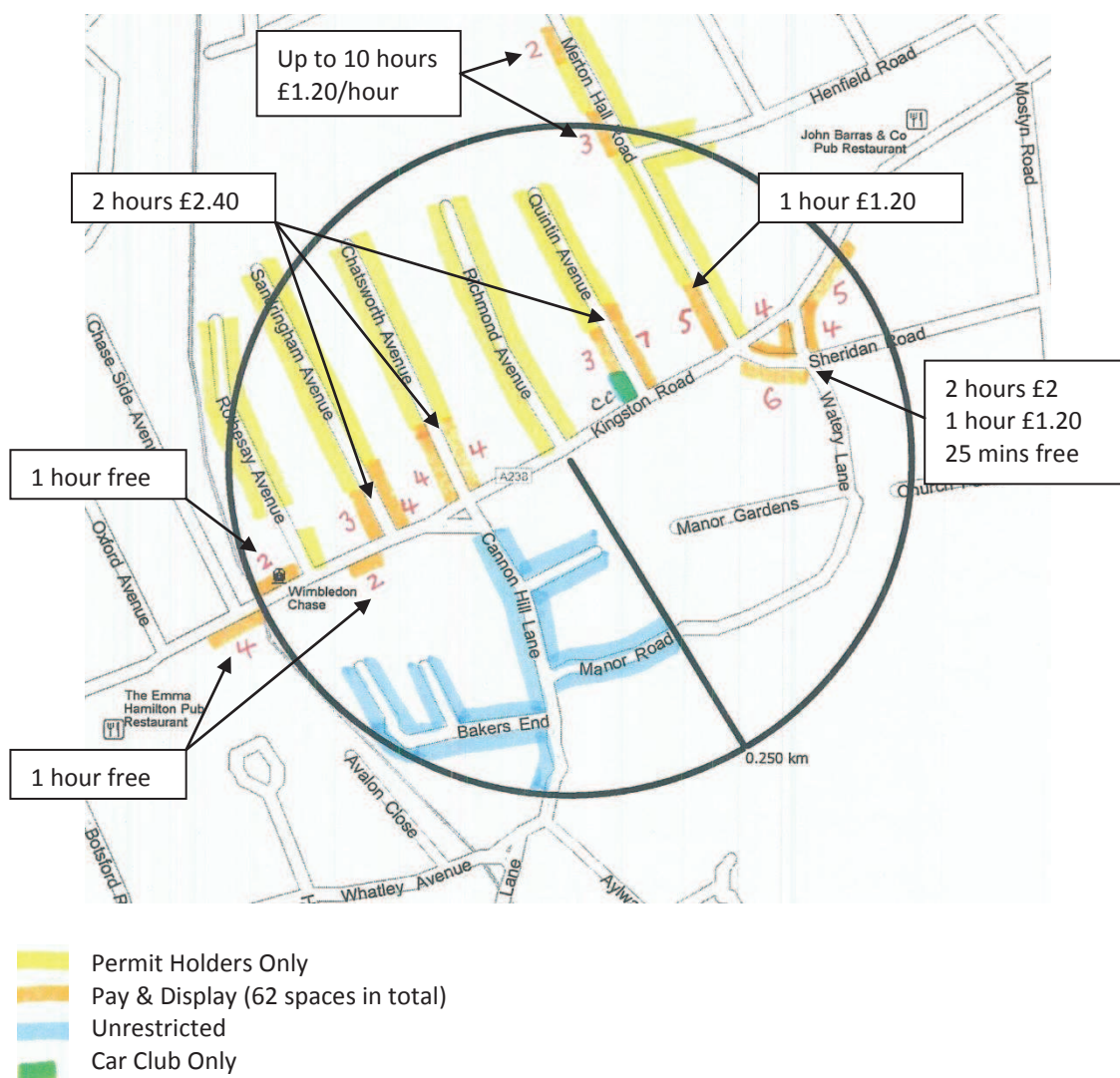
The A238 Kingston Road borders the northern edge of the site and connects to the A24 in the east and the A3 Kingston Bypass in the west. The A3 provides access to areas such as Wandsworth and Lambeth in the north, outer London and Surrey to the south and Kingston upon Thames in the west.

3.15 Kingston Road provides a single lane of traffic in each direction, with speed limits restricted to 30mph and parking restrictions.

3.16 Car Parking

3.17 In order to assess the amount of available car parking within the vicinity of the site a Parking Beat Survey was conducted on Thursday 15 October within a 250m radius of the site, ie less than 5 minute walk. The full results are appended to this report and summarised below.

3.18 The parking survey established that there are 62 on street pay and display spaces within the survey zone. The side roads to the north of Kingston Road are mainly permit holders only parking, however there are some pay and display spaces close to the junctions with Kingston Road. There is also unrestricted parking to the south of Kingston Road in the Cannon Hill Lane area and associated side roads. The following map illustrates the available parking within the survey zone:



3.19 The number of available parking spaces were surveyed during a 2 hour period in the morning and afternoon on Thursday 15 October with the following results:

08:30 to 09:00			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	4
Merton Hall Road (south)	1 hour, £1.20	5	5
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	8
Quintin Avenue	2 hours £2.40	10	4
Chatsworth Avenue	2 hours £2.40	8	1
Sandringham Avenue	2 hours £2.40	7	3
Wimbledon Chase Station	1 hour free	6	5
Kingston Road Co-op	1 hour free	2	2
Cannon Hill Lane etc	Unrestricted	104	0
Total Spaces		166	32

09:00 to 09:30			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	3
Merton Hall Road (south)	1 hour, £1.20	5	4
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	8
Quintin Avenue	2 hours £2.40	10	0
Chatsworth Avenue	2 hours £2.40	8	4
Sandringham Avenue	2 hours £2.40	7	3
Wimbledon Chase Station	1 hour free	6	4
Kingston Road Co-op	1 hour free	2	1
Cannon Hill Lane etc	Unrestricted	104	0
Total Spaces		166	27

09:30 to 10:00			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	4
Merton Hall Road (south)	1 hour, £1.20	5	4
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	5
Quintin Avenue	2 hours £2.40	10	0
Chatsworth Avenue	2 hours £2.40	8	2
Sandringham Avenue	2 hours £2.40	7	2
Wimbledon Chase Station	1 hour free	6	1
Kingston Road Co-op	1 hour free	2	2
Cannon Hill Lane etc	Unrestricted	104	3
Total Spaces		166	23

10:00 to 10:30			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	4
Merton Hall Road (south)	1 hour, £1.20	5	3
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	3
Quintin Avenue	2 hours £2.40	10	2
Chatsworth Avenue	2 hours £2.40	8	3
Sandringham Avenue	2 hours £2.40	7	2
Wimbledon Chase Station	1 hour free	6	3
Kingston Road Co-op	1 hour free	2	2
Cannon Hill Lane etc	Unrestricted	104	4
Total Spaces		166	26

3.20 The results demonstrate that there are parking spaces available during the morning for visitors to the site. An average of 27 spaces were available between 08:30 and 10:30.

15:30 to 16:00			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	2
Merton Hall Road (south)	1 hour, £1.20	5	2
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	3
Quintin Avenue	2 hours £2.40	10	2
Chatsworth Avenue	2 hours £2.40	8	0
Sandringham Avenue	2 hours £2.40	7	1
Wimbledon Chase Station	1 hour free	6	2
Kingston Road Co-op	1 hour free	2	0
Cannon Hill Lane etc	Unrestricted	104	5
Total Spaces		166	17

16:00 to 16:30			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	3
Merton Hall Road (south)	1 hour, £1.20	5	4
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	3
Quintin Avenue	2 hours £2.40	10	2
Chatsworth Avenue	2 hours £2.40	8	1
Sandringham Avenue	2 hours £2.40	7	2
Wimbledon Chase Station	1 hour free	6	4
Kingston Road Co-op	1 hour free	2	1
Cannon Hill Lane etc	Unrestricted	104	2
Total Spaces		166	22

16:30 to 17:00			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	4
Merton Hall Road (south)	1 hour, £1.20	5	3
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	2
Quintin Avenue	2 hours £2.40	10	2
Chatsworth Avenue	2 hours £2.40	8	1
Sandringham Avenue	2 hours £2.40	7	2
Wimbledon Chase Station	1 hour free	6	2
Kingston Road Co-op	1 hour free	2	2
Cannon Hill Lane etc	Unrestricted	104	2
Total Spaces		166	20

17:00 to 17:30			
Location	Restrictions	Total Spaces	Spaces Available
Merton Hall Road (north)	Up to 10 hours, £1.20/hour	5	3
Merton Hall Road (south)	1 hour, £1.20	5	5
Kingston Road/Watery Lane	2 hours £2 or 1 hour £1.20 or 25 mins free	19	1
Quintin Avenue	2 hours £2.40	10	1
Chatsworth Avenue	2 hours £2.40	8	0
Sandringham Avenue	2 hours £2.40	7	2
Wimbledon Chase Station	1 hour free	6	2
Kingston Road Co-op	1 hour free	2	1
Cannon Hill Lane etc	Unrestricted	104	0
Total Spaces		166	15

- 3.21 The results demonstrate that there are parking spaces available in the afternoon for visitors to the site. An average of 19 spaces were available between 15:30 and 17:30.
- 3.22 Previous calculations (see 2.25) indicate a peak demand for visitor parking is likely to require 8 spaces. 3 spaces are to be provided on site. The Parking Beat Survey demonstrates that the extra 5 parking spaces for visitors can be found within walking distance of the site.
- 3.23 The majority of available parking has a time limit of 1 or 2 hours maximum, although there are 5 spaces with up to 10 hours available on Merton Hall Road (north). Surveys at other McCarthy & Stone sites suggest that visitors stay on site for less than 2 hours at a time, often calling in to see relatives for a short visit. It is considered that a time limit of 1 to 2 hours will be sufficient for the majority of visits to the site. However, those visitors wishing to stay longer can either utilise the on-site visitor spaces or travel to site by public transport. Relatives of the residents will learn the best approach for visiting the site and will be guided by the Travel Plan.

4 Conclusions

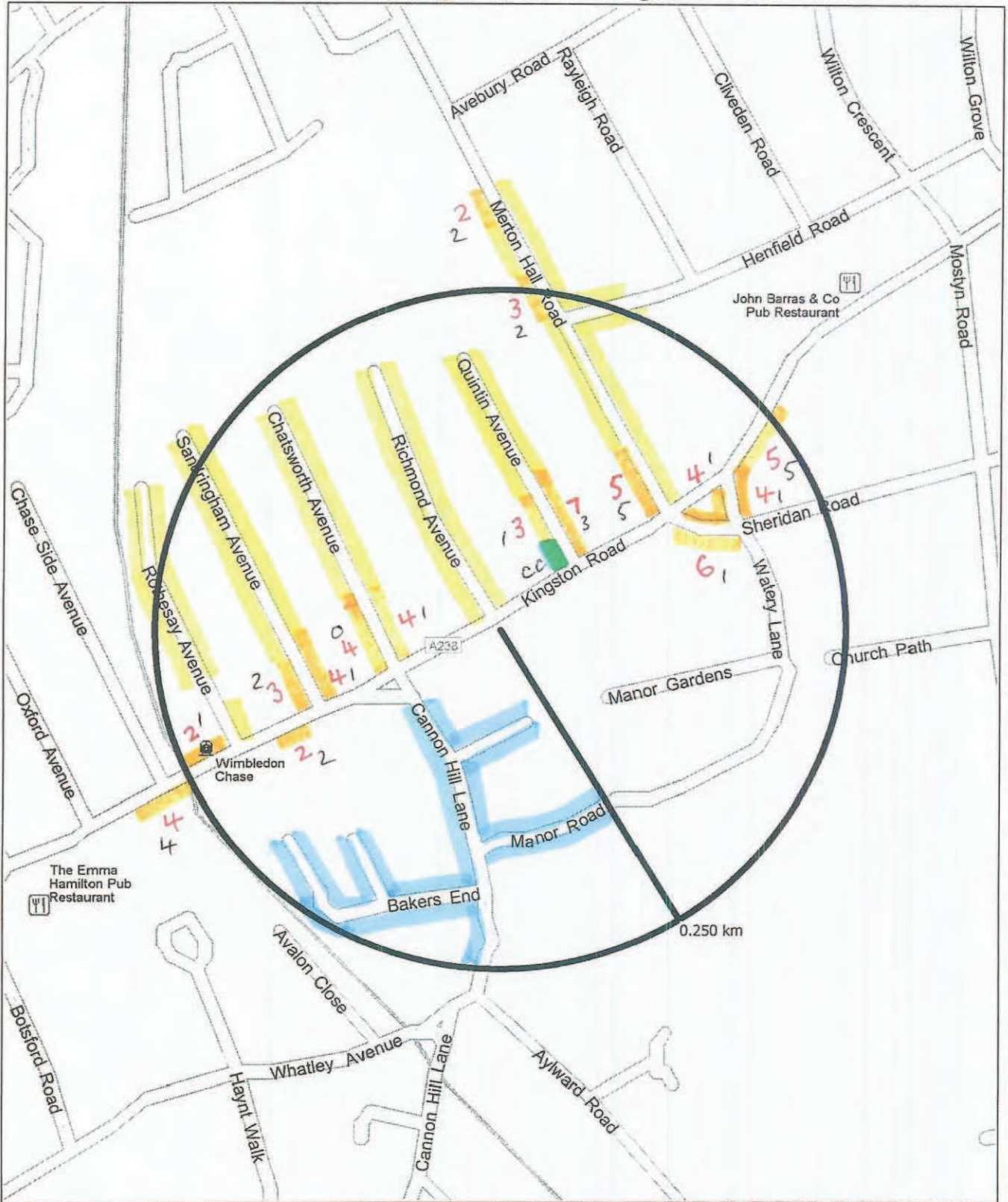
- 4.1 This report has been produced to discharge Condition 24 of the planning permission decision notice 12/P0418 date 18 December 2012 for the construction of a new two/three storey assisted living extra care development (site 2) with associated communal facilities, dedicated vehicle access and 21 car parking spaces.
- 4.2 Condition 24 states:
- “For the relevant phase: Prior to occupation of the relevant phase of the development hereby permitted, a **Parking Management Strategy** shall be submitted to and approved in writing by the Local Planning Authority and measures as approved shall be implemented and maintained for the duration of the use unless the prior written approval of the Local Planning Authority is obtained to any variation. Reason: To ensure the provision of an appropriate level of car parking and comply with policy CS20 of the Adopted Merton Core Planning Strategy 2011.”*
- 4.3 A total of 19 resident parking spaces and 3 visitor parking spaces are to be provided. As per company policy, Parking Permits will be issued to residents who require a parking space. Should demand for resident parking be less than 19, then the visitor spaces will be increased accordingly.
- 4.4 Calculations based on surveys undertaken at other McCarthy & Stone premises indicate that the peak demand for visitor parking is likely to be approximately 8 spaces.
- 4.5 A parking beat survey undertaken on Thursday 15 October indicates there is likely to be sufficient on street parking within walking distance of the site to accommodate the additional 5 visitors.
- 4.6 By implementing this Parking Management Strategy, the Local Authority can rest assured that the requisite balance between parking provision and constraint will be achieved. The availability of public transport in the area and the implementation of the Travel Plan will also achieve the aim of restricting car usage.
- 4.7 There are likely to be sufficient convenient parking spaces available on the surrounding streets for visitors to the site and current parking restrictions are such that indiscriminate on street parking will not prevail as a result of this development.

APPENDIX A - Parking Beat Survey Sheets

08:30 - 09:00

15/10/15

Merton, England, United Kingdom



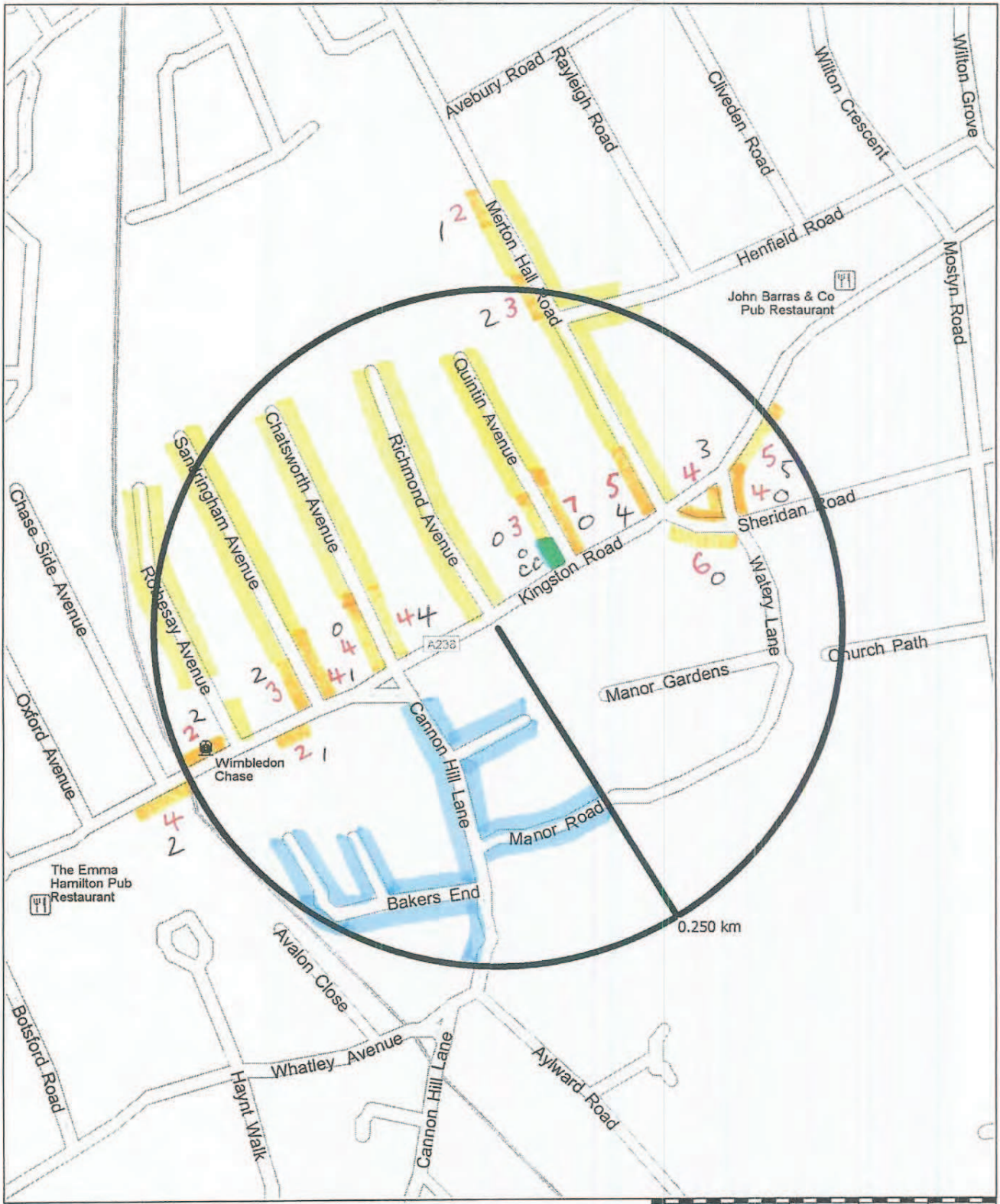
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- Permit Holders Only
- Pay and Display at Meter 62 spaces 32 available
- Unrestricted
- Car Club only

09:00 - 09:30

15/10/15

Merton, England, United Kingdom



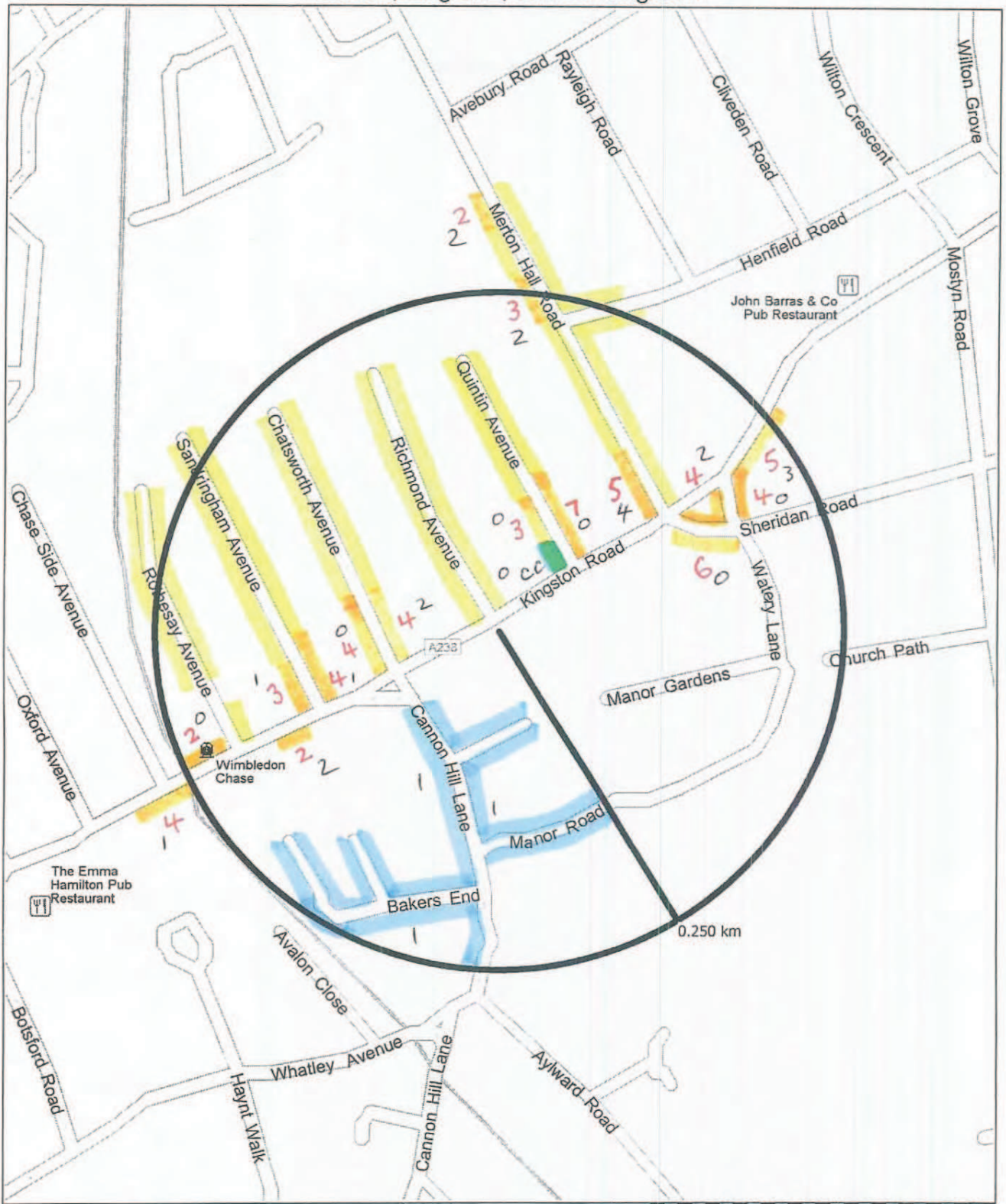
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- Permit Holders Only
 - Pay and Display at Meter 62 spaces
 - Unrestricted
 - Car Club only
- 27 available

09:30 - 10:00

15/10/15

Merton, England, United Kingdom



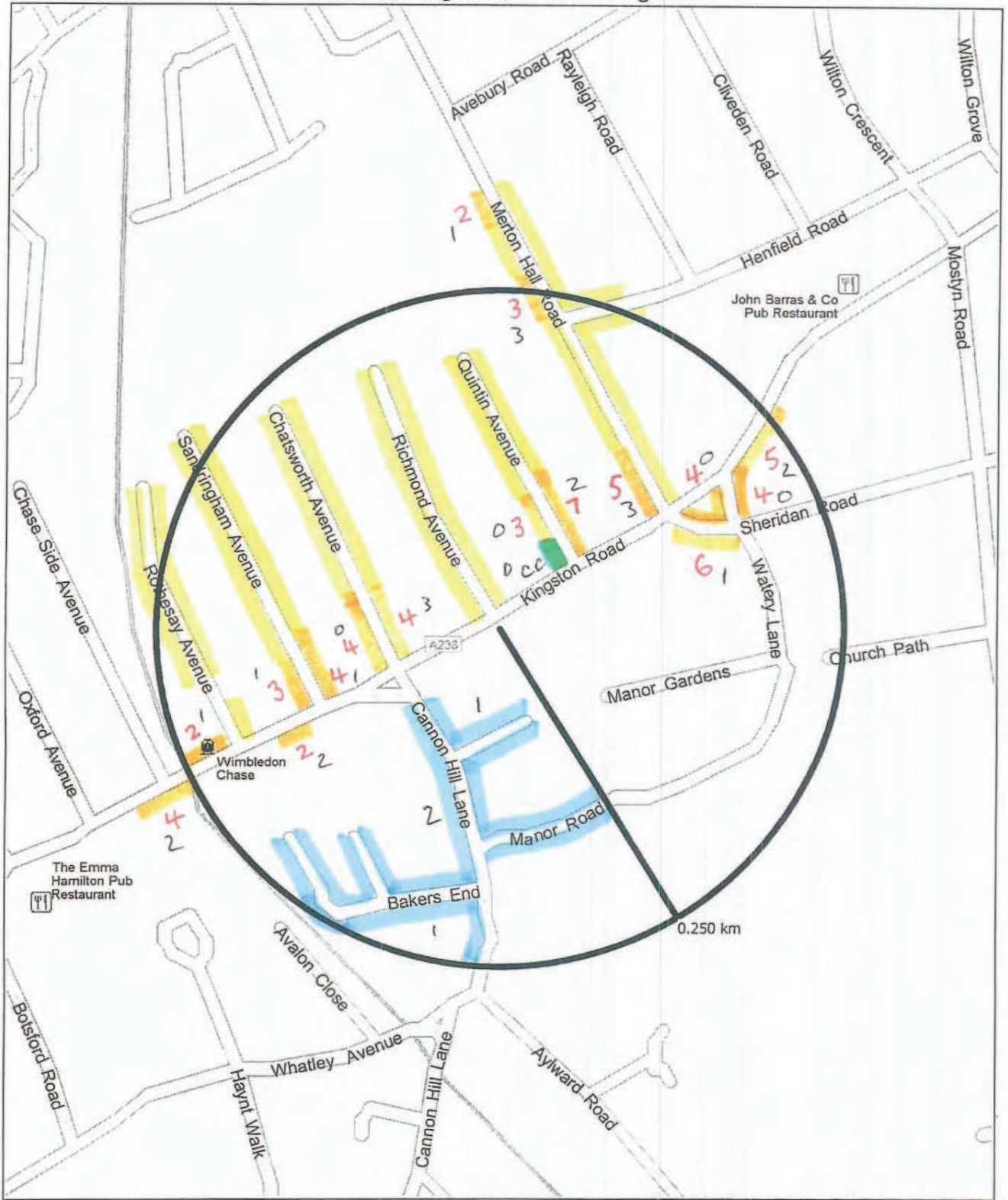
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- Permit Holders Only
- Pay and Display at Meter 62 spaces 23 available
- Unrestricted
- Car Club only

10:00 - 10:30

15/10/15

Merton, England, United Kingdom



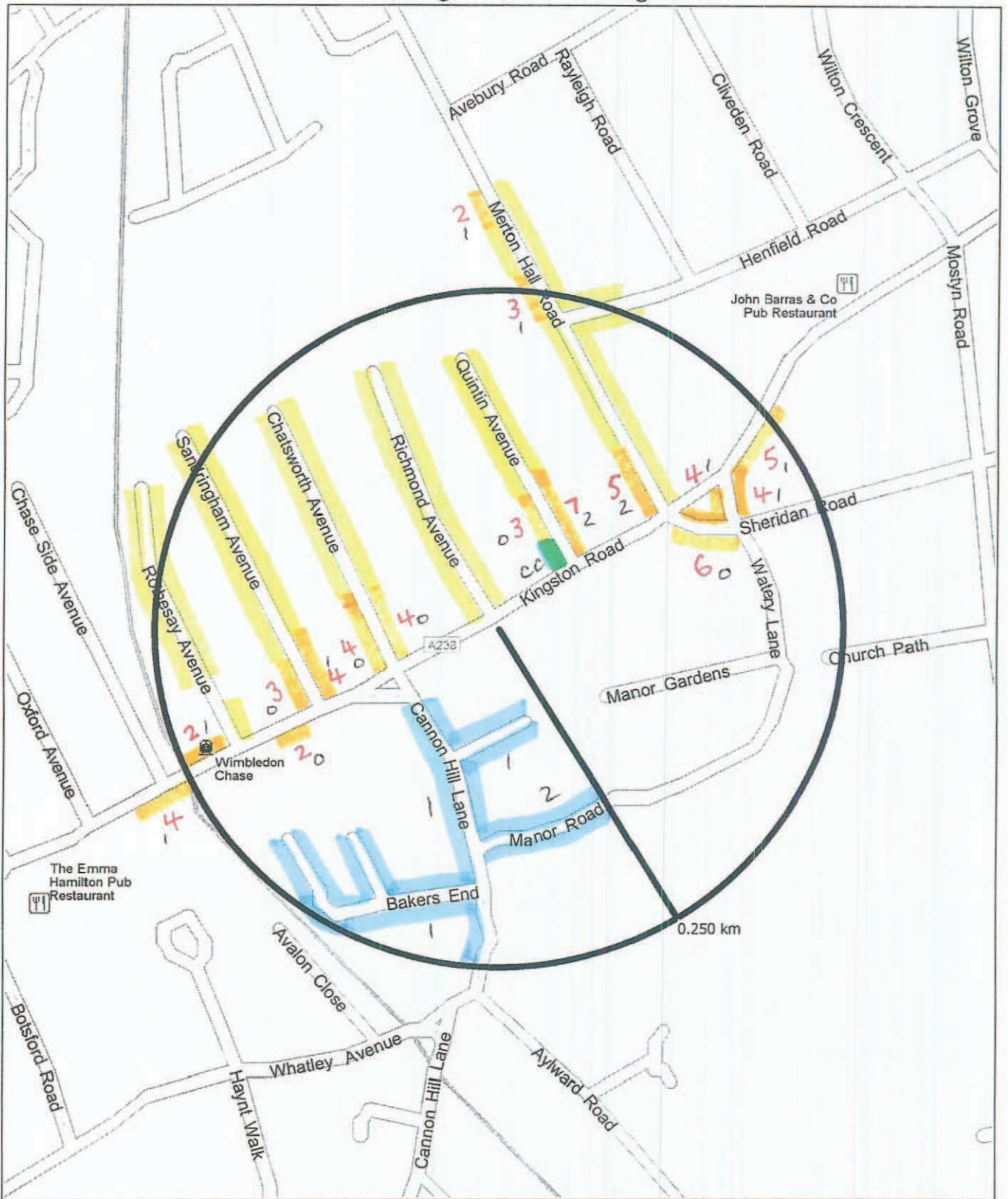
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- Permit Holders Only
- Pay and Display at Meter 62 spaces 26 available
- Unrestricted
- Car Club Only

15:30 - 16:00

15/10/15

Merton, England, United Kingdom



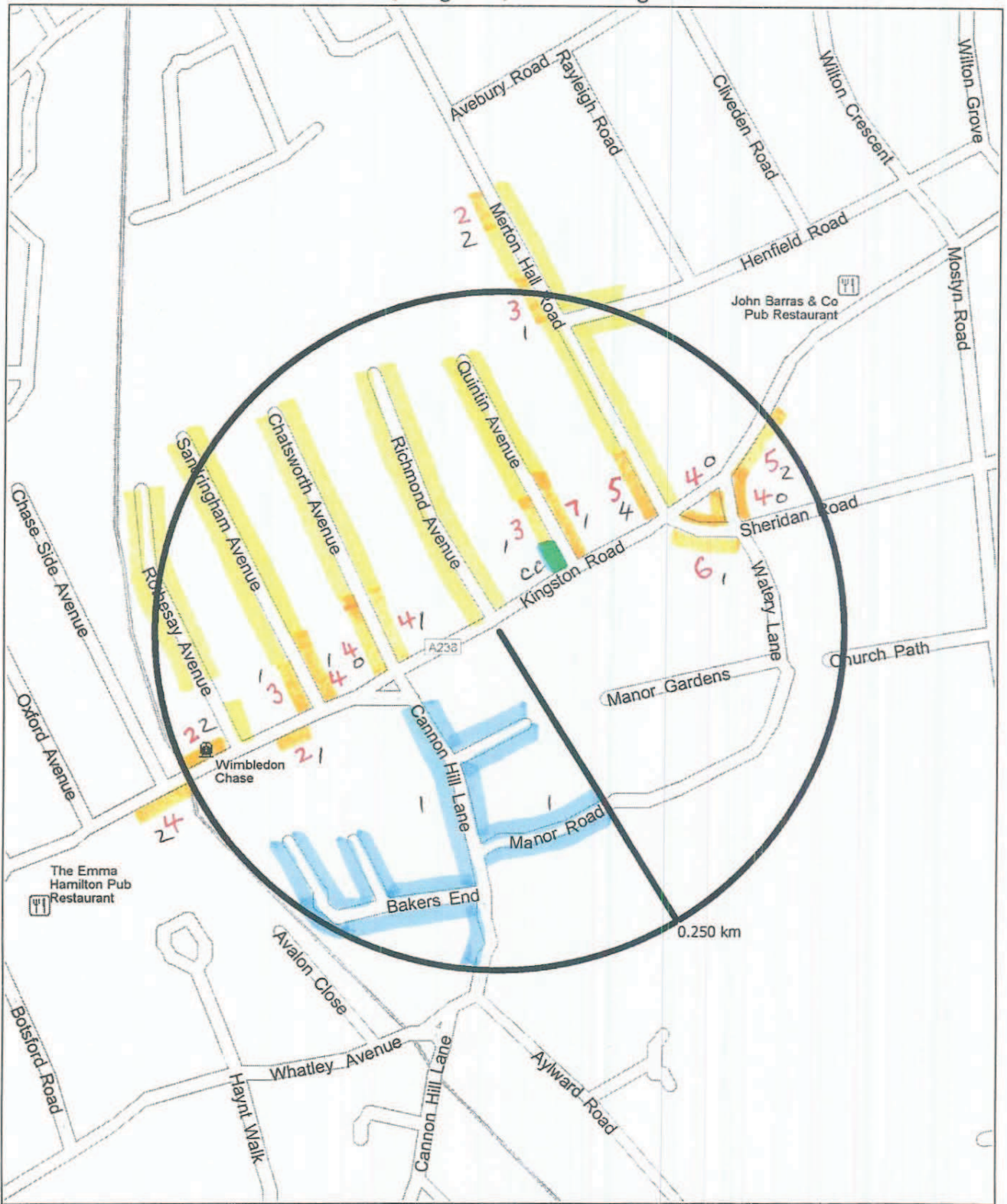
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- Permit Holders Only
- Pay and Display at Meter 62 spaces 17 available
- Unrestricted
- Car Club only

16:00 - 16:30

15/10/15

Merton, England, United Kingdom



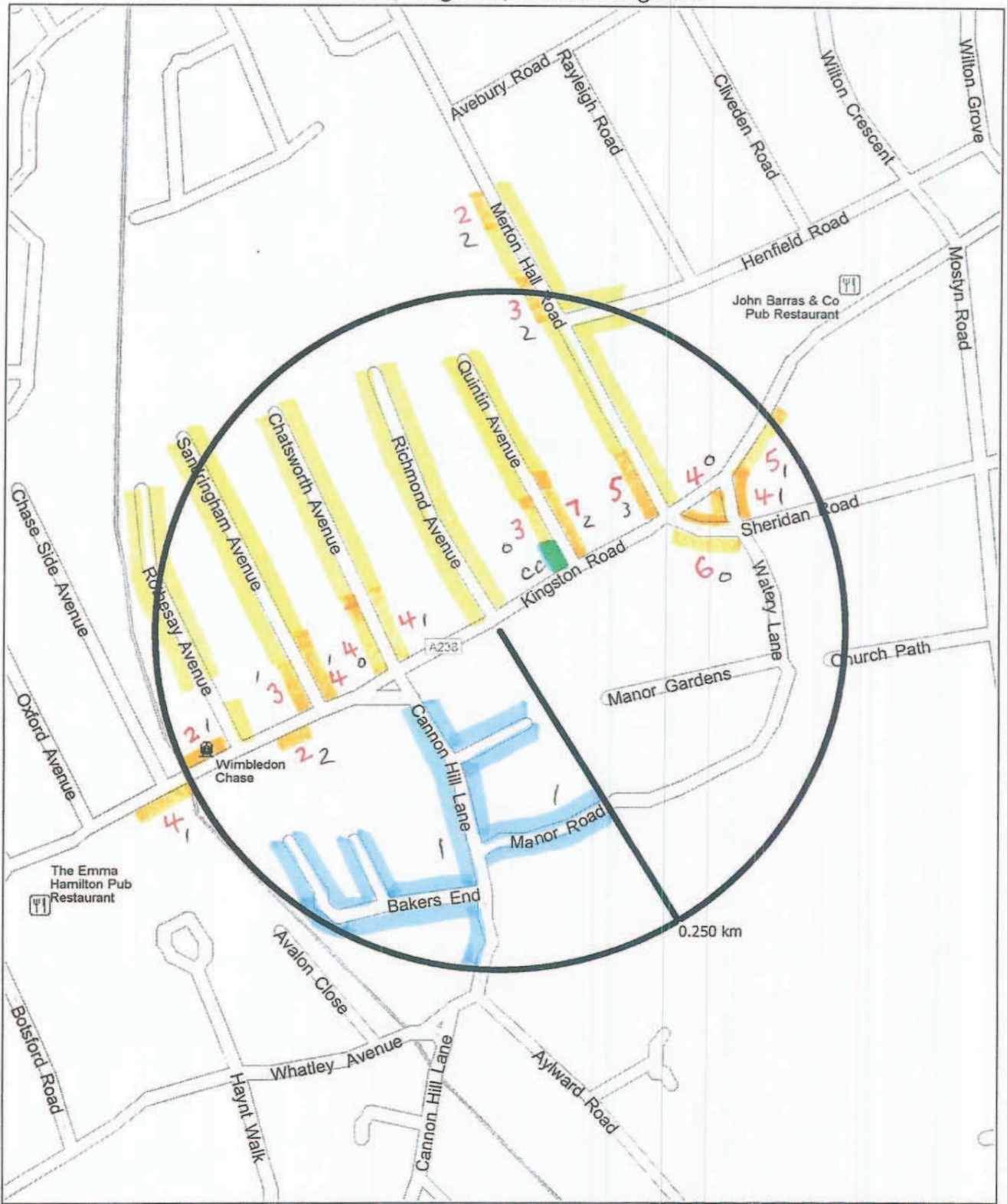
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- Permit Holders Only
- Pay and Display at Meter 62 spaces 22 available
- Unrestricted
- Car Club only

16:30 - 17:00

15/10/15

Merton, England, United Kingdom

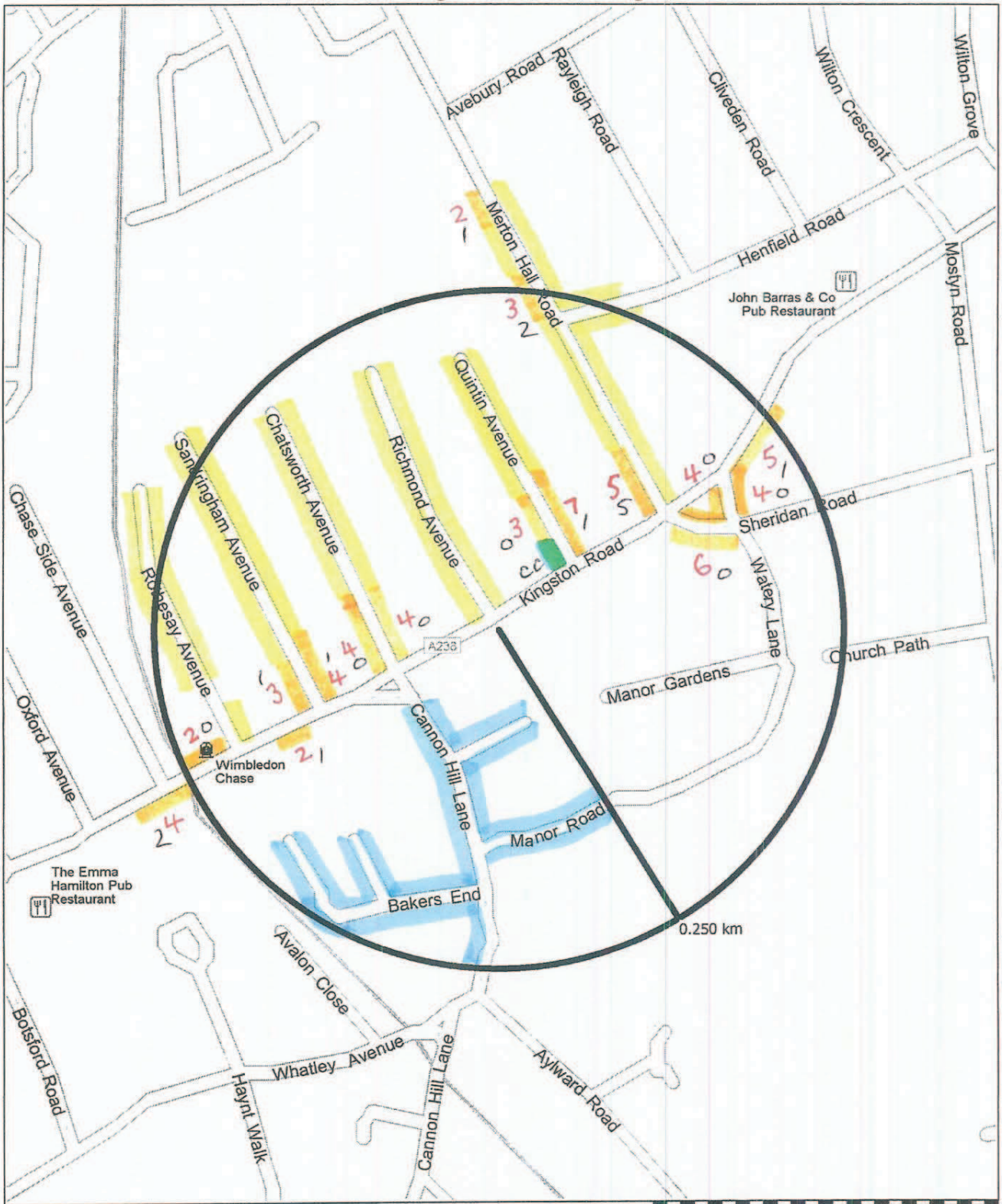


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- Permit Holders Only
- Pay and Display at Meter 62 spaces 20 available
- Unrestricted
- Car Club only

17:00 - 17:30

Merton, England, United Kingdom



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- Permit Holders Only
 - Pay and Display at Meter 62 spaces
 - Unrestricted
 - Car Club only
- 15 spaces

APPENDIX B - Car Parking Permit Policy

GUIDANCE NOTES FOR SALES CONSULTANTS

CAR PARKING PERMITS

Background

It has been McCarthy & Stone's experience over many years that, whilst there may on occasions be issues with car parking in the early life of a development, over the ensuing years car ownership levels fall steadily to a relatively low point. In order to meet the concern of residents in this early phase, and indeed to go some way towards meeting the objectives of successive governments to encourage us all to make less use of private motor vehicles, the Company has decided to introduce a system of parking permits, in respect of which an annual parking fee will be paid. This helps to prevent cars which are hardly ever used from taking up valuable space and it will also encourage residents who are considering whether to give up their cars to make a decision. Permits will be limited to the number of residents' car spaces available on the scheme.

The use of a permit scheme will also provide a clear message about the car parking arrangements at a scheme and help avoid the risk of misunderstandings at the point of sale.

The Scheme

The parking permit scheme will on an ongoing basis be administered by the House Manager and each resident successfully applying for a permit will enter into a form of Agreement under which they will pay an annual permit fee of £250. The fee will be paid half yearly as to £125 on 1st March and £125 on 1st September in each year at the same time as the service charge payments.

The car parking permit agreement will be renewable on a 12 month basis provided that the resident gives McCarthy & Stone Management Services Ltd. not less than 1 month's notice that they want to renew it before the beginning of each financial year.

Residents can terminate the permit agreement on two months' written notice, expiring at the end of a month.

All the parking permit fees received by McCarthy & Stone Management Services Ltd. will be paid into the general service charge fund, subject to the deduction of an administration fee, which will be retained by McCarthy & Stone Management Services Ltd., of £10 plus VAT. The monies received will therefore benefit all residents to some degree. The monies will not be kept as a separate fund within the service charge account solely for maintenance of the car parking area because that would be likely to lead to queries over the size of the fund at any time, the way in which any surplus should be dealt with after repairs have been carried out, etc.

The car parking permit is personal to the individual resident or couple; it is not transferable and therefore residents cannot pay for a permit to be used by a visiting relative or friend or lend it to visitors for use from time to time. However, a resident with the benefit of a permit may, by prior arrangement with the House Manager, allow another resident to use their permit whilst they are away, say on holiday or with family. The absence would need to be for at least five days or it would become unduly burdensome for the House Manager to manage.

Only one permit may be issued per apartment.

Permits will be made available to residents on a first come first served basis and therefore once permits have been issued for all spaces on a development a waiting list will be created, strictly in order of receipt of application.

Normally each car parking space on a development will be marked with a letter of the alphabet and it is in order to allocate permits to particular lettered spaces (showing the relevant letter on the permit disc). On a development with one or more wider parking bays the allocation should be to people who are disabled in the order in which they apply for a permit. If, subsequently, one of those wider bays becomes available an existing permit holder who is disabled may be given the opportunity to swap spaces for the wider bay – again adopting the order of the original applications as the basis for deciding who should be given such opportunity first. Subject to that, the space should be allocated to the next person(s) on the waiting list regardless of whether that person is disabled or whether a person who is disabled is also on the waiting list but not next in line.

The Agreement allows for the Landlord to terminate the right to use the car park under the permit scheme if the resident leaves or if the resident no longer has a car. It is not intended that a resident can simply pay the Parking Fee to secure a space without using it.

The Procedure – Application

Each purchaser who wishes to have a car parking permit must complete a car parking permit application form and pay the initial annual permit fee in full as a holding deposit unless applications have already been received (and payments made) or permits issued for all spaces on the development and a waiting list is being created, in which case the appropriate proportion of the permit fee is payable at the time a permit can be issued.

A copy of the application form is included as Appendix 1. It is necessary for you to ensure, therefore, that you have sufficient copies available of the application form, with the correct name of the scheme inserted where necessary (as identified by square brackets and italics on the standard form).

The form should normally be completed at the time of reservation. However, if a purchaser or resident decides at a later date they would like to apply, the form can still be used but, depending upon when the application is received, they may have lost the opportunity to have a permit immediately or otherwise be further down the waiting list, if there is one.

The applications must be dealt with strictly in order of receipt and this will apply therefore whether the form is completed at the time of reservation or subsequently. Add the time and date of receipt to the bottom of the form when the completed form is handed to you or otherwise returned to you. If applications are being received before the House Manager has taken up residence then you need to maintain a file in which these application forms can be kept in order of receipt. Once the House Manager has taken up residence then he/she will maintain the file and it is necessary for you therefore to pass the completed forms to him/her without delay.

In the event that a purchaser completes the Application Form and pays the initial annual permit fee in full but does not then go on to complete the purchase of an apartment at the development the Application is cancelled and the permit fee returned to the purchaser in full (without interest).

Cheques for the initial full annual permit fee should be made payable to McCarthy & Stone (Developments) Limited and sent to the Regional Finance Department to be banked. At the time of completion a calculation will be made by the Finance Department of the proportion due for the period from completion to the next half-yearly Service Charge date and the balance will be refunded to the purchaser. This process will enable McCarthy & Stone Management Services Ltd. to bill residents for the parking permit fees at the same time as they bill the Ground Rent and Service Charge. (A note on the procedure dated 16th February 2007 was sent by Alan Bulloch to Regional Finance Directors.)

The Procedure – Agreement

Appendix 2 is a copy of the standard form car parking agreement which it will be necessary for each resident or resident couple to complete.

For initial sales the car parking agreement is to be completed at the time of completion of the purchase of the apartment and the signed copy retained by the House Manager. Thereafter Agreements will be completed, through the House Manager, as and when applications are made and spaces are available.

A copy of the standard form agreement can be provided to a prospective purchaser if they wish to see it before signing the application form but, on the basis that there is no financial commitment associated with completing the application form this is not absolutely necessary. They can always decline to complete the agreement itself if they subsequently decide not to proceed with it. Indeed, although you will see that the application form is only an application to have a permit agreement offered to the prospective resident on the terms from time to time offered by the Company it might be that the terms of the agreement have changed slightly between when they complete the application form and when they come to complete the Agreement and it would be better not to risk upsetting a prospective resident over the precise terms to be offered.

Only one Agreement may be entered into and permit granted per apartment.

The Procedure – Ongoing

The permit fees will be billed direct to the resident by McCarthy & Stone Management Services Ltd. with the half-yearly Service Charge demands and McCarthy & Stone Management Services Ltd. will be responsible for collection and paying the monies into the service charge account less a 5% (plus VAT) administration fee. The House Manager will administer the scheme on an ongoing basis, receiving applications, issuing permits, etc.

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