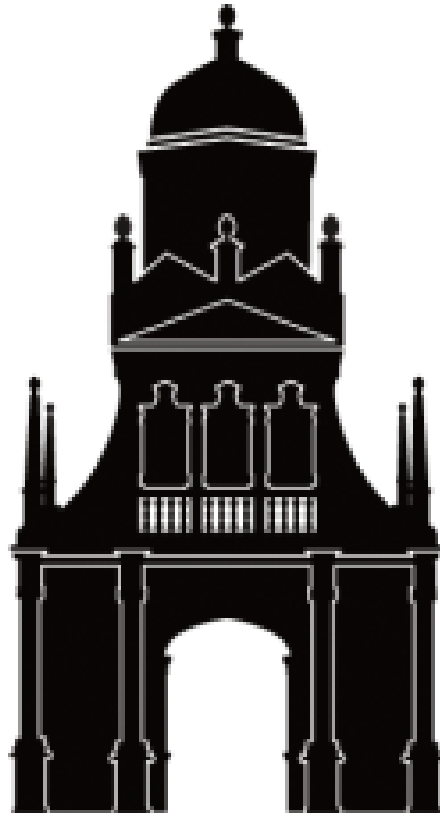


GONVILLE & CAIUS COLLEGE



PARKING POLICY

Prepared By: Head Porter
Date of Issue: 12th December 2023
Authorised By: Gonville & Caius College Council
Date reviewed by Health, Safety and Security Sub-committee: 18th January 2024
Date reviewed by Works and Accommodation Committee: 20th February 2024
Date Reviewed by College Council: 28th February 2024

CAR PARKING: POLICY AND PROCEDURE

1. INTRODUCTION

Gonville & Caius College has an obligation to manage the car parking areas within its sites and at local residences in accordance with the University Proctoral Notice for motor vehicles. The College aims to meet the necessary requirements for vehicle parking by its Fellows, staff and students.

The College further recognises its obligations under Equality Act 2010 to provide designated parking points for disabled drivers.

While the College does provide free parking at several sites around the city, demand often exceeds the spaces available and there are a number of implications and responsibilities attaching which require guidance.

2. PURPOSE

The purpose of the policy and its attendant procedures will address these issues and give clear instruction and guidance on how to use College car parking areas by Fellows, staff and students. This policy applies when the on-site car spaces are used by a Fellow, member of staff or student to do their job, to assist in studies and/or when provided as part of their employment contractual arrangements. The car parking policy applies to all Fellows, staff, students, contractors and visitors and covers the parking of all motor vehicles on College land. Further the policy indicates:

- Who may use the College car parking areas?
- The process for obtaining a College Car Park Permit
- Restrictions for use
- Enforcement

3. PRINCIPLES OF CAR PARKING POLICY

The primary aims of the College's car parking policy are:

- To encourage everyone in the College to walk, cycle or use public transport where possible.
- To maximise the limited car parking resources that are available.
- To prevent unauthorised use of College car parking areas.
- To provide safe areas for cycles, vehicles and pedestrians.
- To encourage alternatives to one-person car commuting wherever possible.

In implementing the policy, the College recognizes the unusual hours which many of its staff are required to work, including periods when public transport is limited or not available.

4. DEFINITIONS

Fellows	The term Fellows applies to the Master, President and all Gonville & Caius College Fellows, Emeritus Fellows, Bye-Fellows, Honorary Fellows and Lectors
Staff	The term staff applies to all directly employed College personnel
Student	A student is a person enrolled on a course of study at Gonville & Caius College at the time of the validity of the permit
External Contractor	Someone employed by or on behalf of the College to undertake work or provide a service
Visitor	Anyone not covered by the above but who has legitimate business in the College
College Parking Permit	This refers to a permit issued by the College Head Porter to Fellows, staff and students who have an entitlement to park on College grounds
Temporary Parking Permit	This refers to a permit issued by Porters Lodges to external contractors or visitors who are either undertaking work, providing a service or visiting College on legitimate business
Programmed University Card	This refers to an individual's University Card that is programmed to allow access into specific College parking areas
Car Park Access Card	This refers to a proximity card that will allow access into specific College parking areas
Disabled Parking Bay	This refers to a parking bay which is designated for use by disabled drivers who either have a College or temporary parking permit
Designated Parking Area	This refers to a parking area which is designated for use by specific College personnel

5. CAR PARKING PROVISION

Car parking spaces are provided at the following sites for permit holders only:

Location	Number of car parking spaces	Type of permit holder
Harvey Court	14 34 6 1	Fellows Staff Visitors Disabled
Stephen Hawking Building Underground Car Park	5 18 2	Resident Fellows Fellows/Staff Disabled
Finella House	5	Fellows
Springfield House	5	Resident and Nursery Staff
St Mary's Court	4	Fellows
Fellows Garage	3	Fellows
47 Glisson Road	8	Students
Gresham Road (rear of 3 & 4 St Pauls Road)	5	Staff
Mill Road	5	Staff
11 Harvey Road	1	Students
4 Gresham Road & 12 Harvey Road	2	College vehicle parking
6 Gresham Road	1	Student
1 Grange Road	3	Staff
Summerfield	4	Residents
Fitzwilliam Road	1	College vehicles

6. CAR PARKING ADMINISTRATION

Programmed University Cards, Parking Permits and Gate/Bollard Keys ensure that only authorised users may gain access to College owned car parking areas. On behalf of the College, the Head Porter has the day to day responsibility of managing and administering all car parking matters.

6.1 Parking Permits

All Fellows, staff, students, external contractors and visitors who park on College will require a parking permit to be displayed in their vehicle when it is parked on College property. All permits remain the property of Gonville & Caius College and may be withdrawn from the user at any time. With the exception of Fellows and staff parking permits all other College issued parking permits are date restricted and are categorised as follows:

- 6.1.1 Fellow's Parking Permit.** A Fellow's parking permit is valid indefinitely and is to be exchanged for a replacement on transfer of car. A permit does not guarantee a car parking space.
- 6.1.2 Staff Parking Permit.** A staff parking permit is valid for the period of their employment. A staff parking permit can be removed without notice if it is determined that member of staff is misusing the entitlement to park. Parking spaces are not guaranteed.
- 6.1.3 Student Parking Permit.** A student parking permit is only issued on the authority of the University Special Pro-Proctor (Motor) and must display the University Motor permit alongside the College permit at all times. If a student wishes to transfer his or her vehicle, then the process of obtaining a Motor Proctors and College permit must be repeated. Student parking is given on a priority basis and that is dependant on work placements, disability, illness and religious needs. A student parking permit can be removed without notice if it is determined that the student is misusing the entitlement to park. Parking spaces are only guaranteed if they have been allocated by the Head Porter.
- 6.1.4 External Contractors and Visitors Parking Permit.** If parking is granted, all external contractors and visitors are provided with a temporary parking permit which is valid for up to three days, although this may be extended up to seven days on special request or in extraordinary cases. Parking permits for conference organisers will be valid for the duration of the conference. The College does not, as a general rule, permit conference guests to park on our property unless authorised by the Conference and Events office. During the summer conference season, additional off-site parking may be organised by the Conference and Events Office.

6.2 Eligibility for a Parking Permit

All Fellows are eligible to request a Parking Permit, whilst staff must live outside of a 3 mile radius of Harvey Court in order to apply. A waiting list for staff is maintained by the Head Porter and is shown at Appendix 1. Staff parking permits are issued on a first come, first served basis when it is deemed sufficient car parking spaces are available, although critical staff, as determined by the Domestic Bursar will be given priority. If members of staff, who are in possession of a parking permit move residence from outside the 3 mile radius to within it, then they are no longer entitled to hold a College Parking Permit. It is to be returned to the Head Porter along with any Vehicle Car Park Access Card or Gate/Parking Bay Keys within 14 days of moving.

6.3 Requesting a Parking Permit

Fellows and staff may request a parking permit from the Head Porter or in his absence, the Deputy. Students who wish to bring a vehicle to Cambridge must follow the following procedure annually:

- a. Obtain permission from the Senior Tutor via the Head Porter
- b. Present the following documents to the University Special Pro-Proctor (Motor):
 - (i) Full Driving Licence
 - (ii) Valid Insurance Certificate
 - (iii) Vehicle Registration Document
- c. On receipt of the University parking permit, obtain a College permit from the Head Porter
- d. Display both University and College permits at all times.

External contractors and visitors can obtain temporary parking permits from the Harvey Court Porters' Lodge on arrival, whereas College owned vehicles are automatically issued parking permits.

6.4 Replacement of Lost or Stolen Permit

In the event of loss or damage to a permit, a replacement may be requested from the Head Porter.

6.5 Programmed University Card

College Fellows, appropriate members of staff and students will have their individual University Cards programmed to allow access into specific car parking areas within College grounds. The loss of a University Card will incur a charge equivalent to the replacement value and is administered by the Tutorial Manager. If this occurs, then a temporary Car Park Access Card can be borrowed from the Head Porter until a replacement University Card is received. Such cards must be surrendered with the car parking permit on leaving the College. If the entitlement to park is removed, then these should be passed to either The Head Porter or the relevant Head of Department.

6.6 Car Park Access Card

Car Park Access Cards remain the property of Gonville & Caius College and may be withdrawn from the user at any time. Fellows, staff, students, nursery staff and visitors may be issued with a Car Park Access Card in conjunction with the respective parking permit. This card will allow access into specific car parking areas within College grounds. The loss of a Car Park Access Card will incur a charge equivalent to the replacement value. Such cards must be surrendered with the car parking permit on leaving the College or if the entitlement is removed, then these should be passed to either The Head Porter or the relevant Head of Department.

6.7 Parking Bay Keys

Student parking spaces in Glisson Road and Mill Road are protected with lockable parking posts. Keys will be issued in conjunction with Parking Permits providing the terms and conditions for obtaining such keys are met and accepted by users. Additional staff parking is provided to the rear of 2 Mill Road and at Glisson Road where it is located to the rear of 4 St Pauls Road with access via the prefabricated garage blocks between Harvey Road and St Paul Road. Keys to access both gate and parking bays will be issued and the loss of a key will incur a charge equivalent to the replacement value.

6.8 Entitlement to a Car Parking Space at Harvey Court

Ownership of a permit entitles the holder to use an available car parking space in the Harvey Court parking areas; however, it does not entitle them to a space.

6.9 Disabled Parking

The College provides a number of disabled parking spaces in accordance with the Disability Discrimination Act. Fellows, staff and students who require a disabled parking space will be provided with a dedicated disabled parking space underneath the Stephen Hawking Building. Visitors and external contractors who may require disabled parking are able to park in the dedicated disabled parking bay outside the Porters Lodge. If this is not available, it may be possible to use one of the parking spaces within the Harvey Court Car Park if available.

7. CRIME PREVENTION AND SECURITY

The College does not accept responsibility for loss or damage to any vehicle parked on its premises. Vehicles are left on College premises at the owner's risk. Most vehicle crime is opportunist, so vigilance and the following simple precautions will reduce the threat:

- Never leave a car door unlocked or a window/sun roof open
- Do not leave belongings on display in your vehicle
- Security mark your music system or remove if possible
- Do not leave valuables in the glove compartment
- Remove vehicle documents

CCTV surveillance systems operate within several of the College car parking areas and are supplemented by regular security patrols throughout the day and night.

8. PEDESTRIAN SAFETY

Due to the layout of the car parking areas, there are several areas that have the potential to cause a road traffic collision between vehicles, infrastructure and pedestrians. These include blind corners, areas where pedestrians cross the traffic flow, height restricted routes and parking next to buildings. Within the Harvey Court parking area, pedestrians should use the separate route around the exterior of the building in order to move around the site.

Drivers reversing from parking bays should pay special attention to pedestrians crossing the trafficked route as well as preventing impact with other vehicles and buildings

Drivers are expected to comply with all traffic signals.

The speed limit for all vehicles in College car parks is 10mph. Drivers that are seen to be exceeding the speed limit or if complaints are received of speeding in car parking areas will be issued a verbal or written warning and the incident reported. Vehicles of persistent offenders may be excluded from the College car parking areas.

9. PARKING RESTRICTIONS

9.1 General

Due to the number of Fellows and staff requiring car parking facilities, using the car park for families and friends is not permitted. However, if car parking is required for family or friends, then there are a

number of visitor parking bays that are available for use and can be pre-booked by contacting the Harvey Court Porters Lodge.

9.2 Springfield House Car Park

Adjacent to the Springfield House Car Park is the Mrs Cameron Day Nursery. The Nursery is open daily between 8.30am and 5.30pm except for:

- Saturdays and Sundays
- Christmas Day
- Boxing Day
- New Year's Day
- Good Friday

Due to the unpredictable movement of children in the car park area which increases during arrival and departure periods and when they are often taken for walks in the College grounds, traffic movement must be at a minimum in order to minimise the potential of an accident involving moving vehicles and the children. For these reasons, the following car park access restrictions apply:

- During the period when the Nursery is open, only vehicles owned by Nursery staff, the College and the Fellow resident are permitted access.
- During the Nursery opening times, access into the car park is denied to all contractors and visitors except in the event of an emergency.
- Access into the car park will only be permitted when the Nursery is closed.
- In exceptional cases, permission may be given by the Nursery Manager for vehicles to enter the car park.

10. ENFORCEMENT

10.1 Enforcement Principle

The principle of enforcement is "fair for all". There will be no exclusions, irrespective of status or influence. All car park users are to adhere to the following:

- Permits must be displayed at all times.
- All vehicles must park within dedicated spaces or areas.
- Parking Permits and Car Park Access Cards are not transferable to other Fellows, staff, student or the public.
- Disabled parking spaces are only to be used for vehicles displaying blue badge permits.
- Vehicles are not to park in a way that would impede emergency service vehicle access.
- Vehicles are not to obstruct fire exits or fire hydrants.

Persons who continually contravene enforcement rules may have their entitlement to park removed.

10.2 Warning Notices

Illegally parked vehicles or vehicles failing to display a current parking permit will have a non-adhesive warning notice placed on the windscreen.

11. CYCLE TO WORK SCHEME

The College subscribes to the Cycle to Work scheme which is available to all permanent College staff and Fellows, and allows them to choose bicycles and equipment from local suppliers.

The scheme operates through the University but the College has its own dedicated webpage within the Cycle to Work Scheme website which gives all employees the opportunity to sign up to the scheme.

The website address to follow is www.cyclescheme.co.uk. In the box when prompted, type in the College Employer Code - f74213, this will then allow access to the appropriate part of the website.