

Acting Head of Centre: Karen Hooper

## **Car Park Policy**

### **Why have a car parking policy?**

Haven Nursery School and Children's Centre is a very busy and well used venue. The Hive and The Nest provide for around 100 children at any one time, while the Children's Centre is also very popular and is regularly host to around 40-50 adults and children. The Centre also employs around 70 staff. The on-site car park provides 16 marked parking spaces, and there is always high demand for these spaces. As the Centre provides for children between birth and 5 years, parents are keen to park as close as possible to the building. Staff are also keen to park as close to their workplace as possible. This overwhelming demand sometimes creates tensions as the majority of people wishing to find a space within the car park are unsuccessful. As a result of overwhelming demand, safety issues often arise within the car park with both parents, staff and other Centre users often parking inconsiderately and outside of marked bays. There appears to be a need to clarify how the car park should be used, and by whom. This policy is intended to produce clear guidelines which can be followed and referred to by all potential car park users. The safety of all Centre users, but particularly young and vulnerable children, is our primary concern.



### **Basic Principles**

It would be impossible to provide on-site parking for all staff and Centre users. There are 16 marked parking bays within the car park, one of which is marked as a disabled space for blue badge holders. 4 of the remaining spaces are marked and reserved for key staff groups, while 1 space is reserved for planned visitors. 2 spaces will be reserved and allocated according to current needs. The remaining 8 marked bays are for the purposes of drop off and pick up only. The maximum waiting time for these spaces is 10 minutes.

### **Car Parking Provision**

There is no general long-stay parking facility at Haven. Vehicle owners are requested to park off-site.

There are 8 spaces allocated for the purposes of drop off/pick up subject to a maximum stay of 10 minutes (shown hatched black on the attached plan). These short-stay spaces are intended for the following groups:

- Hampshire County Council School transport vehicles may use the car park subject to available space
- Parents of under 3's (The Nest) and children with special educational needs or limited mobility
- Other users with the prior agreement of Centre management

**Parents of nursery school (The Hive) children, other than those groups mentioned above, are politely requested not to use the car park, so that the available short-stay spaces are free for use by those most in need.**

Parking is only permitted in the marked bays. If there are no spaces, vehicles should park off-site. Vehicles must not be parked anywhere outside of the clearly marked bays.

### **Traffic Safety**

A **5mph** speed limit must be observed at all times on site and for obvious safety reasons, drivers must follow and adhere to the directional arrows. Parents are encouraged to hold their child's hand when entering and leaving the Centre and to use the pavements and safe walking route.

### **Alternative Parking Provision**

There is generally ample on-street parking available in the surrounding roads. Centre users and staff are requested to ensure that they always park considerately and safely, bearing in mind local residents and other road users. Please note that it is illegal to park on the 'zig-zags' outside the gates to the Centre. There is also a large free car park at nearby Bridgemary Park, with space for a number of cars. This is approximately a 1 minute walk from the Centre entrance.

### **Alternative Modes of Transport**

Staff and Centre users are encouraged to use alternatives to the car wherever possible. Haven is situated close to the main A32 bus route, served by routes 82 and 83 from Fareham and Gosport. The Bus Rapid Transit (BRT) route between Fareham and Gosport also passes very close to the Centre, with a stop located approximately 2 minutes away. Travelling on foot and by bicycle are also encouraged wherever possible. Parents and staff are also asked to consider car sharing if possible.

## **Parking Enforcement**

Centre staff will monitor and regulate on-site parking, particularly the 10 minute short-stay spaces.

At times, the entrance gates will be manned by members of the Site Team to regulate entry to the car park.

Vehicles found to be parked outside of marked bays, or otherwise parked unsafely will be noted. Offending drivers will initially be spoken to and reminded of Centre policy.

Persistent offenders will be banned from using the car park. Parents may be asked to come in and discuss the issue and this may lead to the withdrawal of a place for their child.

Staff found to be in breach of this policy may be subject to disciplinary procedures instigated by their line manager.

Persistent misuse of the car park by multiple users may lead to complete temporary closure of the facility.

Staff employed to monitor usage of the car park are not to be subject to any form of abuse. Any such instances will be dealt with extremely seriously. This may result in the withdrawal of a place for a child and/or the calling of the police if deemed appropriate.

## **Summary**

The Centre requests that all parents and staff read and comply with this policy. We hope you appreciate and understand that given the size of the car park, it would be impossible to accommodate all demand for spaces. We hope this policy provides an outcome which provides the opportunity for those groups most in need to make use of the car park, while also ensuring that safety is not compromised.

The co-operation of all Centre users in adhering to this policy is appreciated.