



NEW COLLEGE
OXFORD

POLICY DOCUMENT
Parking Policy

A new parking policy for New College

The need for a workable parking policy has been raised by a number of Fellows and Staff.

Among the reasons a new policy is needed are:

1. Pressure on spaces particularly at peak times (08:00 to 13:00) sometimes resulting in difficulty finding a space;
2. The need to respond positively to the environmental arguments for the reduction of carbon emissions;
3. Aesthetics – the College looks like a poorly regulated municipal car park much of the time;
4. Cyclists are poorly provided for and the main bank of bike racks are impeded by parked vehicles for large parts of the day.

Proposals

Staff parking

It is proposed that all members of the College, including currently employed Staff and Fellowsⁱ but excluding the Junior Members, may park in the College or at the Sports Ground if there is space available.

Restrictions should be imposed as follows:

- a. There will be no parking of vehicles other than by a peak-time permit holder between 08:00 and 13:00 Monday to Friday;
- b. From September 2009 Staff and Fellows may apply for a parking permit for up to two cars, only one of which may be parked in the College at any one time;
- c. Lay Clerks will be permitted to park 5 minutes prior to rehearsal/service but at no other times;
- d. NCS chorister parents should park at the school not in the College – the School will need to ensure its gates are open;
- e. Unsolicited visitors will not be allowed to park unless there is space and for no more than 30 minutes;
- f. The no parking rule for Junior Members will remain in place with the exception of students with recognised disabilities;
- g. There will be an immediate ban on non-resident staff and Fellows leaving cars parked in College for prolonged periods (i.e. for more than a weekend) while they are away.

ⁱ Staff and Fellows refers to Governing Body Fellows, Junior Research Fellows who live on the main site, and staff who are on the College's payroll.

h. Parking on the causeway between the Holywell Lodge and the Kitchen Yard will not be permitted after 1 September. The bike racks will be replaced with more secure D racks, and large planters/plants in large tubs or something equally effective will be placed to prevent cars parking in the causeway.

i. Large vehicles - defined as transit-type vans, people carriers and long vehicles of more than 6m in length – must park at the Sports Ground and not in the College.

Permits and gaining Access

There will be two kinds of centrally issued permits: **off-peak** (i.e. no parking between 08:00 and 13:00 Monday to Friday) and **peak-time** (parking at all times). Examples of the new peak-time and off-peak permits are appended.

There will be a permit for visitors issued at the Lodge – **Visitors Permits** will show the date and time of arrival and the expiry time of the permit.

The swipe card access system will be changed to the **Salto proximity fob system** – the fob will be programmed to activate the bollard at peak and/or off-peak times according to the type of permit held. The Salto system will provide further data on the use of parking spaces which will be used in the next review of parking – e.g. it may be possible to relax restrictions at certain times of the year, such as August, if there is shown to be a dip in the number of cars parking in the College.

Eligibility for categories of permit:

Peak-time permit:

Currently employed Fellows and Staff other than Junior Research Fellowsⁱⁱ who live off the main site and full-time lecturers.

Off-peak permit:

Emeritus and Honorary Fellows.

Junior Research Fellowsⁱⁱⁱ who live off the main site and part-time lecturers (less than 9 hours per week).

Visitors Permit:

Visitors and conference delegates (to a maximum of 8 in total in vacations only) by prior arrangement;

Off-peak permit holders **on College business** at peak-times;

ⁱⁱ Supernumerary JRFs will not be permitted to park in the College.

ⁱⁱⁱ See ii above.

Staff and Fellows who wish to park a car other than the ones for which they have a permit.

In the future it may be necessary to ration parking by, for example, introducing a one-in-one-out rule whereby newly appointed Staff or Fellows would not be issued with a permit until someone had relinquished their permit. Exceptions to this 'one-out-one-in' rule could be - a requirement to work unsocial hours on a regular and frequent basis, finishing and/or starting at a time when public transport provision is less adequate than during the standard working day or there is inadequate public transport.

All permits must be clearly displayed.

There will be a charge for issuing and programming the fobs which will be applied on a sliding scale - £2.50 to £15. The cost of changing the card reader at the Holywell Lodge and issuing fobs will be around £1000.

Visitor Parking

Members requesting parking for visitors should apply to the Lodge by email the day before the space is needed, specifying arrival and departure times and a log will be kept in the Lodge.

The email address for the Lodge is nc-porters@corelli.new.ox.ac.uk – all staff and Fellows should check that they can send emails to this list.

Spaces for visitors cannot be guaranteed – permission to park does not guarantee a space.

Alternatives and other forms of transport

Volunteers should be actively sought to park at the Sports ground rather than in the College, in order to relieve pressure on space in the College. Members who work in the Science Area, the St Cross Building and Manor Road may find this a convenient alternative.

The fact of parking on the grass outside the Sacher Building should be recognised and mesh laid both to preserve the grass and allow parking.

There should be an area specifically for motorbikes or mopeds.

The tax efficient College Bicycle Scheme and the preferential rates for bus passes should be publicised along with this policy.

There will be a review of cycle rack provision (numbers, type and location) over the coming 12 months.

Contractors' Vehicles

Regular contractors – those that work for the College on almost a daily basis – will be directed to park on the forecourt of 12 NB on Holywell Street.

Other contractors who need their vehicles in order to carry out work in the College will be permitted but only one vehicle per contractor (i.e. per contracted company) will be permitted at any time.

Deliveries – routine deliveries, e.g. of catering supplies, beer etc. must be made from Holywell Street, not from within the College unless this policy gives rise to insuperable manual handling difficulties.

Administration of the policy

This should be carried out principally by the Home Bursary. Joan Fraser and Kate Hunter to collaborate over the day to day operation of the scheme in conjunction with the Head Porter.

Sanctions

Withdrawing access to the College by disabling the Salto fob will automatically be imposed after two contraventions of the policy.

The possibility of imposing fines for contraventions of the policy will be considered at the next review.

Next review

The policy will be reviewed in Trinity Term 2010.