

**Southgate Campus, Huddersfield University
Health and Wellbeing Academy
Car Park Management Plan**

August 2024

**Prepared on behalf of
University of Huddersfield**

Quality Management

Southgate Campus, University of Huddersfield- Car Park Management Plan Project No: 11004				
File reference	O:\Huddersfield University\TEXT\REPORTS\Southgate Car Park Management Plan.docx			
Issue/revision	Initial Issue	Revision 1	Revision 2	Revision 3
Remarks	Initial Issue			
Date	August 2024			
Prepared by	S Chapman			
Checked by	P Owen			
Authorised by	P Owen			

This document has been prepared for the exclusive use of the Client and unless otherwise agreed in writing by them or by Optima Highways and Transportation Ltd, no other party may use, make use of or rely on the contents of this document. This document cannot be assigned or transferred to any third party without the express written agreement of both Optima Highways and Transportation Ltd and the Client.



Content page

1. Introduction	1
2. Car Park Layout.....	2
3. Management Plan Measures.....	5
4. Summary and Conclusion	7

APPENDICES

Appendix A Pine Street Car Park Layout



1. Introduction

1.1 SUMMARY

1.1.1 Optima Highways have been appointed by the University of Huddersfield to produce a Car Park Management Plan (CPMP) in support of the erection of a health and research innovation campus off Southgate in Huddersfield.

1.1.2 This CPMP has been produced to discharge Condition 6 of the reserved matters approval under reference 2022/61/91456/W. The condition states:

“Pursuant to the requirements of Condition 5, prior to the hereby approved development being brought into use, a car park management plan shall be submitted to, and approved in writing by, the Local Planning Authority. The plan shall include details of restrictions, signing and markings to ensure drivers are aware of the proposed parking provision. Details of a scheme ensuring the car park is used exclusively by those for which it is intended should also be supplied. The plan so approved shall be implemented before the development is brought into use and retained thereafter.”

1.1.3 This CPMP sets out the principles of the car parking layout and describes the proposed strategy to manage the day-to-day operation of the car park.

1.1.4 A CPMP can be an integral part of encouraging sustainable travel and ensuring the best use is made of available car parking spaces on site, demonstrating a commitment to control staff and visitor parking demands whilst taking into consideration the aspirations of the site’s Travel Plan.

1.2 REPORT AIMS

1.2.1 The aims of this CPMP can be summarised as follows:

- To ensure adequate car parking provision for the needs of the development, in accordance with the planning consent;
- To enforce the use of the car parking to ensure that only those eligible can make use of the facilities;
- To enforce appropriate use of the car parking such that it remains accessible to all eligible users and the servicing areas remain free of obstruction.

1.3 REPORT STRUCTURE

1.3.1 Following the introduction, this report contains the following elements:

- **Section 2** of this document provides a brief review of the aspects of the development pertinent to this CPMP;
- **Section 3** considers the on-site parking management programme that will be implemented;
- **Section 4** summarises this report and discusses the programme for ongoing update and maintenance of the CPMP.



2. Car Park Layout

2.1 INTRODUCTION

2.1.1 Full details of the development and future phases of the Health and Research Innovation Campus are set out in the associated documents submitted as part of application 2022/61/91456/W.

2.1.2 In summary the masterplan is set across seven phases with the first phase of the Southgate Masterplan encompassing the new health building.

2.2 SITE ACCESS AND CAR PARKING

2.2.1 The vehicular access to the development site is to be provided from Pine Street. The existing layout at Pine Street will be maintained as it has been demonstrated that this junction meets geometric standards and has no history of recorded collisions.

2.2.2 As the masterplan progresses, Pine Street will develop to become a paved, shared surface street and parking will move to a new Sustainable Transport Hub (STH). The management plan measures will transfer to the STH once operational.

2.2.3 The current development timeline estimates that the STH will form Phase 5 of the wider site and once operational the STH will provide the sites parking with the existing car park removed for the construction of Plot 4 and Plot 5.

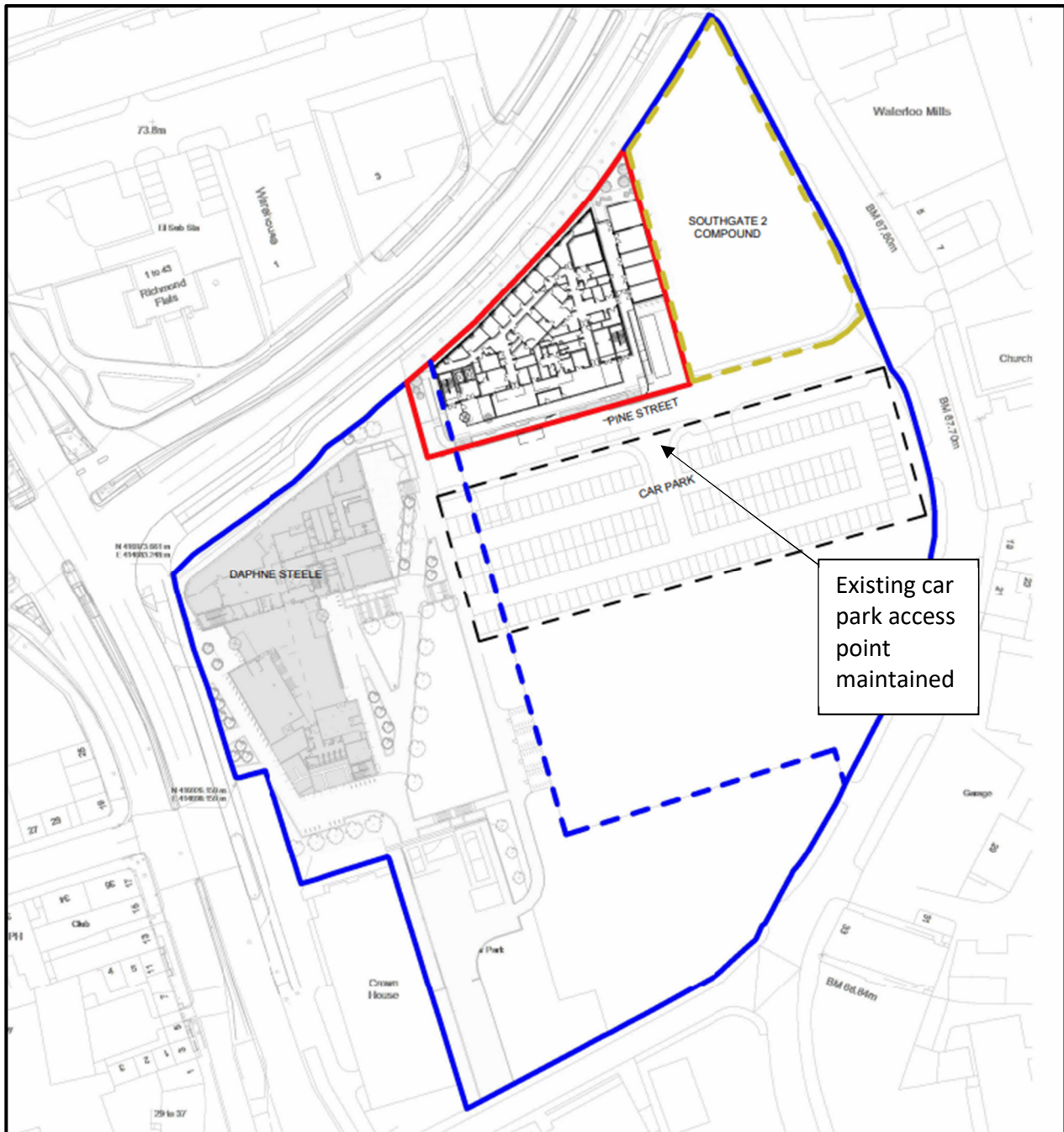
2.2.4 Until the STH is built, the Pine Street car park will cater for the needs of the Health and Research Innovation Campus. This is an existing car park currently owned by the University of Huddersfield and maintained by Kirklees Council.

2.2.5 The total provision in the car park is 159 spaces comprising of 8 disabled parking bays which equates to 5% of the overall provision.

2.2.6 The car park is currently available for public use, but this will cease once the site is operational and it will then be available for staff and visitor parking use only. The car park will not provide parking for students.

2.2.7 The University will apply its existing site-wide parking regulations to the Pine Street car park which will apply to all University staff who have parking permits, blue badge holders, contractors, visitors, staff, students and all other vehicles brought onto the University premises.

Image 2.1 Vehicular Access Location and Parking Layout



2.3.1 The car park will comprise 156 parking spaces which are allocated as follows:

- Staff: 108
- Visitor: 40
- Accessible: 8

2.3.2 All 'standard' car parking spaces will be 4.8m x 2.4m as per policy and guidance and demarcated.

2.4 DISABLED CAR PARKING

2.4.1 Disabled spaces being Part M compliant afforded an additional 1.2m to the rear and side to facilitate vehicle entry/exit. Disabled spaces will be located close to and in clear sight of pedestrian entrances to the building areas. The disabled spaces are to be signed and demarcated with yellow lines to identify the spaces.

2.5 PARKING PERMITS

2.5.1 Vehicles authorised to park in university car parks will be issued with a fixed bay permit or 'licence to hunt' permit.

2.6 VISITOR PARKING

2.6.1 A limited number of visitor parking spaces will be made available. These must be booked in advance direct with the University reception. Only visitors who have received an approved and dated visitor parking permit are permitted to park.

2.7 PICK-UP AND DROP-OFF ARRANGEMENTS

2.7.1 In addition to the formal parking area, a dedicated area for pick-up and drop-off activities will be made available adjacent to Building 2.

2.8 CYCLE PARKING PROVISION

2.8.1 Currently, a total of 166 cycle spaces are proposed as 142 associated the Phase 1 scheme and 22 associated with the Phase 2 scheme.

2.8.2 A temporary cycle store with a maximum capacity of 96 bicycles will be located to the south-eastern corner of the site, providing secure cycle parking for staff. The temporary cycle store will be replaced by the cycle storage integrated into the Strategic Transport Hub once operational.

2.8.3 Space for 68 bicycles in the form of Sheffield stands will provide secure, lit and sheltered cycle parking close to the entrances to the buildings.

2.8.4 Provision of short stay cycle parking will increase as new phases of the development come forward.

3. Management Plan Measures

3.1 INTRODUCTION

3.1.1 This section of the report considers the measures to be implemented as part of the management of car parking demand generated by the development.

3.2 CAR PARK LAYOUT / MARKING

3.2.1 Parking terms and conditions will be clearly signed e.g. wall mounted signage throughout the car park.

3.2.2 The disabled spaces are to be demarcated, a protected hatched area and appropriate road markings will identify the spaces. The proposed locations of the disabled parking spaces are in close proximity to the main building entrances. All other spaces will be demarcated.

3.3 ALLOCATION OF SPACES

3.3.1 Staff will be notified of the Universities parking policy and how parking is allocated on-site.

3.3.2 University staff allocated a personal fixed bay parking space will be provided with a parking permit identifying the allocated bay number and car park location. These permits provide authorised parking in the allocated car park and bay Monday – Friday between the hours of 06:00 22:00.

3.3.3 Some staff members will be allocated a licence to hunt permit which allows the holder a licence to 'hunt' for an available bay. The permit does not guarantee that a parking bay will be available. These permits allow authorised parking in the allocated car park Monday – Friday between the hours of 06:00-22:00.

3.3.4 Staff parking permits are issued after staff application to the University and charged on an annual basis with deductions made in 12 equal instalments throughout the year.

3.3.5 Applications for all staff permits, must be made using the Parking Permit Application Form available at www.hud.ac/parking which must be fully completed, stating the type of permit requested.

3.3.6 As applications are received, staff are placed at the bottom of the waiting list and as spaces are allocated, staff move up the list. As a parking space becomes available, it is offered to the member of staff on the top of the list. This ensures that the capacity of the car park is managed efficiently and encourages sustainable modes of travel.

3.3.7 All staff receiving an allocated space will also be issued with a permit for display in their vehicle when parked on-site.

3.3.8 Staff and Students who hold and display a council issued Blue Badge may apply for a Disabled Licence to Hunt permit to park free of charge. There are limited number of disabled bays and are available on a first come, first served basis. Evidence of a current Blue Badge will be required to obtain a permit and access will be granted until the expiry of their Blue Badge. The Blue Badge must be displayed at all times within their vehicle when parking on campus. Fraudulent use of Blue Badges will be reported to the local authority.

3.4 MANAGEMENT OF CAR PARK

3.4.1 Some activities within the parking area will require enforcement action. Activities which will be seen to trigger enforcement action include:

- Vehicle not authorised to park;



- Vehicle not parked in a correct space (disabled space);
- Vehicle not parking within a demarcated space, but otherwise authorised;
- Vehicle parking inappropriately and liable to cause obstruction in such a way as to block buildings entrances and exits, access for emergency services etc. and must not park on the pavement or obstruct disabled routes.

3.4.2 The car park will be enforced on a 24/7 basis throughout the year by Automatic Number Plate Recognition (ANPR) cameras operated by the university's parking management contractor, First Parking.

3.4.3 Should a parked vehicle trigger enforcement action, as a result of not being parked in accordance with the regulations or the displayed terms and conditions will be issued with a Parking Charge Notice (PCN) by the University contracted enforcement agency who will assume responsibility for the collection of monies owed. If a PCN remains unpaid, the University's enforcement agency reserves the right to take legal action to recover outstanding charges.

3.4.4 The penalty charge fee for a PCN is £70, reduced to £35 if payment is received within 14 days.

4. Summary and Conclusion

4.1 SUMMARY

4.1.1 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 and travel patterns.

4.1.2 The Plan is a live document and it is anticipated that measures set out within it will evolve in line with the University of Huddersfield Parking Regulations as they are periodically reviewed.

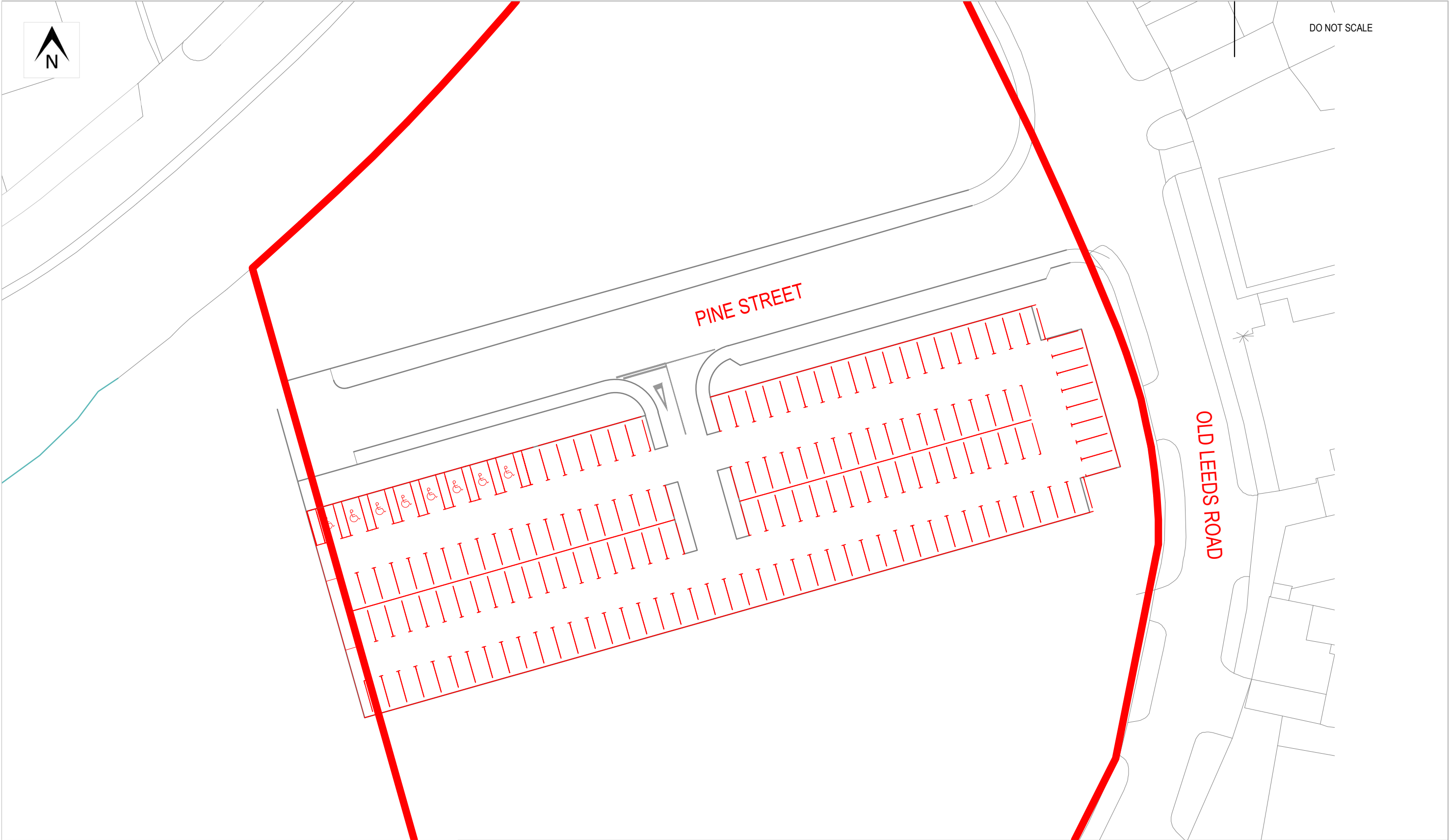
4.1.3 This Plan will operate in parallel to a Travel Plan to be implemented at the development. It is therefore envisaged that the Travel Plan monitoring process, which is likely to include periodic surveys of the travel behaviour of both staff and students which will include categories to determine the suitability of the management of the car park.

Appendices



Appendix A Pine Street Car Park Layout





CAR PARKING SCHEDULE

156 PARKING BAYS IN TOTAL COMPROMISES OF:

- 108 STAFF
- 40 VISITOR
- 8 ACCESSIBLE

-	24/09/24	SG	INITIAL ISSUE	SG	SC
REV	DATE	BY	DESCRIPTION	CHK	APP
STATUS			PRELIMINARY		

PROJECT	UNIVERSITY OF HUDDERSFIELD
DRAWING TITLE	PROPOSED CAR PARK LAYOUT (PINE STREET)

CLIENT				UNIVERSITY OF HUDDERSFIELD			
CHECKED	SC	APPROVED	SC	DRG No.	11044/GA/10		
DRAWN BY:	SG	SCALE @ A3	1:500	DATE	SEPT 2024	REV.	-


OPTIMA
Intelligent Highway Solutions
Suite 1, 3rd Floor, Goodbard House, Infirmary Street
Leeds LS1 2JP
optimahighways.com T 0113 245 1679