

North West Anglia NHS Foundation Trust

Parking Management Plan

North West Anglia NHS Foundation Trust

29 July 2019

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1. Introduction

Atkins has been commissioned by the North West Anglia NHS Foundation Trust, hereafter referred to as 'NWAFT' or 'the Trust', to prepare a Parking Management Plan (PMP) for the Trust's Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford and Rutland Hospital sites.

1.1. Context of Parking Management Plan

Atkins previously produced a PMP for the Trust which was included in the 2016 Travel Plan¹. The 2016 PMP was written to provide a consistent parking policy for Peterborough City Hospital and Stamford and Rutland Hospital and also set out key recommendations to improve the efficiency of parking and access operations on the sites. The 2016 PMP has been provided in Appendix A.

As the 2016 Travel Plan (that included the PMP) was written prior to the merging of Hinchingsbrooke Health Care NHS Trust and Peterborough and Stamford NHS Foundation Trust (to form NWAFT in 2017), the PMP requires a review and update to incorporate the additional site and to update baseline data.

This PMP should be read in conjunction with the updated 2019 Travel Plan².

1.2. Scope of Parking Management Plan

This PMP is targeted at the overall parking operation of all three Hospital sites and includes staff, visitor and patient parking. The measures are more focussed on staff as it is recognised that patients and visitors are more likely to use a private vehicle to access the site.

1.3. Parking Management Plan Methodology

In order to improve the efficiency of the car parking operations at the three Hospital sites, measures are proposed within this PMP. The measures are informed and supported by the following sources of information:

- **Existing Policy and Baseline Information** is used to understand how the three Hospital sites are currently operating. Information on existing traffic and transport conditions are also gleaned from the 2019 Travel Plan;
- **A Car Park Arrival, Departure and Occupancy Survey** has been conducted at Peterborough City Hospital and Stamford and Rutland Hospital on Tuesday 4th June 2019 and Hinchingsbrooke Hospital on Tuesday 11th June 2019. The survey informs this PMP by highlighting when users are arriving and leaving the site, and the occupancy of the car parks compared to capacity. The survey methodology and results are detailed in Chapter 4;
- **A Staff Travel Survey** was distributed to all staff working within NWAFT, covering the three Hospital sites and was conducted from 29th April 2019 to 17th May 2019. The staff travel survey has informed the measures set out in this PMP, with details of the survey being provided in the 2019 Travel Plan; and
- **Staff Engagement Events** were undertaken at all three sites and sought to engage with staff on travel issues and provide additional travel information where required. The events were undertaken to have more in-depth discussions with staff to understand their opinions regarding travel to/from their place of work. The staff engagement events have informed the measures set out in this PMP with details of the staff engagement feedback provided in the 2019 Travel Plan.

1.4. Management of Parking Management Plan

The management, coordination, monitoring and review, of this PMP will be the responsibility of the Travel Plan Coordinator (TPC). Like the Travel Plan, it is important that the PMP remains a live document which is continually reviewed and updated to take into account any relevant changes, for example, availability of parking spaces.

The TPC should adopt the same approach to managing, monitoring and reviewing the PMP as they will with the Travel Plan. A summary of these tasks include:

¹ Atkins (2016) *Peterborough and Stamford Hospitals NHS Foundation Trust Travel Plan*.

² Atkins (2019) *North West Anglia NHS Foundation Trust Travel Plan*.

- An update on progress within the Travel Plan agenda item within the Transport Steering Group meetings (see Section 8.2 of 2019 Travel Plan);
- A robust monitoring strategy (see Section 9.1 of 2019 Travel Plan) which includes:
 - Annual review of PMP with key stakeholders (Transport Steering Group);
 - Annual staff travel surveys (which includes questions on parking); and
 - Annual traffic surveys including parking surveys that are similar to that outlined in this PMP; and
- Review success of PMP along with the Travel Plan (see Section 9.2 of 2019 Travel Plan).

In addition to the above the PMP should be supported by regular monitoring, on a daily or weekly basis, to ensure that measures put in place are adhered to. This should involve car park patrols, ticketing of vehicles parked without permits or outside dedicated parking areas. This will help enforce the measures implemented as part of the PMP and lead to a change in behaviour around parking.

These tasks are detailed within the 2019 Travel Plan in Chapters 7, 8 and 9.

1.5. Structure of Parking Management Plan

The remainder of this PMP is set out as follows:

- Chapter 2 outlines the Trust's existing car parking policies and charging procedures;
- Chapter 3 sets out the baseline information for all three Hospital sites;
- Chapter 4 summarises the car park arrival, departure and occupancy survey that has been commissioned to inform this PMP;
- Chapter 5 identifies measures that could improve the operation of parking and access at the three Hospital sites; and
- Chapter 6 summarises the PMP, sets out key recommendations and next steps.

2. Car Parking Policy and Charging

This Chapter outlines the Trust’s car parking policy and charging procedures over the three Hospital sites.

2.1. Staff Parking Policy

2.1.1. Car Parking Operational Procedures (2016, Reviewed 2019)

Staff parking policy at both Peterborough City Hospital and Stamford and Rutland Hospital is contained within in the ‘Car Parking Operational Procedures³’ document, dated 26th May 2016 and included within Appendix B. The policy outlines details of how staff should apply for a car parking permit and the responsibilities of the car park users. With regards to staff parking, the policy includes the following:

“staff that require access to parking at Peterborough City Hospital (PCH) will require a valid staff parking permit and means of entry to the barrier-controlled car park either via their proximity access card, a top up card or take a blue ticket from the barrier for validation to receive the staff rate.... Completed application forms will be assessed in line with the Trust Needs based parking criteria” (Page 8).

Although the Car Parking Operational Procedures policy only applies to Peterborough City Hospital and Stamford and Rutland Hospital, staff at Hinchingsbrooke Hospital also need to apply for a parking permit in a similar way.

As a result of the 2016 Travel Plan a 3km restriction for issue of car parking permits on the Peterborough City site was introduced. This was coupled with the following exemption criteria which deemed an employee eligible for parking:

- *“disabled or temporarily disabled as agreed by occupational health;*
- *a shift worker where one of the shifts has an official start, or finish, time before 07:30 and after 21:00;*
- *an essential user that undertakes one or more journeys per day outside of current travel between site SRH PCH, as substantiated by three travel claim forms;*
- *a registered car sharer and live more than 7kms from PCH;*
- *you are a carer for children 11 years and under, disabled children up to the age of 19 or vulnerable adults;*
- *you are a registered volunteer driver, volunteer, public or partner governor; or*
- *a consultant who has off-site clinical commitments and requires a car to provide a clinical service.” (page 16).*

Those staff who are a resident on site are issued with a residents’ permit.

Following meetings with the Trust, it is considered that although the 3km restriction on car parking permits is an existing policy, it has not been successfully enforced at Peterborough City Hospital.

A 3km exclusion zone is not in force for Hinchingsbrooke Hospital or Stamford and Rutland Hospital.

2.1.2. Department of Health (2015) Health Technical Memorandum 07-03 NHS Car-Parking Management: Environment and Sustainability⁴

The NHS car parking management guidance note helps NHS organisations to identify best practice in car park management and sustainable transport. It sets out how NHS patient, visitor and staff parking principles can be implemented within an organisation’s car parking provision. The following principles are relevant to this PMP:

- NHS organisations should work with their patients and staff to make sure that users can get to the site as safely and conveniently as possible. Solutions should also be economically viable;

³ Peterborough and Stamford Hospitals NHS Foundation Trust (2019) *Car Parking Operational Procedures*.

⁴ Department of Health (2015) *Health Technical Memorandum 07-03 NHS Car-Parking Management: Environment and Sustainability*.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/481556/HTM_0703NovemberUpdated.pdf [Accessed 14.06.2019]

- Charges should be reasonable for the area;
- Concessions should be available for certain groups of users (e.g. frequent outpatient attenders, staff working shifts that mean public transport cannot be used);
- Other concession, for example for volunteers or staff who car share should be considered locally;
- Priority for staff parking should be based on need; and
- Trusts should consider installing 'pay on exit' or similar schemes so that drivers pay only for the time that they have used.

It is considered that the Trust adheres to the guidance as it provides concessions to certain users (see Section 2.3) and charges are reasonable for the local area (see Section 2.3.1).

2.2. Staff Parking Charges

Staff parking charges vary across the three Hospital sites. It is the desire of the Trust to implement a consistent parking charge policy over the three sites.

Peterborough City Hospital

Staff parking charges are based on a flat rate that is applied to all staff and does not distinguish between role or pay grade. The charges are based on salary deductions and are currently £495 per annum or £2.20 per day.

Hinchingbrooke Hospital

Staff parking charges for Hinchingbrooke Hospital are based on salary deductions across 12 salary bands. Staff pay between £16.90 and £52.00 a month depending on their salary. If a member of staff is not subscribed to the salary deduction scheme, then the daily rate is £3.00.

Stamford and Rutland Hospital

Staff are currently not subject to car parking charges at Stamford and Rutland Hospital.

2.3. Public Parking Policy

Similar to staff parking, it is the desire of the Trust to implement a consistent parking charge policy for patients and visitors over the three Hospital sites where appropriate⁵.

Public parking policy is consistent across the Peterborough City Hospital and Hinchingbrooke Hospital site in that charges do not apply in the following situations:

- A patient with a long-term illness or serious condition needing regular treatment, such as chemotherapy, blood transfusions, acupuncture and some other specialised treatments;
- A patient receiving emergency or daily medical treatments, such as nuclear medicine and some other specialised treatments;
- A patient attending the Renal Unit for treatment;
- A visitor to the bereavement or chaplaincy services;
- The main person or main carer visiting a critically ill or terminally ill patient every day (one vehicle only);
- Supporting someone having a baby here overnight; and
- A patient whose appointment has been cancelled on the day.

Public car parks are not subject to charging at Stamford and Rutland Hospital.

2.3.1. Public Car Park Charging Comparison

A high-level assessment into public car parking charges at other Trusts has been undertaken to understand whether charging is consistent with local Trusts to adhere to the '*Health Technical Memorandum 07-03 NHS Car-Parking Management: Environment and Sustainability*' document (See Section 2.1.2)

The high-level assessment of 14 UK Trusts includes the three NWAFT Hospital sites and local hospitals such as West Suffolk Hospital NHS Foundation Trust, Mid-Essex Hospital Services NHS Trust and The Queen Elizabeth Hospital (King's Lynn).

⁵ In some instances, it may be difficult to charge consistently. For example, if charges were implemented at Stamford and Rutland Hospital, the majority of patients and visitors would likely park in the adjacent Morrisons supermarket.

It was found that Cambridge University Hospitals (Addenbrookes Hospital and Royal Papworth Hospital) charged significantly more than other Trusts. These Hospitals are based on a multi-purpose site that is currently experiencing significant growth and therefore the charges at this site have not been included within this assessment.

A summary of findings is provided in Table 2-1 with a full set of findings provided in Appendix C.

Table 2-1 – Average Public Car Park Charges in Comparison to NWAFT Hospitals.

Duration	Peterborough City Hospital	Hinchingbrooke Hospital	Stamford and Rutland Hospital	Average Cost for Public Parking (10 Hospitals)	Average Cost and Peterborough City Hospital Difference	Average Cost and Hinchingbrooke Hospital Difference
Up to 30 minutes	Free	Free	No Charge	-	-	-
Up to 1 hour	£2.60	£2.90		£2.20	£0.40	£0.70
Up to 2 hours				£3.29	-£0.69	-£0.39
Up to 3 hours				£4.07	-£1.47	-£1.17
Up to 3.5 hours				-	-	-
Up to 4 hours				£4.20	-£1.39	-£2.69
Up to 4.5 hours	£5.20	£4.00		-	-	-
Up to 5 hours				£6.43	-£1.23	-£2.43
Up to 5.5 hours				-	-	-
Up to 6 hours				£7.63	-£1.33	-£3.63
Up to 6.5 hours				-	-	-
Up to 8 hours	£10.40	£6.00		£7.07	£3.33	-£3.07
Up to 12 hours				£11.10	-£0.70	-£5.10
Up to 24 hours				£9.88	£0.52	-£3.88
Weekly	-	-		£20.60	-	-

Table 2-1 shows that, on average, Hospitals within NWAFT charge the public less for parking than other Trusts considered within the high-level assessment. For example, the average cost for parking up to four hours is £5.59, but Hinchingbrooke Hospital charges £2.90 for the same time, whilst Peterborough City Hospital charge £2.60 for 30 minutes less or £4.20 for 30 minutes more. It is therefore considered that NWAFT are following NHS guidance⁶ relating to parking charges in that they are reasonable for the local area of the Hospitals.

⁶ Department of Health (2015) *Health Technical Memorandum 07-03 NHS Car-Parking Management: Environment and Sustainability*. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/481556/HTM_0703NovemberUpdated.pdf [Accessed 14.06.2019]

3. Baseline Information

This Chapter provides an overview of the existing parking conditions at Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford and Rutland Hospital. More detail regarding existing traffic and transport conditions have been provided in Chapter 3 of the 2019 Travel Plan.

3.1. Peterborough City Hospital

Peterborough City Hospital is located to the west of Peterborough City Centre in the Westwood Parish. The site is located adjacent to the A47 and approximately 10.5km north east of A1 Junction 17. The site has one vehicular access via Bretton Gate.

3.1.1. Parking Availability

A total of 2,007 car parking spaces are available at Peterborough City Hospital, of which 1,469 are allocated for staff use, 442 for patients and visitors usage and 96 Blue Badge parking bays.

A car parking plan is provided in Appendix D.

There is a drop-off bay adjacent to the main entrance for staff, visitors and patients to use with a 20-minute stay limit. All vehicles must be moved once the staff/patient/visitor has been dropped off to the reception area.

Staff

Staff parking is split between five on-site car parks with a total provision of 1,469 spaces, as follows:

- Car Park B – Staff Multi-Storey;
- Car Park E – Car Share, Staff and Patient;
- Car Park H – Staff Only; and
- Westwood Farm Overflow (Westwood Farm 1 and 2).

Staff parking is allocated based on a permit policy (see Section 2.1.1).

Patient and Visitor

A total of 442 spaces are allocated for patient and visitor parking across the Peterborough City Hospital site. These spaces are distributed between car parks A, C, D, E and F.

On-street and Informal Parking

Cavell Close, the route that traverses Peterborough City Hospital has yellow lines to prevent users parking informally around the site. There are some grass areas to the south east of the site that used regularly as informal overflow parking. The Trust has reported issues with informal parking on kerbs and verges, including the helicopter pad which has since been fenced off. Similar instances of informal/illegal parking were also observed on the site visits and reported by staff at the engagement events. Similarly, street furniture and fences have been installed along the kerblines in places to stop informal parking on-site.

3.2. Hinchingsbrooke Hospital

Hinchingsbrooke Hospital is located to the west of Huntingdon Town Centre and to the east of Brampton Village. The site is located adjacent to the A14 although staff are required to travel into Huntingdon via the A141 or Godmanchester to access the site via Hinchingsbrooke Park Road. There is one access to the west of the site on Hinchingsbrooke Park Road. Vehicles approaching the site from the west cannot turn right on Hinchingsbrooke Park Road and must U-turn at the roundabout junction with Parkway in order to turn left into the site from Hinchingsbrooke Park Road. Ambulances can also access to the site from the north via A14 Junction 23.

3.2.1. Parking Availability

A total of 1,343 spaces are available across the Hinchingsbrooke Hospital site, of which 633 are for staff, 337 are for the public, 57 are for residents and 191 are department-based spaces. There are no car sharing spaces on-site.

A car parking plan is provided in Appendix E.

Staff

Hinchingsbrooke Hospital staff parking is split between ten dedicated staff car parks which are as follows:

- Staff Car Park 1 – Main Entrance;
- Staff Car Park 4 – MARS;
- Staff Car Park 5 – MARS;
- Staff Car Park 6 – Boundary;
- Staff Car Park 7 – DTC;
- Staff Car Park 8 – Pathology;
- Community Staff Car Park– Rehab;
- Administration;
- Ambulance Station; and
- Facilities.

In addition to the dedicated staff spaces, 57 spaces are located adjacent to residences on site and are therefore assumed to cater for staff parking. Staff parking is allocated based on a permit policy (see Section 2.1.1).

Patient and Visitor

The remaining parking on site (337 spaces) is available to the public, whether in dedicated public car parks, on-street, or adjacent to specific units. These are located as follows:

- Public Car Park 2 – Main Entrance;
- Public Car Park 3 – Acer;
- Woodlands;
- Children’s Unit;
- Renal Dialysis Unit;
- Main Entrance; and
- Children’s Unit Short Stay.

On-street and Informal Parking

Staff at Hinchingsbrooke Hospital predominantly park around the back of the site (eastern side) where there are a number of unmarked parking spaces. Whilst the majority of unmarked areas have been allocated a car park number for permit purposes, due to the informal nature of the parking area, the capacity can fluctuate dependant on how staff park their car.

3.3. Stamford and Rutland Hospital

Stamford and Rutland Hospital is located in Stamford to the east of the High Street on Ryhall Road (A6121). The A1 can be accessed via the town and is located approximately 2.7km to the west.

3.3.1. Parking Availability

A total of 150 spaces are available to staff, patients and visitors at Stamford and Rutland Hospital of which 75 spaces, which are located at the front of the site (by the main reception on Ryhall Road), are allocated to patient and visitors including four blue badge bays. The remaining 75 spaces are located at the back of the Hospital (on Uffington Road) and are allocated for staff.

A car parking plan is provided in Appendix F.

On-street and Informal Parking

It was reported that a number of staff, patients and visitors park in the local Morrisons supermarket car park which is free for up to two-hours. This car park is often used by staff travelling to/from other Hospitals in the Trust, or community nurses that come onto site for short intervals. Staff reported that parking at Morrisons supermarket is often easier than trying to find a space on-site.

On-street parking is not considered to be an issue and was not raised on the site visit, at the staff engagement event or mentioned in survey responses.

3.4. Stakeholder Engagement and Staff Travel Survey

This Section summarises the staff engagement events and travel survey questions that directly relate to the parking at the three Hospital sites.

3.4.1. Overview

Staff Engagement Surveys

Staff engagement events were undertaken at all three sites and sought to engage with staff on travel issues and provide additional travel information where required. The events were undertaken to have more in-depth discussions with staff to understand their opinions regarding travel to/from their place of work.

Staff Travel Survey

A staff travel survey was distributed to all staff working within NWAFT, covering the three Hospital sites to identify current travel patterns and forms the basis of the targets set to measure progress of the Travel Plan. The survey was conducted from 29th April 2019 to 17th May 2019.

3.4.2. Findings

The answers from the surveys and discussions at staff engagement events have informed the measures set out in the PMP and the 2019 Travel Plan. A summary of findings are provided below:

Peterborough City Hospital

- 79% of staff pay for parking by Salary Deduction schemes, 20% Pay on the Day and 1% have a Volunteer or Contractor Permit;
- 71% of staff park in Car Park B (Multi-Storey), 11% park in Westwood Farm 1, and 9% park in Westwood Farm 2. The remaining 9% of staff are split between Car Park D (Community Midwives), Car Park E and H; and
- The majority of staff (56%) park four to five times a week. Therefore, a large number of staff park one to three days a week.

Respondents were given the opportunity to provide a qualitative response on their views on parking at Peterborough City Hospital. These responses have been analysed using open coding, with respondent's comments being grouped under a number of themes to enable analysis and comparison.

The most common issues raised by staff working at Peterborough City Hospital are availability of parking (34.4%), and access and congestion around the site (34.0%). The results show that staff are concerned about the access to/from the site which is limited to one route (Bretton Gate/Cavell Close junction), as it can lead to congestion and delays during peak periods. In addition, respondents also noted that parking can be difficult at certain times of day, as parking spaces are often all utilised following the AM Peak Period. Shift workers arriving around midday are therefore often unable to park.

Furthermore, 18.2% of comments mentioned parking charges at Peterborough City Hospital. Staff are reportedly concerned that parking is charged at a flat rate, which is unlike Hinchingsbrooke Hospital, where charges are based upon the pay grade of the staff member.

A number of comments were made about parking at the staff engagement events. These have been summarised below:

- During the PM Peak Period (16:00-18:00) staff are reportedly unable to leave the site and get to other appointments/commitments on time due to congestion on-site and particularly exiting Car Park B. Individuals stated that this is caused by staff leaving at the same time and several lanes of traffic from car parks around the site converging into one;
- It was found that staff are parking away from the site and walking in to avoid queuing;
- Users who pay on the day, need to pay for a ticket when they leave. This is often during the PM Peak Period which causes queues at the pay stations;
- Staff noted the existing 3km exclusion zone but did not know whether it was enforced;
- It is reported that when an individual has an issue with the barriers in some car parks it can cause major delays whilst the issue is being solved; and
- Employees stated that staff can get stuck on the top floor of the multi-storey as other people are joining the queue from lower levels.

Hinchingbrooke Hospital

- 92% of staff pay for parking by the Salary Deduction scheme whilst 8% Pay on the Day;
- 74% of staff park at the back of the Hospital, whilst the remaining 26% of staff park in Car Park 1 (front of the Hospital); and
- The majority of staff (58%) park four to five times a week. A large number of staff also park one to three days a week.

Respondents were given the opportunity to provide a qualitative response on their views on parking at Hinchingbrooke Hospital. These responses have been analysed using open coding, with respondent's comments being grouped under a number of themes to enable analysis and comparison.

Amongst staff working at Hinchingbrooke Hospital, the most common concern was related to the availability of parking, with 31% of responses mentioning this. Some staff also mentioned issues with parking when arriving outside of the AM and PM Peak Periods, with all spaces being taken when they arrive. Most respondents suggested that additional provision of spaces may alleviate existing pressure around the site.

Access and congestion to the Hospital was mentioned by 22% of staff. Respondents mainly mentioned issues relating to the access from the site being via local roads, with no formal access directly off the A14. This can be exacerbated by the access road to the Hospital also serving a housing estate and school.

Finally, 19% of respondents who work at Hinchingbrooke Hospital mentioned traffic control and enforcement within their comments. Respondents noted the condition of some car parks and the lack of marked bays. Staff also felt that enforcement could be improved as people park inappropriately and/or illegally.

A number of comments were made about parking at the staff engagement events. These have been summarised below:

- It was suggested that the Trust could stagger shifts where possible to allow for better flow in/out of the site;
- It was reported that staff would be willing to car share if there were reduced charges for car sharing; and
- It was suggested that opening the back of Hinchingbrooke Business Park could reduce congestion on Hinchingbrooke Park Road in the PM Peak Periods.

Stamford and Rutland Hospital

Due to the size of Stamford and Rutland Hospital, the sample of responses from employees is small. Amongst the responses received to the survey, employees expressed concern about the multi-purpose nature of the main visitor Hospital car park, which is shared with visitors and staff of the nearby GP Surgery and Pharmacy.

A number of comments were made about parking at the staff engagement events. These have been summarised below:

- It was noted on a number of occasions that if the Trust was to start charging staff at Stamford and Rutland Hospital for parking, staff would prefer the Hinchingbrooke Hospital method, where staff are charged by their pay grade;
- The majority of staff do not want to be charged for parking;
- Staff noted that public transport is not a viable option from surrounding villages so need to drive;
- There were concerns that charging staff for parking would impact the existing, unofficial arrangement between the Hospital, GP Surgery and Pharmacy and that if users would be charged for parking, the two other facilities will be full as they would remain free of charge. This could also lead to a number of short stay users to parking on surrounding roads and car parks such as Morrisons.

General Findings from Travel Survey and Staff Engagement Events.

More generally, staff commented that the parking situation could be improved by implementing a shuttle bus between the three sites, allowing staff who work across the three sites to travel to work by sustainable modes. This would reduce congestion and contribute to improving local air quality. Respondents were also keen that the Hospital parking facilities remain abreast of technological developments, citing the provision of Electric Vehicle charging points as a future necessity.

Furthermore, a number of respondents stated the car was their only means of travel to and from work due to their residential location being away from public transport facilities, and therefore suitable car parking provision was essential.

4. Car Park Surveys

Car Park arrival, departure and occupancy surveys were conducted at Stamford and Rutland Hospital and Peterborough City Hospital on Tuesday 4th June and Hinchingsbrooke Hospital on Tuesday 11th June 2019. Results are presented for each hospital in the following Sections.

Car park arrival, departure and occupancy surveys were conducted at Peterborough City Hospital and Stamford and Rutland Hospital on Tuesday 4th June and Hinchingsbrooke Hospital on Tuesday 11th June 2019. Results are presented for each Hospital in the following Sections.

Results are shown as a percentage of maximum capacity (100%) and operational capacity (85%). Other UK studies⁷ have applied an industry standard operational capacity threshold of 85%⁸. Above 85% occupancy it is considered that users are required to search or queue for a space to be able to park and therefore may decide to park elsewhere. This has been considered in the context of the NWAFT car parks as it is known that parking occurs on verges and kerbsides around the Hospital even when there are spaces available within dedicated car parks.

Total car park space figures that are presented in this Chapter are derived from the car park survey data and therefore may differ to the total car park figures presented in the rest of the PMP and Travel Plan⁹ The car park surveys covered the main formal and informal parking locations across all three sites however it is recognised some smaller pockets of parking could occur elsewhere across the sites.

4.1. Peterborough City Hospital

Car park arrival, departure and occupancy surveys were undertaken across the Peterborough City Hospital Site between 05:00 and 21:00, with location plans are included within Appendix G. Table 4-1 summarises the survey data and shows the length of time that each car park operated over 100% and over 85%.

Table 4-1 - Peterborough City Hospital Car Park Survey: Results Summary

	Car Park Capacity	Maximum Number of Vehicles Parked	Maximum Occupancy	Duration of Occupancy over 100%	Duration of Occupancy over 85%
Car Park A	224	220	98%	-	6 hours (09:00 – 15:00)
Car Park B	918	853	93%	-	6 hours 15 mins (08:15-14:30)
Car Park C	273	270	99%	-	5 hours (09:15-12:00 and 13:30-15:45)
Car Park D1	148	141	95%	-	2 hours (09:30-11:30)
Car Park D2	52	51	98%	-	2 hours (08:45-10:45)
Car Park E	71	70	99%	-	3 hours (12:00, 12:45, 13:30- 15:45)
Car Park F	79	78	99%	-	3 hours 45 mins

⁷ 'Car Parking Study for the Central Area of Southend (November 2016, SDG) (accessed 05/07/2019), 'Loughborough Town Centre Parking Strategy (WYG, 2007) (accessed 05/07/2019), District of Harborough Parking Strategy (2016) (accessed 05/07/2019)

⁸ IHT Parking Strategies and Management (July 2005)

⁹ Total parking capacity figures presented in the PMP and Travel Plan have been obtained from the Trust.

	Car Park Capacity	Maximum Number of Vehicles Parked	Maximum Occupancy	Duration of Occupancy over 100%	Duration of Occupancy over 85%
					(09:45-11:45 and 13:45)
Car Park G	20	18	90%	-	15 mins (10:15)
Car Park H	50	45	90%	-	6 hours 30 mins (07:15-12:15, 13:45-14:30 and 15:00)
Car Park I	15	22	147% ¹⁰	8 hours 15 mins (07:45-16:00)	12 hours 45 mins (07:45-20:30)
MacMillan	64	73	114%	6 hours (09:30-12:30 and 12:45-15:15)	8 hours 30 mins (07:15-15:45)
Westwood Farm 1	160	159	99%	-	8 hours (08:00-16:00)
Westwood Farm 2	152	136	89%	-	3 hours 30 mins (10:00-13:30)

Table 4-1 shows that the car parks at Peterborough City Hospital all operated at a maximum occupancy of 89% or above on the day of the survey, with nine out of 13 car parks operating with a maximum occupancy of 95% or above and two car parks (I and MacMillan) operating with a maximum capacity of over 100%. This presents a significant challenge for the Trust as the overall site is considered to be at capacity in terms of parking for a significant proportion of the day. These findings reflect feedback obtained as part of the Travel Plan data collection where it was reported at the Staff Engagement Event that there are instances where staff are late for work and patients are late or miss appointments because they are unable to find a suitable place to park.

Graphs showing the occupancy profile for each car park are included within Appendix H. For Car Park B, Westwood Farm 1 and Westwood Farm 2, the occupancy profile is a regular bell curve which represents peak arrivals during the morning and peak departures during the afternoon and evening. This is as expected as these car parks are for use by staff only, and therefore represent the vehicle movements associated with a regular working day.

The remaining car parks on-site show a more variable occupancy profile, reflecting the core visiting hours for the Hospital (14:00-16:00 and 18:00-20:00). Visitor car parks, particularly car park C, D1, and D2 also show a sudden increase in occupancy between 08:30 and 11:00. This could be as a result of outpatient appointments during the morning and other visiting outside of core hours.

The baseline data collection undertaken to inform the Travel Plan showed that there is significant congestion entering and exiting the Hospital site during the morning Peak Periods and evening Peak Period. Although a significant proportion of this demand is likely to be staff, the visitor hours, particularly in the evening peak are likely to contribute to congestion from 17:30. Reviewing or extending visitor hours could help to alleviate some congestion on site, particularly if visiting hours were during the Inter-Peak Period e.g. 10:00-15:00.

Kerbside activity was also monitored during the survey period at a number of locations where on-street parking or drop-off areas are provided. This data collection also captured instances of illegal parking on double yellow lines in front of the Cavell Centre. Between 05:00 and 21:00 there were 49 vehicles parked illegally on double yellow lines at the Cavell Centre for an average duration of 4 mins 15 seconds. The majority of these vehicles were considered to be picking up or dropping off staff or visitors to the Cavell Centre. There were also seven

incidences of goods vehicles loading and unloading in this area. A summary of the purpose of on-street parking, in dedicated bays is shown in Table 4-2.

Table 4-2 - Peterborough City Hospital Kerbside Activity Summary (excluding those illegally parked)

Purpose	Total Number of Vehicles (05:00 – 21:00)
Parking	365
Waiting	80
Drop-off / Pick-up	248
Unloading / Servicing	5
Total	698

Table 4-2 shows that over half of those vehicles within the kerbside spaces were considered to be parked with the majority of the remaining vehicles dropping off or picking up passengers. The number of vehicles parked on double yellow lines outside the Cavell Centre and known to park informally on verges around the sites suggested that on-street parking is also at capacity.

4.2. Hinchingsbrooke Hospital

Car park arrival, departure and occupancy surveys were undertaken across the Hinchingsbrooke Hospital Site between 05:00 and 19:00, with location plans included in Appendix I. Table 4-3 summarises the survey data and shows the length of time that each car park operated over 100% and over 85%.

Table 4-3 – Hinchingsbrooke Hospital Car Park Survey: Results Summary

Location	Car Park Capacity	Maximum Number of Vehicles Parked	Maximum Occupancy	Duration of Occupancy over 100%	Duration of Occupancy over 85%
Main Entrance	9	14	156%	3 hours (10:15-10:45, 11:00-12:15, 12:45-13:15, 14:00-14:45)	5 hours 15 mins (05:30, 09:15, 09:45, 10:15-12:15, 12:45-13:15, 14:00-15:15, 15:30, 16:30)
Ambulance Station	18	18	100%	-	3 hours 45 mins (09:00-11:30, 12:30-13:45)
Car Park 1	302	260	86%	-	1 hour 30 mins (10:45-11:15, 12:45, 13:15-14:00)
Car Park 2	295	285	97%	-	3 hours 30 mins (10:30-12:00, 13:30-15:00)
Car Park 3	42	42	100%	-	4 hours 45 mins (09:15-11:45, 12:45, 13:45-15:30)
Car Park 4	68	66	97%	-	7 hours 30 mins (07:15-14:45)
Car Park 5	30	30	100%	-	7 hours 45 mins (08:00-14:45)
Car Park 6	94	94	100%	-	7 hours 30 mins (08:00-15:30)

Location	Car Park Capacity	Maximum Number of Vehicles Parked	Maximum Occupancy	Duration of Occupancy over 100%	Duration of Occupancy over 85%
Car Park 7	106	137	129%	8 hours 15 mins (07:45-16:00)	9 hours 15 mins (07:30 - 16:45)
Car Park 8	37	25	68%	-	-
Car Park 9	29	29	100	-	3 hours 30 mins (10:00-12:00, 13:30-15:00)
Car Park 10	175	153	87%	-	4 hours 30 mins (09:00-11:15, 11:45-14:00)
Car Park 11	32	27	84%	-	
Renal Dialysis Unit	9	9	100%	-	1 hours 30 mins (11:30-12:00, 12:45,14:15)
Woodlands	23	21	91%	-	30 mins (10:15-10:30, 11:15-11:30)

Table 4-3 shows that 12 of 14 car parks at Hinchingsbrooke Hospital operated at a maximum capacity of 85% or above during the survey period with eight car parks operating at a maximum occupancy of 100% or above. This presents a significant challenge for the Trust as the overall site is considered to be at capacity in terms of parking for a significant proportion of the day. These findings reflect feedback obtained from staff as part of the Travel Plan data collection in that staff arriving on-site after the AM Peak Period often find it challenging to find a space. Staff Car Park 1 operated at a maximum occupancy of 86%. Although this is still over the 85% theoretical capacity threshold there is still available capacity for staff to park in this car park across the day. Installation of parking availability information boards at the entrance to Car Park 1 in particular could assist staff with choosing where to park after the peak hours and reduce informal parking across the site.

Graphs showing the occupancy profile for each car park are included within Appendix J. The main entrance car park sees a great deal of fluctuation through-out the day however all other car parks show a two peak or one peak profile. Car Park 1, 4, 5, 6, 7, 8 and 11 all show a one peak profile. All of these car parks, with the exception of Car Park 4 are allocated to staff and therefore reflect the staff working patterns. Visiting hours at Hinchingsbrooke vary for each ward however the occupancy profile of Car Parks 2 and 3, which are allocated to the public, show a two peak profile, either side of lunchtime which suggests that suggests a mid-morning and mid-afternoon peak in visiting and/or outpatient appointments.

Kerbside activity was also monitored during the survey period at a number of locations where on-street parking or drop-off areas are provided. Hinchingsbrooke Hospital has significant levels of on-street parking and informal parking areas, therefore the kerbside activity data has been analysed further to understand the occupancy of each area. Table 4-4 shows a summary of on-street parking within the Hinchingsbrooke Hospital site. Percentage occupancy and vehicle occupancy are shown in Table 4-4 due to the low capacity of the parking areas. Location plans are shown in Appendix K.

Table 4-4 - Hinchingsbrooke Hospital Kerbside Activity Summary

Zone / Parking Bay Area	Location Description	Approximate Capacity ¹¹	Maximum Occupancy
Zone 1	The Elms SARC	Informal parking – no marked bays	7 vehicles
Zone 2	The Elms SARC	No data received – camera failure reported	
Zone 3	The Elms SARC	No data received – camera failure reported	
Zone 4	Left of main entrance - Ambulances	Informal parking – no marked bays	5 vehicles
PB1	Victoria House	10	8 (80%)
PB2	Kerbside in front of facilities	3	5 (167%)
PB3	Kerbside in front of facilities	2	5 (250%)
PB4	In front of facilities	11	12 (109%)
PB5	Pathology Spaces	9	1 (11%)
PB6	Road spaces adjacent to car park 8	6	4 (67%)
PB7	Facilities Spaces	5	7 (140%)
PB8	Short stay spaces on roundabout	3	3 (100%)
PB9	Short stay spaces on exit road	4	5 (125%)
PB10	Road spaces on exit from car park 3	3	3 (100%)
PB11	Road spaces on exit from car park 3	1	1 (100%)
PB12	Drop off parking spaces in front of MARS gardens	10	7 (70%)
PB13	Informal road spaces in front of drop-off spaces	Informal parking – no marked bays	11 vehicles
PB14	Opposite Ambulance Station	14	15 (107%)
PB15	Between car park 5 and 6	5	6 (120%)
PB16	In front of car park 6	5	6 (120%)
PB17	In front of residences	9	10 (111%)
PB18	In front of Flats 11,12,14	15	7 (47%)
PB19	Opposite overflow car park	8	11 (138%)
PB20	Hatched area adjacent to car park 5	No parking observed during study period	

¹¹ This has been estimated using Google Maps for areas of informal parking. The capacity of parking bay areas has been taken from the Hinchingsbrooke Parking Map provided by The Trust.

Zone / Parking Bay Area	Location Description	Approximate Capacity ¹¹	Maximum Occupancy
PB21	Deliveries and Stores	Informal parking – no marked bays	7 vehicles

Table 4-4 shows that there is significant on-street parking at Hinchingsbrooke Hospital, both in dedicated parking areas and informally with the majority of parking areas operating at a maximum occupancy of over 100%. The majority of the car parks operating over capacity are located to the rear of the Hospital and are allocated to staff and residents. Formalisation of informal parking areas and monitoring and enforcement of marked bays should be undertaken to ensure that roads are accessible, and vehicles are able to manoeuvre around the site efficiently.

4.3. Stamford and Rutland Hospital

Car park arrival, departure and occupancy surveys were undertaken across the Stamford and Rutland Hospital Site between 07:00 and 18:00, with location plans included within Appendix L. Table 4-5 summarises the survey data and shows the length of time that each car park operated over 100% and over 85%.

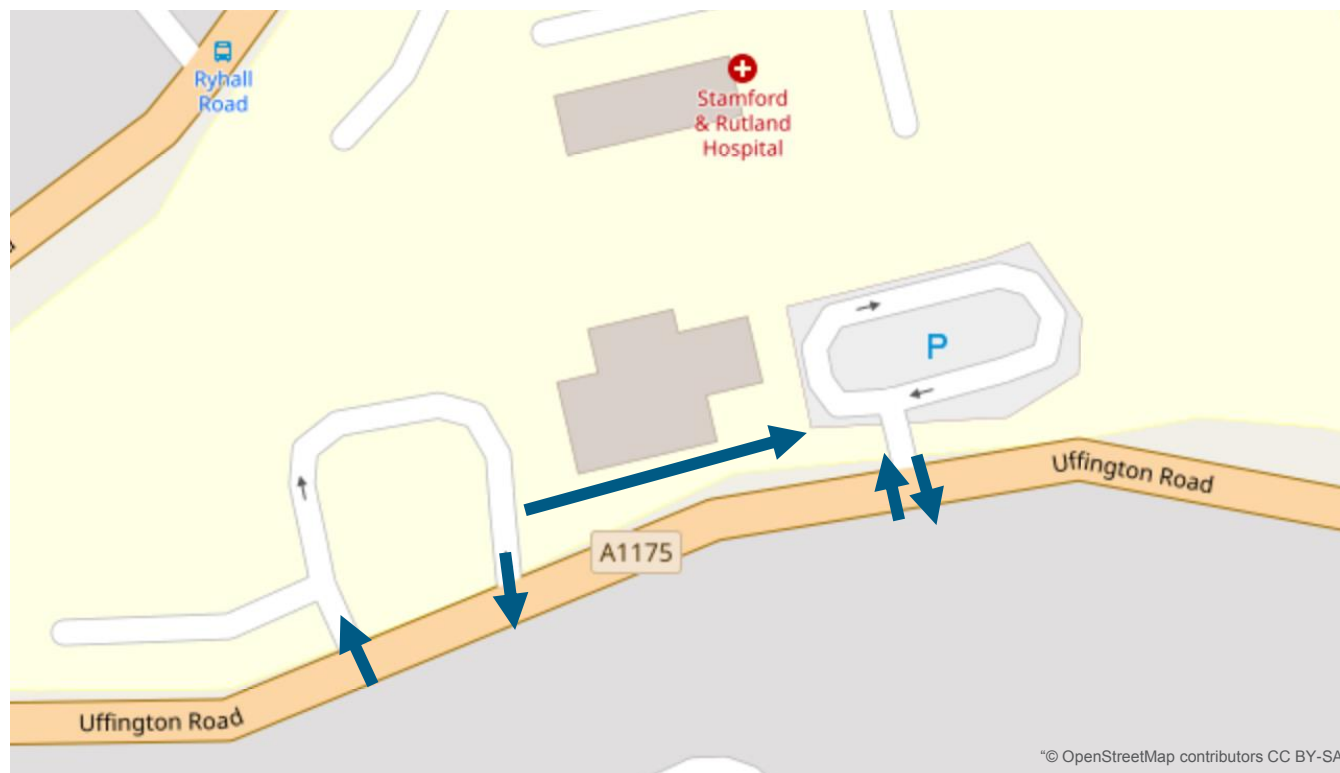
Table 4-5 - Stamford and Rutland Hospital Car Park Survey: Results Summary

Location	Car Park Capacity	Maximum Number of Vehicles Parked	Maximum Occupancy	Duration of Occupancy over 100%	Duration of Occupancy over 85%
Health Centre	64	59	92%	-	3 hours (various short periods throughout the day)
Main Visitor Car Park	80	78	98%	-	1 hour 45 mins (09:30-10:15 and 10:45-11:45)
Rear of Hospital	5	2	40%	-	-
Front of Hospital (west)	37	28	76%	-	-
Front of Hospital (central)	18	17	94%	-	15 mins (14:15-14:30)
Front of Hospital (east)	47	50	106%	1 hour 45 mins (13:15-13:45 and 14:15-15:30)	8 hours 15 mins (08:00-16:15)

Table 4-5 shows that the car parks at Stamford and Rutland Hospital vary in their maximum occupancy from between 40% and 106%. The car park to the rear of the Hospital does not have direct access to any of the Hospital buildings which reflects the low occupancy. This is also not signed as a car park for the Hospital but is used informally.

The car parks to the front of the Hospital, which are allocated for staff uses, operated between 76% and 106% capacity. Although these car parks are linked, informal parking was recorded in the eastern section of the car park, even though there was shown to be spare capacity in the other areas of the car park. This could be as a result of the one-way routing through the car park (permitted movements shown in Figure 4-1) and the need to re-join Uffington Road to access the car park to the west of the site. Informal and illegal parking in this area should be monitored and enforced to ensure that parking does not occur on hatched areas, particularly when there are spaces available in other areas of the car park.

Figure 4-1 - Stamford and Rutland Car Park Routing



The car parks to the rear of the Hospital are allocated for patients and visitors. Both the Hospital car park and Health Centre car parks operated at over 90% on the day of the survey. Although this is representative of the demand for the car parks on a typical day, it is important to recognise the proximity of the Supermarket car park to the east of the Hospital site, which is accessible within a 3-minute walk. Discussions and survey feedback obtained to inform the Travel Plan recognised that the Supermarket car park is likely to be used by patients and visitors.

Graphs showing the occupancy profile for each car park are shown in Appendix M. The Health Centre car park shows a varying profile across the day reflecting the nature of appointments at a health centre. The Main Visitor car park for the Hospital shows a two peak profile with a decrease in occupancy between 11:30 and 13:30. This is likely to be as a result of the outpatient’s appointment schedule at the Hospital.

The staff car parks show a more regular occupancy profile with peak arrivals in the morning and peak departures in the afternoon and evening. This is as expected due to staff working patterns.

The Bupa Dental Care Centre was surveyed separately to the other car parks due to the nature of informal parking in the area. The car park consists of 6 formal spaces and a number of areas that are used for informal parking. A total of 116 vehicles parked, dropped off, or picked up in the Bupa Car Park between 08:00 and 18:00 for an average duration of 43 minutes 56 seconds. Table 4-2 shows the nature of the parking within the Bupa Car Park.

Table 4-6 - Stamford and Rutland Hospital Bupa Car Park Summary

Purpose	Total Number of Vehicles (07:00 – 18:00)
Parking	99
Waiting	7
Drop-off / Pick-up	9
Unloading / Servicing	1
Total	116

Table 4-6 shows that the vast majority of vehicles using the Bupa Car Park are parking. These are likely to be staff and patients associated with the dental surgery. Parking in this area should be formalised and enforced to ensure that no hatched areas are blocked, and servicing areas are left clear.

4.4. Summary

This Chapter has presented the Car Park data collection undertaken at the Peterborough City Hospital, Hinchingbrooke Hospital and Stamford and Rutland Hospital. Overall it is considered that parking is a significant challenge for the Trust as large proportions of the car parking across the sites is considered to be at or over capacity for a significant proportion of the day. The measures identified in this Chapter are combined with measures from the remainder of the Parking Management Plan in Chapter 5 to form a holistic approach to reducing and managing car parking across the Sites.

5. Measures and Implementation

This Chapter identifies measures that are recommended to improve the operational efficiency of car parks at Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford and Rutland Hospital. The measures identified in this Chapter should be guided by the TPC who is responsible for the implementation of the PMP and Travel Plan. The TPC's responsibilities are summarised in Section 1.4 in this PMP and detailed in Chapter 8 in the Travel Plan.

The following Sections are split into six themes that have been derived from the travel survey and staff engagement events:

- Restricting Car Access;
- Formalisation/Enforcement of Parking;
- Improving Traffic Flow On-Site;
- Car Park Charging;
- Encouragement of Car Sharing; and
- Communications.

Each theme has a number of associated measures that could improve traffic and transport conditions on site. The measures presented in the PMP should be considered alongside Travel Plan measures to provide a holistic approach which ensures that staff, visitors and patients are encouraged to use sustainable modes rather than car.

The measures for this PMP are presented in Table 5-1. The key recommendations are set out in Chapter 6.

Table 5-1 - Car Park Management Measures

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
Restricting Car Access	All	<p>Implementation of a 3km exclusion zone at Hinchingsbrooke Hospital and Stamford and Rutland Hospital.</p> <p>Review of existing exclusion zone at Peterborough City Hospital and explore need to extend to 5km.</p> <p>Enforcement at all three sites.</p>	Short Term	<ol style="list-style-type: none"> 1. Introduce a 3km car exclusion zone at Hinchingsbrooke Hospital and Stamford and Rutland Hospital; 2. Review current enforcement procedures of exclusion zone at Peterborough City Hospital. Should an exclusion zone remain a feasible measure, the Trust should gradually implement this in stages to ensure that the policy is correctly enforced. For example, introduce a 3km exclusion zone for two months and then extend to 5km; 3. Consider exemption policy. Staff should only be exempt in certain, strict circumstances. The Trust could consider different types of exemptions, for example, exemption for two days a week or five days a week; 4. Refresh exclusion zone enforcement policy and make consistent over all Trust sites; and 5. Spot checks on some cars to make sure 3km zone is being adhered to. 	<p>A number of staff live within the local area of the three Hospital sites¹²:</p> <ul style="list-style-type: none"> • Up to 51% of staff live within 5km of Peterborough City Hospital; • Up to 40% of staff live within 3km of Hinchingsbrooke Hospital; and • Up to 29% of staff live within 3km of Stamford and Rutland Hospital. <p>An exclusion zone could cause a significant reduction in car trips to/from the Hospital sites as it would ban staff living within 3km or 5km from travelling by car. Therefore, car mode share should not exceed:</p> <ul style="list-style-type: none"> • 49% at Peterborough City Hospital; • 60% at Hinchingsbrooke Hospital; and • 71% at Stamford and Rutland Hospital. <p>A 3km exclusion zone at Hinchingsbrooke Hospital and Stamford and Rutland Hospital is considered to be appropriate for the following reasons:</p> <ul style="list-style-type: none"> • A 3km exclusion zone covers the whole of Stamford town and the majority of Huntingdon and Brampton; • A 5km exclusion zone is not considered appropriate for Hinchingsbrooke Hospital staff as there are currently no staff living within 3km to 5km of the Hospital site; and

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¹² It is noted that the figures presented are for all modes, and therefore a number of staff could be walking, cycling or taking public transport to site already.

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
					<ul style="list-style-type: none"> A 5km exclusion zone is not considered appropriate for Stamford and Rutland Hospital staff as a 3km exclusion zone covers the town and staff living in peripheral villages may struggle to get to work as there is not a comprehensive public transport network around Stamford unlike Peterborough.
	All	'Car Free Days'	Medium Term – once alternative access options outlined in the Travel Plan are in place.	<ol style="list-style-type: none"> Consideration of 'car free days'; Investigate the feasibility of restricting car travel to sites to four days a week; and Investigate the feasibility of using car park charges to fund alternative travel measures on car free days. 	<p>Home working completely removes the associated trip from the transport network so reduces congestion and is environmentally friendly.</p> <p>Other Trusts such as West Suffolk NHS Foundation Trust only allow staff to travel by car four times a week and on the fifth day, they must arrive by other means. Home working has also proven to alleviate congestion at Hospital sites such as Bury St Edmunds.</p> <p>It is considered that a proportion of the Administration and Clerical staff, who made up 35% of survey respondents, could feasibly work from home occasionally. Making this possible through technology and flexible working could have a significant impact on vehicle travel to the sites.</p>
	All	Management/ restriction of informal/ illegal parking	Short Term	<ol style="list-style-type: none"> Review all informal/illegal parking on site; Paint double yellow lines on highways within the Hospital sites that are usually subject to informal parking; Block verges that are usually subject to informal/illegal parking with fences and rocks; and 	<p>Banning informal/illegal parking within the Hospital sites would:</p> <ul style="list-style-type: none"> Allow the Trust to accurately monitor car parking levels in formal car parks; Improve traffic-flow on internal highways as cars will not be parked on kerbs; and Potentially reduce traffic on-site as users will be less likely to drive to site during peak times if a space cannot be guaranteed.

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
				4. Monitor and enforce parking restrictions outside of dedicated parking areas and inappropriate parking within formal car parks.	
	All	Guaranteed Ride Home	Short Term	<ol style="list-style-type: none"> 1. Further promote the Trust's Guaranteed Ride Home scheme through staff intranet and transport newsletter; and. 2. Review and implement policy that stipulates when a ride home can be claimed. The Trust should implement such a policy to support car sharing at the site. 	<p>The Trust currently offer a 'Guaranteed Ride Home' policy¹³ to staff in which the organisation agrees to meet the cost of any taxi or public transport fare. This is a tax-free benefit that the Trust offers to those staff who are part of a car share scheme. The Trust should further promote the Guaranteed Ride Home policy.</p> <p>This scheme would support the above measures as the travel survey found that one potential barrier is that if an individual takes public transport and car shares, they are unable to get home quickly in an emergency. The Guaranteed Ride Home provides this service if and when it is needed.</p>
	Peterborough City Hospital / Hinchingsbrooke Hospital	Park and Ride	Long Term	<ol style="list-style-type: none"> 1. Assess feasibility of Park and Ride service for staff; 2. Identify suitable Park and Ride areas based on cost, distance, land capacity (to accommodate associated parking spaces) and availability, existing land use, and the expected impact of a Park and Ride site on the local highway network. 	<p>The survey results have shown that there would be a propensity to use a 'Park and Ride' system instead of driving to the site which could result in less congestion around the Hospitals and increased parking availability throughout the day. The Christie Hospital¹⁴ in Manchester, Norfolk and Norwich University Hospital¹⁵ and Nottingham University Hospitals¹⁶, provide free shuttle bus services from an external site whilst other Trusts provide similar heavily discounted</p>

¹³ NWAFT (2016) *Car Parking Operational Procedures*. (Appendix H)

¹⁴ <https://www.christie.nhs.uk/patients-and-visitors/visiting-the-christie/directions-and-transport/staff-travel/>

¹⁵ <http://www.nnuh.nhs.uk/patients-visitors/contacting-and-finding-us/finding-the-nnuh/transport-to-the-nn-park-and-ride-costessey-service-10/>

¹⁶ <https://www.nuh.nhs.uk/medilink-and-park-and-ride-qmc/>

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
				3. Identify appropriate funding streams for Park and Ride services.	services for staff including Portsmouth Hospitals NHS Trust ¹⁷ . It is recommended that the Trust considers and implements a 'Park and Ride' service for staff at Peterborough City Hospital and Hinchingbrooke Hospital should the service be commercially feasible. Recommended
Formalisation / Enforcement of Parking	All	Fully automated parking permit system	Short Term to support change to parking eligibility criteria	<ol style="list-style-type: none"> 1. Review the existing permit system and how it is enforced throughout the Trust; 2. Investigate the feasibility of fully automating the permit system that allows staff to apply, make changes or cancel their permit online; 3. Investigate the feasibility of obtaining more information about the permit holder for monitoring purposes. For example, how often do they use the permit, why are they using it; and 4. Review existing permit allocations to ensure that there is no discrepancy between permits issued and spaces on site. 	<p>Fully automating the parking permit system would improve the Trust's capacity to be able to monitor and manage staff who are using them.</p> <p>If feasible, the Trust can review an employee's usage of the parking permit and possibly reallocate to another staff who needs it.</p> <p>The Trust can also consider a review existing permits to ensure that are not more parking permits than there are spaces on each site.</p> <p>The staff travel surveys concluded that a large proportion of staff work up to three days a week, therefore, knowing when these staff are accessing the site and how often, means that the Trust can understand how many staff will be entering the Hospital sites on a given day.</p> <p>An automated system would also stop staff from abusing the system by sharing permits which could result in additional revenue for the Trust.</p>
	All	Provision of Parking Availability Information Boards	Medium Term	<ol style="list-style-type: none"> 1. Investigate the feasibility of installing additional parking availability information boards at the entrances to the sites. There is currently one located 	<p>Providing parking availability information boards would:</p> <ul style="list-style-type: none"> • Ensure that parking levels can be constantly monitored by the Trust. This

¹⁷ <https://www.porthosp.nhs.uk/about-us/work-for-us/staff-benefits-2.htm>

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
				<p>outside of Car Park B (Multi-storey) at Peterborough City Hospital; and</p> <p>2. If feasible, provide parking availability information boards outside of the main staff and visitor Hospital car parks.</p>	<p>would also help formalise the parking operations at the three Hospital sites;</p> <ul style="list-style-type: none"> Improve the flow of traffic around the Hospital sites as users would continue on the highway without stopping traffic as they may do if they were turning into car parks that are full; and Save users time by informing them that a car park is full.
	All	Reallocation of Parking Space if/when Demand Falls	Long Term	<ol style="list-style-type: none"> Identify possible car parking areas that could be reallocated to car share bays, out of hours parking, cycle/motorcycle parking or, if required additional patient parking; and Identify car parking demand levels in which this measure would be implemented for each site. For example, if mode share has reduced by 15% in five years, the Trust could reallocate 15% of staff car parking to a different type of parking space. 	<p>If the measures within this PMP and Travel Plan are successful, parking demand for the site will drop. Therefore, surplus parking bays can be reallocated to a different type of parking space. It is important that surplus car parking bays are reallocated to support sustainable measures that have been introduced as part of this PMP or Travel Plan.</p> <p>If spaces are reallocated, it would stop car mode share from increasing back to 2019 levels and could improve sustainable modes depending on the type of parking that is provided.</p>
	All	Specific Out of Hours Only Parking Permits and Parking Areas for On-Call and Out of Hours staff.	Short Term in line with changes to parking eligibility criteria.	<ol style="list-style-type: none"> Understand how many out of hours staff have parking permits; Understand how many on-call staff park on site during off-peak times (18:00-07:00); Identify potential areas that could accommodate out of hours staff; and 	<p>Staff at the engagement events noted that out of hours staff often struggle to find car parking spaces when they arrive in the afternoon. Staff also raised safety concerns and the lack of public transport availability outside of peak hours.</p> <p>Providing out of hours only parking permits will improve the chances of out of hours staff getting a parking space and would address current safety concerns.</p>

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
				4. Implement out of hours parking permit area and issue associated parking permits.	<p>The permit could work for certain time periods (e.g. 15:00-07:00) so out of hours staff are unable to use the parking facilities during the day.</p> <p>Providing dedicated out of hours parking permits and parking areas for on-call and out of hours staff would also reduce parking for other users which would encourage mode shift in addition to further formalising the permit system. The Trust should aim to locate the dedicated out of hours parking areas close to the Hospital to improve safety.</p>
	All	Provision of Inter-Site Travel Parking Areas.	Long Term in line with reallocation of parking spaces	<ol style="list-style-type: none"> 1. Identify potential areas that could accommodate visiting staff during the day; and 2. Implement inter-site parking permit area and issue associated parking permits. 	<p>On several occasions at the engagement events, staff noted the difficulty of parking at other Hospitals when travelling for meetings or training. Providing an inter-site travel parking area would alleviate this issue if there was a separate parking area for staff travelling between sites.</p> <p>This measure would also reduce parking for other users which would encourage mode shift in addition to further formalising the permit system.</p>
	Hinchingbrooke Hospital	Formalisation of Staff Car Parks in Hinchingbrooke Hospital	Short Term	1. Provide white line space markings throughout Hinchingbrooke Hospital.	It was noted that some car parks to the back (eastern side) of Hinchingbrooke Hospital do not have white line markings. This means that parking capacity can fluctuate daily depending on how cars are parked. Providing white line markings for spaces would formalise and confirm parking figures and improve the efficiency of enforcement of permits on site.
	Hinchingbrooke Hospital	Barrier System Operation	Short Term to ensure that measures implemented as	1. Operate barriers to the staff car park to the front of Hinchingbrooke Hospital.	The barriers to the staff car park at the front of Hinchingbrooke Hospital have been installed but have remained unused for several years meaning that staff can park without being

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
			part of the PMP can be enforced.		checked (although they still need a parking permit). Operating the barrier system would allow the Trust to monitor the car park and to restrict access when the car park is full. The barrier would also stop staff, visitors or patients without permits from parking there.
	Hinchingbrooke Hospital / Stamford and Rutland Hospital	Enforcement of Car Parking Permits	Short Term to ensure that measures implemented as part of the PMP can be enforced.	<ol style="list-style-type: none"> 1. Review existing permit systems; 2. Consider the use of windscreen stickers so staff cannot swap permits; and 3. Investigate the feasibility of using a new, automated system to provide greater control in monitoring, management and enforcement of permit system. 	<p>It is recognised that Hinchingbrooke Hospital permit system is not currently enforced and therefore staff are able to park for free using old permits as they do not have dates/times on them.</p> <p>It is recommended that, in addition to formalising the parking permit system, staff should be required to display a permit that records the date that it is valid for. A simple suggestion for this is the use of coloured tickets being displayed on staff windscreens. This will make 'permit sharing' difficult and enforcement easier. For example, patrols only need to look out for a certain colour permit sticker to know that it is or is not in date.</p> <p>This recommendation could also reduce car trips to the sites as staff who are currently sharing permits will have to pay separately.</p> <p>Automating this system will also allow for greater monitoring and will provide the Trust with up-to-date records.</p>
Improving Traffic Flow On-Site	Peterborough City Hospital	Full Site Audit of Circulation and Operation of Parking.	Long Term	<ol style="list-style-type: none"> 1. Commission a full site audit of circulation and operation of parking; 2. Address key findings from site audit; and 	It is recommended that the Trust commissions a full site audit of the circulation and operation of parking and access at Peterborough City Hospital. The majority of staff at the engagement events who are based at the Hospital commented that congestion in the PM Peak Period is an issue as there are nine car

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
				3. Implement recommendations from site audit.	parks converging into onto one access. Whilst the audit would not reduce car trips, it would highlight whether there is any scope to improve the circulation of routes on-site.
	Peterborough City Hospital / Hinchingsbrooke Hospital	Allowing On-Call Staff to Use Service Road and Provide Filter Lane	Short Term	1. Consider a potential system that would allow on-call staff to utilise the service road that is currently used by ambulances.	On-call staff reported difficulties when entering and exiting the site during Peak Periods which is putting patient safety at risk. It is noted that the service road which routes around the periphery of the site could provide a route which would allow on-call staff to avoid queuing once on the site and to get in front of the queue when exiting the site. On-call emergency staff could be issued with access cards to provide access to this route.
	Peterborough City Hospital / Hinchingsbrooke Hospital	Review of Additional Accesses	Long Term	1. Investigate potential new accesses at Peterborough City Hospital and Hinchingsbrooke Hospital including opening up the southern access at Westwood Farm onto Atherstone Avenue and the A47 and Hinchingsbrooke Hospital towards the A14.	<p>The Trust should continue to investigate potential new accesses at Peterborough City Hospital and Hinchingsbrooke Hospital including opening up the southern access at Westwood Farm onto Atherstone Avenue and the A47 and Hinchingsbrooke Hospital towards the A14. The Trust is aware of the pressure and impact limited access roads has on staff, patients and visitors entering and leaving the Peterborough City Hospital and Hinchingsbrooke Hospital sites. Potential to alleviate the problem is subject to ongoing discussion with relevant stakeholders.</p> <p>New accesses could significantly reduce congestion on Cavell Close in Peterborough and Hinchingsbrooke Park Road in Huntingdon as trips would dissipate quicker with two accesses. This will require approval from the local highway authorities as the operation will have a material impact on the local highway network. This also needs to be considered in</p>

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Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
					line with patient safety on routes currently used by ambulances only.
	Peterborough City Hospital	Review White Lines at Multi-Storey Car Park	Short Term	<ol style="list-style-type: none"> Repaint the white lines around the multi-storey car park area; and Review all road markings over the Hospital sites and correct any substandard markings. 	<p>It was noted on the site visit to Peterborough City Hospital that the direction arrows at the multi-storey car park entrances were confusing as there were arrows pointing in both directions at the accesses. It was noted that previously, the entrance to the south (closest to the Hospital) was the exit, but now operates as the entrance.</p> <p>It is recommended that the markings are made clear to avoid any potential confusion. It is also recommended that road markings on all three sites are reviewed to ensure that drivers are not slowing down due to unclear road signs. This would result in a better flow of traffic on-site.</p>
Car Park Charging	All	Consistent Charging Over All Three Sites	Short Term in coordination with changes to parking eligibility criteria.	<ol style="list-style-type: none"> Review existing charges over the three Hospital sites; and Implement and enforce a consistent charging system based on a graded system. 	<p>The Trust is proposing to charge staff consistently over the three Hospital sites. On a number of occasions, staff at Peterborough City Hospital and Stamford and Rutland Hospital stated that if charging was to get changed, they would prefer the Hinchingsbrooke Hospital method (charging based on pay grade).</p> <p>Charging consistently throughout the Trust is considered to be fair where additional charges may be incurred. Additional revenue should be used to fund sustainable transport schemes/measures at the Trust to encourage a shift away from car.</p>
	All	Align Car Parking Costs with Public Transport	Short Term	<ol style="list-style-type: none"> Review existing public transport costs; and Align car parking costs to be higher than public transport costs. 	<p>Aligning car parking costs to be higher than public transport costs means that staff will be encouraged to take the train or bus as a cost-effective alternative to parking on-site. Car parking charges could be based on popular local transport links that staff use. For example,</p>

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Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
					making parking charges higher than the Citi services in Peterborough. The measure would make staff consider how they travel to work and may encourage staff to travel by public transport some of the time, thus reducing congestion on-site.
	All	Ability to Pre-Pay For 'Pay on the Day' Ticket	Short Term	1. Amend ticket machines to allow users to 'Pay on the Day' at any time.	It was reported that queuing can occur at Peak Periods for the ticket machine. It is recommended that the Trust aims to amend the machines, so users can pay for their whole day ticket at any time, therefore reducing queuing at Peak Periods.
Encouragement of Car Sharing	All	Car Share Coffee Mornings	Short Term	1. Host social car share events such as a coffee morning.	To further encourage new and potential car sharers, the Trust should organise coffee mornings/lunches for staff who want information on car sharing and to meet up with other potential car sharers. One of the main barriers to car sharing across the sites was finding a suitable car share match. This measure would help facilitate this and as a result reduce single occupancy vehicle trips.
	All	Shuttle Bus Service between Hospital Sites	Long Term	1. Investigate feasibility and operation of shuttle bus between the three Hospital sites and implement if possible.	The Trust should investigate the feasibility of the providing a shuttle bus service for staff who travel between sites during the day. Whilst this service would require some investment from the Trust, it could significantly reduce congestion on-site as a number of staff travel between sites during the week (up to 73% of Stamford and Rutland Hospital staff, 44% of Peterborough City Hospital staff and up to 39% of Hinchingbrooke Hospital staff ¹⁸) and would

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¹⁸ Atkins (2019) *North West Anglia NHS Foundation Trust Travel Plan*.

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
					<p>therefore have more sustainable travel options available to them.</p> <p>The shuttle bus service should be tailored to shift patterns and meetings and should act as a demand responsive transport system which adapts to the needs of the staff. The service should also be weighted to the flow of staff to each site. Of those who answered Question 5 in the travel survey regarding inter-site travel, the vast majority travel to Peterborough City Hospital (87% from Hinchingsbrooke Hospital and 90% from Stamford and Rutland Hospital).</p>
	Hinchingsbrooke Hospital / Stamford and Rutland Hospital	Provision of Dedicated Car Sharing Parking Areas	Short Term – in coordination with formalising car parking.	<ol style="list-style-type: none"> 1. Provide a dedicated car sharing parking area, similar to that in Peterborough City Hospital; 2. Review possible locations for a dedicated car sharing parking area; 3. Consider how the car sharing parking area is enforced through different coloured permits for car sharers; and 4. Automate the parking permit system for car sharers. 	<p>It is strongly recommended that dedicated car share spaces are provided for staff that wish to car share as that is likely to be the most effective mechanism for encouraging car sharing.</p> <p>Car sharers could also be offered incentives such as reduced parking charges, occasional free hot drinks or snacks. The latter could also apply to those that walk, cycle or use public transport.</p> <p>For this to be a credible incentive it is important that the spaces are enforced to stop abuse of those which are not eligible to park in the dedicated spaces. This measure could be enforced by giving each car sharer a pass to access the car parks, the barriers then rise where two passes are presented at the same time.</p>
Communications	All	Information on what Parking Charges are Funding in the Trust	Short Term – as part of transport newsletter recommended	<ol style="list-style-type: none"> 1. Publish how the Trust spends the revenue from parking charges; and 	<p>Staff requested that if car park charges are introduced, they would like to know what the car parking revenue is funding.</p> <p>It is recommended that the Trust publish a 'You Payed, We Did' article once a quarter that</p>

Theme	Site	Recommendation	Timescale of Implementation	Actions	Reasoning and Anticipated Outputs
			as part of the Travel Plan.	2. Provide updates to staff when new schemes are being funded.	advises staff how the Trust spent the additional revenue. It is recommended that the revenue is invested in additional sustainable transport measures.
	All	Relay All Messaging Around Changes to Parking/Access to Staff	Short Term – in coordination with review of parking eligibility criteria and charging.	1. Provide any changes to parking or access within the marketing and publicity strategy noted in Chapter 7 of the 2019 Travel Plan.	It is recommended that staff are kept up-to-date with new schemes and policies to improve uptake.
	All	Travel Packs to New Starters.	Short Term	1. Provide travel packs to new starters. The pack should include up-to-date information on sustainable travel modes and existing measures.	Providing new staff with a travel pack would inform them of suitable sustainable alternatives to driving to site.

6. Summary, Recommendations and Next Steps

This Chapter summarises the PMP and sets out the recommendations and next steps for the Trust to consider improving the efficiency of car parking and access operations for users at all three Hospital sites.

6.1. Summary

Atkins has been commissioned by the North West Anglia NHS Foundation Trust, to prepare a Parking Management Plan (PMP) for the Trust’s Peterborough City Hospital, Hinchingsbrooke Hospital and Stamford and Rutland Hospital sites. This PMP has been commissioned to improve the parking and access operations over the three Hospital sites.

This PMP has reviewed existing parking policy and charging procedures. It is considered that the Trust adheres to the guidance as it provides concessions to certain users and charges patients and visitors competitive rates.

A parking survey was conducted at Peterborough City Hospital and Stamford and Rutland Hospital on Tuesday 4th June 2019 and Hinchingsbrooke Hospital on Tuesday 11th June 2019 to inform this study. Staff travel surveys and staff engagement events were also undertaken to inform this PMP and the Travel Plan.

The PMP has set out a number of measures which seeks to improve the operational efficiency of three Hospital sites. It is considered that the implementation of the measures are the responsibility of the TPC and that this PMP should be managed in line with the 2019 Travel Plan.

6.2. Recommendations

It is recommended that the Trust considers additional streams of work to support the TPC and implement larger scale improvements to the three Hospital sites. These should be considered as complementary to the measures included in Chapter 5:

- **Implement a staff exclusion zone of up to 5km for Peterborough City Hospital and Hinchingsbrooke Hospital and 3km for Stamford And Rutland Hospital.** This measure is key to reducing on-site congestion as large numbers of staff live within 5km of the three Hospital sites. As stated in Table 5-1:
 - 51% of staff live within 5km of Peterborough City Hospital;
 - 40% of staff live within 3km of Hinchingsbrooke Hospital; and
 - 29% of staff live within 3km of Stamford and Rutland Hospital.

If implemented and enforced, this measure could have a positive impact on congestion and significantly promote sustainable transport practices. This measure needs to be accompanied by complementary measures that promote sustainable travel and make it easier and cheaper for staff to travel to their place of work via other modes;

- **Installing a fully automated and formalised parking permit system** would improve the Trust’s capacity to be able to monitor and manage staff who are using them. The Trust would also be able to reallocate permits to staff who need them and align the permits with the total car parking spaces on-site. An automated system would also stop staff from abusing the system by sharing permits which could result in additional revenue for the Trust;
- **A full site audit of circulation and operation of parking at Peterborough City Hospital** should be conducted to understand the pinch points and characteristics of traffic flow around the site on a daily basis. Peterborough City Hospital can experience delays in the PM Peak Period as there is one access for the whole site. Commissioning a site audit could also help identify quick wins to reducing congestion and improving the traffic flow on-site;
- **Investigate the feasibility of providing a staff Park and Ride service at Peterborough City Hospital and Hinchingsbrooke Hospital.** This measure is key in reducing congestion on-site. Appropriate sites should be considered and should be based on cost, distance, land capacity (to accommodate associated parking spaces) and availability, existing land use, and the expected impact of a Park and Ride site on the local highway network. This may require approval from the local highway authorities as the operation could have a material impact on the local highway network;
- **The Trust should continue to investigate potential new accesses at Peterborough City Hospital and Hinchingsbrooke Hospital** including opening up the southern access at Westwood Farm onto

Atherstone Avenue and the A47 and Hinchingsbrooke Hospital towards the A14. The Trust is aware of the pressure and impact limited access roads has on staff, patients and visitors entering and leaving the Peterborough City Hospital and Hinchingsbrooke Hospital sites. Potential to alleviate the problem is subject to ongoing discussion with relevant stakeholders; and

- **The Trust should consider charging consistently over the three Hospital sites** as this would contribute to the formalisation of parking operations and provides a fair approach for all staff. Whilst charging for parking is not ideal, it is recognised that it is required to provide additional funds to invest in other sustainable transport schemes and reduce parking demand on-site. A further measure is to publish a 'You Payed, We Did' document which outlines the schemes staff parking charges have contributed to.

6.3. Next Steps

In the first instance, the TPC should:

- **Secure funding from the Trust to be able to implement measures stated in this PMP.** It is recognised that NHS Trusts are under considerable funding pressures which can hinder the success of the PMP. It is recommended that revenue from other transport related funding streams, such as car park ticketing be reallocated to delivering the measures set out in this document;
- **Agree the measures set out in this PMP with the Transport Steering Group and key stakeholders** and start implementing short term actions to continue momentum from the staff engagement events and travel survey. The Transport Steering Group should also aim to implement the Travel Plan as a priority; and
- **Contact local bus and train operating companies** such as Stagecoach and discuss the possibility of extending the existing services and providing discounts to NHS staff. These conversations should be initialised as soon as possible, so this measure is implemented in line with other schemes.

Appendices



Appendix A. 2016 Parking Management Plan

5. Car Park Management Strategy

This section of the Travel Plan sets out the Car Park Management Strategy (CPMS) for both sites. The Trust is aiming to develop a consistent approach to parking across both sites.

5.1. PCH

Atkins produced a Travel Plan and Car Park Management Plan Key Summary Report for the Trust in September 2015, detailing options for improving the car parking permit process (presented in Appendix C). Whilst a car parking shortfall was identified within the Summary Report, it is recommended that the Travel Plan measures and promotion of 'quick wins' should be prioritised before the wider Car Park Management Strategy is implemented so that staff are made aware and are encouraged to take up sustainable travel initiatives and measures that are available, thus helping to reduce onsite parking pressure.

5.1.1. Staff Car Parking

1,469 spaces are available to staff at PCH, as shown in Figure 5-1, this are split as follows:

- Car Park A (staff and visitors blue barrier tickets);
- Car Park B (Multi-Story staff only blue barrier tickets);
- Car Park E (car share / staff & patients white barrier tickets);
- Car Park H (staff only blue barrier tickets); and
- Westwood Farm Overflow (to the right of car park B).

From the staff travel survey data, the highest demand for parking is in Car Park B with reports of lack of availability of spaces and congestion at the site; primarily queueing on departure during the evening peak.

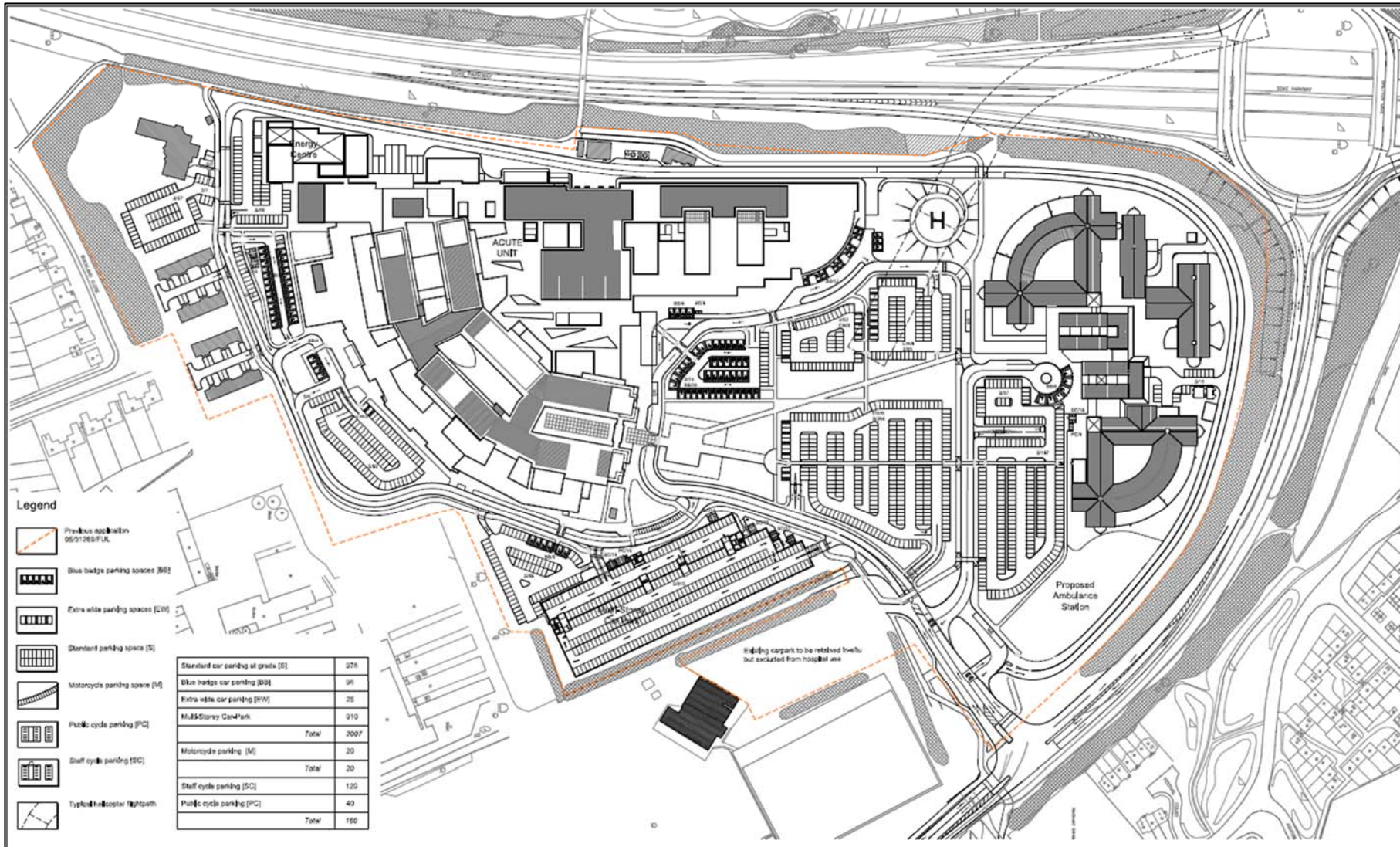
5.1.2. Staff Parking Permit Process

Currently, the parking permit process is administered manually at PCH through a combination of paper and online applications which have to be processed by the Travel Plan Co-ordinator. A high proportion of staff apply for a parking permit at PCH with 3,125 applications at during the most recent application period (based on data from September 2015).

A range of staff permits are available as follows:

- Pay per day (£2.20 per day);
- Deducted from salary (£41.25 per month);
- Invoiced (£41.25 per month);
- Volunteer (free);
- Car Share (50 per cent reduction to the standard permit cost);
- Governor (free);
- Contractor (£2.50 per day) and
- Resident Students Permits (£2.20 per day).

Figure 5-1 Location of Car Parks at PCH



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5.1.3. Accessibility Zones

At PCH, there is an 'accessibility zone' of 3km, whereby staff located within 3km of the Hospital are automatically excluded from applying for a car parking permit (although an appeal processes is in place to challenge this) as it is deemed staff have reasonable alternative travel modes to work within this range. Currently, 12 per cent of staff (480) fall within the exclusion zone. Using postcode analysis, the following buffers have been established:

- 5km: 26 per cent of staff excluded (1040 staff members); and
- 10km: 37 per cent of staff excluded (1480 staff members).

If the accessibility zones were to be increased to 5km of the site, an additional 14 per cent of staff to be removed from the parking permit application process in future, although a small proportion of these staff may still apply for a parking permit on business / medical grounds.

5.1.4. Appeals Process

Those staff that are unsuccessful in being awarded a parking permit will be given the opportunity to appeal the decision. However, staff will first be encouraged to seek alternative forms of transport to the site and will be supported in travel information being provided.

5.1.5. Enforcement of Disabled Bays

From April 2016, enforcement of disabled bays at the site will take place to deter illegal parking and discourage those without a suitable disabled badge / permit to park in the allocated bays.

5.1.6. Visitor and Patient Parking

At PCH, 787spaces are allocated for visitor parking within Car Parks A, C, D, F and E.

Visitor and patient parking will continue to be charged on a pay and display basis. It is recommended that these charges are reviewed annually so that necessary adjustments can be made. This could be benchmarked against charges at other Trusts.

In order to ensure that the parking on site is not abused, those visitors or patients that fail to display a valid parking permit or ticket or parking in an inappropriate location (outside of a marked bay) will be considered by the Trust as illegally parked and a breach of the car parking policy and may result in a penalty charge notice.

5.2. Stamford

Following a review of wider Trust Car Park Management, a new parking policy for Stamford Hospital is being implemented. The Trust board agreed at its meeting held on Tuesday 22nd December 2015 that car parking charges will be introduced for patients, visitors and staff at the hospital site from summer 2016, once the first phase of hospital redevelopment works is complete.

The Board did not set a specific charge for patient and visitor parking at that meeting, but agreed that it would mirror the local authority charging policy for car parks elsewhere in the town. However, it agreed that staff would be charged the same daily rate as the staff at PCH. A consultation period will be in place to ensure staff have the opportunity to feedback on parking facilities. The location of payment machines and cycling facilities will be incorporated into the new parking policy for Stamford Hospital.

5.3. Summary

An updated Strategy covering both PCH and Stamford sites within the Trust should ensure a more consistent parking policy and enforcement measures for staff, visitors and patients accessing the sites. Enforcement at Stamford Hospital has already been procured by the Trust which has also been expanded to cover PCH. The recommendations in relation to car parking previously made by Atkins are presented in Table 5-1.

Table 5-1 Car Park Management Recommendations

Recommendation	Action (s)	Outputs
1. Upgrade of the current permit application process	<ul style="list-style-type: none"> Increase Travel to Work zone – Widen the Travel to Work Zone to 5km to exclude a larger proportion of staff eligible to apply for a parking permit but with potential alternative travel options. Automated or semi-automated system – Implement a new automated process for applications, hosted online with the ability to determine eligibility for a parking permit based on postcode data. This would trigger an alert to a line manager approver to ensure the application was valid. This would be developed in partnership with the Trust's Information Technology team. 	<p>26 per cent of staff are located within 5km of PCH and therefore a higher number of staff can be targeted to utilise sustainable travel modes, reducing demand on car park spaces, compared to 12 per cent who are currently excluded.</p> <p>Easier processing of permit applications for PCH and a more effective tracking mechanism for those eligible to apply. Staff administration time would be reduced with less manual data input, with associated cost savings allowing more time to be spent on the implementation of Travel Plan measures.</p>
2. Review traffic priority on Bretton Gate junction with the hospital	<ul style="list-style-type: none"> Ongoing conversation with Peterborough City Council – In regards to the feasibility of altering traffic signal timings to increase priority of vehicles departing from PCH during peak evening times. 	<p>Potential for timings of traffic signals to be amended, to allow more vehicles off site during the evening peak. This would also help to facilitate bus services coming onsite during peak times and exiting more smoothly.</p>
3. Investigate Park and Stride options (should additional parking be required once other recommendations have been implemented)	<ul style="list-style-type: none"> Location - A suitable location should be investigated for the purpose of staff parking and then walking a short distance (within 15 minutes) to PCH. The location should have suitable pedestrian facilities (footpaths / lighting) to encourage staff to use this option. This facility could be targeted at staff who are not eligible to park onsite. Other considerations – should a suitable location be found the cost of leasing / renting a facility, enforcement of parking spaces and promotion to staff would need to be considered. 	<p>Potential locations include:</p> <ul style="list-style-type: none"> Go Outdoors, Saville Road Cresset Centre, Bretton Way

Appendix B. Car Parking Operational Procedures

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Car Parking Operational Procedures

Directorate	Workforce and Organisational Development
Department	Facilities
Year and Version Number	2016 Version 2
Central index number on share point	N2010
Endorsing Committee	Health Safety Security & Environment Committee
Date Endorsed	26 th May 2016
Approval Committee	Health Safety Security & Environment Committee
Date Approved	26 th May 2016
Name of author and job title	Max Owens Facilities Soft FM Manager
Key words (for search purposes)	Car Parking, applications, needs based, appeals, charges
Date published on intranet	9 th August 2016
Review date	June 2019
Target audience	All Users of the car parks

Equality Impact Assessment

Peterborough and Stamford Hospitals NHS Foundation Trust (PSHFT) strives to ensure quality of opportunity for all service users, local people and the workforce. As an employer and a provider of health care, PSHFT aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. This document has therefore been equality impact assessed to ensure fairness and consistency for all those covered by it regardless of their individuality. The results are shown in the Equality Impact Tool at Appendix J

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DOCUMENT VERSION CONTROL SCHEDULE			
Year and Version Number	Date Published on Document Library	Revisions from previous issue	Date of Endorsement
2016 V1	6/7/16		26th May 2016
2016 v2	9/8/16	Removed references to Health Hopper	26th May 2016

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Key Points

- **Applies to anyone using the Trust car parking facilities**
- **Sets out how the Trust manages its car parking**

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Car Parking

1. Introduction

Peterborough & Stamford Hospitals NHS Foundation Trust is committed to providing safe and secure car parks for all users. The Trust currently has 2045 spaces available at Peterborough City Hospital and 174 at Stamford and Rutland Hospital. This policy outlines details of how staff should apply for a car parking permit and a description of their individual responsibilities of using the car parks.

2. Purpose

The Peterborough and Stamford Hospitals NHS Trust car parking operational procedures set out how the Trust will ensure the efficient and effective management of its car parks.

3. Scope

It is vital to the effectiveness of this policy that, all car park users understand the content and are aware of their own role in ensuring all users reside in a safe and secure environment.

This policy provides details on:

- Travel Office
- Staff Parking
- Patient and Visitor Parking
- On site resident parking
- Parking for other groups
- Security
- Enforcement
- Disclaimer
- This documents applies to anyone using the Trust car parks

4. Definitions of terms

PCH – Peterborough City Hospital

5. Duties and responsibilities

Car Parking is managed within Estates and Facilities. They are patrolled by the Soft FM contractor Medirest VSG

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5.1 Director

Has overall responsibility and accountability for the standards of car parking and services provided by the Trust.

5.2 Associate Director, Estates and Facilities:

- Responsible for setting the strategic and long term financial plans for Car Parking.
- Reporting to and liaising with the Trust Board in matters relating to needs and requirements for the department.
- Setting targets to ensure optimum usage / income.
- Setting the charges for car parking.
- Monitoring income and expenditure and analysing the full cost of providing Car Parking.
- Liaising with other senior managers in the Facilities and Estates Service Unit and the Trust to ensure the quality and service provision of car parking and security is acceptable.
- Monitoring performance of car parking against set targets.
- Setting the policy.

5.3 Soft FM Manager:

Responsible for the day to day management of all car parking and sustainable travel including:

- Supervision of Travel office staff.
- Allocation of car parking permits.
- Effective management of soft FM contract
- Investigate possible parking infringements
- Managing complains and keeping them to a minimum
- Resolving parking issues for staff and departments within the trust
- Liaising with Peterborough City Council and Stage Coach/Bus Companies on traffic and buses coming to site
- Monitoring income and expenditure.
- Authorising refunds, liaising with the Finance Department.
- Ensuring a safe and secure environment for Patients, visitors and staff.
- Reviewing maintenance issues with the car parking barriers and pay machines.
- Liaising with other departments, Trusts, agencies and general public regarding car parking.
- Promoting sustainable travel options.
- Ensure that our car parking enforcement is above board and is up to date.
- Management of Stamford Hospitals car parking facility

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5.4 Travel Coordinator:

- Responsible for the day to day running of the Travel Office.
- Issuing all staff with a current car parking permit and updating all their details so we have a live accurate database that is continually maintained.
- Annually renewing all staff car parking permits to meet annual expiry dates
- Maintaining acceptable standards of service to the patients, visitors and staff.
- Ensuring other Health & Safety and Security checks are completed and recorded.
- Conducting personalised Travel Plans
- Managing resident's car parking permits and payments for Cavell Close/Alfred Caleb Taylor House.
- Deal with any illegal parking issues and complains
- Contacting the service desk and security with regards to maintenance requests.
- Raising car parking invoices
- Liaising with enforcement company on PCN
- Producing ad-hoc car parking reports when required
- Dealing with monthly staff car parking payment for the trust and CPFT, liaising with payroll.
- Maintaining an accurate database for the proximity cards
- Authorise refunds for bike shed keys/ proximity cards

5.5 Main Reception Desk staff:

- Responsible for validating car parking tickets and directing queries to the relevant person. Collecting all Concessionary car parking forms and passing over to Travel Office

5.6 Security Team:

- Act as point of contact for enquiries from the barrier systems and pay machines
- Load the car parking barriers with tickets
- Patrol the car parks on foot and through CCTV
- Notifying Travel office of unauthorised car registrations via email.
- Attend any faults with the Pay machines
- Issue enforcement notices
- Liaising with Brookfield's/ Travel office and soft FM manager of any issues regarding pay stations, barriers and car parks

6. Content

The Peterborough and Stamford Hospitals NHS Trust car parking operational procedures set out how the Trust will ensure the efficient and effective management of its car parks. The procedures cover all aspects of car park and traffic management and are intended as a guide for all those using the car parks.

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The procedures contain information on the following aspects:

- Car park locations
- Car park management
- Security arrangements
- Car park charges for staff and visitors
- Application process including Needs based criteria
- Permits and payment details
- Appeals process
- Concessionary parking
- Enforcement

7. Travel office

The Travel office operates from Peterborough City Hospital. The address of the Travel office is as follows:

Travel office
PO Box 001b
Peterborough City Hospital
Edith Cavell Healthcare Campus
Bretton Gate
Peterborough
PE3 9GZ

Tel: (01733) 673384

The office is open
Monday 10.00 – 16.30
Wednesday 10.00 – 16.30
Friday 10.00 – 16.30

N/b these times maybe extended depending on the needs of the business

Further information can be found on the Travel Options Intranet pages or via email:
Travel@pbh-tr.nhs.uk.

8. Staff parking

Staff that require access to parking at Peterborough City Hospital (PCH) will require a valid staff parking permit and means of entry to the barrier controlled car park either via their proximity access card, a top up card or take a blue ticket from the barrier for validation to receive the staff rate. All sections of the application form must be fully completed and countersigned by their line manager to verify the information provided is correct. It is the responsibility of the individual and their line manager to ensure that information provided is correct. Failure to do so may result in the removal of the permit and cancellation of their proximity access card or top up card. Completed

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forms should be sent to the Travel office for approval. Completed applications forms will be assessed in line with the Trust Needs based parking criteria.

8.1 Needs based parking criteria

The Needs based parking option criteria are detailed in appendix A. All car parking applications will be assessed in line with the criteria.

The Trust reserves the right to revise the criteria for permit allocation.

8.2 Permits

All staff whose application is successful will be issued an annual staff parking permit. This must be displayed at all times within the registered vehicle the registration and permit number must be visible for inspection. Failure to do so may result in enforcement. (Parking Charge Notice) It is the responsibility of the individual to ensure that any changes in circumstances related to their application are provided to the Travel office. The permit cannot guarantee that a parking space will be available. Annual Permits will be issued to eligible staff following receipt of a completed application form. It is the individual's responsibility to renew their permit on an annual basis or as directed by the travel office.

8.3 Charges and payment for staff permits

The annual car park charges for Peterborough City Hospital are currently £495 per annum or £2.20 per day.

Payment methods include:

- A top up card/pay as you go (£5.00 deposit required)
- Monthly salary deductions
- Monthly Salary Sacrifice Scheme
- Pay per day
- Cash or cheque (payable in advance at the Trust's Cash Office)
- Invoice (requires full organisation invoice address and relevant budget code).

Personal invoices will not be issued to individual applicants.

The Trust will notify staff of changes to parking charges a minimum of 2 months in advance of any change.

8.4 Appeals process

Staff whose application for car parking has not been approved can formally appeal against the decision. Appendix B outlines the appeals process.

8.5 Locations

Appendix C outlines the location and number of spaces in each car park.

8.6 Leavers

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It is the responsibility of an individual to return their permit and proximity access card or top up card to the Travel office.

8.7 Refunds

Persons on long term sick or maternity leave (6 months or longer), at their own request, must advise the Travel office and return their permit at start of the term of absence if they wish to suspend their car parking contributions. A new application form should be submitted to re-apply for a permit.

Staff must surrender their proximity access cards on termination of their employment with the Trust to access control. They must return their car parking permit on the last day of employment to the travel office.

8.8 Transferring of permits

Permits are only valid in the vehicles stated on the application form and staff parking permit. One permit will only allow one car to park on site at any one time, however, staff who own more than one car will be able to register four cars on a single permit. Any vehicle changes must be notified to the Travel office to avoid enforcement. Staffs parking permits are not transferable.

8.9 Lost, replacement and amended permits and access control cards

A lost permit, proximity access card or top up card must be reported to the Travel office immediately.

The Trust will not be held responsible for lost top up cards and as such refunds will not be issued.

8.10 Car sharing

Staff are encouraged to car share and dedicated bays are located in the Haemodialysis car park. The Trust Car share guidelines are available in appendix G

8.11 Staff disabled parking

Staff blue badge holders must apply for a staff parking permit, which will be issued at no cost. There are a number of free disabled car parking spaces within each car park. Blue badge holders can park in standard staff parking bays.

9. Patient and visitor parking

A number of car parks have been set aside and dedicated for patient and visitor parking. These car parks are as conveniently placed to the hospital entry points as the physical layout of sites allows. We operate a colour ticket system to ensure that segregation blue staff, white patient/visitor.

9.1 Locations

Appendix C outlines the designated areas for patient and visitor car parking.

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9.2 Charges for patient and visitor car parks

Information on the current charges for patient & visitor car parks is given in Appendix D. Parking charges apply every day of the week, including Bank Holidays. Payment should be made at a pay station prior to departure (pay on foot).

Instructions for use:

- Users should collect a ticket, dispensed by the barrier, on entering the car park area.
- This ticket must then be retained by the user and taken with them into the hospital premises.
- On leaving and before returning to their vehicle, the user validates this ticket by placing it into a payment machine (see Appendix E for location of payment machines), and paying the appropriate fee
- This validated ticket is then used to raise the exit barrier of the car park area.
- Full instructions will be on display in the car parks and on payment machines.
- Tickets are not transferable.

9.3 Lost barrier tickets

In the event of a lost ticket replacement tickets are available by pressing the help button at any pay station. A new exit ticket will be issued from the pay station by security staff.

9.4 Patient drop-off provision

There are a number of drop off bays located at various locations, close to hospital entry points. (10 minutes maximum stay)

9.5 Disabled parking

A number of free disabled car parking spaces, close to hospital entry points have been set aside and clearly designated for use by any disabled person displaying and using an appropriate blue badge (see Appendix C for locations).

- Disabled parking bays are for blue badge holders only.
- For operational reasons there is no set time limit for parking in these bays, but a valid blue badge must be on display at all times.
- Blue badge holders are not permitted to exceed the time stated for short stay / alighting bays
- Blue badge holders are entitled to park in the visitor car parks at no cost. Tickets can be validated at the following reception desks:
 - Main Reception
 - Women's and Children's
 - Haematology and Oncology

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9.6 Temporary disability status

Special dispensation may be given to a member of staff who is not registered disabled, but has a temporary disability. Any application for parking would need to be supported by the Occupational Health Department and approved by the individual's line manager/general manager.

10. On-site Resident parking

Residents are required to apply for a car parking permit as outlined in section 3. Residents will be issued a resident parking permit.

10.1 Charges and payment for resident permits

Charges for resident parking are the same as the annual Trust car parking charge.

10.2 Short term residents

Short term residents will be allocated a temporary permit to cover the length of their stay as authorised by the Accommodation Manager. This will be charged at £2.20 per day at PCH.

11. Parking for other groups

There are various other groups who may require access to a car park. The operational procedures for each group are outlined below.

11.1 Contractors, Engineers

Due to the nature of the work, contractors can access car parks where necessary (excluding disabled) at the reduced rate of 2.60 charge.

Brookfield Services will issue contractors following their induction with a visitor's pass this will need to be presented at reception to receive the £2.60 contractor day rate.

11.2 Visiting Dignitaries and Business Visitors

Visiting dignitaries or those on Trust business can park in the patient and visitor car park and claim a concessionary rate of £2.20 per day in line with the concessionary parking guidelines. If free parking is requested, authorisation and a departmental cost will need to be provided to the Travel office in advance to ensure that the reception desks are able to validate the ticket.

11.3 Post Graduate Medical Students

The Travel office has arrangements in place with the Post Graduate Medical centre for student parking. For more information, please contact the Postgraduate Medical Centre.

11.4 Visiting consultants, specialist registrars and clinical staff on secondment or contracted to the trust

In line with the concessionary guidelines, visitors from other organisations on Trust business including visiting consultants and GPs are eligible to park in the patient and visitor car park for a concessionary rate of £2.20 per day.

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A completed concessionary parking form must be completed and taken to one of the following reception desks for validation:

- Main Reception
- Women's and Children's
- Haematology and Oncology

11.5 Emergency vehicles

It is essential that vehicular access and appropriate parking is available for emergency vehicles at all times.

- Ambulances are requested to park in the dedicated bays only
- Consideration will be given in exceptional circumstances for all emergency vehicles
- Non-emergency visits will require vehicles to park appropriately as per the Trusts general parking controls

11.6 Drop off bays

These are available for all users providing they do not exceed the maximum time allowed of 10 minutes.

11.7 Voluntary car drivers

Voluntary car drivers are able to use the short stay alighting bays to drop off and collect patients. Drivers can wait in the visitor car park for a maximum of 30 minutes without charge.

- For visits exceeding 30 minutes up to a maximum of 2 hours, registered volunteer drivers are requested to park in the dedicated volunteer driver bays. Drivers can park for free in this area providing they are registered with and hold a local authority parking permit. Drivers are asked not to cause double parking by ambulances.
- For visits exceeding 2 hours, drivers should park and pay as general visitors or park off site.

11.8 Departmental fleet vehicles

Departmental managers must register fleet vehicles/vans with the Travel office. A permit and top up card will be issued. Vehicles can use the short-stay alighting bays for the maximum time allowed to pick up / drop off equipment, but must park in the staff car parks beyond this time.

11.9 Motorcycle parking

Provisions have been made for 20 open motorcycle bays with anchor locking points adjacent to the multi-storey car park.

It is recommended that staff register their vehicles with the car park office to enable owners to be contacted in the event of an emergency.

11.10 Cycle parking

Provisions have been made for 120 secure and covered cycle parking spaces for staff use and 40 covered spaces for visitor and patient use.

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No charge is made to use cycle parking facilities – A key can be obtained for the secure cycle shelters from the Travel Office. A Key deposit of £6 will need to be paid at the cash office and receipt is shown before the key is issued. When the key is no longer needed on showing you receipt the £6 will be refunded.

11.11 Concessionary parking

Concessionary parking is available. For more information, please refer to the Concessionary guidelines in appendix I.

If documentation is not available on the day of the appointment, patients should collect a receipt from the payment machine as proof of purchase. Proof of eligibility at the time of the visit will be required along with a completed refund form (HC5).

12. Security

As part of the PFI contract, there is a responsive security service. To support this, the following activities are undertaken:

- Attendants will carry out daily patrols of the car parks and provide a security presence.
- Closed Circuit Television (CCTV) cameras operate in external areas throughout the site, for further details please refer to the CCTV policy.
- Each barrier car park is fitted with an emergency call point system. This allows users to summon assistance if required.

13. Enforcement

The Trust enforcement process is aimed at ensuring efficient management of the car parks, particularly in relation to health and safety, access for emergency vehicles and maintaining all pedestrian access to site. The soft FM contractor (VSG) operates a traffic management service on behalf of the Trust at Peterborough City Hospital. The following relates to all car parks on site

Infringement of the car parking rules will result in the issue of a warning notice. These will be logged and recorded, a copy of which will be held by the Travel office. If 3 warning notices are issued to an individual, they will receive a warning letter, a copy of the car parking operational procedures.

If a further warning notice is issued, the individual and their line manager will be written to, and advising that the issue of a further warning notice may result in the removal of their parking permit.

Disabled bays and Westwood Farm 1 car parks are patrolled by a car park management company and infringement of the car rules set out in appendix F may result in a parking charge notice being issued

It is the responsibility of all users of the car parks to ensure they adhere to the car parking rules. These are included as Appendix F.

14. Disclaimer

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Users park on site at their own risk. The Trust does not accept liability for any theft or damage to vehicles or contents which may occur within the Hospital grounds.

15. Endorsement

The Policy will be approved and endorsed by members of the Health and Safety Committee.

16. Distribution

This policy will be available electronically and can be e-mailed to anyone requesting it. A hard copy will be available on request.

17. Monitoring of compliance

The audit, monitoring and effectiveness of the policy and associated processes will be monitored as detailed below:

This policy will be reviewed every three years, or earlier in the light of changing circumstances or legislation, by the Soft FM Manager.

18. Equality Impact Assessment

This policy has been assessed using an equality impact assessment screening template and has no adverse impact on any particular group, sex, ethnicity, religion, gender or disability. As a result it is considered that a full Equality Impact Assessment is not necessary. The screening template can be found at Appendix J.

19 Appendices

- These must include any appendices relevant to the policy being written
- MUST include:
 - QA checklist for review and endorsement of procedural documents (Appendix 4)
 - Compliance and monitoring table
 - EQiA

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Appendix A

Needs based parking options

Introduction

As part of the *Travel Plan*, (Revised January 2016) a car park management scheme was proposed. This includes a 3km restriction for issue of parking permits on the Edith Cavell Campus, with limited exceptions.

We appreciate that this may cause inconvenience to some staff and we are keen to support you in planning alternative routes to work if necessary. Managing car use and encouraging more sustainable travel options will also contribute to the Trust's commitment to reducing our carbon dioxide emissions and promoting healthy living.

Due to the limited availability of on-site staff parking the following criteria has been agreed:

You are entitled to park on site at Peterborough City Hospital¹ (PCH) if you meet one criterion or more:

- Disabled user or temporarily disabled as agreed by occupational health
- A shift worker where one of the shifts has an official start, or finish, time before 07:30 or after 21:00
- An essential user who undertakes one or more journeys per day, outside of current travel between sites SRH PCH, as substantiated by three travel claim forms.
- A registered car sharer and live more than 7 kms from PCH.
- You are a carer for children 11 years and under, disabled children up to the age of 19 or vulnerable adults
- You are a registered volunteer driver, volunteer, public or partner governor
- A consultant who has off-site clinical commitments and requires a car to provide a clinical service,

PCH car parking permit application forms are available on the Trust intranet: On the Travel section of the facilities Department.

If you are an occasional essential user, or visiting consultant, you should park within the public car parks and have your pay-on-foot ticket validated at main reception.

If you are a member of staff and are resident in Cavell Close you may park on-site, only in Cavell Close. Following receipt of your application form you will receive a resident's permit

PCH staff car parking spaces will be available in the following locations:

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- Multi-storey car park B
- Car park H (adjacent to Robert Horrell Centre and the Energy Centre)
- Car Park A (Shared visitor car park)
- Westwood Park Farm Annex 1/2

Following receipt of your application form you will collect a permit from the travel office this must be displayed in your vehicle. It will be inspected, for permit number, registration number of the vehicle you are in and annual expiry date.

“Peterborough and Stamford Hospitals NHS Foundation Trust has no legal obligation to provide parking for staff. Parking is allowed on Trust sites only if space within a marked bay is available but is at the risk of the vehicle owner or driver.”

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Appendix B

Car parking application for permit appeals process

Please read this information carefully in order to ensure that you understand the basis on which appeals are considered. Please ensure you provide all information to ensure that your appeal is considered without undue delay.

Appeals in the first instance are to be considered by the individual's line manager/general manager. The appeal should be judged against the needs based parking options outlined in Appendix A.

If the line manager considers that the individual's permit has been incorrectly allocated in line with the needs based parking options, the manager should email the Associate Director of Estates and Facilities.

The email should contain the following information:

Individual's name

Department name

Contact number

Details of the reasons why they feel the permit has been wrongly allocated in line with the needs based parking criteria

Appeals will be answered within 7 working days. The Associate Director of Estates and Facilities will review the reasons and respond to the manager detailing the outcome of the appeal.

If the appeal is successful, the Travel office will issue the new permit within 2 working days. The individual will need to return their original permit and collect their new permit from the Travel Office, Peterborough City Hospital.

Further information

For more information on Travel options, please contact the Travel office on ext. 3384

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Appendix C

Current Car Parking Spaces PCH

Spaces by Classification/Location

There are currently 2060 car parking spaces on site at Peterborough City Hospital. This is made up of 7 car parks, which are a mix of patient and visitor car parks and staff car parks.

Patients and Visitors spaces: 787

- Car Park C 264
- Car Park D 148
- Car Park F 83
- Car Park E and A, 292

Disabled Spaces

- MHU 6
- WChild 12
- ED 43
- Renal (E) 11 Barrier
- McMillan 2 Barrier
- Haemonc (F) 7 Barrier

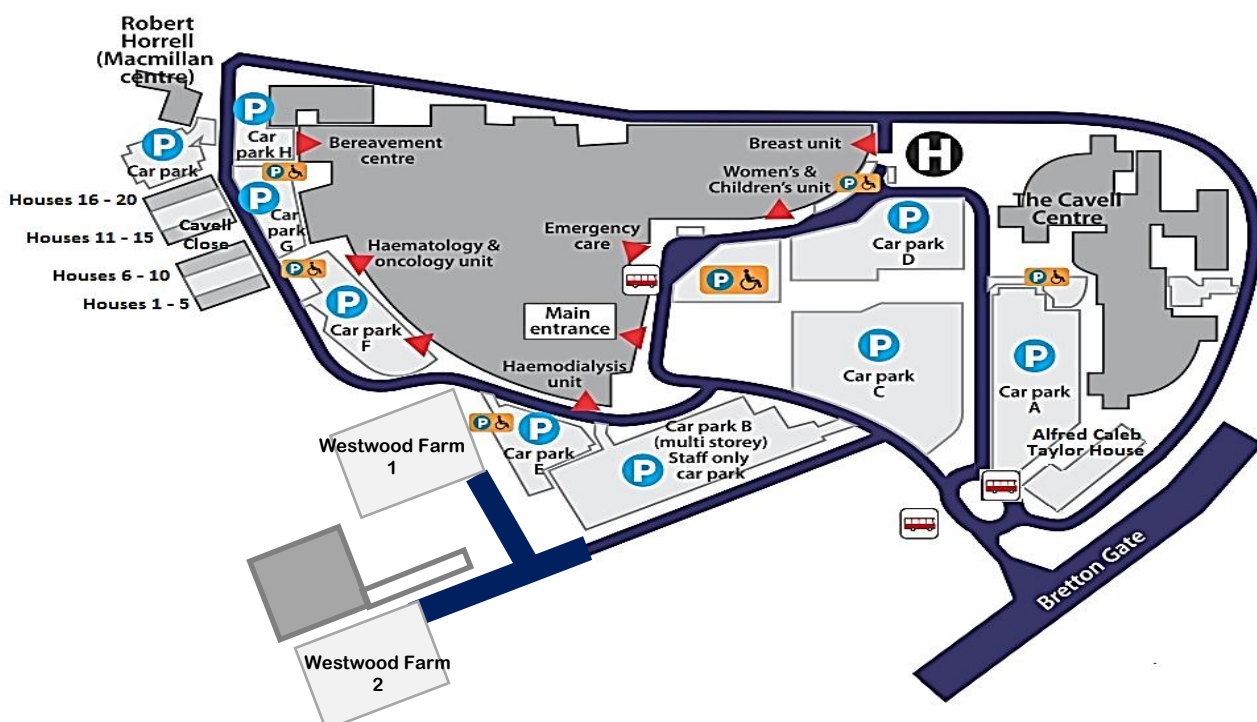
Staff spaces: 1177

- Car Park B 910
- Car Park H 115
- Westwood Farm Overflow (1) 152
- Proposed Westwood Farm annex (2) 150

Disabled Spaces 81

Grand Total All 2045 (Proposed 2195)

NOTE Westwood Farm annex (2) is currently being considered in planning stage.



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Patient and Visitor parking charges for PCH 15/16

Time period	Charge
0 – ½ hour	No charge
½ - 3½ hours	£2.60
3½ - 4½ hours	£4.20
4½ - 5½ hours	£5.20
5½ - 6½ hours	£6.30
Over 6½ hours	£10.40

Appendix E

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Location of car park payment machines

Peterborough City Hospital

- Main Atrium x3
- Women's and Children's entrance
- Haematology & Oncology entrance
- Emergency Department entrance
- Renal department entrance

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Appendix F

Car parking rules

1. All vehicles parking with a permit, must clearly display the colour face, vehicle registration, annual expiry date of the permit in the front windscreen for ease of observation.
2. Permit renewals are the owner's responsibility.
3. Misuse of permits is fraudulent.
4. No vehicle shall park or wait on access roads or other areas marked by double yellow lines or within any hatched areas.
5. No vehicle shall park on grass verges, paved or pedestrian areas or other places not constructed as a parking space or road.
6. All vehicles parked must be in a designated parking bay.
7. Motorcycles must park in areas designated for their use and not in other areas.
8. Only vehicles displaying a valid disabled persons blue badge are allowed to park in a bay designated and signed for disabled use only.
9. No vehicle shall wait or park for longer than 10 minutes in an area designated and signed as a drop off bay.
10. Non adherence to these rules makes the driver liable to enforcement action.
11. Abandoned vehicles or vehicles left on site for an excessive period of time may be towed away.
12. The car parking permits, proximity and top up cards remain at all times the property of Peterborough & Stamford Hospitals NHS Foundation Trust.
13. The Trust does not accept responsibility for any theft or damage to vehicles and/or their contents.
14. Vehicle security is the responsibility of the owner/driver. Do not leave items on display within your vehicle.
15. The Trust reserves the right to amend the rules at any time.

Appendix G

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Car Share guidelines

The Trust has teamed up with Peterborough city council and Faxi to provide a state of the art journey sharing platform. Staffs that are transporting co-workers to work will be rewarded with additional car sharing car parking spaces and the benefit to proportion car parking costs. Faxi enables staff to easily carpool and ride share to work with colleagues, saving money on the daily commute and making it easier to park at work.

What is car sharing?

Car sharing is two or more people sharing a car to make the same journey together. It allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion, pollution and cost.

Why car share?

The benefits of car sharing are as follows:

To you:

- Free up your commute to check your emails, your presentation, your Instagram
- Reduce the amount of time spent taking the children to and from school
- Cut your fuel, toll, parking costs
- Meet co-workers living locally
- Meet parents living locally with children at the same school
- Reduce congestion & pollution

To your workplace:

- Significantly reduce parking problems
- Reduce local congestion
- Reduce local pollution
- Reduce transport poverty

How do I join the car share scheme?

Simply click on a [join a group](#) button or link found on the internal internet. If you chose to join an existing group, select the Peterborough City Hospital group from the list and complete the registration.

Peterborough City Hospital may send you a link to invite you to join a group, clicking this link will take you directly to the specific registration page for this group.

How do I find others to share with?

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Once registered with a group you will see a map with icons showing the approximate locations of other group members who live near you, who live along your route or who drive by you on their way to the group destination. Tapping on their icon shows their user name and a window to message them and arrange journey sharing. All messaging is done through the Faxi app, no email addresses or phone numbers are revealed to other users.

How do I find others to share with?

From the map page, you can click on the user icon appropriate to the person you wish to message. The info panel on the right or below the map (depending on your screen size) should show their 'Status' tab, showing their status and giving access to a 'Message' button. Click this 'Message' button and you should be able to send them a message in much the same way as you might do in your favorites messaging app. They will receive a notification in their app as well as a backup email notification.

Alternatively select the message icon in the top navigation to open the message page. From here you can select a fellow group member and send them a message.

What if there are no matches?

Faxi is slightly different from other car sharing platforms in that receiving or offering lifts isn't based on 'matches', rather once you have joined a group either as a **passenger**, **driver** or **both driver and passenger**, you will be able to see all the other users in your group on a map based platform.

As a FAXI user in the Hospital's car pool group you will then be able to identify others who live 1) around you 2) further away from the hospital, that drive past you or 3) on your way to the campus, that you can message regarding starting up a car pool.

In the unlikely event that there are no 'matches' in the PCH group, it is worth looking through the groups tab to discover other car share groups in Peterborough that may be travelling in the same direction.

Payment?

The FAXI app has an in built payment facility so that motoring costs can be shared without embarrassment or trying to find the correct cash and/or change. However it is not obligatory, there is an option in the app to accept a journey without payment for those who have alternative arrangements.

If the driver requests it then accepting the journey each day will easily send an agreed amount to your driver to reimburse them for a portion of their costs incurred picking you up.

Currently when a driver is setting off to collect you, you will receive a message to let you know when to expect them. When you receive this you can simply respond and make a payment.

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The financial benefits of carpooling mean drivers can receive contributions of £1,000's per year while passengers save significantly over driving themselves or taking public transport.

The FAXI app is free to download and use.

What happens if I'm unable to travel with my car share partner?

If the other driver lets you down you can simply use the FAXI platform to find other drivers going your way, message them and catch a ride with them instead.

What happens if I choose to car share with someone who does not have a car?

If you are a **driver** then you may be happy to offer a lift to a '**passenger only**' user and agree a cost through the app that they could reimburse you for part of the fuel cost.

Alternatively if your passenger is also a driver and doesn't own a car, you may want to discuss any other options with your car insurance provider.

Dedicated staff car share spaces

The Trust offer staff car share spaces in the Haemodialysis car park (car park E) to eligible staff who sign up to the scheme and live more than 7km from PCH.

Payment for car parking charges

Upon receipt of all applications forms for the car share group, the parking charges will be debited in line with the chosen method (monthly or pay per day). The car share group is responsible for agreeing payment proportions. The options available are:

1. One person pays the full amount to the Trust and is reimbursed through a local agreement with their car share partners.
2. The car share group agrees to pay the Trust a percentage equal to the full cost of an annual parking permit.

What happens if the person I'm car sharing with has to leave work early?

In the event of an emergency causing one of the car sharers to leave work unexpectedly, the car share passenger can use the Trust 'guaranteed ride home' scheme. In the first instance the passenger should seek a lift from another colleague or take public transport; if neither option is available, they can take a taxi and reclaim it through Travel claim form. Please see the Guaranteed Ride Home guidelines for more information.

Regular independent travel

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Staff who are part of a Car Share group but cannot car share for all working days will require a top-up card which will allow them to park in one of the regular staff car parks and pay £2.20 per day. Staff who live within 3km who would not qualify for a parking permit will not be eligible for the top-up card.

Ad-hoc independent travel

It is accepted that there will be ad-hoc occasions when car share partners have to travel independently. On these occasions, drivers will be requested to park in the visitor car park, complete a concessionary parking application form and take their ticket to be validated at one of the receptions desks. Staff who live within 3km who would not qualify for a parking permit will not be eligible for concessionary parking.

Any member of staff found abusing the scheme will have their car share permit removed with immediate effect.

We live at the same address, can we car share?

Partners living at the same address who share one car for different shifts will not be eligible to apply for car share permits; however both parties must be identified to ensure entry rights to general parking areas are added to both access cards. Only one permit will be issued to cover all vehicles owned. Vehicles are not permitted to park on-site without a valid permit on display.

Insurance

It is important that drivers ensure they only charge the costs of running the vehicle, (i.e. no profit should be made). If a profit is made it could potentially invalidate any insurance policy. Drivers must ensure that they are only giving lifts to participants in the scheme; strangers must not be picked up on route.

Further information

For more information on FAXI please contact the Travel office on ext. 3384.

Appendix H

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Guaranteed Ride Home guidelines

The Guaranteed Ride Home scheme is available to staff who have signed up to and been allocated a car share permit. It is recognised that one of the potential drawbacks of car share is the potential to be left stranded at work in the event of an emergency. The Trust has therefore introduced this scheme to ensure that car sharing staff do not suffer this inconvenience.

1. Who is eligible?

Only staff that have been accepted as part of the Trust car share scheme will be eligible to use this emergency service.

2. What are the limits?

The scheme will fund the reimbursement of an individual's journey by public transport only unless this is not available. A taxi may be used if there is no alternative available. The guaranteed ride home scheme has a ceiling of £30. Any additional costs incurred are the individual's responsibility.

The scheme may be used up to a maximum of 2 occasions in any financial year.

If an individual journey exceeds the £30 threshold or the individual requires the use of a guaranteed ride home in excess of two occasions this will need to be approved by the Travel office.

3. How does it work?

The Guaranteed Ride Home scheme is available to staff who have travelled to work as part of a car share group but is unable to travel home due to an emergency situation.

The following situations are examples of emergency situations:

Emergency situation

- An immediate family member has an emergency
- A serious problem arises at your child's school or nursery
- Fire or burglary damage your home
- You are unwell and cannot wait to travel home
- The driver in your car share group has to leave unexpectedly and you have no other means of getting home (i.e. No public transport alternative)
- Other emergencies at the discretion of the line manager

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The following are examples of non-emergency situations which will not be subject to reimbursement as part of the Guaranteed Ride Home scheme.

Non-emergency situation

- Personal errands
- Pre-booked medical or dental appointments
- An employee works late not at the request of their line manager
- Any other reason deemed invalid by the line manager
- Vehicle breakdown

4. How do I claim?

Staff will be reimbursed for their Guaranteed Ride Home through the Trust travel claim process. A travel claim form must be completed, accompanied by a valid receipt and stating the reason for the Guaranteed Ride Home. The travel claim form must be signed off by the line manager and the Travel office and sent to Payroll for processing.

Non Trust staff must complete a travel claim form, available from the Travel office, and return to the Travel office together with a valid receipt. Reimbursement will be via a personal cheque.

Any member of staff found abusing the scheme will have their car share permit removed with immediate effect.

Further information

For more information on Guaranteed Ride Home, please contact the Travel office on ext 3384.

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Concessionary parking guidelines

Peterborough and Stamford Hospitals NHS Foundation Trust recognises the need to assist those patients and their primary visitors who have to visit the hospital.

Who is eligible for concessionary parking?

You may be eligible for concessionary parking if:

- You are a patient whose appointment time exceeds 2.5 hours
- You are a patient with a long-term illness or serious condition needing regular or long-term treatment such as chemotherapy, radiotherapy or haemodialysis
- You are the main visitor to a critically ill patient on a daily basis
- You are the parent of a child in the Neonatal Intensive Care Unit (NICU)/Amazon ward or a birthing partner
- Relatives visiting patients on a daily basis for a prolonged periods of time (exceeding 7 days) *
- Stamford staff and other staff, but have ad-hoc parking requirements not exceeding 24 days per annum
- Locums and other temporary or agency staff on short term contracts
- Visitors from other organisations on Trust business including visiting consultants and GPs
- VIP visitors and other officials
- New starters who are waiting for their parking application to be processed
- Blue badge holders
- Bereaved relatives
- Benefit claimants

Repeat visits within a 24 hour period require each ticket to be validated separately to ensure the £2.60 per day applies

I think that I may be entitled to Concessionary Parking – what do I need to do?

You will need to complete a concessionary parking application form which will need to be signed by the ward or department you are visiting. The forms are available from the Travel office in the main reception area or from the ward or department.

How long is my Concessionary Parking valid for?

CAUTION: *You must refer to the intranet for the most recent version of this document*

This will depend on your individual circumstances. Each application can be validated for a maximum 7 days.

How do I validate my car parking ticket?

The following reception desks will validate tickets upon receipt of a completed concessionary parking application form:

- Main Reception
- Women's and Children's
- Haematology and Oncology

To validate your car parking ticket, on the first day you will need to take the ticket and your completed application form to one of the above reception desks between the hours of 7am and 10pm. Outside these hours please press the help button on the pay stations and a ticket will be issued via the machine. Your daily parking ticket will also need to be validated at the reception desk on each subsequent day.

How do I renew my Concessionary Parking?

To renew your Concessionary parking, please complete a new Concessionary parking application form and ensure it is signed by the relevant ward or department.

What if I have a problem with my validated parking ticket, or I lose it?

Once a ticket has been validated it becomes the responsibility of the individual. Refunds will not be issued under any circumstances.

I am in receipt of state benefits – can I claim back my travel?

Patients who receive certain state benefits may be entitled to claim reimbursement of parking charges on presentation of their appointment card or letter and proof of entitlement along with the a car park barrier ticket. For more information, please visit the General Office within Peterborough City Hospital.

I am a Blue badge holder – what do I need to do?

If you are a Blue badge holder who has parked in a dedicated Blue badge parking bay, your badge must be clearly displayed with the expiry date facing upwards. This will enable you to park at no cost for an unlimited amount of time.

Blue badge holders who opt to park in the visitor car park (barrier) must take their ticket, along with their badges to one of the following reception desks between 7am – 10pm to have their ticket validated for free exit from the car park:

- Main Reception
- Women's and Children's
- Haematology and Oncology

CONCESSIONARY PARKING APPLICATION

CAUTION: You must refer to the intranet for the most recent version of this document

We are pleased to be able to offer concessionary parking to those who need to access our facilities for longer periods of time.

This form should be completed and signed by a senior member of staff within the department being visited and then taken with your parking ticket for validation at the most local reception.

For those on benefits, advice on assistance with the cost of travel can be obtained from the General Office situated in the main atrium.

FirstName _____ Surname _____ Signature _____

Date from: _____ To: _____ (Max 7 Days)

Criteria	Cost	Please Tick
You are a patient with a long-term illness or serious condition needing regular or long treatment such as chemotherapy, radiotherapy and haemodialysis	No Charge	
You are a Blue Badge Holder (please show your Blue Badge at reception)	No Charge	
You are a visitor to the Bereavement Centre	No Charge	
You are a patient whose appointment time exceeds 2.5 hours due to a long wait in clinic	£2.60 per day	
You are a parent of a child in the Neonatal Intensive Care Unit(NICU), Amazon Ward or a birthing partner	£2.60 per day	
You are the main visitor to a critically ill or terminally ill patient on a daily basis	£2.60 per day	
You are a relative visiting a patient on a daily basis for a prolonged period of time (Exceeding 7 days)	£2.60 per day	
You are a visitors from other organisations on Trust business including consultants and GP's	£2.60 per day	
You are a new starter who is waiting for their parking application to be processed or you usually work at Stamford (please show your ID badge at reception)	£2.20 per day	
You are a locum, agency or other temporary member of staff on a short term contract. (please show your ID badge at reception)	£2.20 per day	

Authorised By:

Name: _____ Signature _____

Dept/Ward _____ Job Title _____

Date _____

Number of days (please circle) 1 2 3 4 5 6 7

CAUTION: You must refer to the intranet for the most recent version of this document

Peterborough and Stamford Hospitals NHS Foundation Trust STAGE ONE: Equality Impact Assessment (EqIA) Screening form		Appendix J							
Assessing Functions/Policies for Relevance									
<p>Blue boxes are to be filled in Yellow boxes - Click the box to select from the drop down list</p>									
Free text Select from drop down box									
Name of function/service/strategy/policy/project (activity) to be assessed:	Car Parking Procedures Policy								
Name of principal author of policy:	Max Owens								
Directorate:	Corporate Support	Date: 23 Feb 16							
Function/service/strategy/policy/project (activity) aim or purpose:	To support the Trusts Car Parking facility, ensure income is maximized and meets Health and Safety requirements.								
Is this a new or existing activity?	Existing								
What are the intended results of this activity?	To provide guidance for using the Trust Car Park								
How will you measure the activity outcome?	The successful provision of Residential Accommodation								
Who is intended to benefit from the activity?	All users of the car parks								
Identify any internal/external groups who have been consulted regarding this activity:	Security, Communications, Cambridge and Peterborough Mental Health Trust								
<i>Use the table below to identify whether the activity could/does have a positive impact, a negative impact or no impact at all on either any or all of the equality groups specified.</i>									
	Age	Disability	Ethnicity/Race	Gender	Religion/Belief	Sexual Orientation	Gender Re-assignment	Marriage & Civil Partnership	Pregnancy & Maternity
Eliminating unlawful or unjustifiable discrimination	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Promoting equality of opportunity	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Promoting positive attitudes and good community relations	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Eliminating harassment or victimization	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Encourage involvement and participation	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
Eliminating health inequalities	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral	Neutral
<p>If there is either a Positive (Disability group exempted) or a Negative impact you must consider completing the Stage Two - Full Equality Impact Assessment form to address or remove any significant potential/actual impact.</p>									
Decision to proceed (please select):	No, we have decided that it is not necessary to carryout a full EqIA								
If you have selected "Yes, a full EqIA is required", please identify when the Full EqIA will be completed.	Date								
Reason for decision to proceed or not to full EqIA	The Trust car parks do not discriminate against any particular group as listed above.								
<p>Executive Director/General Manager - I confirm that I have been briefed and agree with the results of this EqIA.</p>									
Name	Paul Jameson				Date				
Job Title	Director of Estates and Facilities								
<p>Please note the following: It is essential that this EqIA screening form is discussed by your management team and remains readily available for inspection. A copy of this EqIA to accompany the endorsed document must also be sent to the Compliance Lead (i.e. clinical, non-clinical policies etc.) for uploading onto SharePoint.</p>									

CAUTION: You must refer to the intranet for the most recent version of this document

**Appendix K
Compliance Monitoring**

Process to be monitored	How will compliance with the outlined process be monitored?	Frequency	By who?	If compliance gaps have been identified, who is responsible for creating an action plan, and ensuring implementation of required changes?
Car Parking Application process and needs based	Review of the application process by the Travel office in conjunction with Communications	Annually	Soft.FM Manager, Travel Office Assistant and Communications	Soft FM Manager, to be monitored and implemented within the Facilities Business Meeting
Permit and access control termination process	Review of the termination process by the Travel office in conjunction with Access control	Annually	Soft.FM Manager, Travel office assistant and access control	Soft FM Manager, to be monitored and implemented within the Facilities Business Meeting
Enforcement Procedures	Facilities Business meeting, Quality Audits and general monitoring	Monthly	Soft.FM Manager / Medirest and Progress Health	Soft FM Manager, to be monitored and implemented within the Facilities Business Meeting
Complaints process	Facilities Business Meetings – Report of complaints	Monthly	Soft FM Manager.	Soft FM Manager, to be monitored and implemented within the Facilities Business Meeting

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CAUTION: You must refer to the intranet for the most recent version of this document

Quality Assurance Checklist - Version Number: 1 Appendix L

		Y/N/n/a	COMMENTS (where necessary)
1	Title of document Car Parking Operational Procedures		
2	Type of document (e.g. guidance, code of practice) Procedure		
	Is the title clear and unambiguous?	Y	
	Is it clear whether the document type is (e.g. guideline, procedure)?	Y	
3	Introduction		
	Are reasons for the development of the document clearly stated?	Y	
4	Content		
	Is there a standard front cover?	Y	
	Are the key points identified?	Y	
	Is the document in the correct format?	Y	
	Is the purpose of the document clear?	Y	
5	Approval Route		
	Does the document identify which committee/group will approve it?	Y	
6	Review Date		
	Is the review date identified?	Y	

If answers to any of the above questions is 'no', then this document is not ready for endorsement, it needs further review.

Compliance Team:			
1.	Date of Compliance Team approval	6 th July 2017	
2.	Comments to author for any amendments		
3.	Name of compliance lead	William O'Brien	
Approval Committee: Health Safety Security & Environment Committee			
If the committee/group is happy to approve this document would the chair please sign below and send the document and the minutes from the approval committee to the author. To aid distribution all documentation should be sent electronically wherever possible.			
Name	Ian Crich	Date	26 th May 2016
Signature	Ian Crich		
Endorsing Committee: Health Safety Security & Environment Committee			
If the committee/group is happy to endorse this document would the chair please sign below and send the document and the minutes from the endorsing committee to the author. To aid distribution all documentation should be sent electronically wherever possible.			
Name	Ian Crich	Date	26 th May 2016
Signature	Ian Crich		

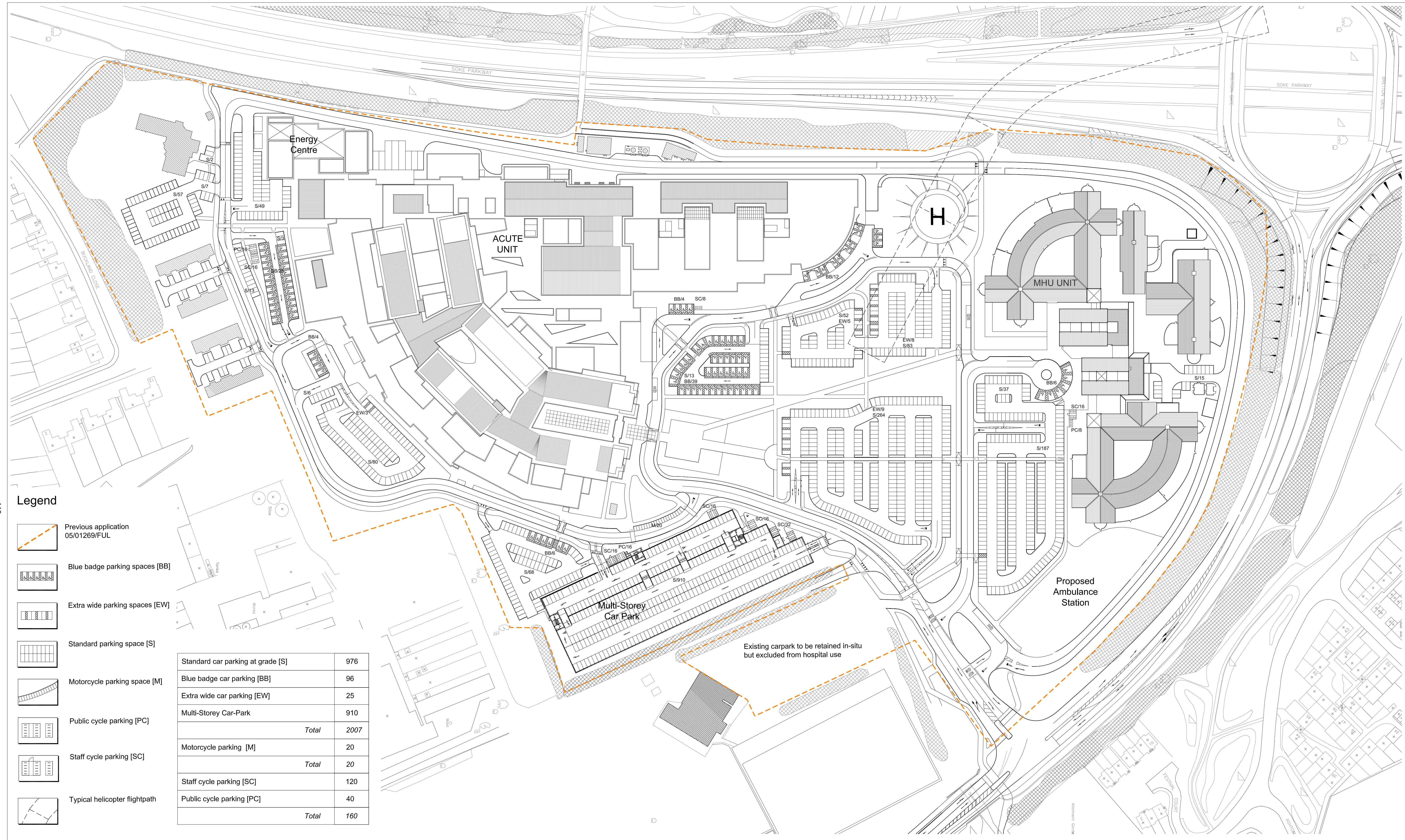
Appendix C. Public Car Parking Charges at Other UK Trusts

	Peterborough City Hospital	Hinchingbrooke Hospital	Stamford and Rutland Hospital	Cheltenham General & Gloucestershire Royal	Norfolk and Norwich	East Lancashire Hospitals	Southampton General & Princess Anne Hospitals*	Royal Derby	Shrewsbury & Telford	Mid Yorkshire*	CUH (Addenbrookes)*	West Suffolk	Mid Essex	Kings Lynn	Average incl CUH	Average excl CUH
Up to 20mins									No charge	No charge		No Charge				
Up to 30mins	No charge	No charge			No charge											
Up to 1h				£2.40				£2.00	£2.40	£2.00	£3.10	£2.20			£2.35	£2.20
Up to 2h				£4.00	£3.00			£3.50	£3.20	£2.80	£4.40	£4.20			£3.41	£3.29
Up to 3h				£5.60	£3.50	£1.90		£4.20	£4.10	£4.00		£6.40	£3.00	£3.90	£4.07	£4.07
Up to 3.5 hours	£2.60															
Up to 4h		£2.90		£6.70	£4.50			£5.20	£4.70	£5.00	£8.10	£8.40		£5.20	£5.87	£5.59
Up to 4.5 hours	£4.20							£6.20	£5.20	£6.00		£10.60	£4.00	£6.50	£6.43	£6.43
Up to 5h					£6.50											
Up to 5.5 hours	£5.20															
Up to 6h				£8.20				£8.50	£8.20		£12.00				£8.73	£7.63
Up to 6.5 hours	£6.30															
Up to 8h		£4.00			£8.00	£2.90								£10.40	£9.20	£7.07
Up to 12hr								£11.10							£11.10	£11.10
Up to 24hr	£10.40	£6.00	No charge	£11.10	£12.00	£3.50		£14.00	£9.00	£8	£6.90	£19.80	£12.70	£8.00	£15.60	£9.88
Weekly				£16.00				£18.00	£11.00			£20.40	£30	£28.00	£20.57	£20.60
Concession				£32.00												
Evening Parking (17:00-21:00)									£1.00							
Overnight Parking (17:00-08:00)									£2.00							
Electric Charging Point									£1.00	Additional charge - must still purchase a ticket covering your time onsite						
							*as of 01/02/2014				*as of 1st Aug 2015			*Car Park 2 (visitors)		

Sources for information (all accessed on 24/06/2019)

- Gloucester <https://www.glosthospitals.nhs.uk/your-visit/travel-parking/parking-charges/>
- Norfolk <http://www.nnuh.nhs.uk/patients-visitors/contacting-and-finding-us/finding-the-nnuh/car-parking/>
- East Lancs <https://www.elht.nhs.uk/your-visit/car-parking>
- Southampton <http://www.uhs.nhs.uk/Ourhospitals/SGH/Getting-here-and-parking/ParkingatSouthamptonGeneralHospital/Parkingcharges.aspx>
- Derby <https://www.uhdb.nhs.uk/parking-at-royal-derby>
- Shrewsbury & Telford <https://www.safh.nhs.uk/patients-visitors/getting-to-us/car-parking/>
- Mid Yorkshire <https://www.midorks.nhs.uk/car-parking>
- CUH <https://www.sabaparking.co.uk/car-park/addenbrookes-car-park-2-cambridge>
- West Suffolk <https://www.wch.nhs.uk/Patients-and-visitors/Information-for-visitors/Car-parking.aspx>
- Mid Essex <https://www.mehl.nhs.uk/patients-and-visitors/our-hospitals/broomfield-hospital/planning-your-journey/>
- Kings Lynn <http://www.qehkl.nhs.uk/car-parking.asp?=&information&ss=getting-to-us&p=parking>

Appendix D. Peterborough City Hospital Car Park Plan



- Legend**
- Previous application 05/01269/FUL
 - Blue badge parking spaces [BB]
 - Extra wide parking spaces [EW]
 - Standard parking space [S]
 - Motorcycle parking space [M]
 - Public cycle parking [PC]
 - Staff cycle parking [SC]
 - Typical helicopter flightpath

Standard car parking at grade [S]	976
Blue badge car parking [BB]	96
Extra wide car parking [EW]	25
Multi-Storey Car-Park	910
Total	2007
Motorcycle parking [M]	20
Total	20
Staff cycle parking [SC]	120
Public cycle parking [PC]	40
Total	160

rev	date	revision details	drawn	chk
A	06.09.07	For construction	SB	PC
B	21.08.08	For construction	SB	SL
C	08.10.08	MSCP - Ramp & cycle shelter	SB	SL

rev	date	revision details	drawn	chk

notes

- 1.0 Do not scale from drawing, use figured dimensions only
- 1.1 All dimensions to be checked onsite
- 1.2 This drawing to be read in conjunction with all other Gillespies drawings and specifications

zoning

site plan

client

ProgressHealth

contractor

MULTIPLEX

2nd Floor
40 Berkeley Square
London
W1J 5AL

consultant

GILLESPIES

The Coach House Bagley Croft Hinkley Hill Oxford OX1 5BS
P 01865 326789 F 01865 327070 E design.oxford@gillespies.co.uk

project title

Greater Peterborough **NHS**
Health Investment Plan

drawing title

**ECH SITE LAYOUT
CAR PARKING**

drawing number		project title		revision
GIL-EXT-CD-036		Greater Peterborough NHS Health Investment Plan		C
name	sign	dated	scale	status
drawn	SB	06.09.07	1:1000 @ A1	date
checked	PC	06.09.07	A1	06.09.07
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Appendix E. Hinchingsbrooke Hospital Car Park Map



Legend

Schedule of Existing Car Parking Spaces

Location	No. of Spaces
Staff Car Park 1 - Main Entrance	289
Public Car Park 2 - Main Entrance	295
Public Car Park 3 - Acer	42
Staff Car Park 4 - MARS	68
Staff Car Park 5 - MARS	30
Staff Car Park 6 - Boundary	83
Staff Car Park 7 - DTC Rear	99
Staff Car Park 8 - Pathology	33
Community Staff Car Park 9 - Rehab	31
Residences	57
Administration	35
Ambulance Station	18
Woodlands	18
Children's Unit	2
Renal Dialysis Unit	9
Facilities	16
Main Entrance	9
On Road	68
Off Road	11
Children's Unit Short Stay	5
TOTAL	1218
Unofficial Spaces	125
TOTAL	1343

INDEX	REVISION	DATE
<p>Hinchingbrooke Health Care NHS Trust</p> <p>Facilities Centre Hinchingbrooke Hospital Hinchingbrooke Park Road HUNTINGDON PE29 6NT Tel: 01480 363630 Fax 01480 416168</p>		
<p>Hinchingbrooke Hospital</p> <p>Huntingdon</p> <p>Site Plan</p> <p>Car Parking</p>		

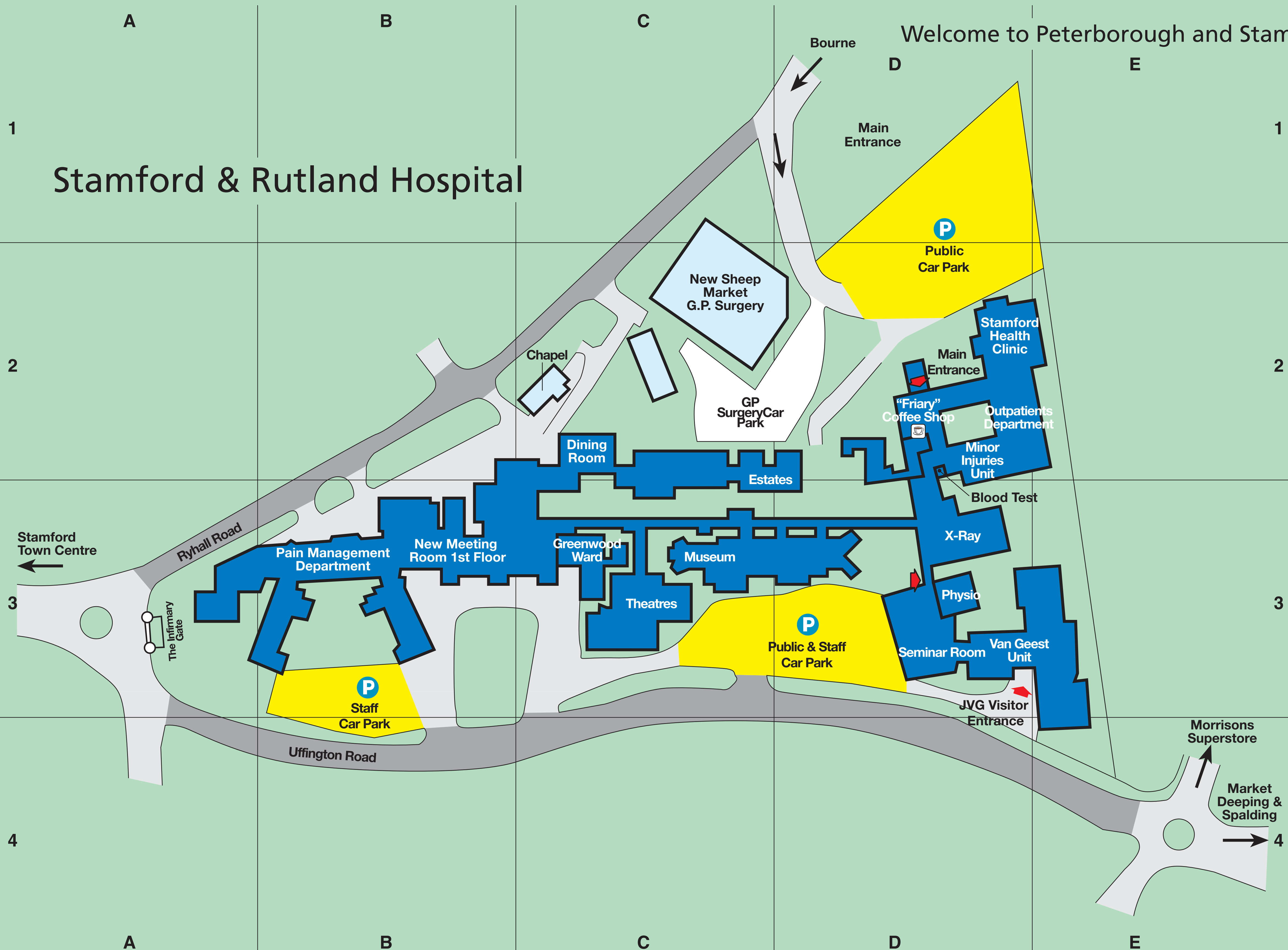
All dimensions to be checked on site and any discrepancies found shall be brought to the attention of the architect prior to commencement of any building works. Do NOT scale from this drawing at any time.

DRAWN	SH	DATE	March 2019
CAP CODE	-	SCALE	1:1000 @ A1
Drawing No	0200 SP CPC		

Appendix F. Stamford and Rutland Hospital Car Park Map

Stamford & Rutland Hospital

Welcome to Peterborough and Stamford Hospitals **NHS**
 NHS Foundation Trust



INDEX

Blood Test	D2
Chapel	C2
Dining Room	C2
Estates	C/D2/3
"Friary" Coffee Shop	D2
Greenwood Ward (Ground Floor)	C3
Main Entrance	D2
Minor Injuries Unit	D2
Museum	C3
New Meeting Room	B3
Outpatients Department	D2
Pain Management	B3
Physio	D3
Seminar Room	D3
Sheep Market GP Surgery	C2
Stamford Health Clinic	D2
Theatres	C3
Van Geest Unit	D3
X-ray	D3



IMPORTANT NOTICE
 The products and services advertised hereon should not be regarded as carrying the Trust's recommendation.

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Appendix G. Peterborough City Hospital Car Park Surveys Map



Car Park I

Car Park A

Car Park D1

Car Park C

Car Park D2

Car Park B

Car Park E

Westwood Farm 1

Car Park F

Car Park H

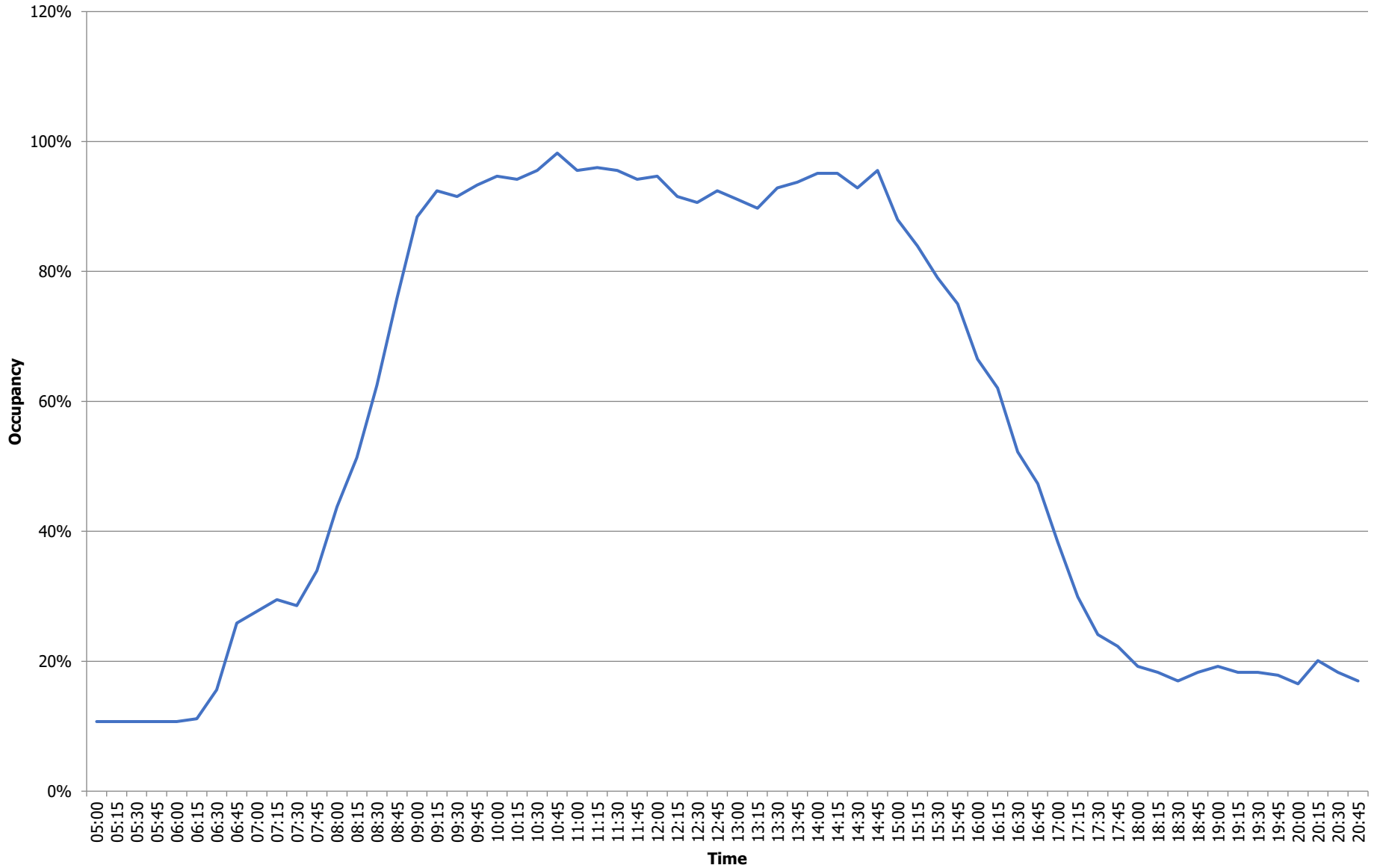
Car Park G

MacMillan

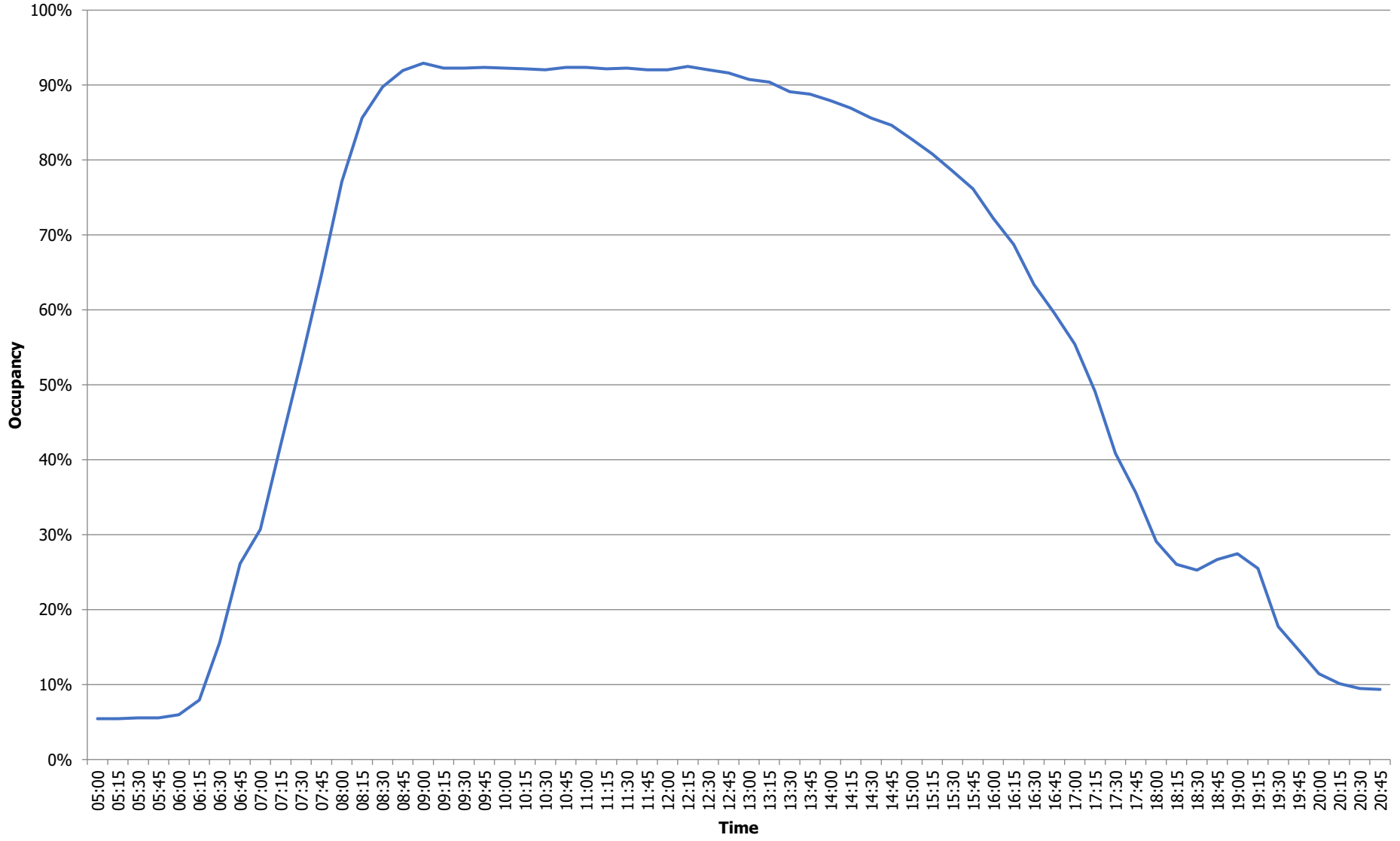
Westwood Farm 2

Appendix H. Peterborough City Hospital Car Park Occupancy Graphs

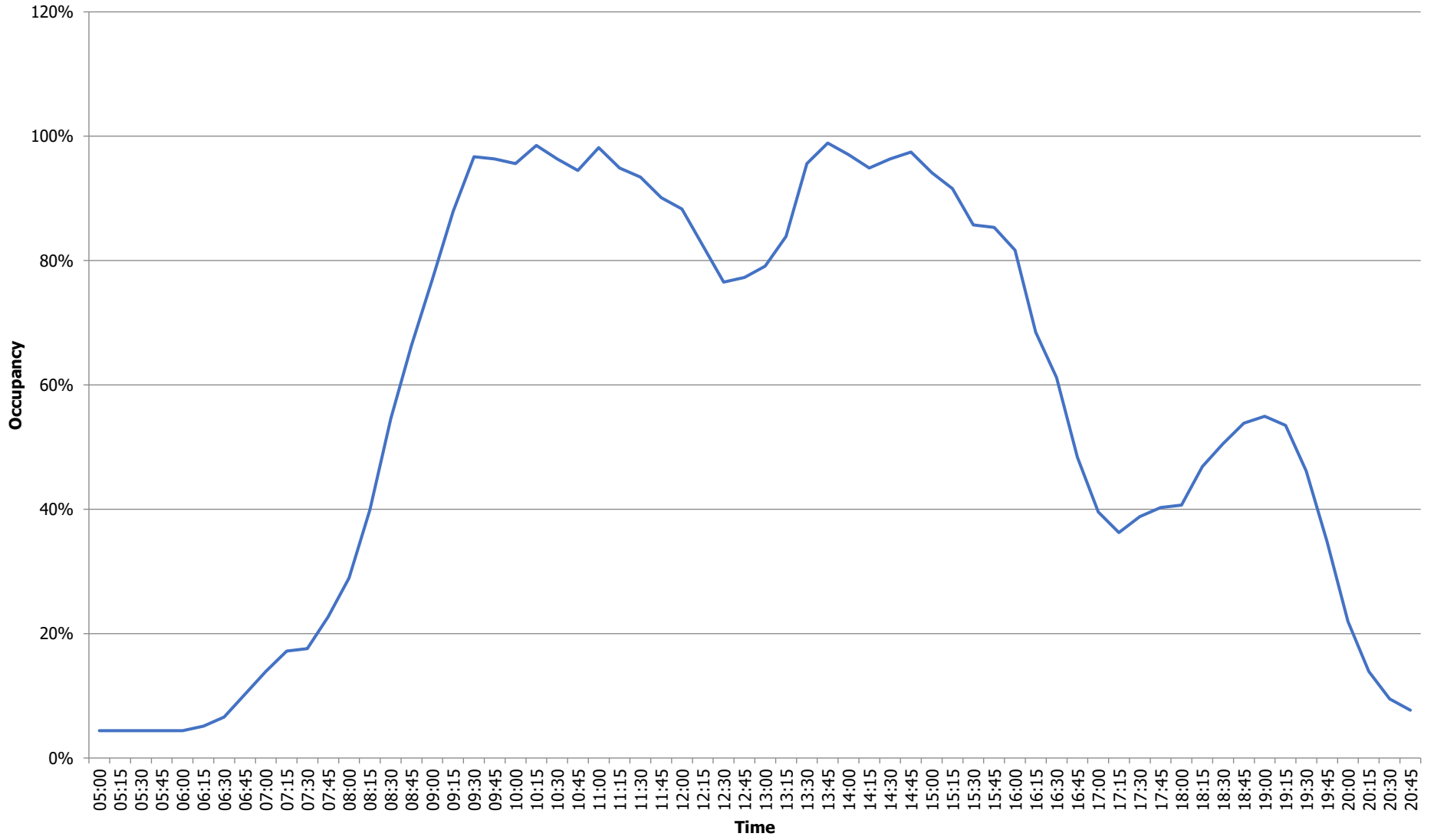
Car Park A - Occupancy Summary Graph



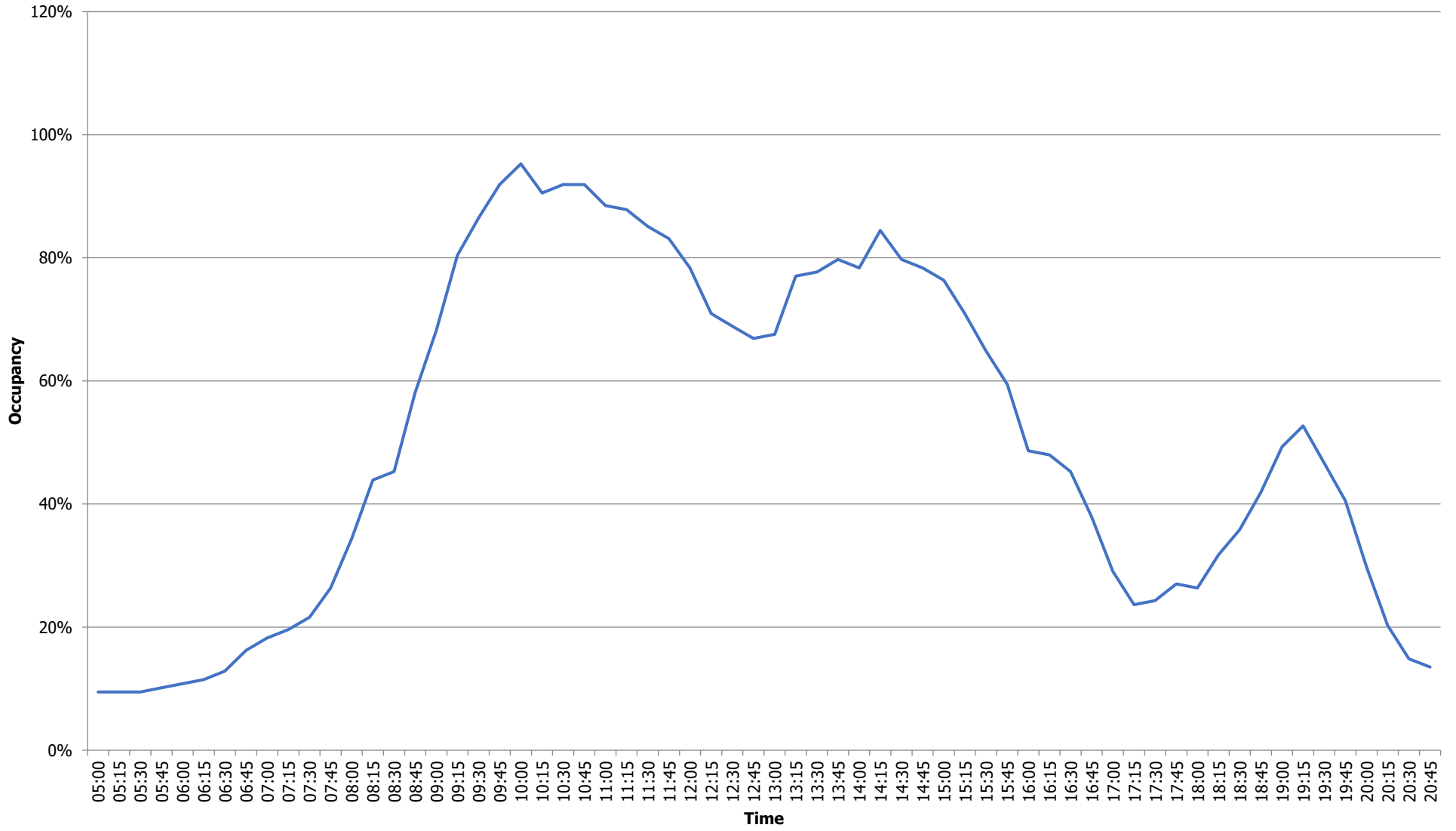
Car Park B - Occupancy Summary Graph



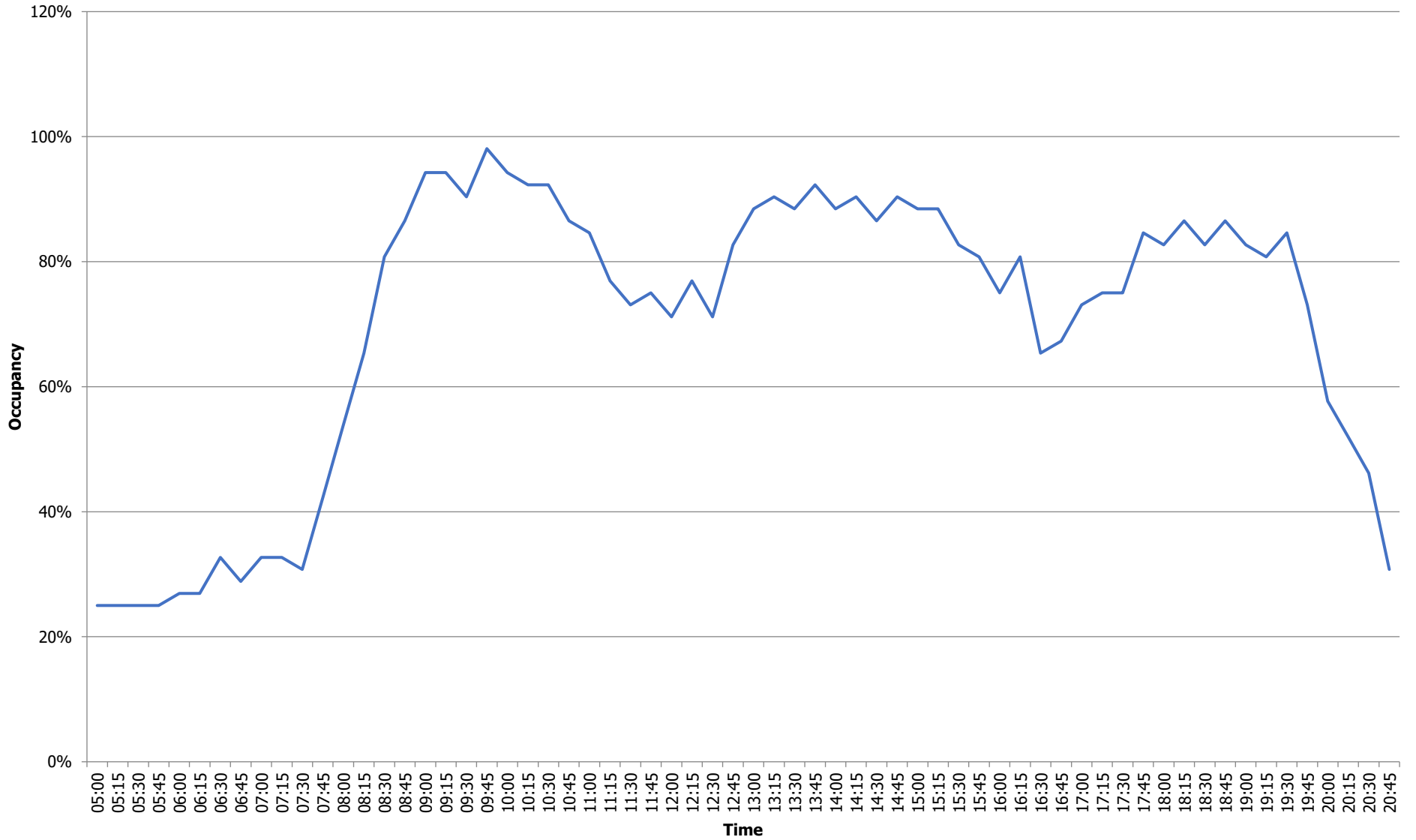
Car Park C - Occupancy Summary Graph

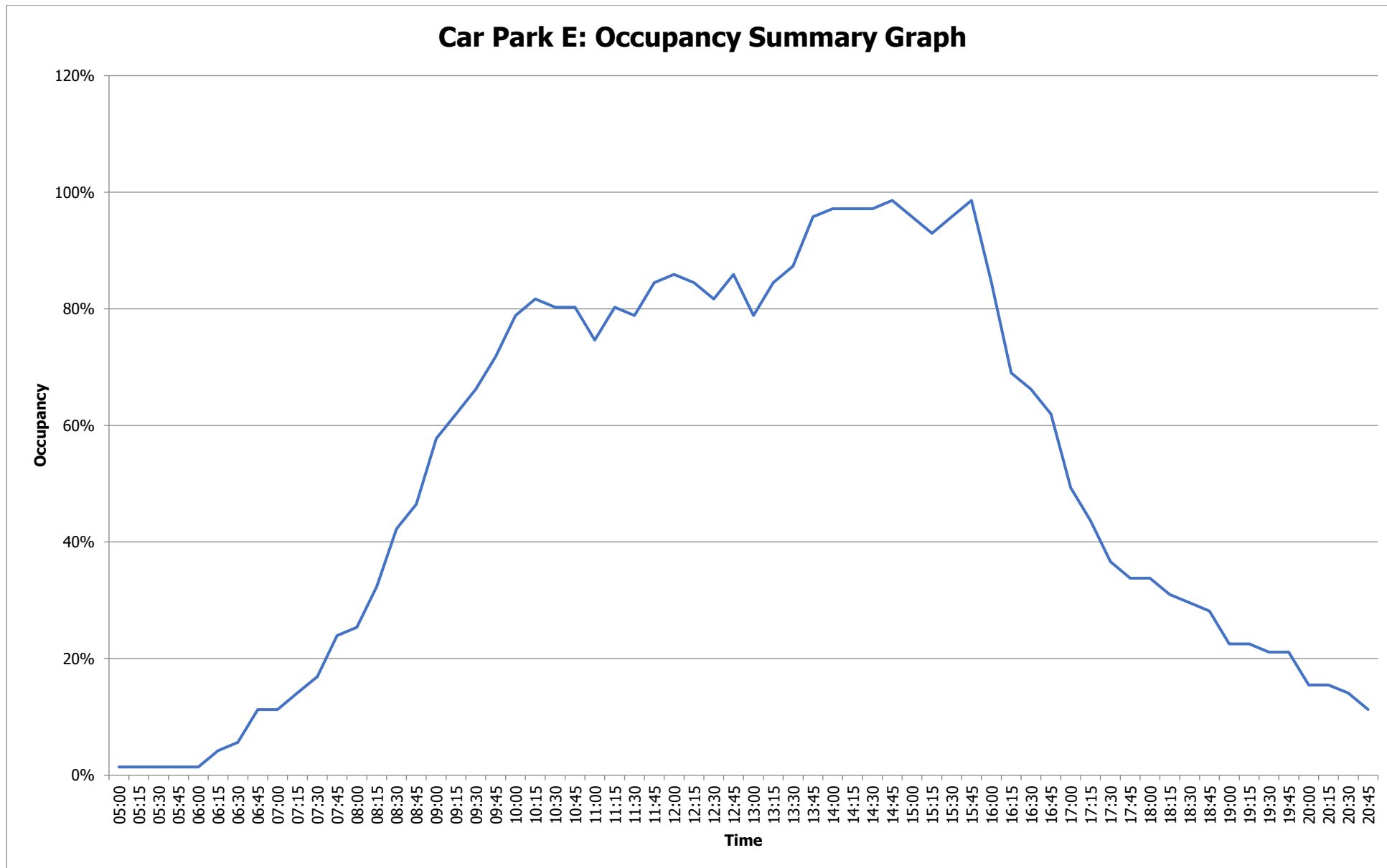


Car Park D1 Occupancy Summary Graph

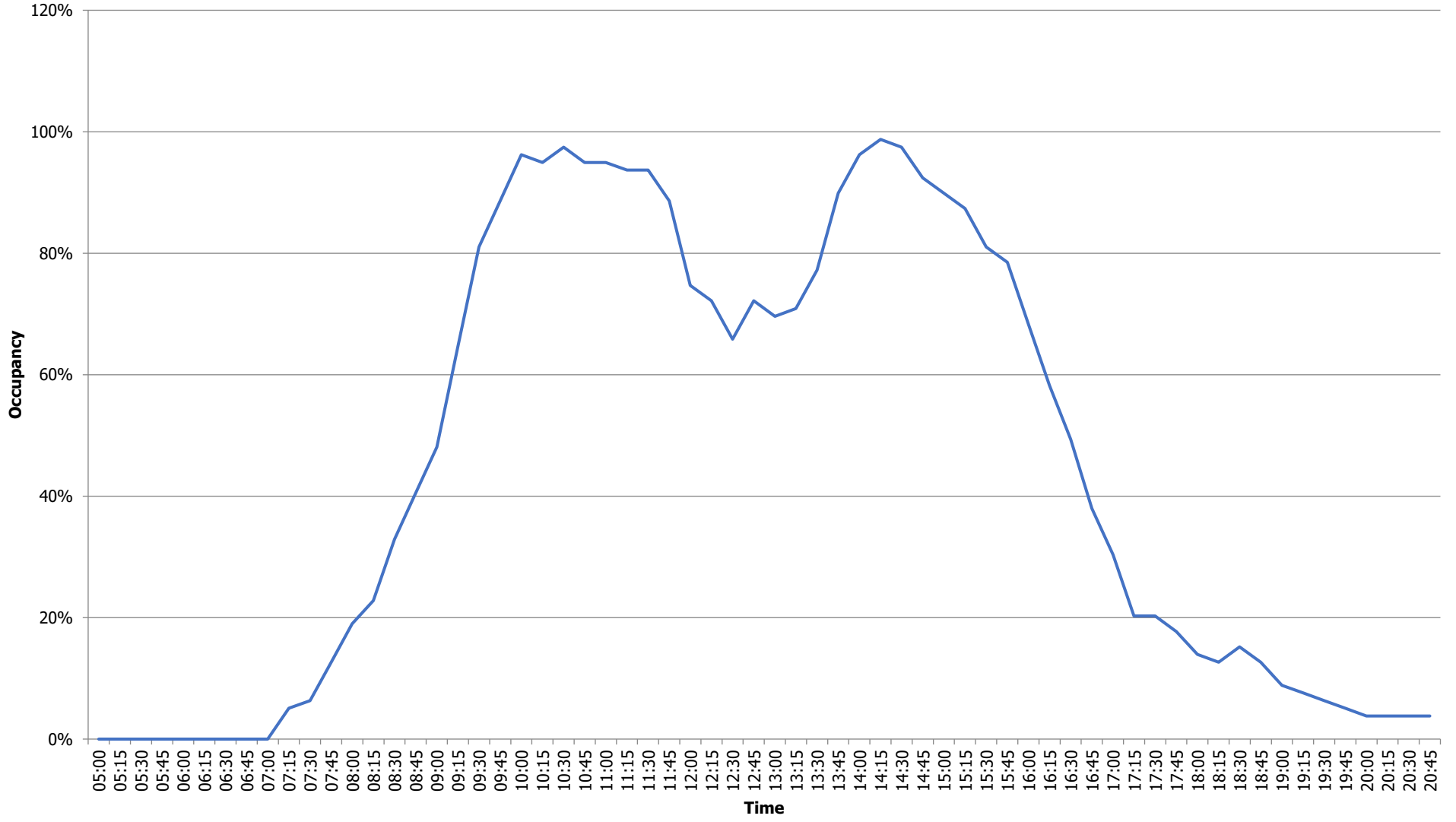


Car Park D2: Occupancy Summary Graph

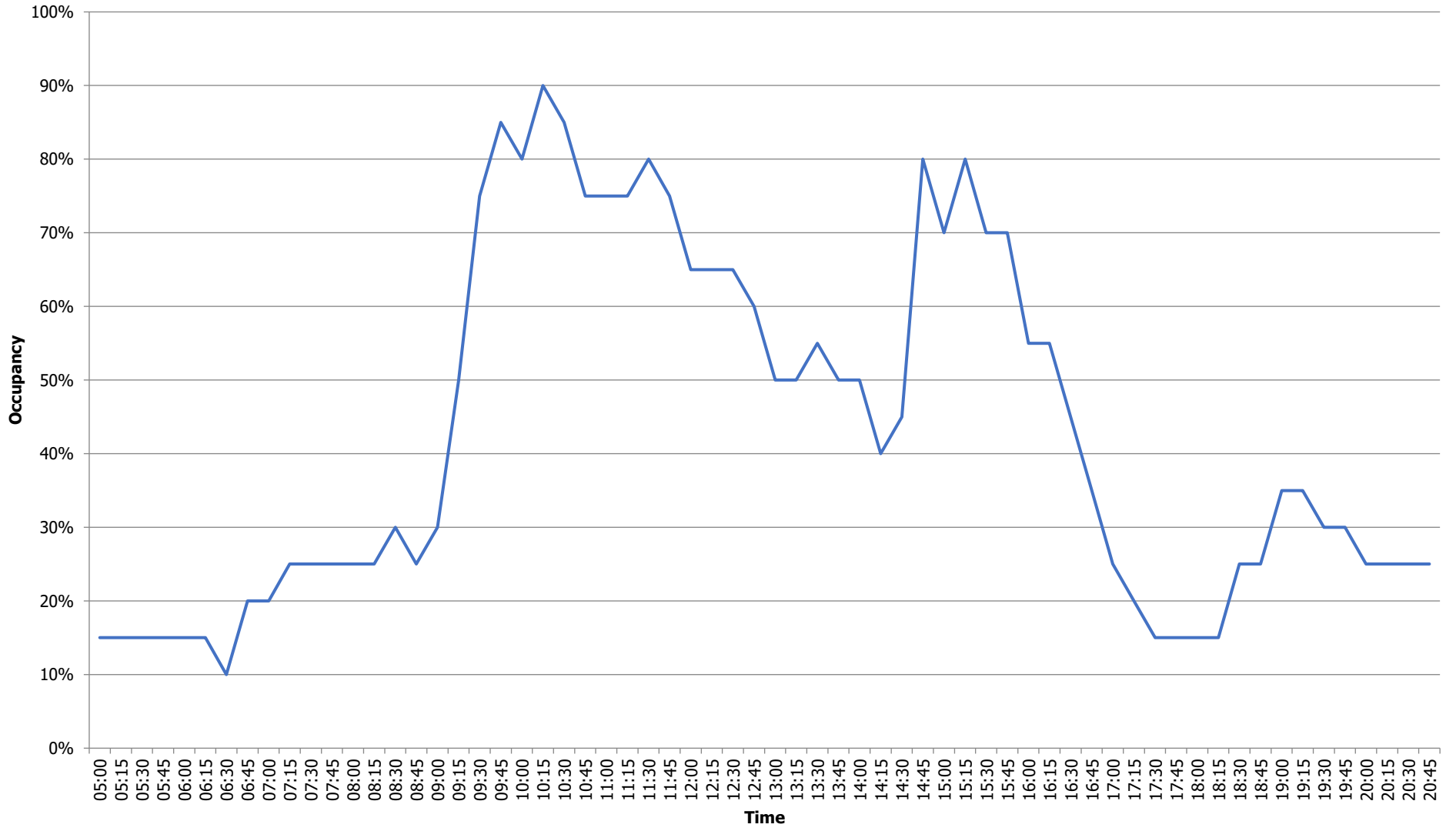




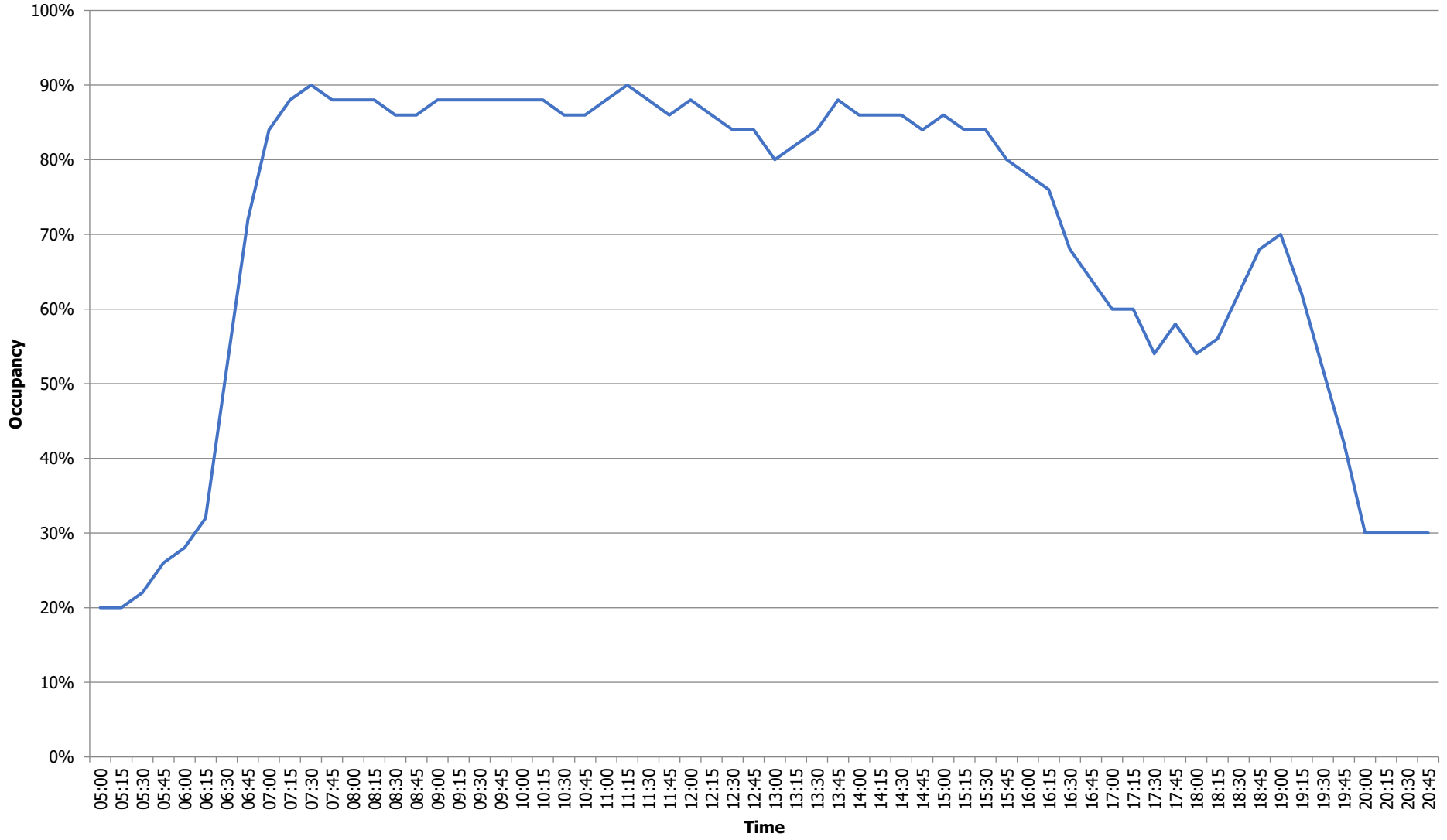
Car Park F: Occupancy Summary Graph



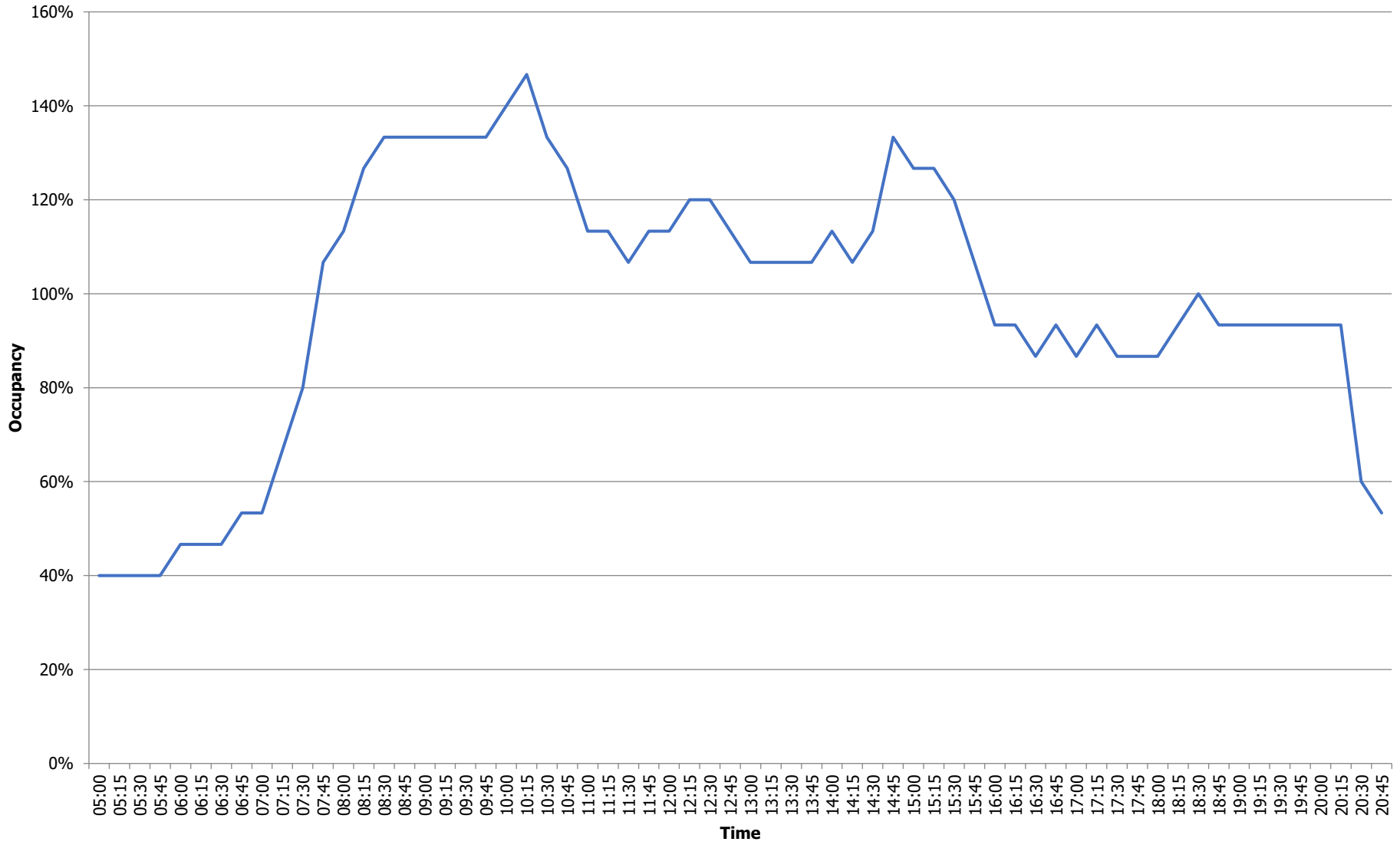
Car Park G: Occupancy Summary Graph



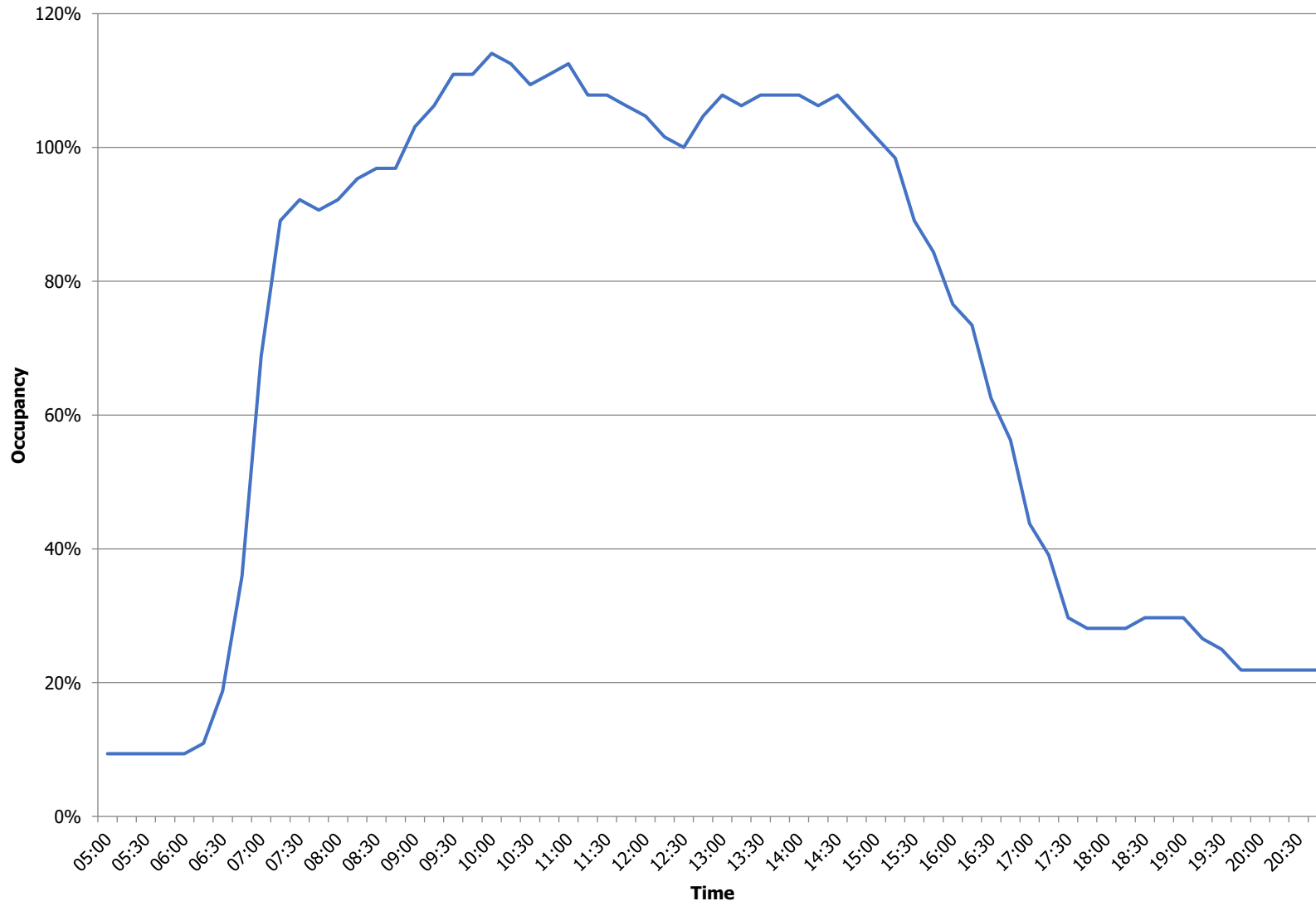
Car Park H: Occupancy Summary Graph



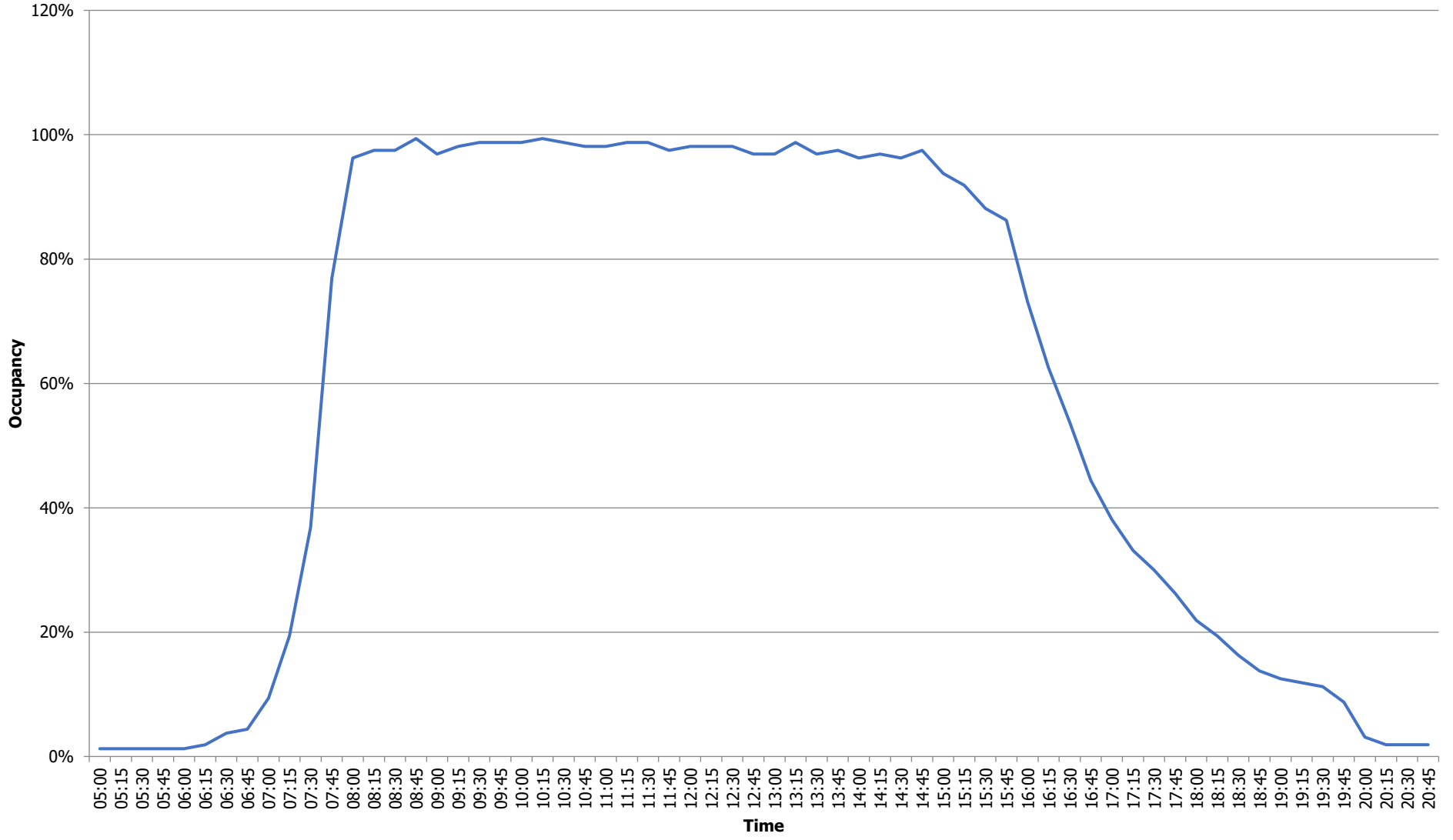
Car Park I: Occupancy Summary Graph



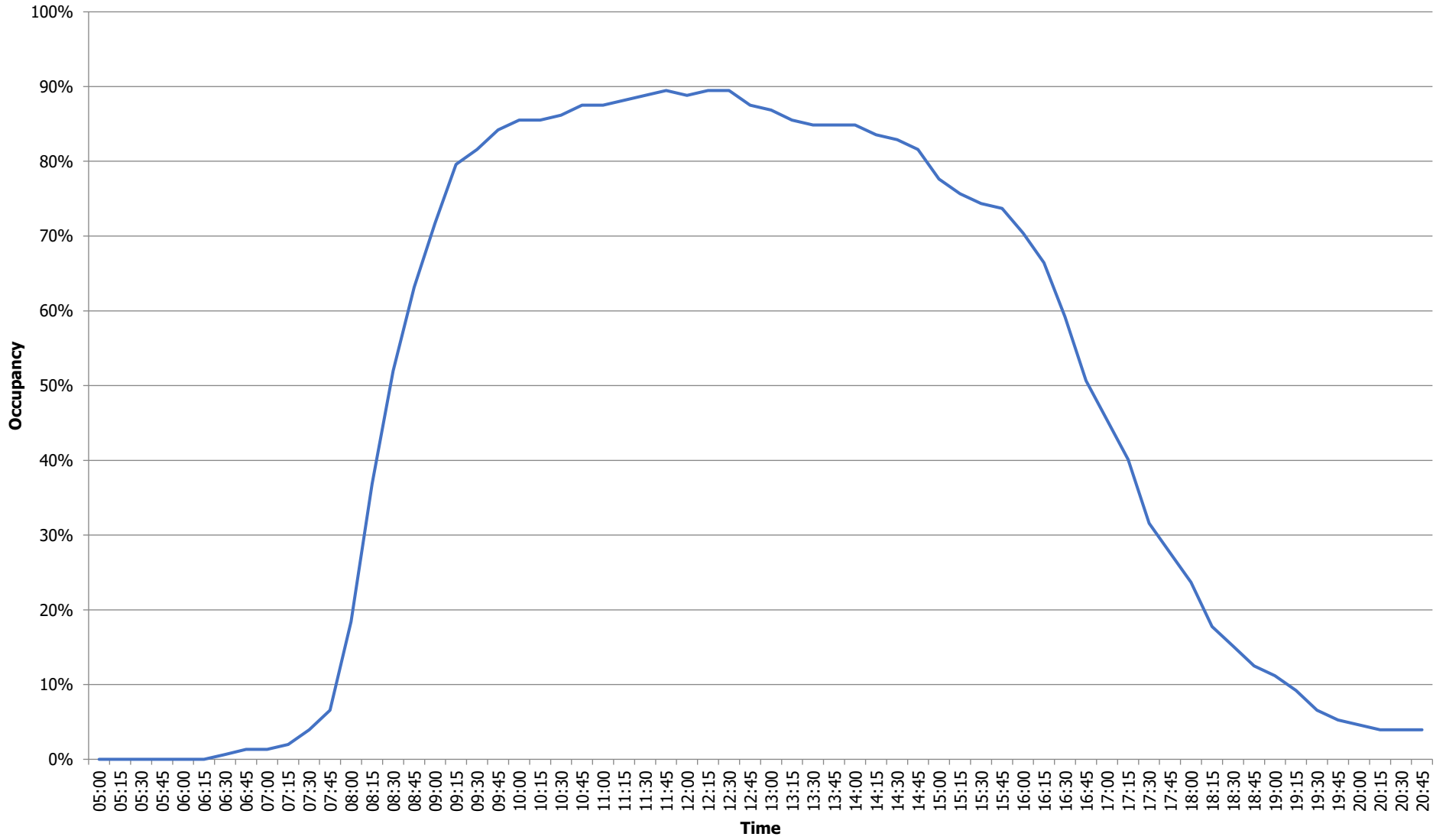
MacMillan 01: Occupancy Summary Graph



Westwood 1: Occupancy Summary Graph



Westwood 2: Occupancy Summary Graph



Appendix I. Hinchingsbrooke Hospital Car Park Surveys Map



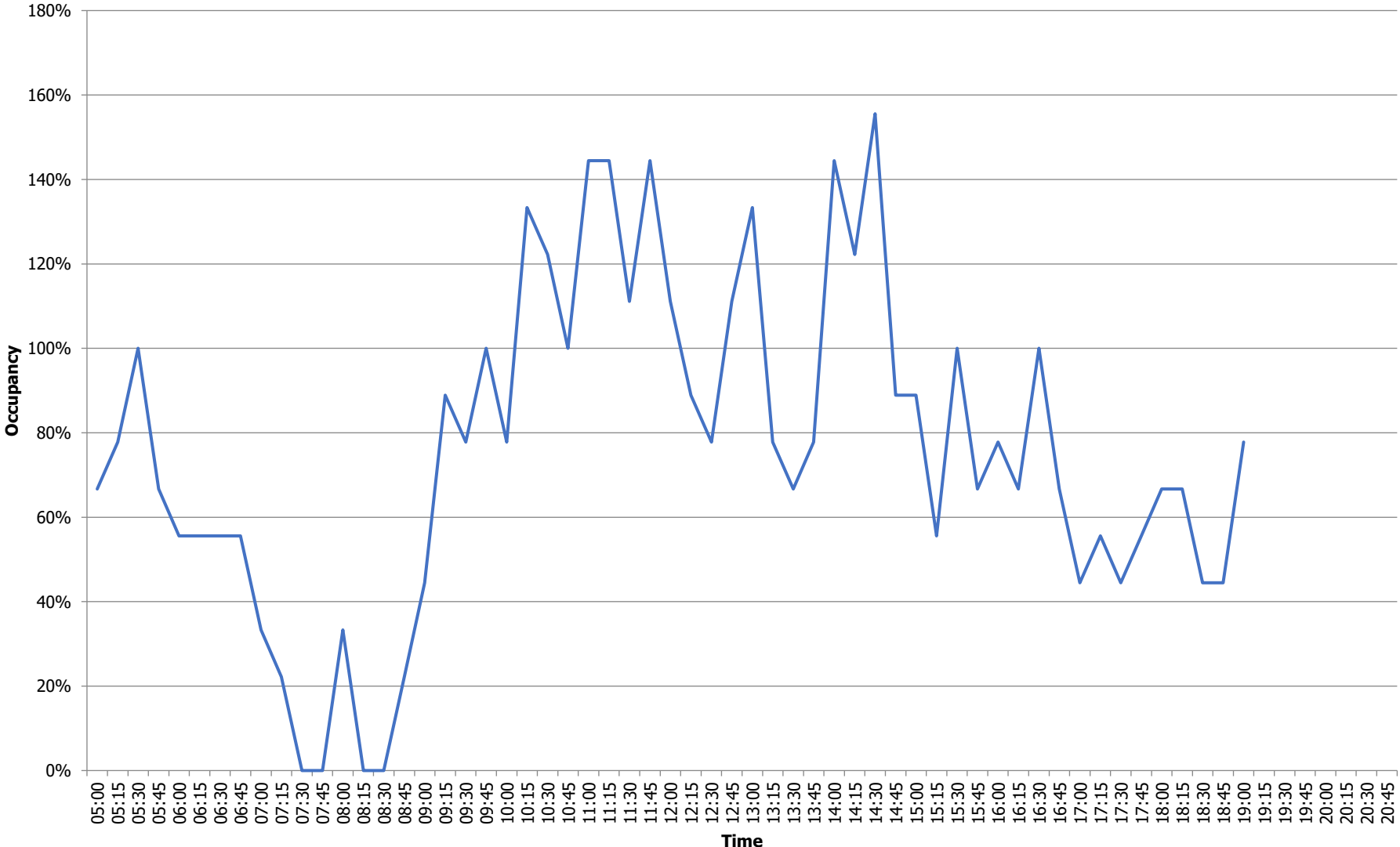
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- Car Park 01
- Car Park 2
- Front of Hospital
- Renal Dialysis Unit
- Car Park 7
- Car Park 9
- Car Park 10B
- Car Park 10
- Woodlands Parking
- Car Park 3
- Car Park 4
- Car Park 5
- Car Park 6
- Car Park 8
- Car Park 11
- Car Park 12 - Ambulance Station

© ESRI 2019

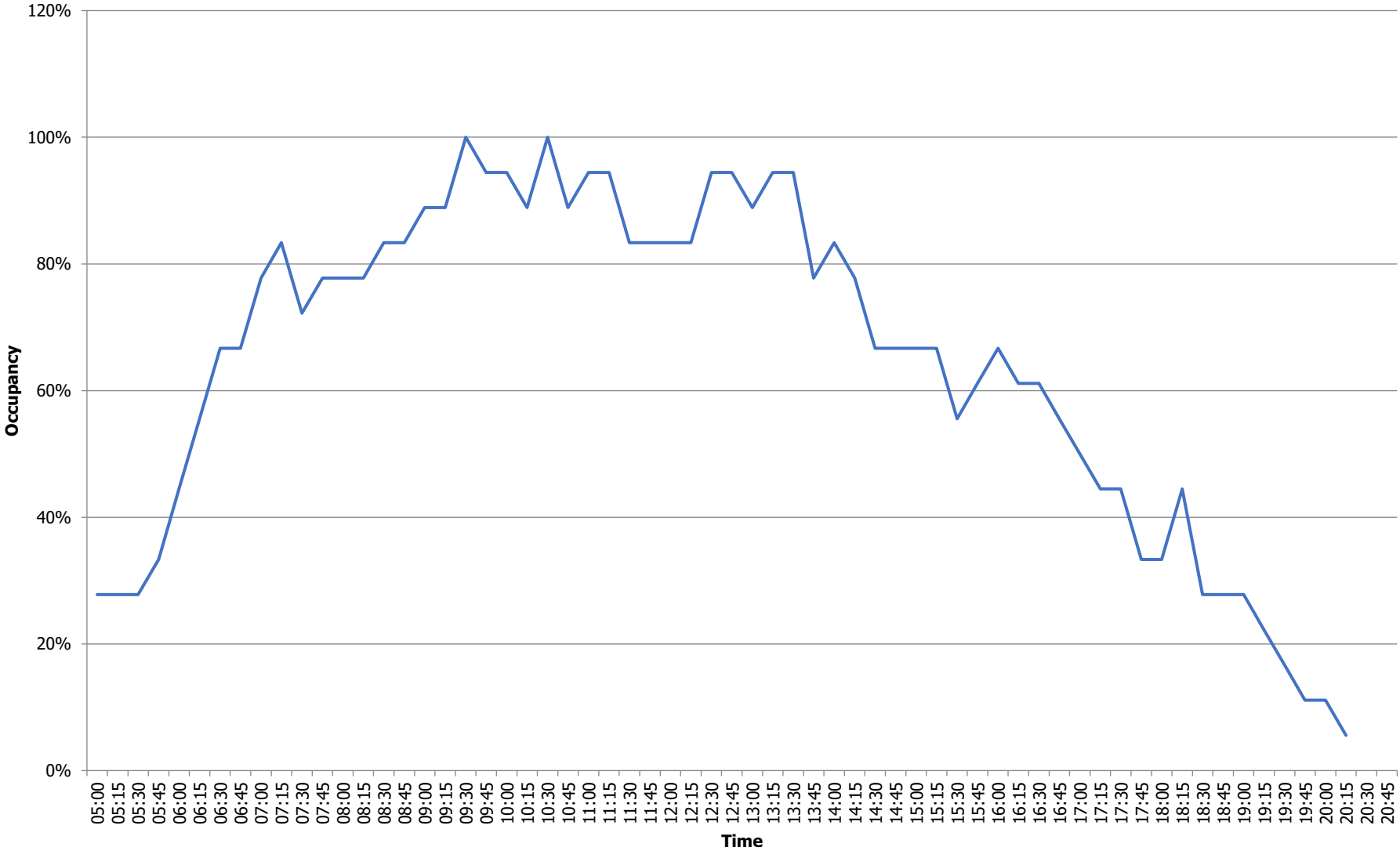
Appendix J. Hinchingsbrooke Hospital Parking Occupancy Graphs

Main Entrance - Occupancy Summary Graph

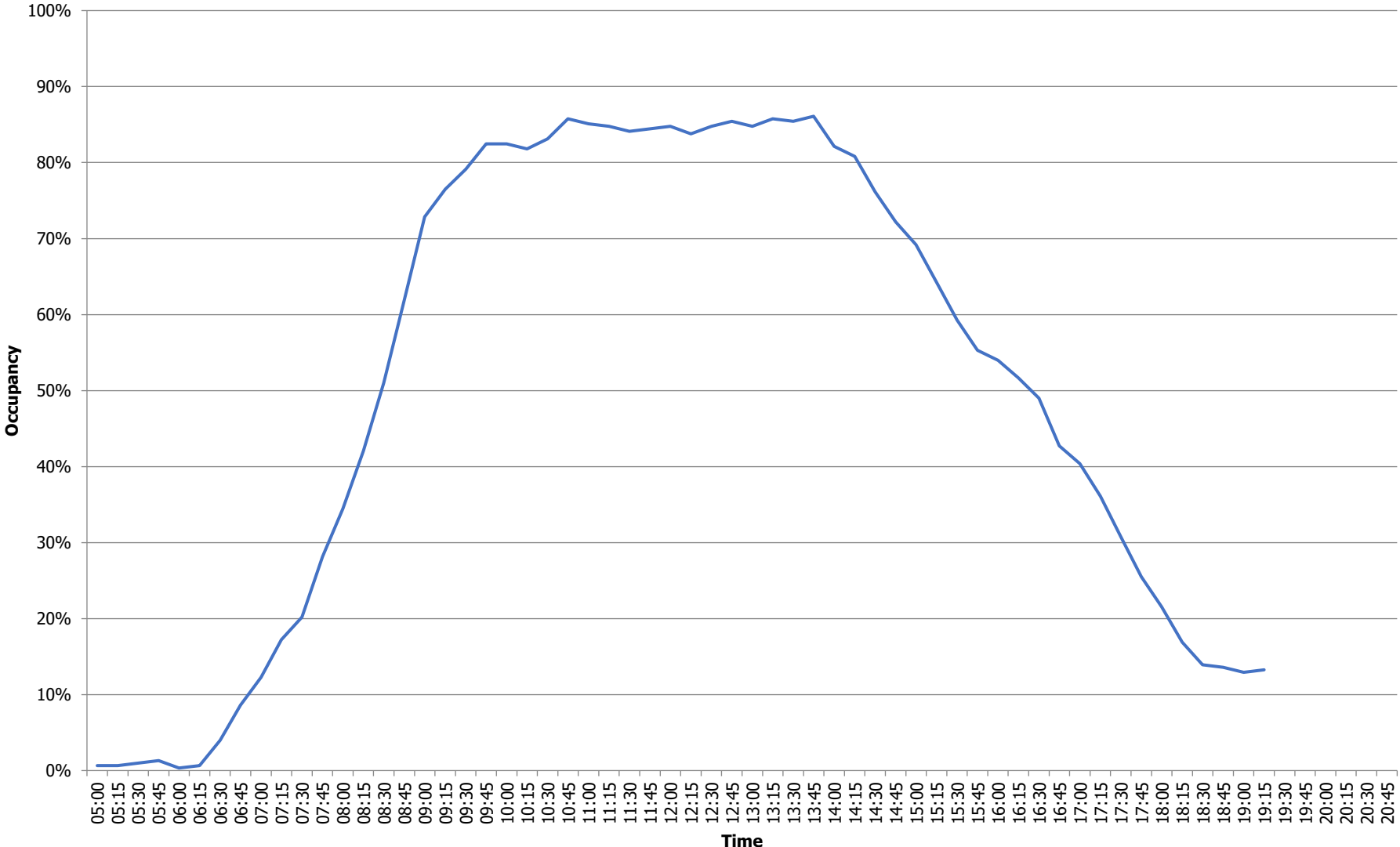


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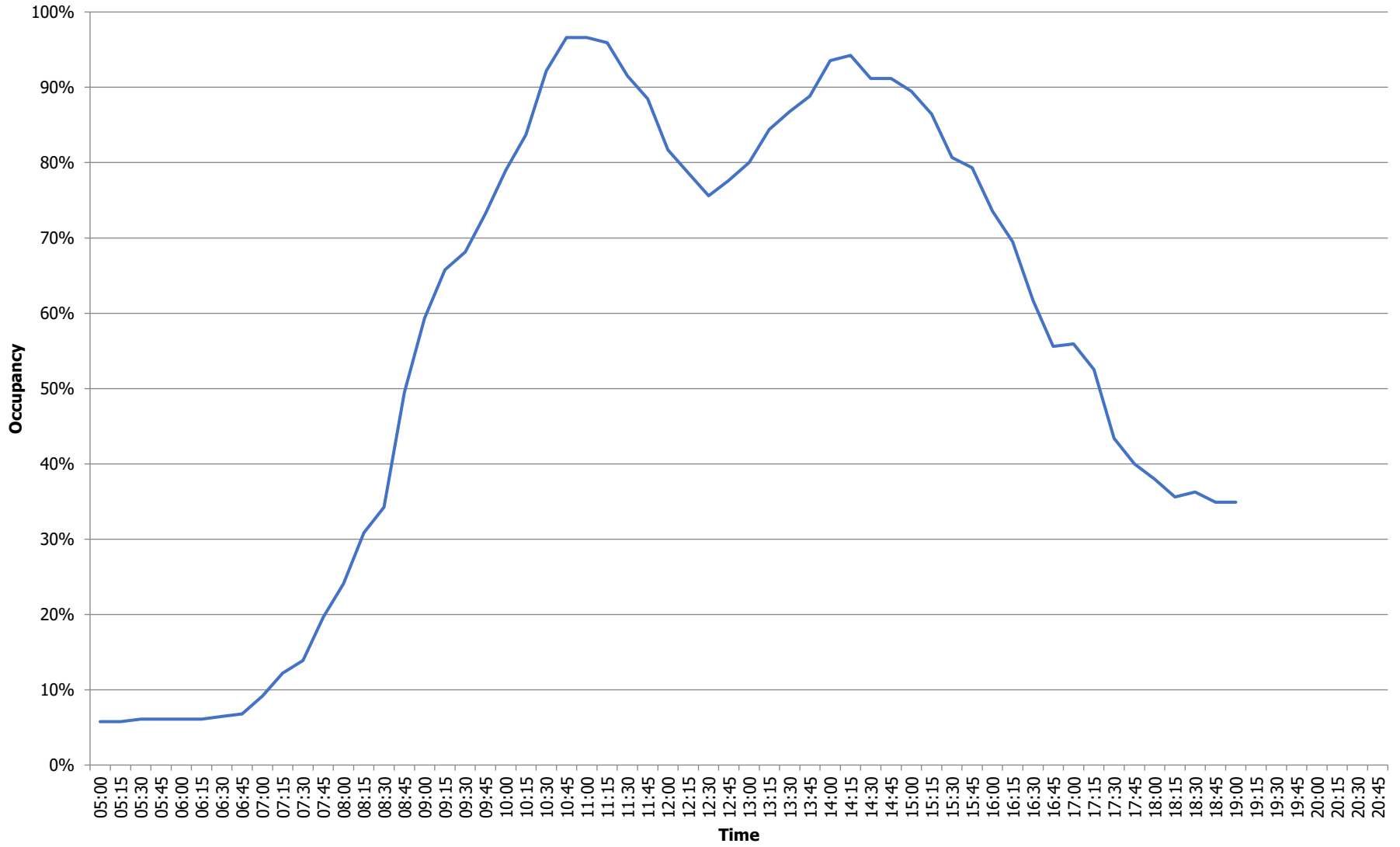
Ambulance Station - Occupancy Summary Graph



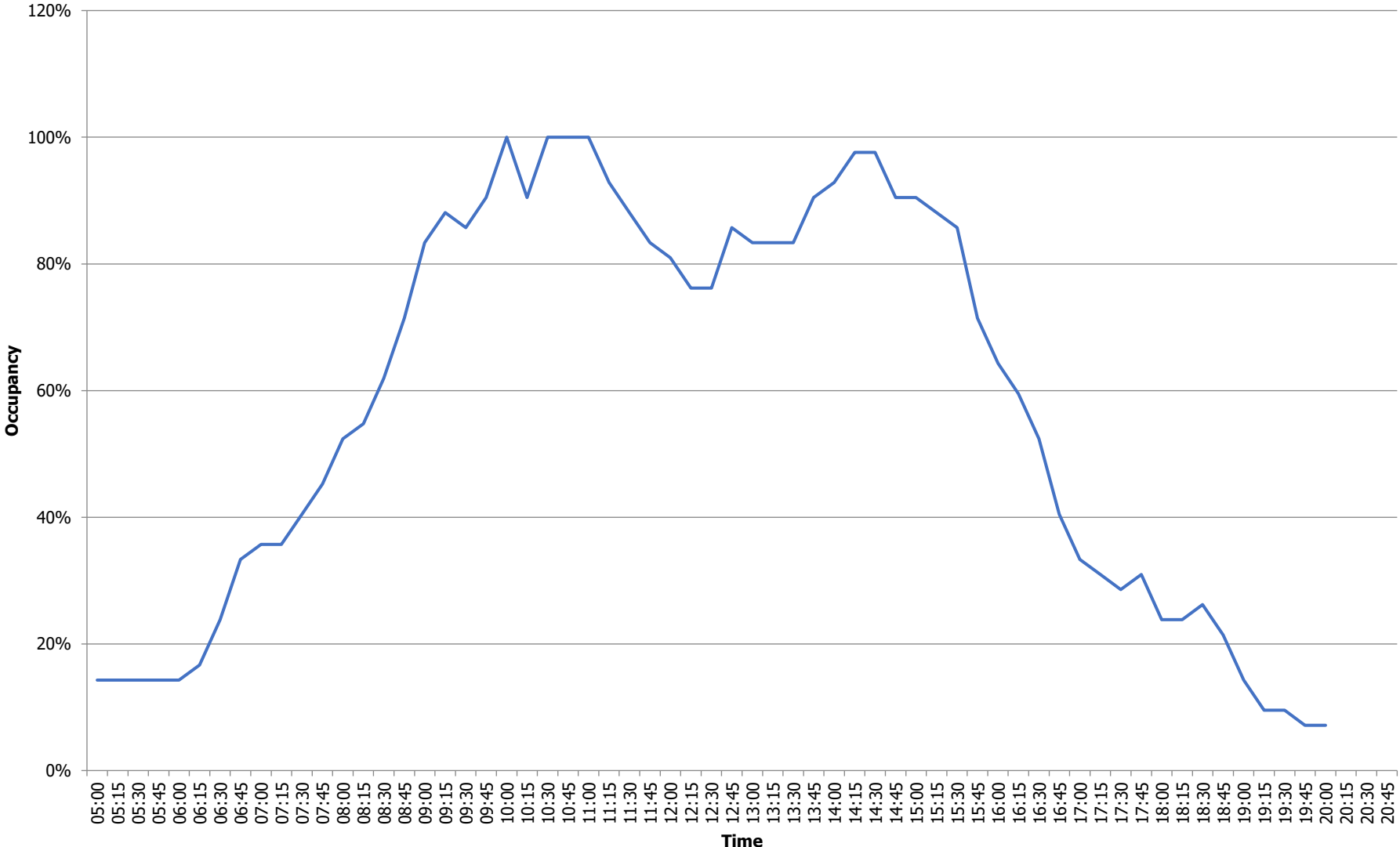
Car Park 1 - Occupancy Summary Graph



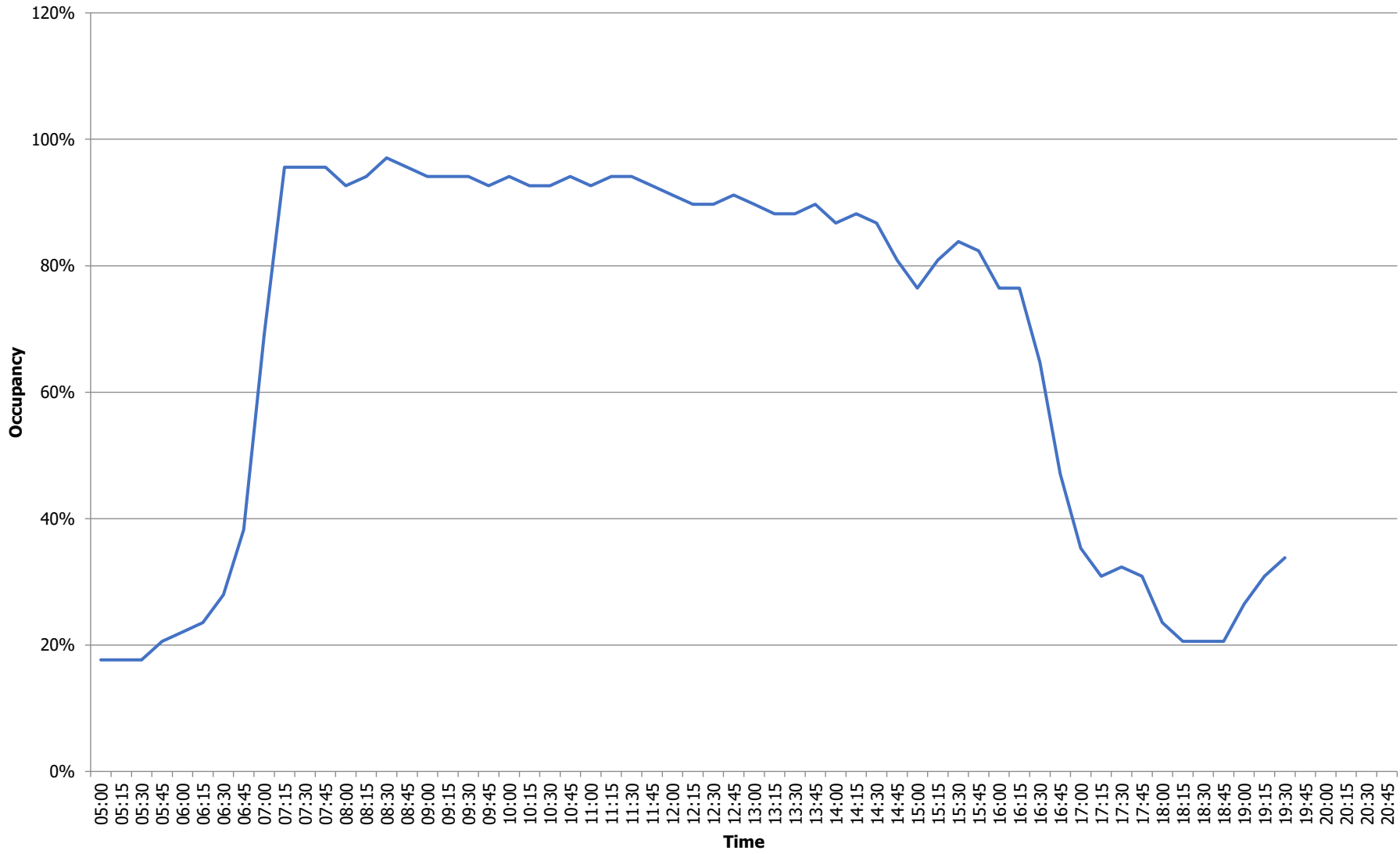
Car Park 2 - Occupancy Summary Graph



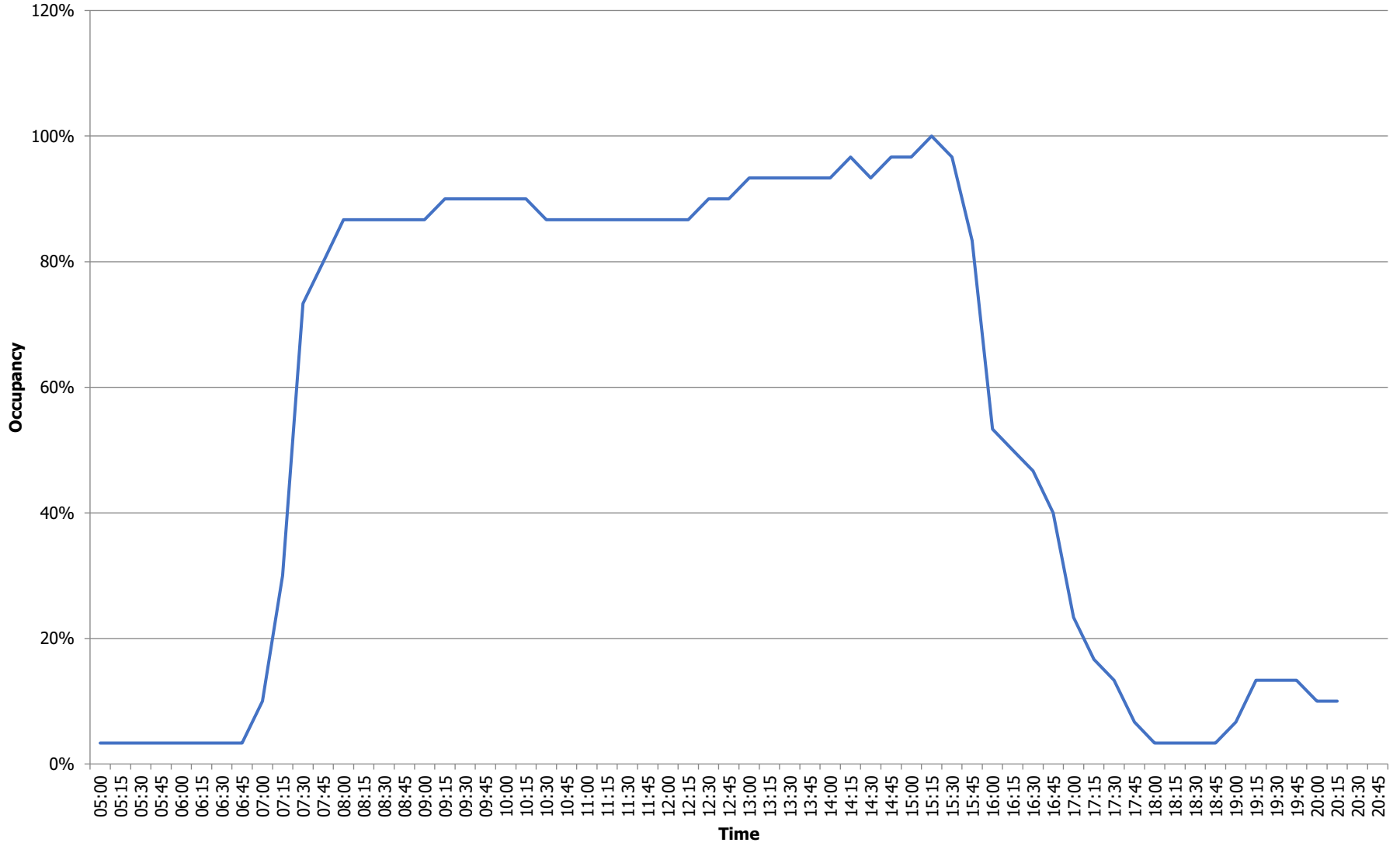
Car Park 3 - Occupancy Summary Graph



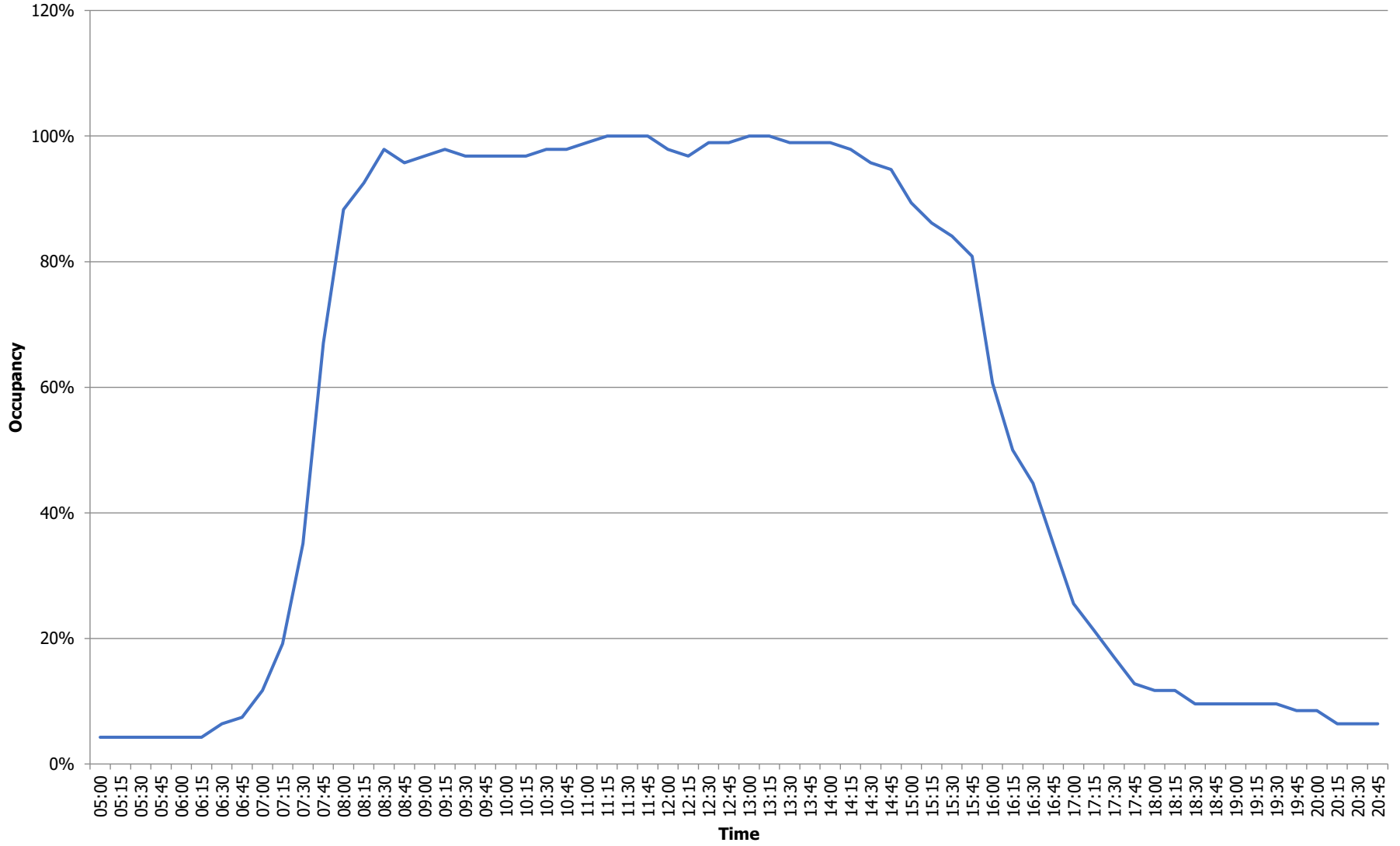
Car Park 4 - Occupancy Summary Graph



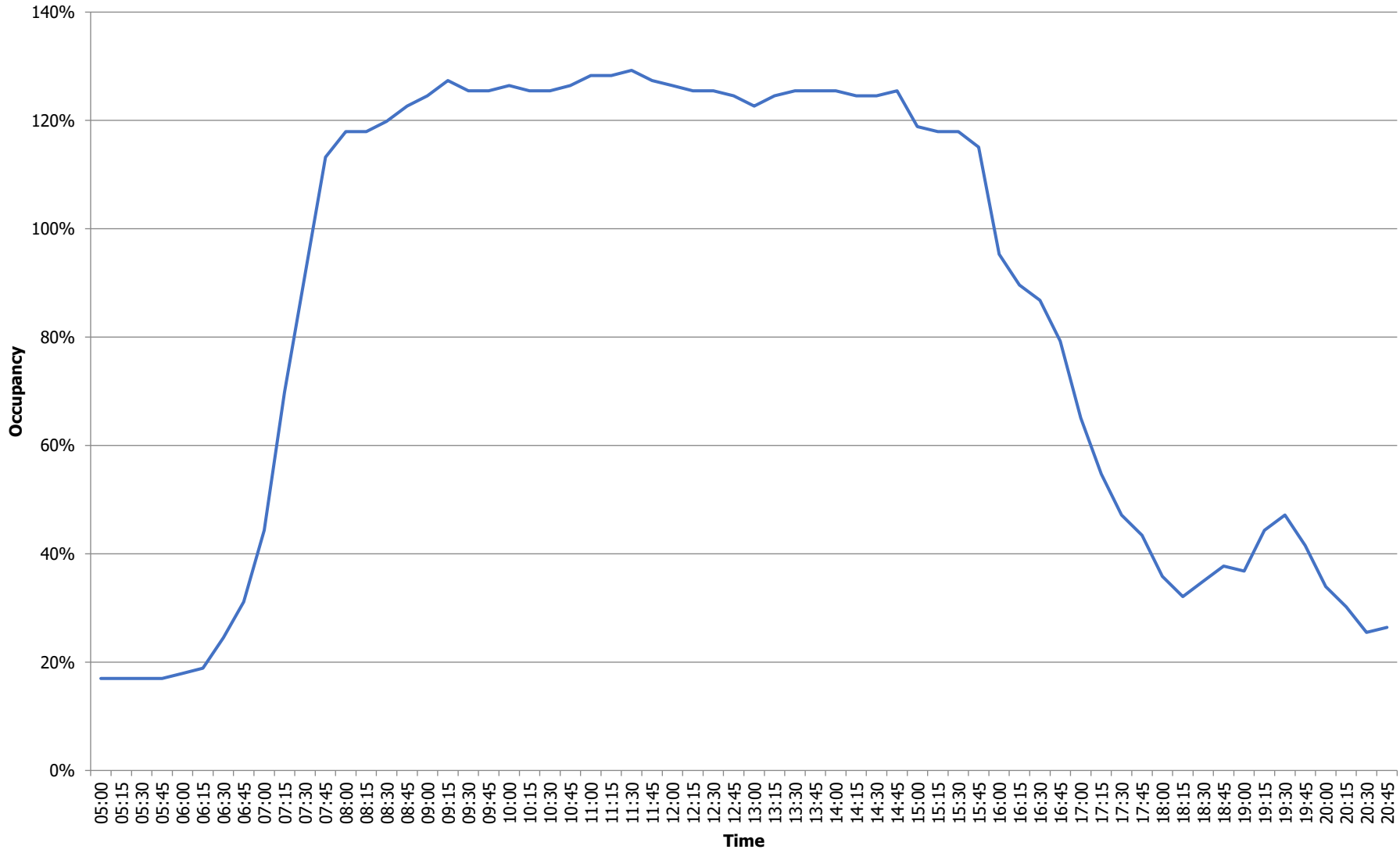
Car Park 5 - Occupancy Summary Graph



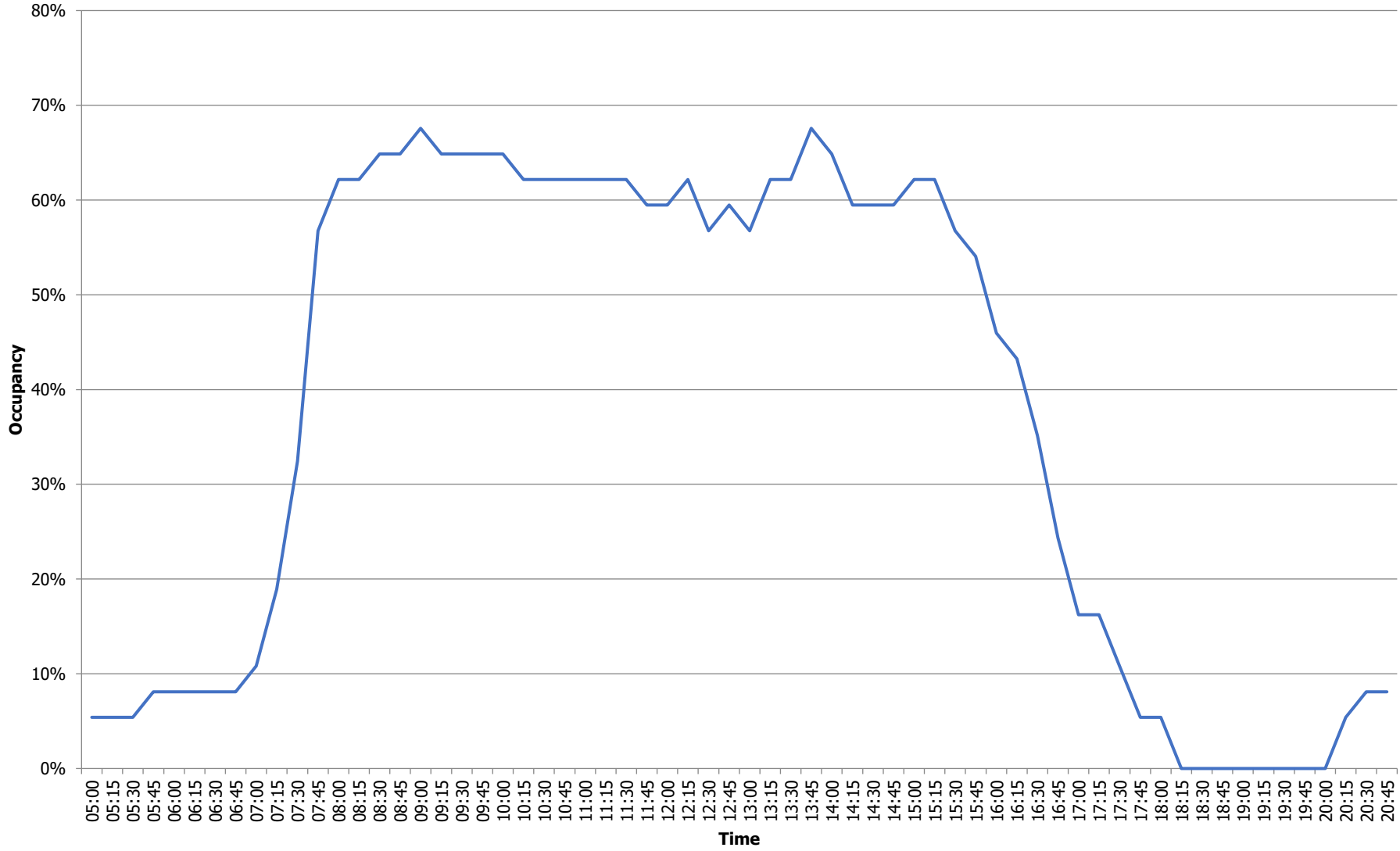
Car Park 6 - Occupancy Summary Graph



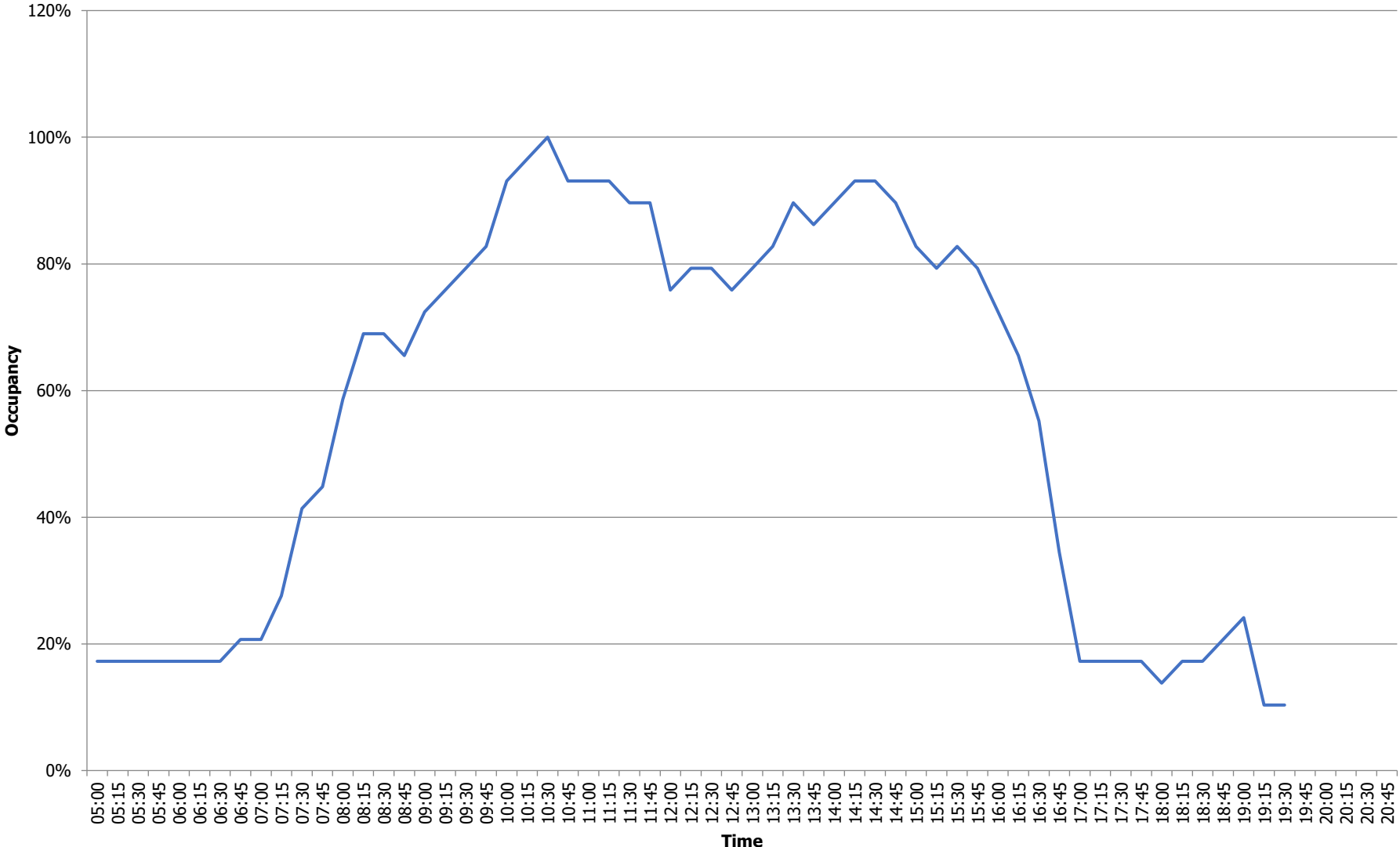
Car Park 7 - Occupancy Summary Graph



Car Park 8 - Occupancy Summary Graph

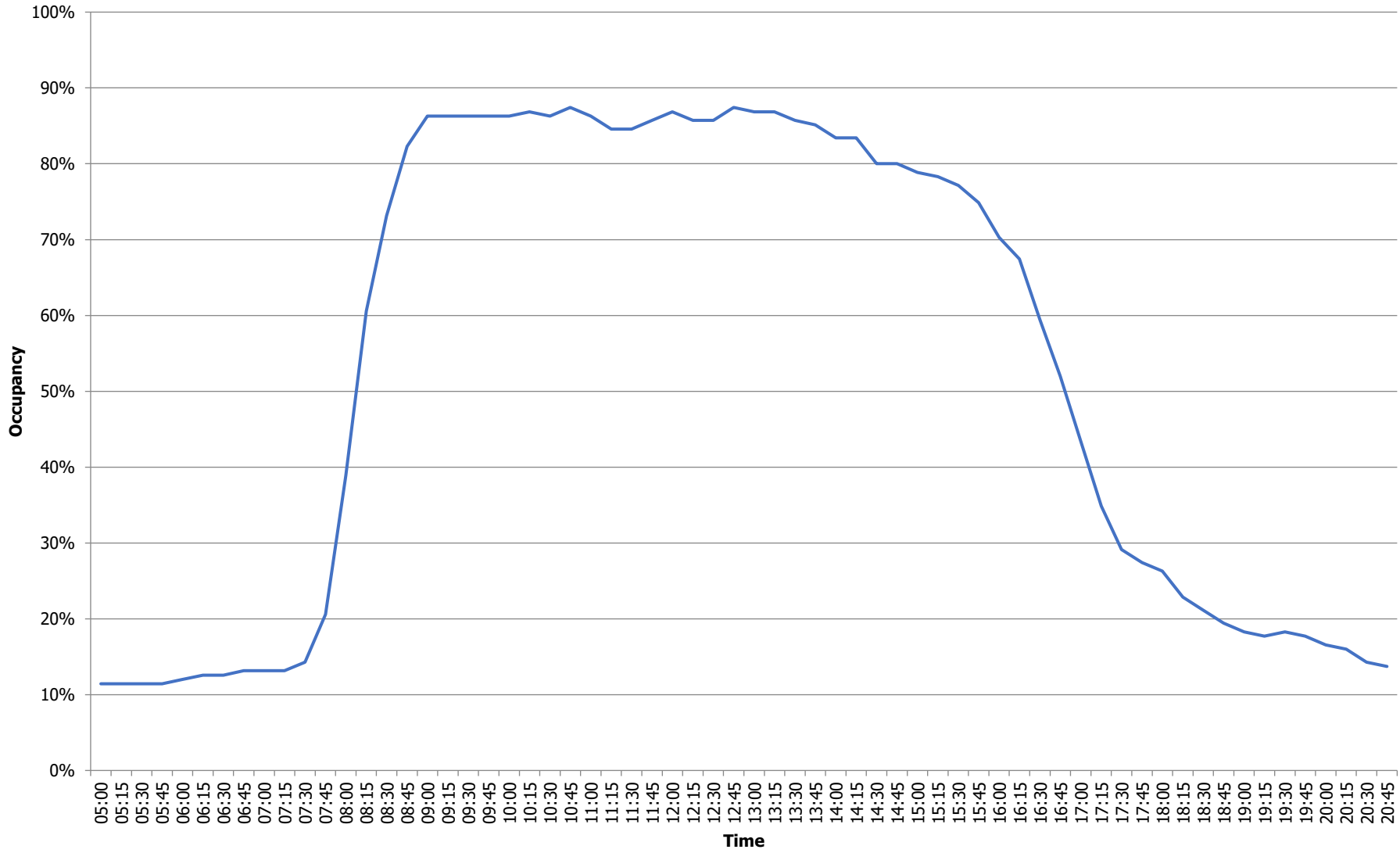


Car Park 9 - Occupancy Summary Graph

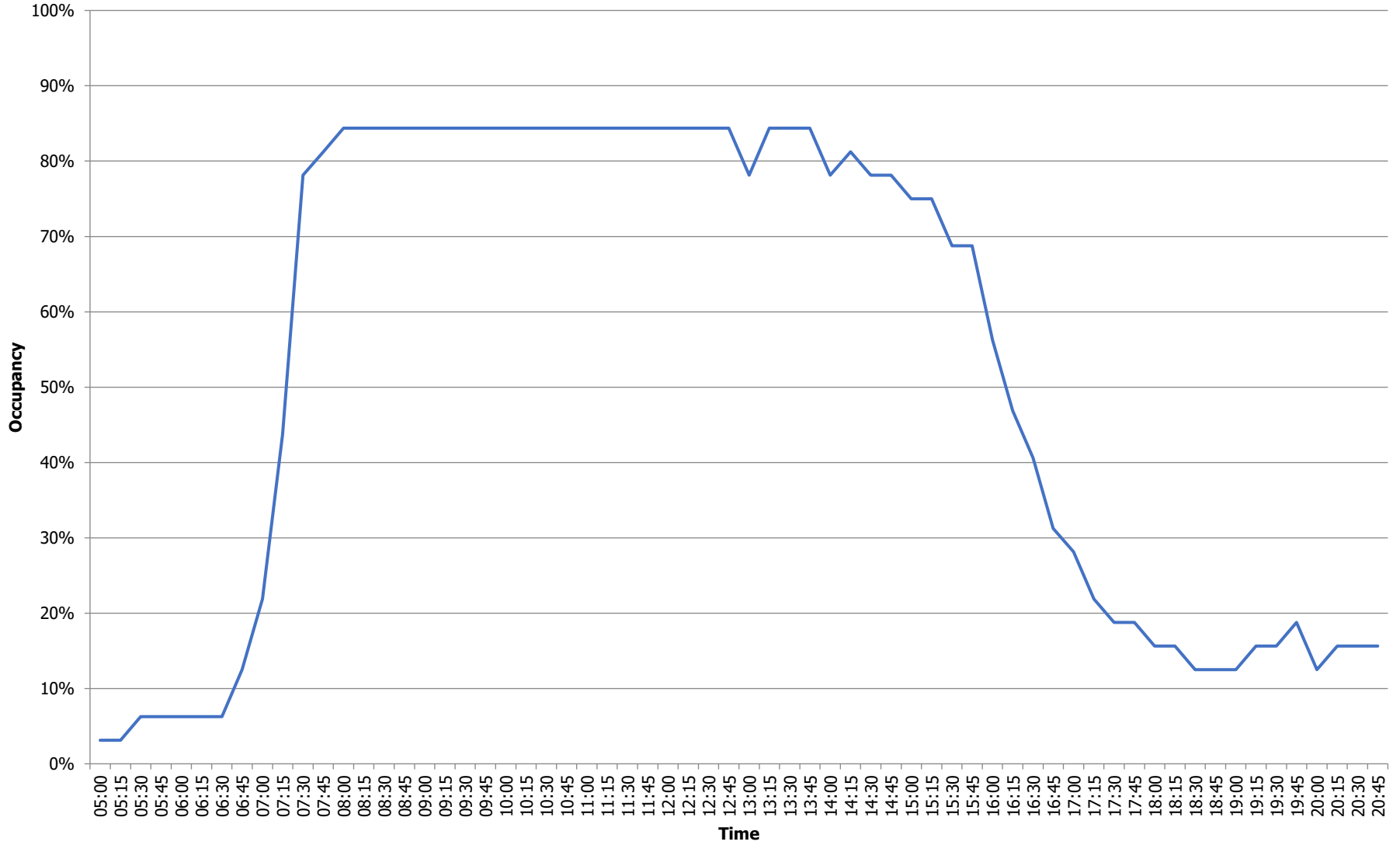


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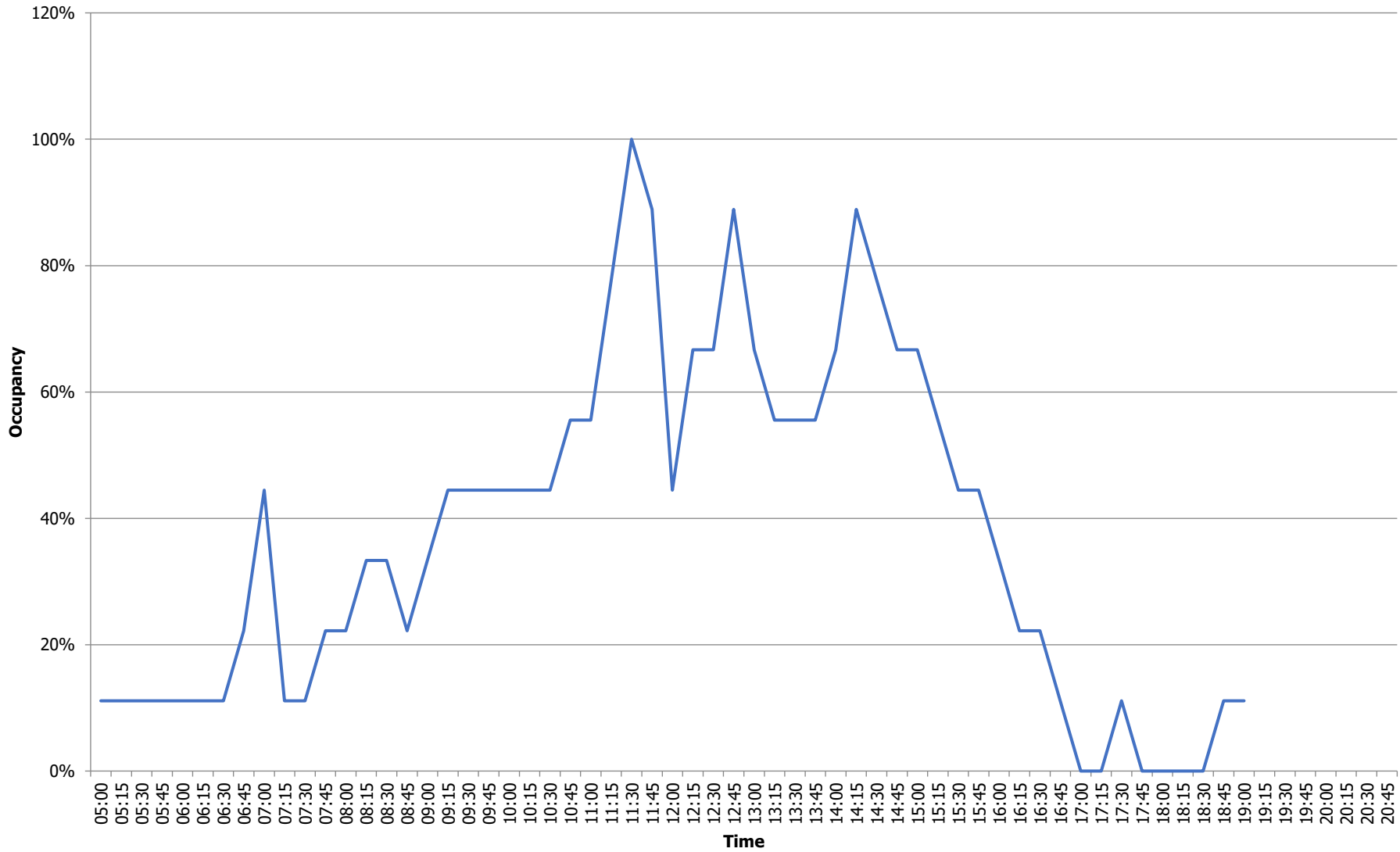
Car Park 10 - Occupancy Summary Graph



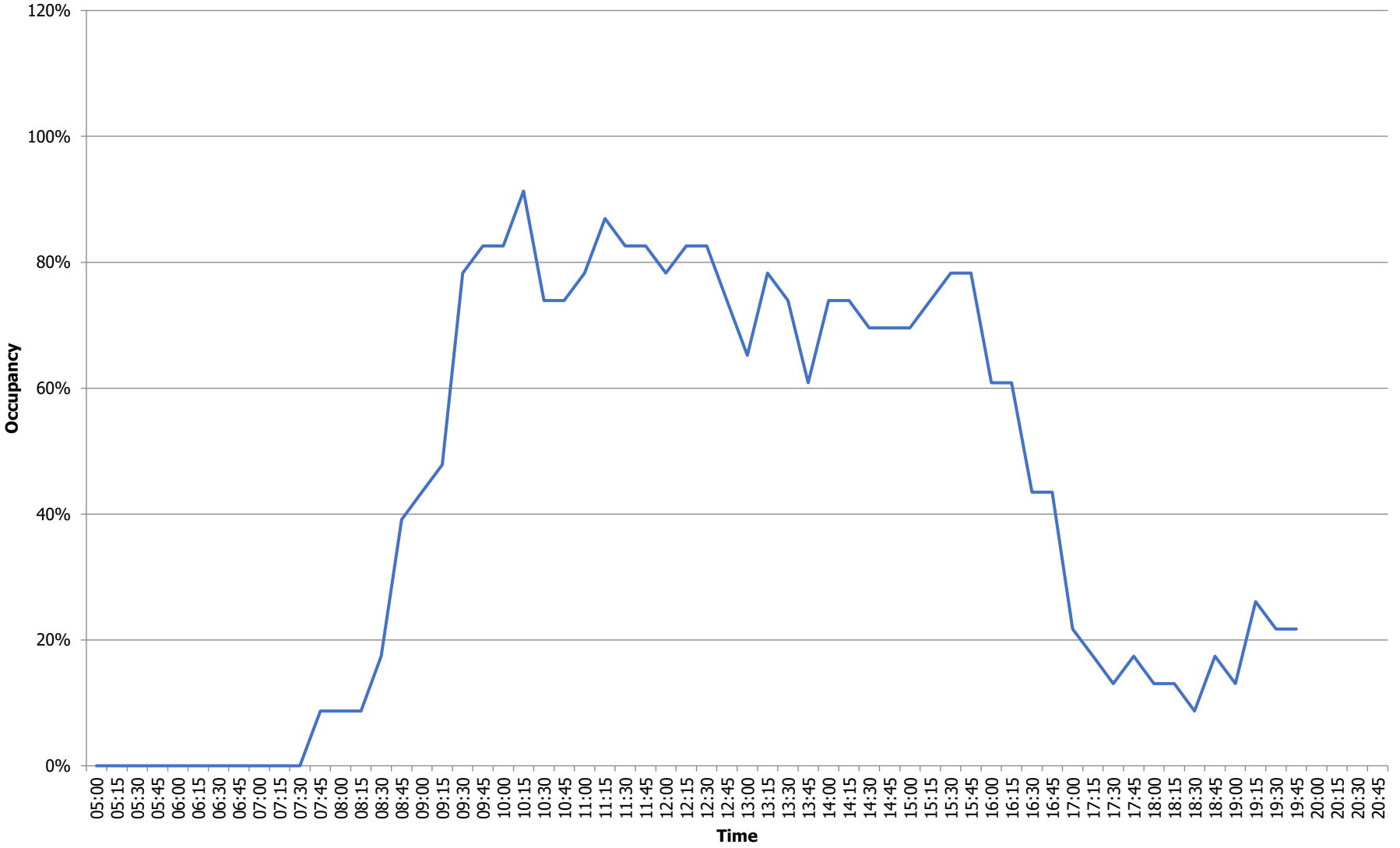
Car Park 11 - Occupancy Summary Graph



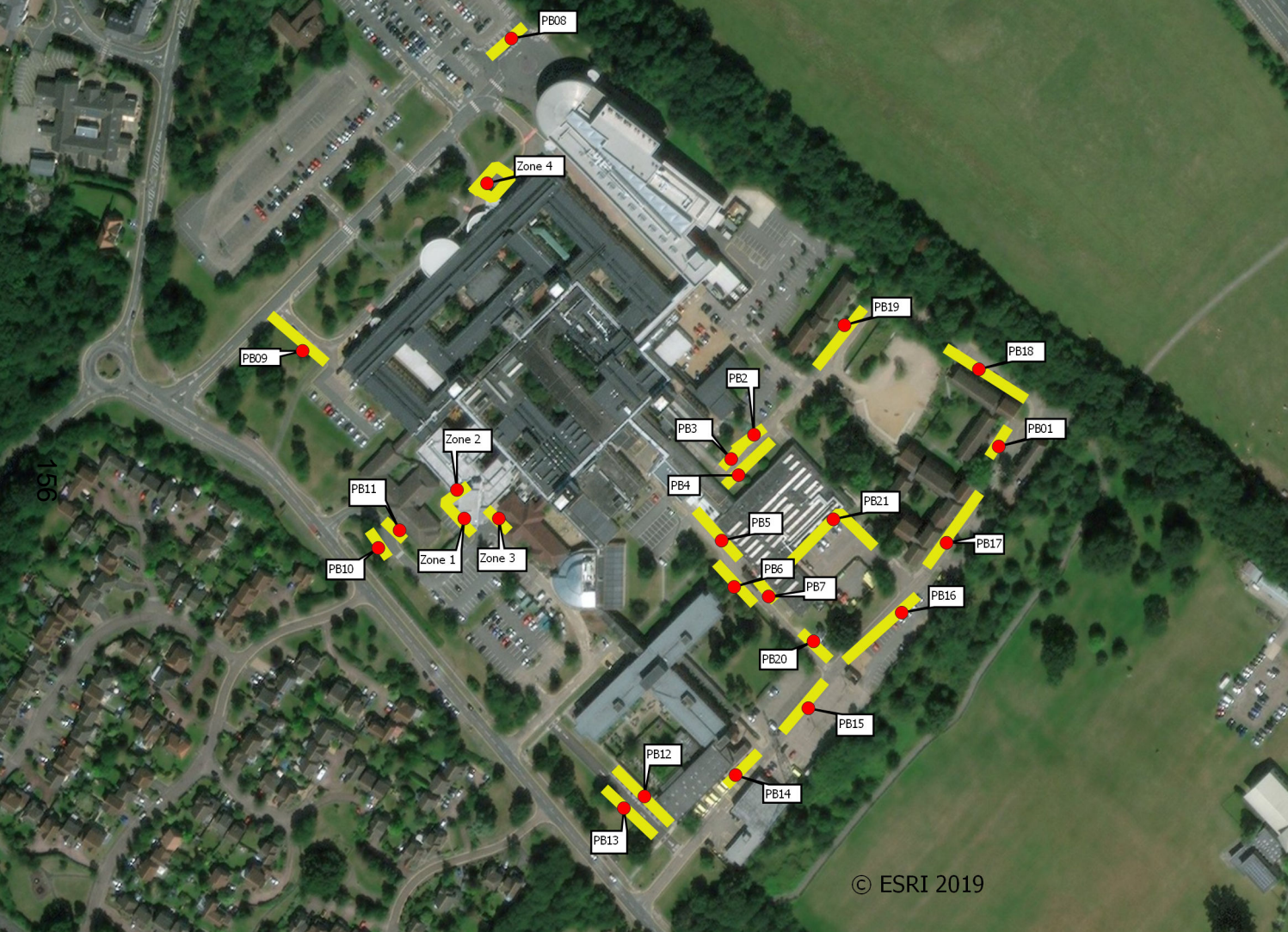
Renal Dialysis Unit - Occupancy Summary Graph



Woodlands: Occupancy Summary Graph



Appendix K. Hinchingsbrooke Hospital Kerbside Activity Map



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Appendix L. Stamford and Rutland Hospital Car Park Survey Map



Main Visitor Car Park

Health Centre

BUPA Dental Centre

Rear of Hospital

Front of Hospital East

Front of Hospital Central

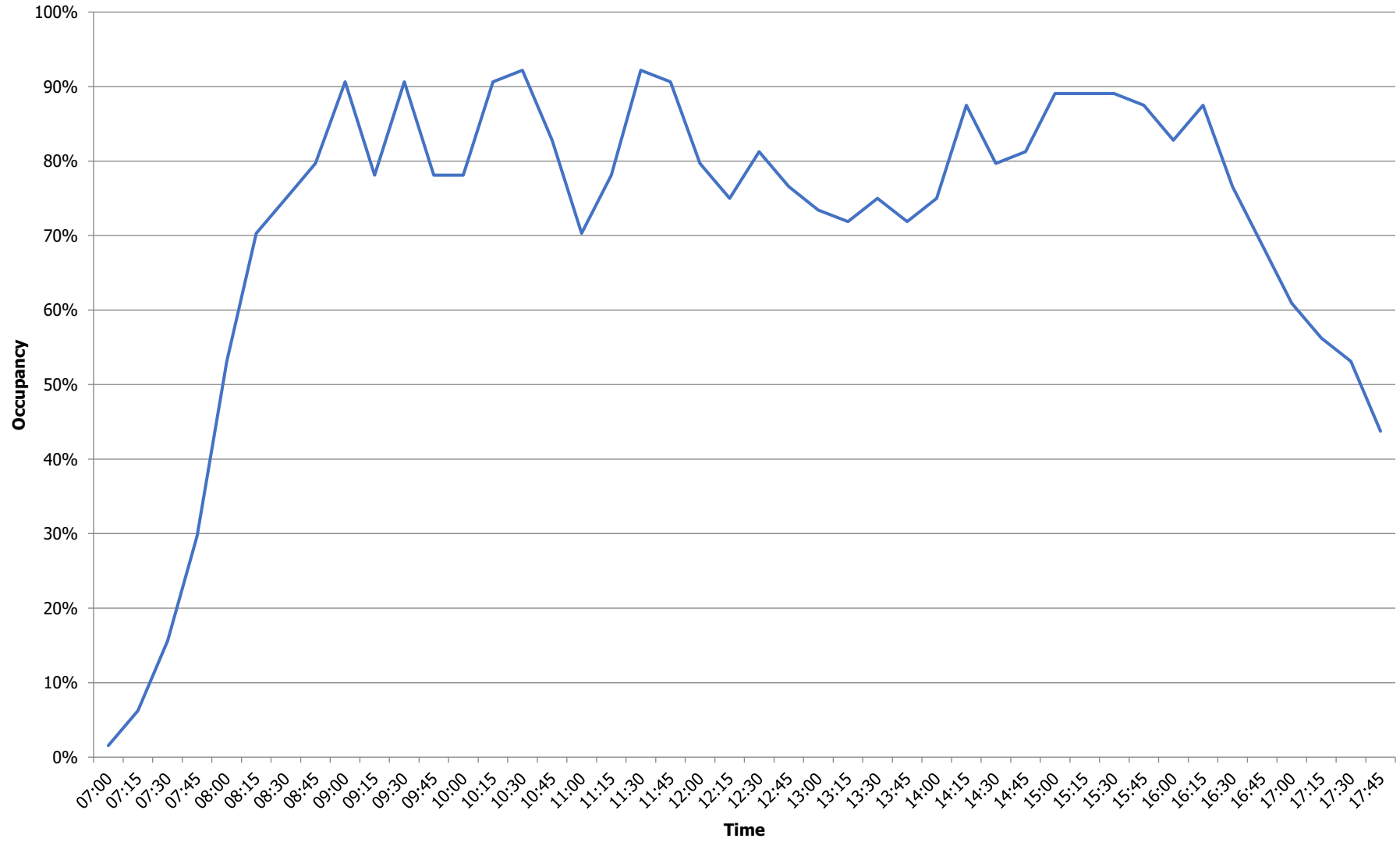
Front of Hospital West

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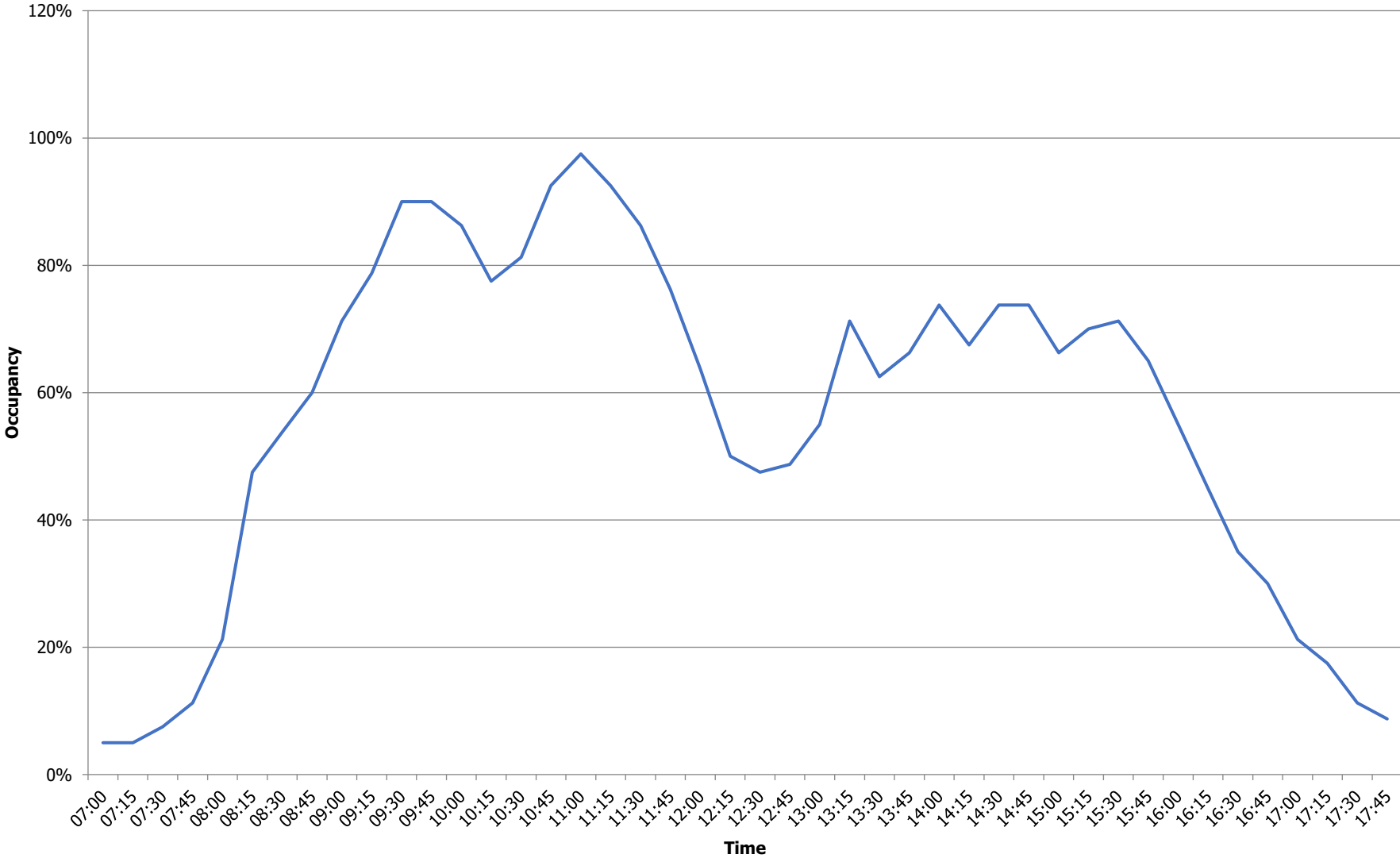
158

Appendix M. Stamford and Rutland Hospital Car Park Occupancy Graphs

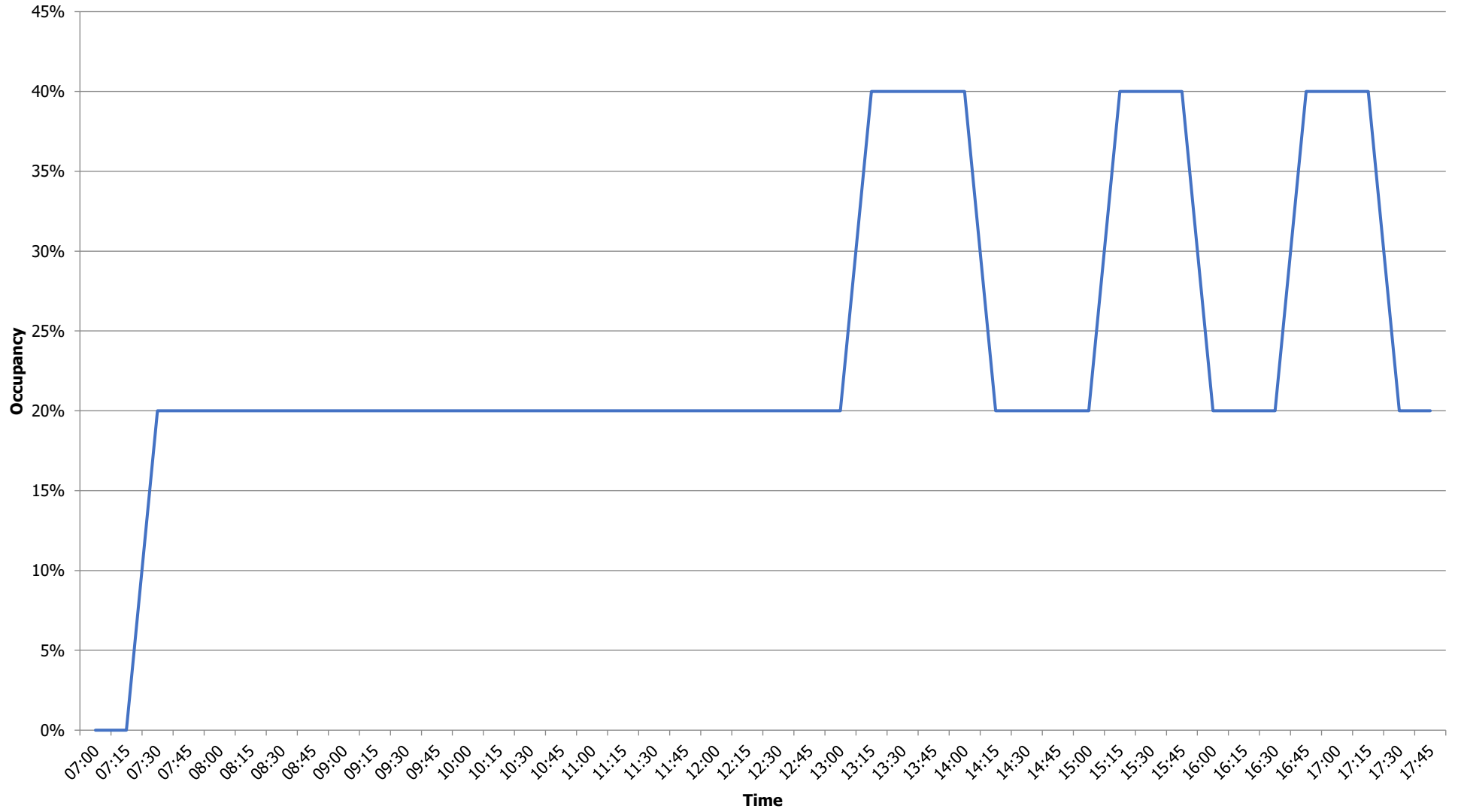
Health Centre: Occupancy Summary Graph

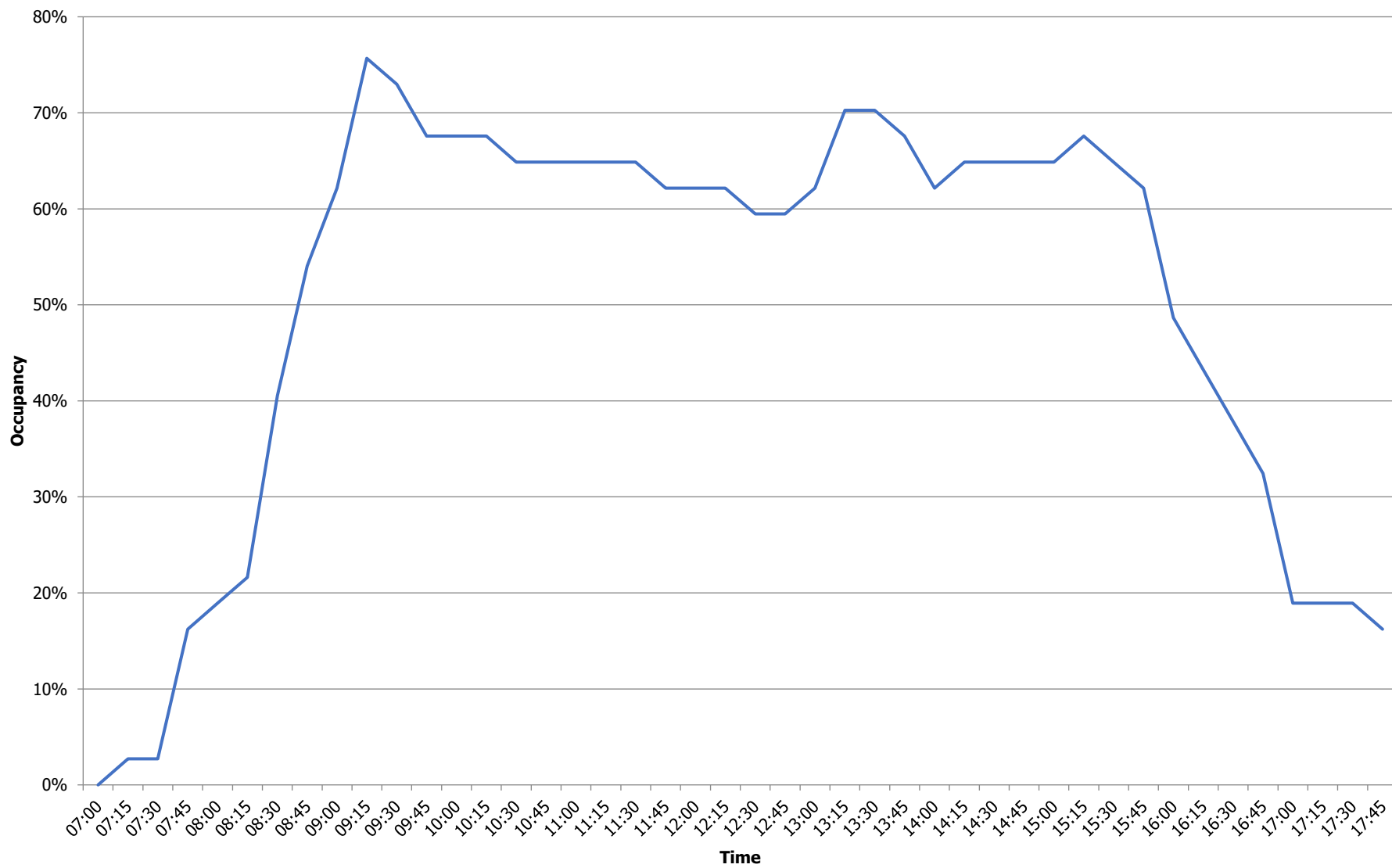


Main Visitor Car Park: Occupancy Summary Graph

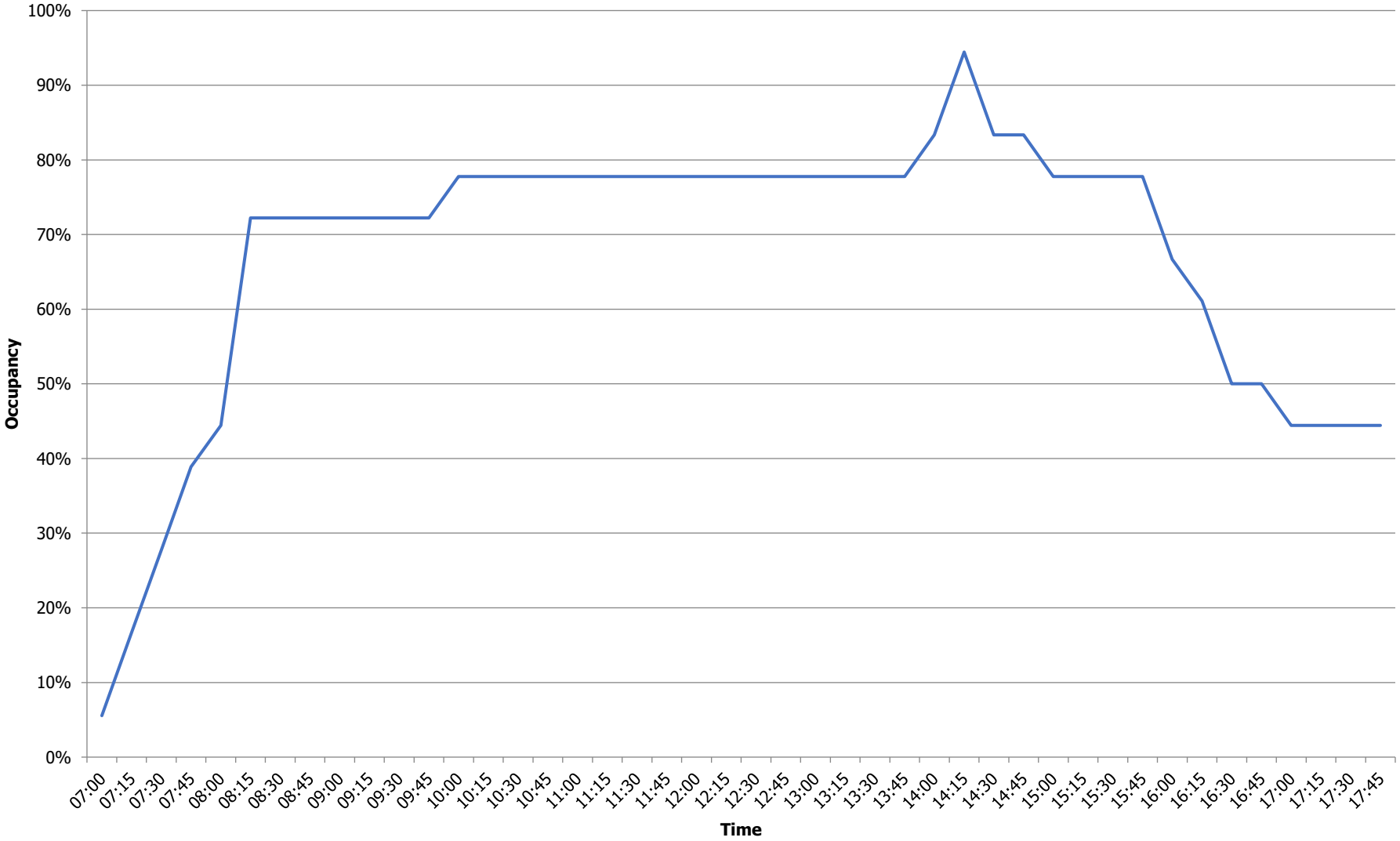


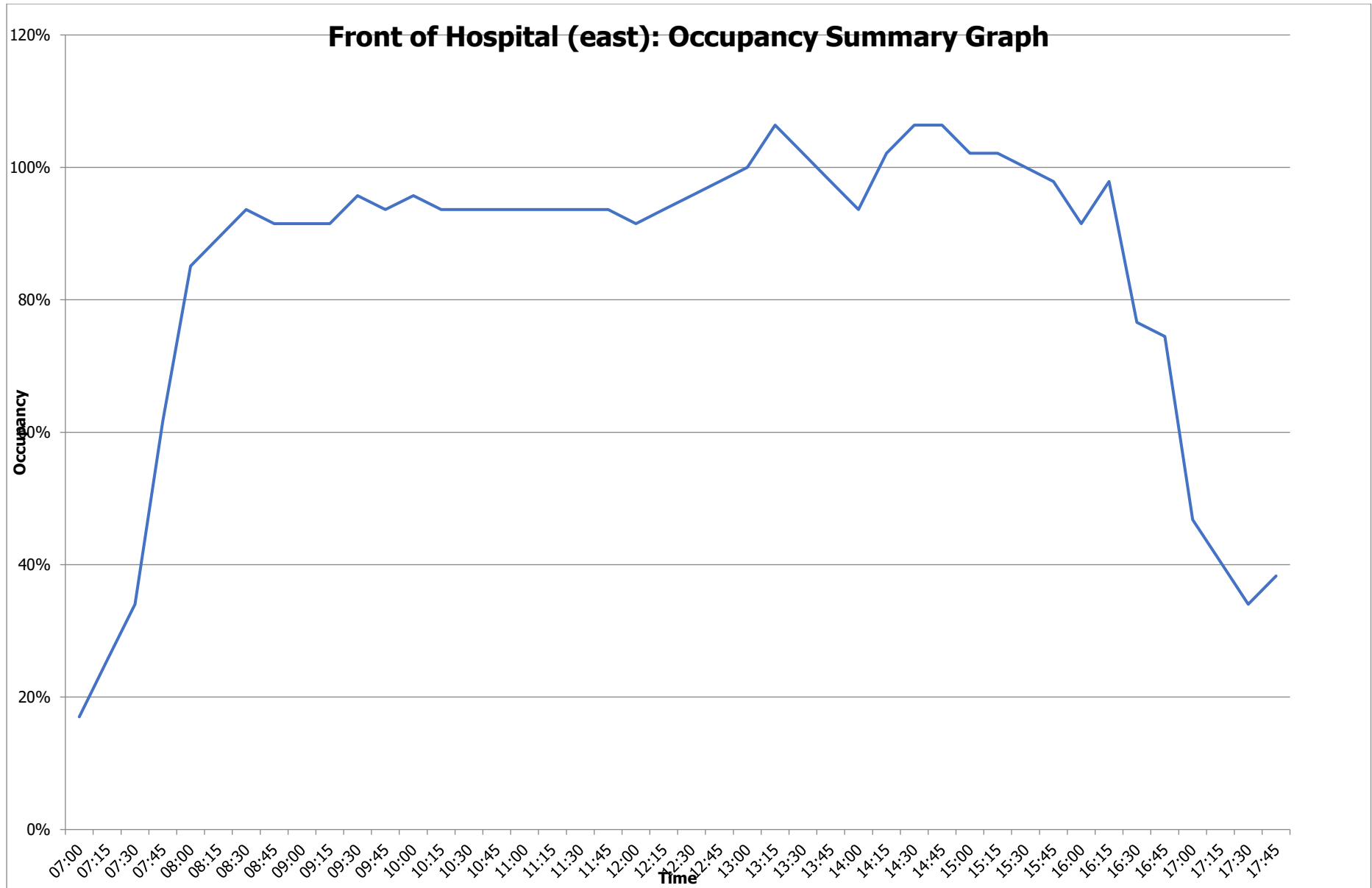
Rear of Hospital: Occupancy Summary Graph



Front of Hospital (west) Occupancy Summary Graph

Front of Hospital Central: Occupancy Summary Graph





Amy Barnett
Atkins Limited
5 Wellbrook Court
Girton Road
Cambridge
CB3 0NA

Tel: +44 (0)1223 276002
Fax: +44 (0)1223 277529
Amy.Barnett@atkinsglobal.com

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