

Car Park Management Plan August 2023

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Context

- It should be noted the majority of the community use of the proposed Community Astro Turf Pitch will take place after 5pm or at weekends, outside normal school hours, and therefore will not clash with staff or student parking during the usual school day or after school extra curricular activities.
- The majority of the community use for the Astro Turf would be from Otley residents. Research with Otley Town Junior FC, one of the key partner clubs who would hire the pitch in sections, quantifies that they have a need for a maximum of 30 car parking spaces at any time. Research from St Mary's, Menston, shows that they run a successful and full Astro Turf using their drop off parking and bus bays, with a total of 50 spaces. As the evening progresses and the senior teams begin to park, there are fewer teams training, as they use full or half pitches.
- Prince Henry's has made a commitment to cancel lettings and Community Education classes on evenings when one off school events create a need for more than 100 additional car parking spaces in total. Some events which have previously caused parking issues (for example, some parents' evenings) now take place online.
- Current Parking Spaces & Cycle Parking on site
 - Newall Carr Road Car Park: 77 spaces, plus 2 disabled spaces, 3 motorcycle parking bays and 5 bus bays. 5 cycle lockers being installed. Based on their dimensions, 5 bus bays gives managed parking for 15 additional visitor cars during the school day (*British Parking Association, Parking Know How Bay Size July 2016*), to be utilised for the proposed daytime Walking Football session attendees.
 - Farnley Lane Car Park: 127 spaces. 49 in the Car Park near the Music Block, 18 in the Car park near the Art Dept, 60 on the hardstanding (in use for parking at night time). 10 cycle spaces. Additional 10 sheffield stands, giving 20 cycle parking spaces, being installed.
- The Prince Henry's site has dedicated day and evening Site Staff, who will manage the parking during the Community use of the 3G Pitch. We have appointed additional members of this team to supervise the 3G pitch during community use hours.
- Signage at both car parks has been improved.
- The biggest issue with parking at Prince Henry's was a historic issue, from May 2017 to September 2019, during the initial planning application for the 3G Pitch, which was caused by the temporary closure of Aireborough Swimming Pool. In May 2017, Leeds City Council moved all swimming lessons and clubs to Chippindale Pool during the refurbishment of Aireborough Swimming Pool in Guiseley, as well as maintaining their current programme at Chippindale Pool. This added additional traffic of more than 700 cars per week travelling from the Guiseley area, from 4.30pm until 9pm at night on some evenings (see Appendix A), without local consultation regarding traffic management. This was resolved when the Pool reopened, prior to September 2019.

Daytime parking (see map in Appendix B)

With the exception of the walking football sessions, the astro turf pitch would not be available for external lettings on school days between 08:00 to 17:00 (16:00 on Mondays).

Travel to School

48% of students walk to Prince Henry's. 43% attend via either a public or dedicated school buses. Fewer than 6.5% attend by car. *[Data from school census survey]*

Sixth Form students may not park on site and are encouraged to use public transport or to walk to school. Regular assemblies and form periods reiterate these messages and messages regarding considerate parking for those who do come by car. Students, staff and visitors are not permitted to park on Prince Henry's Court. There is significant non residential parking above Wharfemeadows Park, with pedestrian access to school from Farnley Lane.

Newall Carr Road Car Park

Between the hours of 08:00 and 16:30, the Newall Carr Road car park is dedicated to some staff parking (based on work location) and visitor parking.

Buses and Taxis can access the Car Park between 08:00 and 08:45am and 14:45 and 15:30 for school travel.

Between the hours of 09:00 and 14:45, parents and carers can use the dedicated drop off circuit in the Newall Carr Road car park to drop off/pick up students, if needed, or park in this car park to attend a meeting.

Prior to 17:00, visiting schools park coaches/minibuses in the Bus Bays for extra curricular fixtures etc. If this clashes with walking football, they will drop and use other bespoke bus bays in town, with agreement from Otley Town Council.

Some deliveries approach through the Newall Carr Road car park but most are encouraged to enter through the Farnley Lane entrance. The Farnley Lane entrance is the entrance to which sat nav systems direct cars. Visitors are given other directions, to direct them to the Newall Carr Road car park (see Appendix D).

Prior to the COVID-19 outbreak, there were 2 short public sessions in the Chippindale Pool during the school day, attended by small numbers of local residents. The minimal parking required for this was easily absorbed in this car park. Currently, the agreement with the Chippindale Pool is under review by Leeds City Council and it is not known whether they will resume these loss-making sessions. Otherwise, the Swimming Pool is used exclusively by Prince Henry's Grammar School between 09:00 and 16:00, Monday to Friday. There are some evening and weekend lettings in the pool and Sports Hall, but the parking for these is regulated by a parking pledge and users are directed to specific areas of parking.

Farnley Lane Car Park

Between the hours of 08:00 and 16:30, the Farnley Lane car park is dedicated to staff parking (based on work location) and deliveries.

Hardstanding

This is not available for car parking during the day, except in occasional exceptional circumstances (such as hosting the LCC Youth Voice Summit), due to fire assembly.

Evening parking (see map in Appendix C)

The proposed hours for community use of the Astro Turf Pitch are from 17:00 on weekdays, when staff and students will have left the site. The heaviest proposed hours of use, which require the highest number of cars, due to split pitches etc, are between 17:00 and 19:00 on Tuesdays and Thursdays.

At the weekend, all car parking will be available for lettings use.

Community Education (19:00 to 21:00, Monday to Thursday)

Community Education students are given a Welcome leaflet which shows all possible parking and encourages those who can to use the Farnley Lane Entrance and car park. The majority of Community Education students without mobility difficulties park in the Farnley Lane car park. Following the development of the programme over the last few years, classes will be spread around the lower school site, thus re-directing parking further to the Farnley Lane car park.

At the start of the academic year, where new students join the evening classes, parking marshals will be located around the site to guide attendees to appropriate spaces.

Parents' Evenings (16:30 to 19:00)

Of the 7 Parents' Evenings, only 3 are now held in person in school. All are scheduled for Thursday (2023-2024), when Community Education is less busy or after the end of the Community Education term. Staff remaining for any in person parents' evenings will be directed to park in the Farnley Lane car park, in the area outside the Music Block and the area outside Lower School. This will leave the hardstanding and Newall Car Road Car parks (137 spaces, plus 2 disabled spaces, 3 motorcycle spaces and 5 bus bays) free for attendees/lettings. Lettings/Community Education classes will be cancelled, where more than 100 additional car parking spaces are required.

Open Evenings

All lettings and Community Education Classes are cancelled on these evenings.

Lettings (18:00 to 22.00)

The majority of our regular weekday evening lettings are small scale (fewer than 8 cars). The larger lettings which will not transfer to the proposed pitch are Otley Badminton Club (26 cars), Otley Choral Society (50 cars), Otley Netball Club (15 cars), Leisure Netball League (8 cars on a rotation to play in the league).

These have allocated spaces to park, based on location and attendee mobility.

Other Large School Events

Lettings and Community Education Classes will be cancelled on these evenings, where more than 100 additional car parking spaces are needed.

Communication

- Signage has been updated.
- All Lettings are given allocated parking areas, which are enforced through their lettings agreements.
- Prince Henry's have employed staff to manage the community use of the astro turf, including monitoring parking and car park use. All Lettees are aware that breaking the terms of their agreements (which include parking regulation) may lead to the termination of their letting.
- Parents and Carers are regularly reminded in half termly newsletters, and through the school website and twitter feeds, of where they can park/drop off and pick up. Parking is included in all communications regarding large in school events.
- Safe and sustainable travel to school is a theme which is regularly revisited with parents and students. The school's Active Travel Ambassadors were successful in gaining funding from Modeshift Stars for a Feet First Campaign, which includes encouraging parents and carers who have to bring their child to school in a car to drop off across the bridge in the LCC Car Parks (as agreed with LCC). This campaign will also extend to evening lettings and Community Education Users.
- Sixth Form students may not park on site and are encouraged to use public transport or to walk to school. Regular assemblies and form periods reiterate these messages and messages regarding considerate parking for those who do come by car. Due to the age profile, this tends to be more of an issue in the summer term, when Community Education and lettings are significantly quieter.
- The CPMP will be made available on the Prince Henry's website, under Community, and under Safe and Sustainable Travel to School.
- Residents can email info@princehenrys.co.uk and any complaints or suggestions would be forwarded to the appropriate staff member (Admin Manager: Community, Estates Manager, Pitch Steering Group etc).
- Staff and Students are regularly surveyed for improvement suggestions. The school has a robust Student Voice and Student Council process. Staff are able to contact the Admin Manager: Community or Estates Manager through email, by phone or in person.

Table of Additional Commitments

In addition to the existing listed measures already in place, the school has committed to the following actions.

School Travel Plan	The School Travel Plan is embedded in the Sustainability Strategy in the School's current School Improvement Plan, thus aligning the principles and development of the plan with the development of the school. The school currently holds a Good Travel Plan accreditation and has applied for Very Good Accreditation (July 2023)
Website	The CPMP will be uploaded to a section in the Community area of the PHGS website and the Safe and Sustainable Travel to School section. The methods for contacting the school regarding any complaints will be made clear in this section.
One Off School Events	Lettings and Community Education will be cancelled where one off school events create a demand for more than 100 additional car parking spaces.
Signage	Further additional signage has been purchased for both car parks, to direct users.
Additional Cycle Parking	10 Sheffield cycle stands are being purchased and installed. 5 cycle lockers have also been ordered (August 2023), due to funding from Otley Cycle Club for community use.
Parking Marshalls and Monitoring	Parking Marshalls will be deployed, as necessary, to direct users. The permanent on-site Site Team Staff Members will monitor parking throughout the use of the pitch.
Updates to LCC	Updates on the monitoring and development of the CPMP will be provided to LCC.
TRO/Parking Permit Scheme	In the event that it is established by LCC officers, in consultation with the school, that on-street parking issues are exacerbated by the development of the Community 3G Pitch, the school commits to funding the appropriate scheme, as agreed with LCC.

Appendix A: Methodology and Background

In order to ascertain current usage, the following surveys were carried out and the results revisited in light of the re-opening of Aireborough Swimming Pool (see below):

- Parking surveys were carried out of all Community Education students and the larger lettings at school.
- Patterns of attendance at Community Education classes were analysed.
- Parents' Evening bookings were analysed, to provide information regarding the busiest times for attendance.
- *Data regarding the impact of the Aireborough Swimming Pool Closure was supplied by Leeds City Council's Duty Officer at Chippindale Pool. *[See below.]*
- Feedback regarding parking on Prince Henry's Road from residents over the last few years was taken in to account.
- Evening Site Team Staff re-surveyed the car parks to ascertain how many vacant spaces were available at 6.30pm and 7.30pm, in 2019 and in 2020.
- This data was collated into a spreadsheet (see table in Appendix E)

School key dates throughout the year were overlaid with the information above to identify potential parking issues and the number of vacant parking spaces on site for each event. These are regularly reviewed and any additional events (such as trip meetings etc) have to be approved by Senior Leadership, with parking allocated.

The proposed hours of Community Use for the pitch will vary through the year, but at a maximum are between 5pm and 9pm, Monday to Friday and 9am to 6pm on Saturday and Sunday. On weekdays, the current proposed users between 5 and 7pm are mainly for groups who are likely to drop their children and go, rather than park. The programme is being finalised now (August 2023).

Partner Clubs who will be using the pitch between 7pm and 9pm are, in the main, senior teams, using the pitch for training purposes. They will park but will not attract additional cars as fixtures will not be played at this time.

As the evening progresses and the senior teams begin to park, there are fewer teams training, as each team uses a larger proportion of the pitch to train.

Information was sought from St Mary's School, Menston, regarding their parking provision for their Astro Turf and an informal survey conducted of parking patterns. Information has also been sought from Otley Town Junior FC, a key partner club.

Due to the lack of school events and Community Education classes on Friday evenings, there is always sufficient parking on site, so Fridays are not considered in this report. However, the Farnley Lane Car Park will be opened for parking on Fridays as necessary through the year (taking in to account the safety of Otley Cycle Club, who utilise the hardstanding on light early evenings in summer).

Chippindale Pool Parking

In May 2017, Leeds City Council moved all swimming lessons and clubs to Chippindale Pool during the refurbishment of Aireborough Swimming Pool in Guiseley, as well as maintaining their current programme at Chippindale Pool.

The effect of this move was to add approximately 30 cars per hour to traffic travelling from the Guiseley area and parking at Prince Henry's from 15.30 to 19.30, Monday to Friday, and 50 cars on Tuesday and Thursday evenings from 19:00 to 21.30. This equates to more than 700 extra cars per week.

This finished in September 2019. This has resulted in not only fewer cars but a reduction in the hours when they arrive to 3.30pm to 6.30/7.30pm, as swimming lessons provided by private swim schools currently finish earlier. The 50 cars on Tuesday and Thursday evenings were for clubs which are based at Aireborough and so no longer park.

Appendix B

Parking Map DAYTIME



Appendix C

Parking Map EVENING



Appendix D – Visitor Directions (showing daytime parking arrangements)

Prince Henry's Grammar School, Otley

If using a satnav, do not use our published postcode, use LS21 2AU. See Page 2 for map.

To approach from Harrogate.

Either, join the A59, heading right towards the A658 or follow the A61 until you reach the A658. Leave the A59 or A61 by continuing on onto the A 658. Stay on the A658 until you reach Pool in Wharfedale. After the large bridge, turn right at the Shell garage, on to the A659 towards Otley. In Otley, continue through the town through the traffic lights by Argos, to the main traffic lights opposite the Halifax. Leave the A659, turning right towards the river. After crossing the bridge, continue up the hill towards the hospital. The road levels out and, just as it kicks up again, turn right, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool.

Alternatively, approach through the back roads. If approaching via Beckwithshaw, turn right at the lodge after Leathley, over the humpback bridge and continue along Farnley Lane. At the end of Farnley Lane, turn right up the hill. The road levels out and, just as it kicks up again, turn right, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool. If approaching through Blubberhouses, turn left onto Church Hill, just after Fewston reservoir Car park at St Andrew's Church, continue over the top and down into Otley. After the hospital, turn left, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool.

From Headingley

Follow the Otley Road/A660 out of Leeds, across the ring road and on through Bramhope and over the Dyneley Arms crossroads until you reach Otley, dropping down the Chevin. At the roundabout, take the second exit into Otley. Follow the road round until you reach the main traffic lights in the centre of Otley, next to the Buttercross clock. Go straight on towards the river. After crossing the bridge, continue up the hill towards the hospital. The road levels out and, just as it kicks up again, turn right, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool.

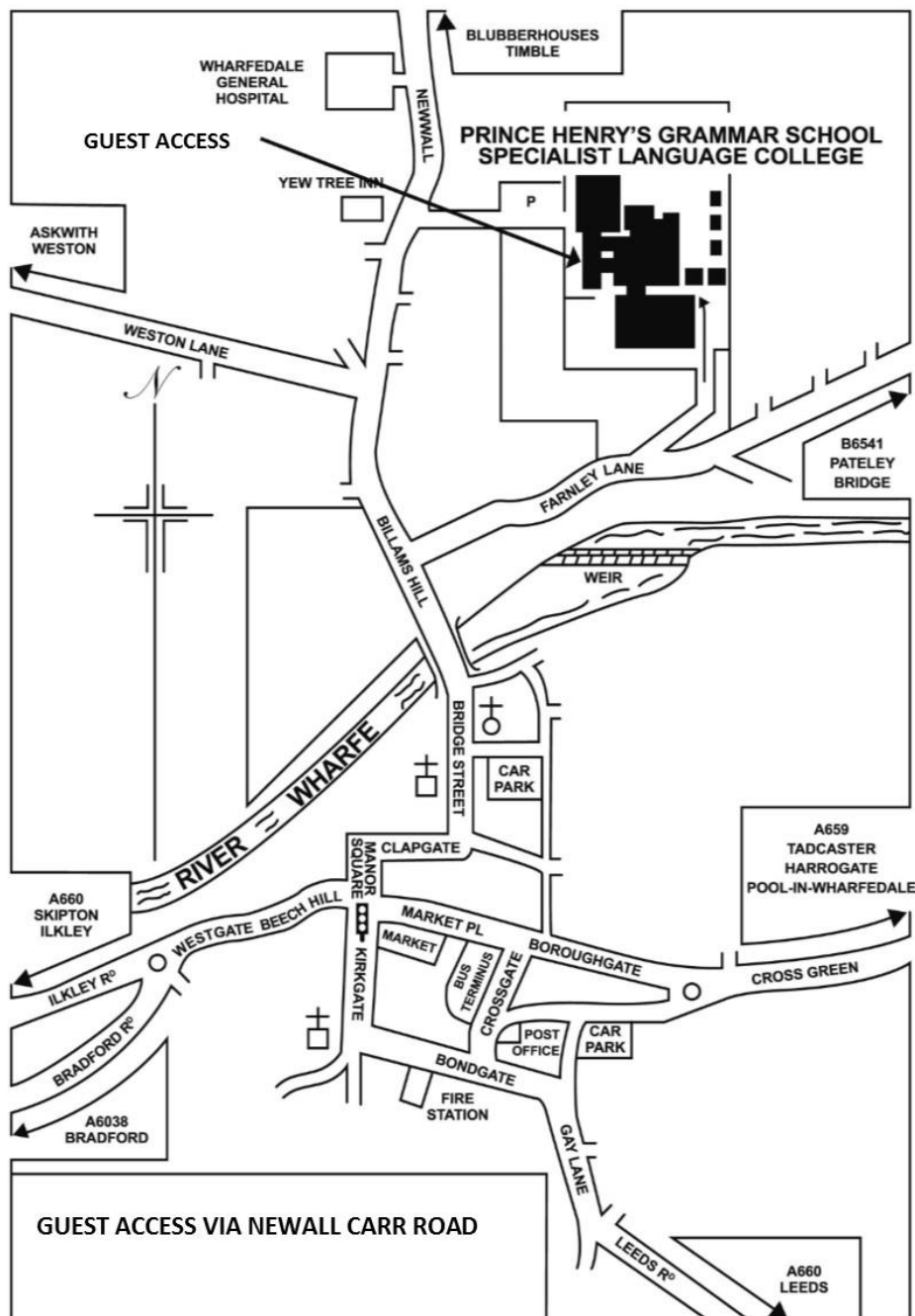
from Pudsey/Farsley/Horsforth

Depending on where you live, go on the A621 towards Rodley. When you approach Rodley roundabout, take the second exit. As you approach the Horsforth roundabout, bear left and take the first exit at the roundabout.

Follow on the A65/Leeds Road until you reach the Rawdon roundabout, there is a JCT garage and a Sainsbury's there. At this roundabout take the 3rd exit onto Green Lane and drive to the top of the hill. Turn left on the A658. Drive through the lights by Murgatroyds and go under the tunnel by the airport. At the mini-roundabout, take the second exit. Continue on the road until you reach a set of crossroads, at the crossroads turn left onto Otley Old Road, follow this road and after 2/3 miles you'll drop down into Otley Town, past the cattle market. At the junction, turn left (more or less straight on). Follow the road round until you reach the main traffic lights in the centre of Otley, next to the Buttercross clock. Go straight on towards the river. After crossing the bridge, continue up the hill towards the hospital. The road levels out and, just as it kicks up again, turn right, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool.

To approach from the North/South.

Leave the A1 at junction 47 and join the A59, turning around the roundabout towards Harrogate. Continue on the A59 over one large roundabout. At the next roundabout, at the junction with York Road, leave the A59 by continuing straight on (2nd exit) onto the A 658. Stay on the A658 until you reach Pool in Wharfedale. After the large bridge, turn right at the Shell garage, on to the A659 towards Otley. In Otley, continue through the town through the traffic lights by Argos, to the main traffic lights opposite the Halifax. Leave the A659, turning right towards the river. After crossing the bridge, continue up the hill towards the hospital. The road levels out and, just as it kicks up again, turn right, opposite the Yew Tree pub, into Prince Henry's and the Chippindale Pool.



Appendix E – Survey Results & Evidence

Community Education (survey conducted)								
	Mon %		Tues %		Wed %		Thu %	
Car (alone)	77		66		64		77	
Car (shared)	17		18		23		21	
Walked (or bus & walk)	6		16		12		2	
Bicycle	0		0		1		0	
		cars		cars		cars		cars
Attendance (maximum figures)	144	123	155	133	165	141	80	68
Lettings (survey conducted)								
		Mon		Tues		Weds		Thur
		Cars		Cars		Cars		Cars
Badminton		26						
Choir				50				
Leisure Netball								8
Otley Netball Club						30		
Car Parking Spaces available on PHGS Site								
		Mon		Tues		Weds		Thur
Available spaces worst case scenario (see Appendix F)	5pm	83		73		65		138
Available spaces worst case scenario (see Appendix F)	6pm	83		73		65		138
Available spaces worst case scenario (see Appendix F)	7-9pm	57		23		50		130

Appendix F: Proposed Traffic Generation & provisional Programme of Use

To give an understanding and prediction of the level of traffic for the 3G facility, it is best to review things on the basis of a 'worst-case' scenario. The data in the below table is provided by TRICS, the national system for trip generation analysis for the UK, and is commonly used to analyse potential estimated increase in trip numbers for the development of a new 3G pitch. The data relates to the approx percentage of different modes of transport used to travel to get to a football (leisure) facility, which in turn will impact on the number of anticipated vehicles that the site could be required to cater for.

Mode	%
Vehicle (Driver and Passenger)	80%
Cyclists	1%
Pedestrians	10%
Rail	0%
Coach	8%
Bus	1%
Total People	100%

Sport	Players	subs	Coaches	Refs	Total	Pitches	T total times number of pitches	Spectators (25% adult football and 25% for youth football based on driving and supervising children)	Total	TRICS data suggesting 80% transport method is by car with each car averaging 2no. passengers offering 40% to give total car generation
2no. adult football (11 a side + 7 subs)	22	14	2	3	41	1	41	10	51	41
9v9 football	18	6	2	1	27	2	54	14	68	54
7v7 football	14	4	2	1	21	2	42	11	53	42
5v5 football	10	3	2	1	16	4	64	16	80	64

For the proposed usage of the 3G pitch, the hours of 5pm – 9pm on weekdays are likely to generate the most additional vehicle traffic movements in terms of accessing and parking on the site. This will be when most training sessions would take place rather than formal matches. It should be noted that the 3G pitch will not create traffic movements later than 8pm for much of the year as the floodlighting system will be switched off at 2000hrs from 1st April to 31st April and 1st October to 31st October, and will not be used at all from May through to September.

The worst-case scenario for the proposed usage (as per the provisional programme of agreed use below), for the highest number of users and potential traffic takes place between the hours of 5pm- 7pm on a weekday evening – which would be 64 cars for the new AGP. This worst case scenario would be for when the pitch is being split into 4 Nr 5 v 5 pitches with all 4 pitches being full, and the projection also makes allowance for spectators (even though most sessions during the week would be training sessions with few spectators). This 4 Nr 5 v 5 pitch configuration accommodates the highest number of players - any other 3G pitch usage configuration would generate less traffic. There would be an interchange of users every hour and the bookings for the 3G facility can be staggered to ensure the volume of cars and parking on the site is not unnecessarily excessive.

It should be noted that these are worst case scenario numbers and that most sessions during the week are going to be for training usage with far less numbers, no referees and few spectators. Equally the usage could be split into 2no. 5v5s and 1no. 7v7 pitch, or alternatively 1no. full sized 11 v 11 training game. Either such scenario would also reduce the projected numbers further with some occasions not having any slots on halves, quarters or over the entire pitch through no demand and bookings.

This offers an understanding of the worst case scenario in terms of increase of parking requirements, and for the reasons explained, in reality this volume of extra traffic would be highly unlikely to ever be applicable. However, the purpose of this analysis is to predict a worst case scenario.

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
9-10am	PHGS Curricular					Menston girls	Matchplay Otley Town/Pool	
10-11am		Walking Football 10-11 Week A 11-12 Week B Half pitch?				Pool AFC (1/2 pitch)	Menston girls (1/2 pitch) Matchplay Otley Town/Pool	
11-12pm						Otley Town (1/2 pitch)	Burley Trojans (1/2) Matchplay Weston Lane (Nov – March) alt weeks	
12.00-2pm						Guiseley Girls	Matchplay Otley Town/Pool	
2-3pm						Weston Lane Seniors matchplay (Nov – March) alt weeks	Matchplay Otley Town/Pool	
							Matchplay Otley Town/Pool	
3-4pm	PHGS Extra-Curricular						Ilkley Town 2-4pm tbc	
4-5pm							Powerplay?	
5-6pm	Burley Trojans (1/2 pitch)	Otley Town (1/2 pitch)	Otley Town (1/4 pitch)	Burley Trojans (1/2 pitch)	Otley Town	Pool AFC	Tiny Footballers (Laura Danskin)???	
6-7pm	Pool AFC	Otley Town	Pool AFC Seniors	Otley Town	Pool AFC	No hire after 6pm Sat/Sun		
7-8pm	Otley Town (1/2 pitch)	Burley Troj ladies (1/2 pitch)	Otley Town Seniors	Pool AFC Seniors	Otley Rugby Club (Nov-March)			Weston Lane (Nov - March)
8-9pm	Otley Town (Nov – March)	Otley Town Seniors (Nov – March)	Weston Lane Seniors (Nov-March)	Otley Rugby Club (Nov-March)	Andy's Man Club??? ½ pitch			

The above is the current (August 2023) projected timetable during peak usage time (September to April), except where pitch curfew reduces hours. During the holidays, the majority of use is expected to be for sports camps for local children with some continued training for local clubs or 6-a-side leagues.