

The Moor Car Park (MCP)

Gate Closing Procedure 2022

BACKGROUND INFORMATION

The MCP is situated along The Moor in Melbourn. Key users of the MCP are :-

Littlehands Nursery

Melbourn Bowls Club

Dynamos Football Teams

The Saturdays Football Teams

Hirers of the Pavilion

Saturday morning Boot Camp

Other users are dog walkers and casual resident and general visitors.

OPENING & CLOSING TIME FRAMES

STANDARD OPENING

The MCP is opened and closed as follows

Opening Monday to Friday 07.45 am (or earlier)

Opening Saturday 08.30 am

Opening Sunday 09.00 am

STANDARD CLOSING

Winter. 1st October -31st March 17.00 pm (exceptions apply refer to procedures below)

Summer 1st April-30th September 20.00 pm.(exceptions apply refer to procedures below)

KEY HOLDERS

Parish Office

Gate Contractor (GC) (employed official)

Parish Wardens

Melbourn Bowls Club

Saturdays Football Club

Littlehands Nursery (Management)

Herts and Cambs Contractors

Boot Camp organisers (used Saturdays only)

Daily opening procedure all year round

Monday to Friday the gate is opened by Littlehands Nursery Management, between 07.45 am and 08.00 am. The gate on occasions may be opened earlier than 07.45 am by our Maintenance Contractors. Littlehands Management will open the gate 51 weeks a year. The only times they will not undertake the opening duty will be Christmas holiday week and annual Bank Holidays. The responsibility will then fall to the GC. (The car park is closed on Christmas day and Boxing day)

The GC will open the gate on Saturdays no later than 08.30 am, occasionally the gate will be opened earlier by the Boot Camp trainers.

The GC will open the gate on Sundays no later than 09.00 am.

Daily closing procedure 1st October 31 March

There are notices located around the car park and the entrance to the car park advising users that the gate is closed at 17.00 hrs daily. There is in place an agreement with Littlehands nursery that the gate will be closed no later than 18.00 hrs daily, Monday to Friday, during nursery school opening days. This is to allow parents to pick up their children from the nursery, as the nursery is open officially until 17.30 pm daily weekdays.

The GC will close the car park no later than 18.00 hrs daily even if there are nursery staff vehicles in the car park, they have keys to let themselves out. The agreement in place is that they will relock up as they leave. Usually the nursery staff have vacated the site by 18.00 hrs. However, sometimes there might be one or two of them working late.

Occasionally the bowls club have winter evening functions on. The procedure in place to cover these events is that they will unlock the gate and then relock it when all attendees are present. They will then let themselves out and close up when they leave.

At weekends Saturdays and Sundays the GC will close the gate at 17.00pm.

Daily closing procedure 1st April-30th September

During the above period the gate is to be closed no later than 20.00 hrs daily. There should be no vehicles in the car park at this time, unless there is a bowls club match taking place or a football match (refer below). The bowls club identify their cars with a yellow sticker in the rear of the car and or a note on the dash board of the car identifying that they are playing bowls.

It is not the responsibility of the GC closing the gate to check on vehicles that are still parked in the car park after 20.00 hrs. Bowls club Captains have keys to let themselves out after their matches. The agreement is that they will let players and guests out then lock up when they leave. If there are any other vehicles in the car park when they are locking up these will be locked in overnight. The gate should be locked promptly at 20.00 hrs daily.

Football matches

The Saturday's football teams have regular midweek and weekend football matches. Occasionally, these may run over the 20.00 hrs closing time. It is not the responsibility of the official closing the gate to check on vehicles parked in the car park after 20.00 hrs. Football home team captains (Saturdays) have keys to let themselves out after matches.

The agreement is that they will let players and supporters out then lock up when they leave. If there are any other vehicles in the car park when they are locking up these will be locked in overnight. The GC will lock the promptly at 20.00 hrs daily.

Additional activities

Periodically, there are functions that are arranged on the playing fields and the Pavilion which require the gate to remain open after hours. In the event that this happens the Parish office will alert the GC of the arrangements and advise the individual when the gate should be closed.

Functions

- a) Fete
- b) Pavilion hiring (example birthday arrangements)

Other information and instruction

- 1) It will not be the responsibility of the GC to check on cars in the car park at the time of closing based on the above procedures.
- 2) It will not be the responsibility of the GC to return and let people out of the car park after the gates have been locked for the evening.
- 3) When the GC is on holiday alternative arrangements to close the gate will be made via the Parish Council office.

Melbourn Parish Council

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