

<b>Responsible Person</b>	<b>Head of Estates</b>
Function	Estates
Date Agreed	4 December 2023
Review Date	4 December 2024
Version No.	1
Supporting Documents	None

## PARKING CONTROLS - POLICY & PROCEDURE

### 1. Introduction

- 1.1. Rochester Cathedral uses an Automatic Number Plate Recognition (ANPR) system to enforce parking controls in the following areas:
  - College Yard
  - Deanery Gate
  - North Door
  - St Andrews House Car Park
- 1.2. This system is entirely owned and managed by Horizon Parking (“Horizon”), an external parking management company, who will be responsible for issuing any Parking Charge Notices (PCN) and for collecting any fines.
- 1.3. The ANPR system, which operates 24/7, 365 days of the year, uses camera technology to enforce our parking restrictions by sending a PCN to those in breach of our parking controls in the areas outlined above.
- 1.4. In addition, due to the history of unauthorised parking, the private car parking bays, opposite MacKean House, at Prior’s Gate, and Garth House Yard, which are used by authorised cathedral personnel, are also being monitored. This monitoring is undertaken internally by the Head of Estates and the Head of Operations, using a handheld monitor which captures unauthorised vehicle registration numbers, vehicle make, model and colour.

## **2. Policy**

- 2.1. The Chapter does not permit members of the public to drive down and/or park on the private road in and around the immediate vicinity of the Cathedral building.
- 2.2. A grace period of 15 minutes is granted for the purpose of deliveries and for disabled passenger drop-offs, after which Horizon will issue a PCN to the owner of a vehicle who is not registered on the 'Exemption List' or registered on the vehicle registration tablet that is located in the vergers' office in the Cathedral.

## **3. Responsibility**

- 3.1. The Head of Estates is responsible for maintaining the Exemption List which contains the registration numbers of personnel who are permitted to park in the restricted areas outlined in paragraphs 1.1.
- 3.2. The Head of Estates is also responsible for recording and issuing of vehicle permits for staff/volunteers who are authorised to park in the areas set out in paragraph 1.4.
- 3.3. Staff/volunteers are responsible for ensuring the vehicle permits are clearly displayed in their car.
- 3.4. Responsibility for ensuring that sufficient warning notices are publicly displayed, complying to the BPA Code 2021, to warn drivers that they are entering an area covered by ANPR, sits with the Head of Estates.

## **4. Waiving of contested PCN fines**

- 4.1. Authorisation to waive a contested PCN fine lies with the Chief Operating Officer.

## **5. Location of cameras**

- 5.1. Where cameras have been installed the cameras are clearly visible to drivers.

## **6. Purpose of Parking Controls/ANPR**

- 6.1. The decision to install an ANPR system was taken as it was deemed to be the best way to enforce parking controls to prevent unsafe and unauthorised parking which was creating a potentially life-threatening hazard on pavements and roadways, particularly when events were being held in the Cathedral. The introduction of the ANPR will help improve the safety of visitors, volunteers, and staff in and around the vicinity.

## **7. Recording and retention of images**

- 7.1. The ANPR system only records images of the vehicle and the vehicle number plate in real time (24hrs a day throughout the year) There is no audio recording i.e., conversations are not recorded on ANPR.
- 7.2. Images produced by the ANPR equipment are intended to be as clear as possible so that they are effective for the purposes set out above.

## 8. Data Protection

- 8.1. The Cathedral does not capture/use any personal data. Horizon captures and stores data in accordance with their Data Protection policy.
- 8.2. Horizon will share limited data with the Cathedral for the purposes of contested penalties through a portal, but the Cathedral does not retain any data.
- 8.3. The Data Protection Officer is the Cathedral's Chief Operating Officer. If there are any concerns about how the Cathedral is using your data, you can contact the Cathedral's Data Protection Officer by email to: [simon.lace@rochestercathedral.org](mailto:simon.lace@rochestercathedral.org) or in writing to:
  - Chief Operating Officer, Rochester Cathedral, Garth House, The Precinct, Rochester, Kent, ME1 1SX
- 8.4. Information on how the Cathedral collects and uses personal data can be found in the Cathedral's Privacy Policy located on the Cathedral website.

Signed

A handwritten signature in black ink that reads "P. J. McKeth". The signature is written in a cursive style with a horizontal line underneath the name.

Dean

Date: 4 December 2023