1. *How information is relayed to the students, about the availability of these spaces.*

At UK Management College we are very clear with students from the outset that parking on site is limited, shared with other occupiers, and not available for all students. Information about the availability, rules and limitations of both the front and rear parking areas is communicated to students through several co-ordinated channels. At induction and during early teaching weeks, lecturers and tutors explain verbally in class what parking arrangements exist, who is allowed to park where, and that the number of spaces is restricted. This is reinforced by our student support team during tutorials and one-to-one support sessions.

In addition, our Academic and Registry department regularly circulate information through student communication channels, such as email groups, class WhatsApp or other messaging groups, and notices displayed on campus. These communications include details about the front parking area, the restricted rear car park, access arrangements, the availability of disabled spaces, and strong encouragement to use public transport, cycling and car-sharing. Our security officer, who is permanently based on site, also plays a key role: he provides day-to-day guidance to arriving students and visitors, explains the rules where needed, and ensures that only those who are entitled to use a particular space are doing so. Over time, this consistent, multi-channel communication has ensured that students are well aware that parking is limited, shared and controlled, and that it must be used in a fair and orderly way.

2. *Will they be booked in advance, and will it be first come first served*

UK Management College has 06 designated parking bays at the front and 06 at the rear for students. These parking are collaboratively agreed with the neighbours tenants. Both the parking areas operate entirely on a first-come, first-served basis, including the disabled parking bay located within the front allocation. Due to the limited number of spaces, the College does not provide or operate any advance booking or reservation system.

3. *Can these spaces be easily accessed (whenever I have visited the site the rear yard appears locked).*

The front car park is easily accessible to all users. It is open during normal operational hours and can be entered directly from the main access road to the premises. Students, visitors and staff arriving by car can enter, look for an available bay and, if space permits, park on a first-come first-served basis. The ease of access to the front parking means that, in practice, anyone driving to the site will approach this area first.

In contrast, the rear yard is intentionally not freely accessible. As you observed during your site visit, the gate to the rear yard remains locked. This is deliberate, because the

rear car park is a secure area with controlled access. For the rear parking of the students the security officer monitors its physically. Only those members of the Student Association given the code and students who comes first have been granted permission by the security officer in person. This ensures that the rear parking is not misused by general students, that there is no unauthorised occupation of the spaces, and that the security of the premises and vehicles is maintained. We emphasise to students that when they see the gate locked, it is not because parking is unavailable, but because access is strictly limited to those specific car park.

4. *Commentary on how the spaces will be managed, including how students are also encouraged to make use of the cycle spaces on site and where they will be encouraged to park if all the spaces are occupied (i.e. not in nearby residential streets)*

The management of both front and rear parking areas is the responsibility of a trained, on-site security officer, who operates in close coordination with the College management team and our neighbouring occupiers. On a day-to-day basis, he supervises the front car park, ensuring that drivers park only in appropriate bays, that disabled spaces are respected, and that there is no blocking of access routes or neighbouring units. He also keeps a watch on the surrounding streets to make sure that our students are not causing disturbance by parking in residential areas, and when necessary, he speaks with drivers and reminds them of our rules. Any concerns raised by neighbours are taken seriously and acted upon promptly.

The rear car park is managed more through controlled access along with direct supervision. Only those with the security code can open the gate and park at the rear. The list of authorised users is kept short and under review, and codes can be changed if needed. Security officer give the access to the students who comes first. This arrangement means that use of the rear yard remains predictable, safe, and within the informal agreements we maintain with neighbours and the landowner.

As an additional functional measure, UK Management College, together with Andrew Wood Photography and Happy Homes, collectively installed parking **enforcement and surveillance cameras** on the premises a few months ago. This decision was taken through a collaborative agreement between all three tenants to further strengthen traffic and parking management for both the front parking and the secured rear yard area. The installation of these enforcement cameras has played a major role in improving the parking system by ensuring that no unauthorized vehicles are able to park in restricted areas, and by supporting accurate monitoring of occupancy in the shared frontage bays.

The reception team at UKMC manages visitor parking registration, where drivers arriving to the front car park are guided to record their vehicle details in our system upon arrival. When a visitor parks within the shared bays, they are assisted at reception to enter their

car registration into our digital logging system, which allows the premises enforcement network to validate authorised usage in real time. This process was jointly agreed upon and is now followed not only by UKMC but also by the neighbouring occupiers, who have adopted the same registration practice in their respective reception points for their visitors and permitted users.

Because parking capacity is limited and shared, UKMC actively encourages students to travel by sustainable means rather than by private car. We have recently constructed covered bicycle shelters on site, with capacity for over forty bicycles. These shelters are prominently located and clearly visible, making it convenient and safe for students to lock their bikes. There is separate door and code for the cycle entrance which is shared with the students and staffs. Through our welbeing department, tutors and Student Association, we explain the personal health benefits of cycling, as well as its positive environmental impact in terms of reduced emissions and pollution. We place particular emphasis on encouraging bicycle use during the spring and summer months, when weather conditions make cycling more practical for most students.

In addition to promoting cycling, we strongly encourage the use of public transport and car-sharing. The campus is very well connected to local bus routes, tram stops within a short walking distance, and a nearby train station roughly eight minutes' walk away. These transport links are highlighted to new and existing students so that they recognise car use as a last resort rather than the default option.

When the limited on-site spaces are full, students are given clear guidance not to park in nearby residential streets or directly outside local homes. We have made it explicit that parking in residential areas is strictly forbidden for our students, and this message is reinforced by the security officer and staff. Instead, students are advised that, if they must drive, they may use other suitable locations such as the front parking area at our other **campus (College House, Stanley Street, M11 1LE) or nearby commercial car parks and business areas such as Lime Square, the Matalan, Sunday market parking area**, where use is more appropriate. Over time, and with consistent messaging and enforcement, students have become accustomed to these rules, and earlier issues with parking in residential streets have now largely been resolved.

5. Signage and how it indicates student parking

In designing our signage, we have been careful not to create the impression that there is general parking provision available to all students, because in reality the capacity is far too limited to support that. For this reason, we have deliberately avoided wording such as "Student Parking" which could mislead students into believing that every student is entitled to arrive by car and park on site. Instead, the signage at the front clearly states that parking is limited and shared, and that it operates on a first-come first-served basis.

This "**limited parking for students**" wording has proven very important in managing expectations and avoiding confusion or disputes. If we were to post signage stating that "Students may park here," many of our hundreds of students could reasonably expect to find space, leading to frustration and complaints when the small number of bays are already occupied. By stating that parking is limited, shared and first-come first-served, we ensure that students understand from the beginning that only a small number of users, on any given day, will be able to park, and that the College cannot guarantee them a parking space. Taken together, the signage and our communications policy help to maintain an orderly and realistic approach to parking.

6. Confirmation that all the frontage car parking spaces are available to UKMC, as, on my recent site visit, some of these spaces are indicated as being for Andrew Wood photography, and there are other uses which would appear to make use of this car park. A letter from the owner of the land would be useful in demonstrating this. It has been suggested that as UKMC are not the owners or leaseholders of the front car park so have no rights to suggest that they have exclusive use

It is important to clarify that UK Management College does not claim exclusive rights over the entire frontage car park. According to the lease arrangements for the property, the building is divided into five units. UKMC is the occupier of Units 1, 3 and 4. Unit 2 is occupied by Andrew Wood Photography, and Unit 5 is occupied by Happy Homes. The front car park comprises a total of approximately twenty-two marked spaces serving these units. Of these, two spaces are specifically allocated to Unit 2 (Andrew Wood Photography) in the lease documentation. The remaining spaces, including any disabled bays, are designated as shared visitor parking for the use of all units.

Within that shared visitor allocation, UKMC has use of six spaces for student parking and five spaces for staff, but always within the understanding that except for the students bays this is not exclusive use and that other occupiers and their visitors are equally entitled to use the shared spaces. Our security officer manages this in practice by recognising which bays are specifically reserved for other units and by ensuring that students do not park in those marked spaces.

We maintain regular communication and good neighbourly relations with Andrew Wood Photography and Happy Homes, including periodic meetings approximately once a month to discuss any operational issues, such as parking, access or deliveries, and to agree practical solutions. This co-operative approach has helped to resolve any initial teething issues, and at present the shared use of the frontage parking is functioning smoothly and without conflict.

Whatever way it is looked at, it is clear that the variation application represents a betterment in terms of parking:

18 total parking spaces were approved under original application (of which 6 were staff, and 12 were student).

With variation application there would be to the rear: 18 staff spaces, and 6 student spaces. And to the front 6 exclusive student, and 6 non exclusive visitor / staff spaces.