

# Willoughby Parish Council

## Village Car Park Policy

### 1. Introduction

This policy sets out the rules and management procedures for the use of the Willoughby Village Car Park (“the Car Park”). The Car Park is private land and is owned and managed by Willoughby Parish Council (“the Council”) for the benefit of residents, their visitors, and users of local community facilities.

The purpose of this policy is to:

- ensure the Car Park is used safely and responsibly.
  - maintain access for all legitimate users.
  - protect the Council’s asset and minimise maintenance costs.
  - provide clear guidance for enforcement.
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### 2. Location and Purpose

The Car Park is located opposite the Village Hall on the other side of Main Street.

It is for short-term parking only (12 hours maximum in any 24 hours).

The Car Park is provided primarily to support access to:

- community and recreation facilities and community events;
- local businesses.

Residents with no off-street parking or their visitors may, from time to time, also use the car park on a short-term basis so that the parking situation on Main Street, in particular, is eased.

The Car Park is not intended for long-term vehicle storage or commercial use.

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### 3. Conditions of Use

All users must comply with the following conditions:

1. Permitted Use:

- Short-term parking for cars, motorcycles and small vans (maximum 2 tonnes) only;
- Abandoned, unroadworthy or untaxed vehicles are not permitted;
- No trailers, caravans or lorries are permitted;

2. Prohibited Activities:

The following are not permitted:

- Overnight camping.
- Vehicle repairs, maintenance or washing.
- Commercial trading or advertising.

- Anti-social behaviour, littering, or excessive noise.

#### **4. Enforcement**

- The Council reserves the right to take action against vehicles parked in breach of this policy.
  - Persistent offenders may be banned from use of the car park.
  - Anyone using the car park for commercial activities, including buying and selling vehicles, may be referred to Trading Standards for investigation.
  - Vehicles which have been identified as abandoned will be recovered at the owner's expense.
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#### **5. Liability**

- Vehicles and contents are parked at the owner's risk.
  - The Council accepts no liability for loss, theft or damage to vehicles or their contents, while parked on Council land.
  - Users are responsible for ensuring their vehicles are insured and roadworthy.
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#### **6. Maintenance and Safety**

- The Council will maintain the Car Park to a reasonable standard, including surface condition and signage.
  - Defects or hazards should be reported to the Parish Clerk at [clerk@willoughbyparishcouncil.org](mailto:clerk@willoughbyparishcouncil.org).
  - The Council may temporarily close all or part of the Car Park. Advance notice will be posted, if possible, before any closure.
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#### **7. Review**

This policy will be reviewed every three years or sooner if required, to ensure it remains effective and compliant with legislation.

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#### **8. Approval**

This Car Park Policy was adopted by Willoughby Parish Council at its meeting held on 11<sup>th</sup> November 2025.