

BELLWAY HOMES LTD (NORTH LONDON)

LAND AT CAMPUS EAST, WELWYN GARDEN CITY

CAR PARKING MANAGEMENT PLAN

**REPORT REF.
2007081-13**

November 2022

HEAD OFFICE: 3rd Floor, The Hallmark Building, 52-56 Leadenhall Street, London, EC3M 5JE **T** | 020 7680 4088

ESSEX: 1 - 2 Crescent Court, Billericay, Essex, CM12 9AQ **T** | 01277 657 677

KENT: Suite 10, Building 40, Churchill Business Centre, Kings Hill, Kent, ME19 4YU **T** | 01732 752 155

MIDLANDS: Office 3, The Garage Studios, 41-43 St Mary's Gate, Nottingham, NG1 1PU **T** | 0115 697 0940

SOUTH WEST: City Point, Temple Gate, Bristol, BS1 6PL **T** | 0117 456 4994

SUFFOLK: Suite 110, Suffolk Enterprise Centre, 44 Felaw Street, Ipswich, IP2 8SJ **T** | 01473 407 321

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Document Control Sheet

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1. INTRODUCTION

- 1.1. Ardent Consulting Engineers (ACE) have been instructed by Bellway Homes Ltd (North London) to prepare a Car Parking Management Plan to support a full planning application for a residential development consisting of 313 dwellings. The site is located on land to the east of College Way, to the north of Welwyn Garden City.
- 1.2. This Car Parking Management Plan (CPMP) has been prepared to support a full planning application to the local planning authority, Welwyn Hatfield Borough Council (WHBC), with Hertfordshire County Council (HCC) being the local highway authority
- 1.3. This CPMP supports a planning application for the redevelopment of the former Campus East Car Park and its associated land which currently occupies the site. The redevelopment scheme seeks to provide a residential development, consisting of 313 residential dwellings (Class C3), associated parking and public open space. The proposed masterplan is shown at **Appendix A** for reference.
- 1.4. A Transport Assessment (TA – **report reference 2007511-11**), Residential Travel Plan (RTP – **report reference 2007511-06**) and Construction Traffic Management Plan (CTMP – **report reference 2007511-10**) have also been prepared by ACE to accompany the planning application for the proposed development.
- 1.5. This CPMP has been prepared in accordance with the latest government advice and current best practice.

Scope of Report

- 1.6. The report sets out a range of management policies and monitoring / enforcement measures to ensure that all car parking demand generated by users of the site is successfully managed, such that the approved on-site car park layout operates efficiently and the development does not create overspill parking issues within the site and the local area.
- 1.7. This document gives due regards to the findings of the TA that will be submitted in support of the planning application for the development. The TA includes a detailed review of current local and regional planning policy in relation to car parking, and analysis of opportunities for non-car travel. Based on this assessment it has been concluded that the parking proposals accord with local car ownership data and would be sufficient to accommodate potential demand for parking at the site. Consequently,

this CPMP does not seek to provide further justification for the level of parking provision, and instead focusses on how the use of these spaces can be successfully managed on a day-to-day basis.

- 1.8. Once the site becomes occupied, the management plan will be implemented and overseen by a site management company who will be appointed by the developer. The management company will follow the British Parking Association (BPA) Code of Conduct for the control and enforcement of parking within the private roads / car parks. In this regard it is noted that:

"The main objective of the Code is to make sure that operators act responsibly, effectively and efficiently when they...enforce the terms and conditions of parking in private car parks...or...are deterring the illegal or unauthorised parking on private land" (BPA Approved Operator Scheme Code of Conduct)."

Structure

- 1.9. Following this introduction, this remainder of this report is structured as follows: -
- **Section 2.0** sets out details relating to the site location, including existing parking opportunities and accessibility by sustainable non-car modes of travel;
 - **Section 3.0** provides an overview of the consented development proposals, including details of the on-site car parking provision;
 - **Section 4.0** provides details of the parking management policies that will be implemented at the site, such as allocated parking and access restrictions; and
 - **Section 5.0** sets out measures for monitoring of car park usage and enforcement actions that will be implemented to address any problems arising from unpermitted / obstructive parking on-site.

2. SITE AND SURROUNDING AREA

Site Location

- 2.1. The site is located on land to the east of College Way, to the north of Welwyn Garden City. The site currently comprises of a multi-storey two level car park known as Campus East that consists of a 584 parking spaces, of which 325 spaces are public pay and display spaces, with two vehicular points of access onto College Way.
- 2.2. The site is bordered to the west by the East Coast Mainline Railway, to the west by College Way, to the south by a Waitrose Supermarket with associated car parking and servicing areas and to the north by the rear of existing residential dwellings served from Gresley Close. An indicative site boundary in relation to the surrounding network is shown within **Figure 2.1** for reference.



Plate 2.1: Site Location (Source: Google Maps)

- 2.3. The site forms part of the forms part of Welwyn Hatfield 'WGC 2120', which is a scheme set out by the Borough Council to develop the town centre over the next 100 years. WGC 2120 will aim to deliver new homes, retail, leisure space and supporting infrastructure in several phases to the west of the East Coast Mainline railway.

Local Highway Network

College Way

- 2.4. College Way is a single two carriageway road which is subject to a 30mph speed limit. It forms a loop road connecting to The Campus via two priority-controlled junctions on its eastern side. The route provides access to the site, Welwyn Hatfield Borough Council offices and to the delivery area of a Waitrose Supermarket. The route is lit with generous footways to each side which connects with the wider pedestrian infrastructure network on The Campus. There is a ramped pedestrian access from the site on to College Way along its southern boundary.
- 2.5. College Way is approximately 6.5m in width along its entirety.
- 4.1. A Traffic Regulation Order in the form of Double yellow road markings are provided along the majority of the route. It should be noted that there are interspersed on street parking bays are provided along College Way with parking restricted to 1 hour Monday to Saturday 8am – 6pm. There are also disabled bays along College Way West restricted to hours Monday to Saturday 8am – 6pm and a loading bay for deliveries.

The Campus

- 2.6. Peartree Lane The Campus forms part of a one way clockwise gyratory system comprising of two lanes. It links with Bridge Road to the south providing access to Digswell Road, Oaklands College Campus, Campus West Car Park and Campus East Car Park. The route is lit along its entirety and has generous footways on its northern side, there are also a series of footways on the grassed section in the central area of the gyratory.
- 2.7. The route is served by multiple bus routes and intermittent bus stops are present. The Campus has a road width of approximately 7m and has parking restrictions enforced by double yellow lines along its entirety. There are signal controlled pedestrian crossing points connecting the “central” footpath network with the Campus West Car Park and College Way.

3. DEVELOPMENT DETAILS

- 3.1. The proposals consist of the demolition of an existing car park known as Campus East and the redevelopment of a residential scheme comprising of 313 (C3) residential units with associated amenity areas, landscaping, car parking and all ancillary and enabling works. The proposed layout is provided in **Appendix A**.
- 3.2. The development is to be served as a continuation of the eastern arm of the College Way mini roundabout junction. The carriageway width will be 5.5m wide with a 3m shared use foot cycle way on its northern side and a 2m footway on the southern side. Tactile crossing points will be provided at the site access allowing pedestrians and cyclists to cross the carriageway in a safe manner.
- 3.3. A secondary access to the development will be provided at the location of the existing access to the level surface car park approximately 30m to the north of the College Way mini roundabout leading to a 26-space car parking area. The access will be reconfigured to provide a single priority junction with College Way measuring 6 metres in width with 2.5 metres junction radius.
- 3.4. A full description of the proposed residential development scheme is contained in the supporting documents accompanying the application.
- 3.5. As shown on the plans, it is proposed to provide a total of 183 car parking spaces across the development. The plans show that 92 (50%) of parking spaces are proposed to be active electric vehicle charging spaces (subject to detailed review of any connection upgrade costs as per building regulations).
- 3.6. The development will look to provide long stay cycle parking in accordance with the minimum standards outlined within "Welwyn Hatfields Supplementary Planning Guidance Parking Standards". It is proposed to provide a total of 313 long-stay cycle spaces for the residential units. The parking is located on the ground floor level in each residential block or within an overlooked area within the public open space. In addition, there will be 20 short-stay cycle spaces for all uses which will be located in a communal space and will be overlooked for visitors to the site.

Parking Provision

- 3.7. On site parking provision will be provided within the ground floor and podium level below Block A, as shown in the latest masterplan at **Appendix A**. Access to the wider

site will be restricted by gates, with the barrier system controlled by either key fobs / remote transponders or a private code system. Access will also be restricted by an additional barrier to the podium-level parking.

- 3.8. The plans at **Appendix A** show that the ground level car parks will provide a total of 135 car parking spaces and the podium level will provide 48 spaces therefore providing a total of 183 car parking spaces across the site.
- 3.9. The podium level car parking spaces (48) will be allocated to residents within Block A noting that the tenure within this block is all private consisting of predominantly 2- and 3-bedroom dwellings where car ownership rates are higher as demonstrated within the TA. Therefore, the occupiers of these dwellings are more likely to own a car and therefore require a parking space.
- 3.10. Of the remaining spaces (135), 102 will be for use by residents of the private units and 33 will be allocated to the affordable units. A further space at the small car park accesses from the northernmost access will comprise a car club bay, noting discussions have taken place with Enterprise Car Club who would like to provide an electric car club vehicle on-site. If demand is sufficient, up to two further car club bays could be provided at this location in the future. To ensure that no illegal parking occurs, the management company will monitor the site and issue fines to those who park illegally.
- 3.11. As shown on the proposed masterplan, 3 bays will be marked as disabled for blue badged holders only, which is commensurate with the number of wheelchair accessible units proposed and conveniently located in relation to these units.
- 3.12. As confirmed in the TA, 50% of all car parking spaces on site will include active charging points for electric vehicles.

4. PARKING MANAGEMENT

Objectives

- 4.1. This CPMP seeks to ensure that the following key objectives are achieved: -
- To ensure that the car parks are used only by permitted residents living at the site;
 - To ensure that the on-site car parking facilities are used efficiently and that parking spaces are not rendered redundant by ineffective allocation; and
 - To prevent any illegal or obstructive parking regularly occurring either within the ground level car parks or on the surrounding roads.
- 4.2. An on-site management company will be appointed by the developer to implement / oversee this CPMP.
- 4.3. On-site management / security / concierge staff will be responsible for the day-to-day duties set out in this plan. The management company will follow the BPA Approved Operator Scheme Code of Practice (Current Version 8 - January 2020) which provides guidance on managing car parks and includes information on legislative requirements for the control and enforcement of parking.

On-Street Parking

- 4.4. The site is not located within a Controlled Parking Zone (CPZ).
- 4.5. On street parking bays are provided along College Way with parking restricted to 1 hour Monday to Saturday 8am – 6pm. There are also disabled bays along College Way West restricted to hours Monday to Saturday 8am – 6pm and a loading bay.
- 4.6. A Travel Plan has been provided as part of the application which will also further support a lower provision and help promote sustainability to residents.

Residential Parking Allocation and Permits

- 4.7. Parking permits for the parking bays within the car parks will be leased to purchasers of the apartments as part of the sale of purchase on a 'first come, first served' basis.

- 4.8. If further disabled spaces are required, the uptake of parking spaces will be reviewed to see if any unutilised spaces can be converted on-site, or demand will be accommodated on-street, as per HCC preference.
- 4.9. The 'Right to Park' will be allocated to a unit, not an individual. The occupiers of the unit will lease the parking space. The 'Right to Park' park will be available to all flats at the site and given on a 'first come first served' basis, with no priority system in place.
- 4.10. Following occupation of the residential dwellings, each individual will be issued with a Site Parking Supplement (SPS) which will provide details of parking procedures and restrictions. The use of the car parking spaces will be controlled via the issue of parking permits to be displayed in residents' vehicles, along with key fobs (or similar) for access to the respective car parks via the roller shutter gates. The gated fob-controlled accesses will help to minimise the chances of unauthorised parking taking place, as residents or other users without a fob (or similar) will not have the means to access the car parks itself.
- 4.11. Parking permits will need to be clearly displayed within each vehicle so that the management company can verify that they are being correctly parked within the car park. As part of the operation and management of the CPMP, the appointed management company will perform the following duties in relation to car parking permits:
- Issue, and where appropriate update the Site Parking Supplement, so that all of the occupied households are aware of the parking procedures on-site;
 - Review the allocation of permits on a regular basis, as well as the specific allocation of any disabled / electric charging bays;
 - Ensure that permits are displayed clearly within each parked vehicle at all times through on site monitoring; and
 - Monitor residential car parking within the site at regular intervals, and implement appropriate penalties and enforcement where necessary, in accordance with the relevant BPA Code of Practice (see **Section 5.0** for further details).

Delivery / Maintenance Vehicle Access

4.12. Delivery vehicles will be directed towards the concierge within the development site, where a dedicated delivery area is proposed. Vehicles will then utilise the access road to turn and egress the site in forward gear. As discussed later on in this chapter, appropriate signage will be implemented that prohibits vehicles parking for elongated periods of time.

4.13. Occasional maintenance vehicles (light panel van or smaller) will also be permitted to make use of the dedicated delivery area, subject to prior agreement with the site management company. Maintenance vehicle drivers would need to be provided with a temporary fob to access the car parks, or alternatively be remotely permitted entry by on-site staff when they arrive. This would be managed by the site concierge / security who would control (and therefore limit) the number of maintenance visits for security reasons. Only occasional and essential maintenance vehicles would be permitted to use the loading area. The management company will ensure that this area is solely utilised by maintenance vehicles, if the area is misused then fines will be issued. All such visits would be prearranged such that the concierge could reserve an appropriate area in advance (e.g. with cones).

Electric Vehicle Charging Points

4.14. Active charging spaces need to be fully wired and connected so that they are ready to use.

Parking Bay Design and Layout

4.15. As demonstrated within the TA, the design of the ground level car parks would be suitable to accommodate the manoeuvring requirements of typical cars without obstruction occurring.

4.16. The layout provides suitable parking bay dimensions and clearances to ensure vehicles could manoeuvre satisfactorily.

Signage & Restrictions

4.17. As described above, signage will be provided at the ground level car park entrances to confirm that they are a managed and monitored car park for residents only.

Appropriate signage will also be implemented at the two dedicated delivery bays that are proposed within the development site by the concierge.

- 4.18. The entrance signs will meet the general principles contained within Appendix B of the BPA Code of Practice and follow Department for Transport guidance. Signage will also be provided elsewhere within the internal site and frontage where necessary to confirm that indiscriminate parking is not permitted. However, the extent of any additional signage and restrictions that may be needed should be minimised to ensure a non-clutter approach.

Cycle Parking

- 4.19. Given that cycle parking is to be designed in accordance with the standards contained within Welwyn Hatfield Guidance, there should be no requirement for any specific permits or allocation of these spaces.
- 4.20. The Site Management Company will be responsible for regular checking / maintenance of the on-site cycle parking spaces, to ensure they are kept to good standards and consistently available for residents / visitors.

5. PARKING ENFORCEMENT & FUTURE MONITORING

5.1. This section investigates a number of enforcement measures and recommends those which are considered to be suitable for preventing the unauthorised use of the car park. These methods of parking enforcement are to be used to complement the management measures covered in **Section 4.0** of this report.

Enforcement Measures

5.2. As part of the site management company's role in implementing and over-seeing the CPMP, they will be responsible for enforcing the parking restrictions set out within this document.

5.3. This will relate to the use of parking spaces on the site (including by maintenance vehicles), as well as the prevalence of any informal or inappropriate parking.

5.4. Enforcement will be undertaken through the review of the various permits (standard resident permits / blue badge permits) which should be displayed in vehicles, in accordance with the relevant BPA guidelines.

5.5. The site management company will carry out checks on-foot early in the morning or later in the evening to check that vehicles are displaying correct permits and have parked in an authorised location and manner.

5.6. Fines will be issued to vehicles: -

- Parked in a marked parking space and not clearly displaying an appropriate permit in the windscreen;
- Parked across or obstructing more than one marked parking space; and
- Parked outside of a marked parking space.

5.7. For the safety of residents and other users of the site (such as maintenance vehicles), a vehicle will be removed when it meets one or more of the following criteria: -

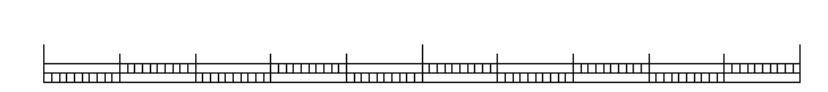
- It has been parked inappropriately / dangerously;
- It has been parked such that it causes an obstruction; and

- It has been parked such that it is blocking the car park access / egress.
- 5.8. Details of fines and related procedures will be detailed on signage located within the car park, according to the BPA Code of Practice.
- 5.9. A plan will be followed to help prevent fraud and to detect its occurrence. This would include checking to make sure that the permits on display are valid and to determine whether maintenance vehicles are parked for an appropriate length of time.

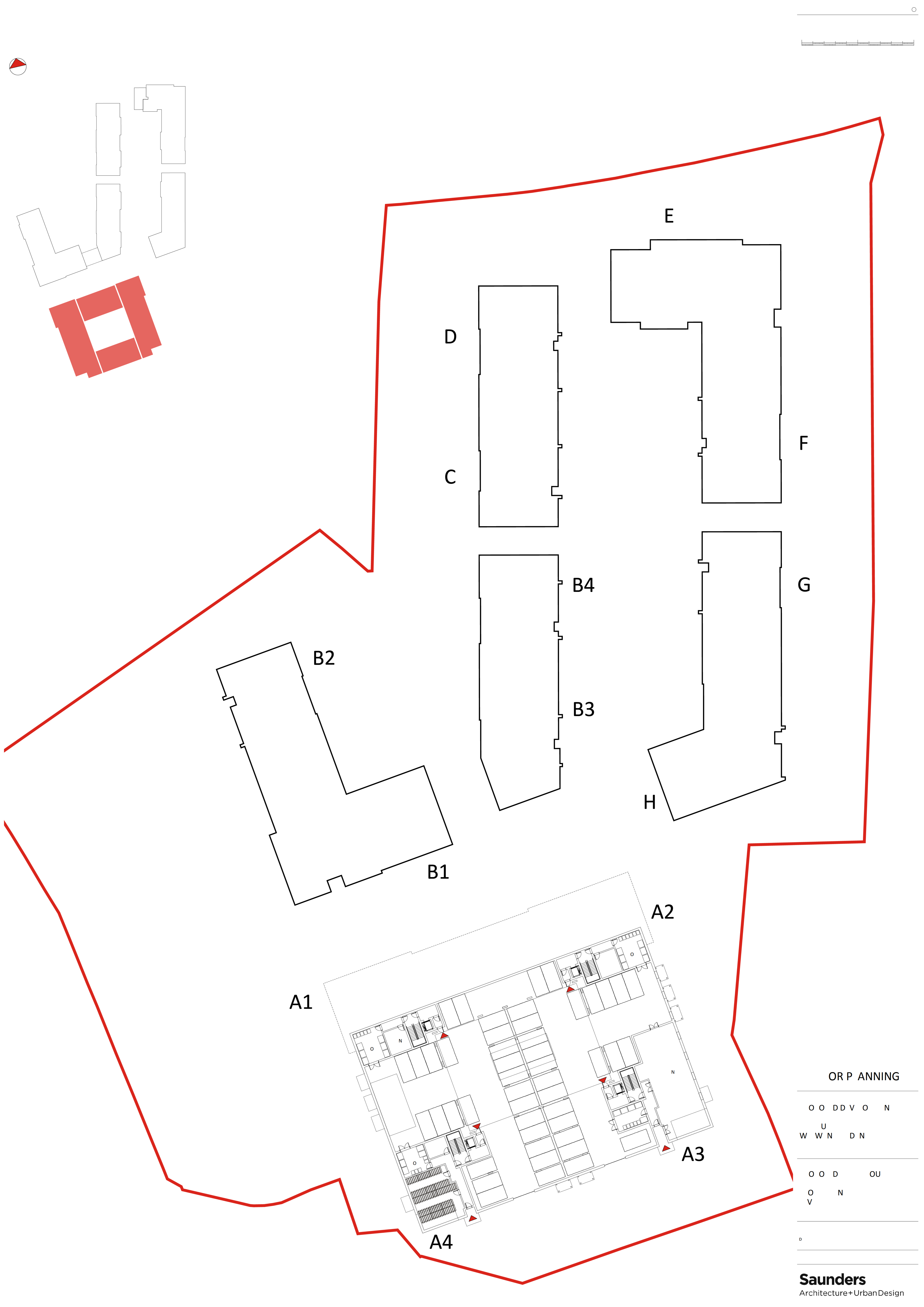
Future Monitoring & Possible Further Enforcement

- 5.10. The parking levels within the car parks (and the use of the electric vehicle charging points) will be monitored through the use of bi-monthly car park accumulation surveys to determine whether any additional measures need to be implemented to manage and enforce the car parks.
- 5.11. The monitoring will be undertaken after a 'settling down' period to ensure that an accurate representation of parking patterns is provided.
- 5.12. Should the car parks need to be further managed or enforced, then CCTV could be implemented at the site to monitor parking bay usage as well as to capture any inappropriate parking or criminal use of the car parks.
- 5.13. Monitoring will also be undertaken on a regular basis to identify usage of the electric car charging points, to determine whether any further passive bays may need to be converted to active bays to accommodate demand.
- 5.14. The use of the secure cycle parking area will also be regularly checked.
- 5.15. The site management company will collate details of the above monitoring activities into an annual car parking monitoring report. These monitoring reports will include an action plan identifying any required changes to the CPMP to address issues that have been identified over the previous 12-month period.

Appendix A
Proposed Masterplan



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