



WELWYN HATFIELD DISTRICT PLAN REVIEW

**Supplementary Planning Guidance
Parking Standards
Adopted January 2004**



**WELWYN
HATFIELD
COUNCIL**

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**C.J. Conway
Chief Planning & Environmental Health Officer
Welwyn Hatfield Council
Council Offices
The Campus
Welwyn Garden City
Hertfordshire
AL8 6AE
Tel. No. 01707 357000
Fax. No. 01707 357255**

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1. Introduction

- 1.1 This supplementary planning guidance on parking standards has been introduced in accordance with central government advice in Planning Policy Guidance Note 13: Transport (PPG13) (March 2001), Planning Policy Guidance Note 3 (PPG3): Housing (March 2000): Regional Planning Guidance for the South East (RPG 9) (December 2000), Hertfordshire's Local Transport Plan (July 1999), the Hertfordshire Supplementary Planning Guidance on Parking Provision at New Development (December 2000) and the Welwyn Hatfield District Plan Review (Revised Deposit Version - June 2002).
- 1.2 The standards are based on:
- Up-to-date surveys of actual parking demand;
 - A comparison with practice in adjacent and/or similar authorities
 - The aim to eliminate systematic over-provision of parking evident in some recent development.
- 1.3 The guidance supports Policy 25 of the Hertfordshire County Structure Plan Review and Policy M19 - Parking Standards for New Development in the Welwyn Hatfield District Plan Review, which seeks to promote the use of maximum demand-based car parking standards as part of a strategy to reduce dependence on the car and encourage greater use of non-car modes of travel. Policy M19 of the District Plan Review adopts a restraint-based approach to car parking and refers to maximum demand-based standards set out in Supplementary Planning Guidance (SPG).
- 1.4 This document forms that SPG. Therefore, the standards should be read in conjunction with Policy M19 of the District Plan Review. The standards will be treated as a material consideration in the determination of planning applications. PPG12 on Development Plans, states that the Secretary of State will give substantial weight to SPG in planning decisions if it is consistent with the development plan and has been prepared in the proper manner.

2. Applying the Car Parking Standards

- 2.1 Appendix A sets out the new maximum standards for car parking. These should be applied to all use classes of development and in all cases the standards should not be exceeded. The standards are consistent with those contained in the Hertfordshire SPG on Parking.
- 2.2 The new standards will normally be the starting point from which progressive reductions in on-site provision may be made based on the accessibility of the site, calculated in accordance with the principles set out in this guidance.
- 2.3 For non-residential development, it may be possible to reduce parking provision below the maximum standards in areas that are accessible by more sustainable modes of transport, such as town and local centres. In rural areas, where accessibility by other modes is generally poor, the maximum standards for non-residential development will normally be applied directly, without restraint. Section 3 sets out the methodology for calculating the accessibility of an area (zone) and therefore the proposed parking restraint.
- 2.4 The use of inappropriately high trip rates in parking accumulation calculations to try to justify additional parking provision will normally be challenged. Trip rates used for sensitivity tests of access arrangements are not generally appropriate for parking demand calculations.

3. Zonal Approach to Car Parking Restraint

Methodology

- 3.1 The progressive introduction of parking restraint from the maximum parking standards depends on the accessibility of the area in which the site is located. The methodology for calculating the accessibility of the areas is based on the zonal approach set out in the Hertfordshire Parking SPG. The zonal approach will only be applied to urban areas. The process for 'zoning' an area is fully described in Appendix B, but in summary it is as follows:
1. Divide the urban area into cells of identifiable character by taking account of land use and development density and using roads, railways, rivers and topography to define boundaries.
 2. Compile a profile of each cell taking account of:
 - Its economic health and context, based on retail hierarchy and/or other economic indicators as appropriate;
 - Accessibility by non-car modes of transport i.e. passenger transport, cycling and walking (existing and planned);
 - Any other criteria that are considered as important in this context.

3. Assign numerical "scores" to represent the profile/performance of each cell under these criteria such that the higher the score, the greater is the justification for on-site parking provision at a new development to be reduced below that derived from simply applying the maximum demand-based parking standard.
4. A maximum score would indicate a cell in a powerful local economy with excellent accessibility by non-car modes, thus justifying on-site provision for little more than operational parking only.¹
5. The maximum score possible for each criterion determines the relative weight or importance given to that criterion.
6. Divide the full coverage of scores up into ranges representing four zone types: zone type 1 incurring maximum restraint; zone type 4 incurring least restraint.

3.2 Overall, the method assigns ranges of proposed parking restraint:

Zone Type	Car parking provision allowed in urban areas
1	0-25% of maximum demand-based standard
2	25-50% of maximum demand-based standard
3	50-75% of maximum demand-based standard
4	75-100% of maximum demand-based standard

- 3.3 These ranges (expressed as percentages of maximum demand-based standards) identify the degree of restraint that will normally be applied to new development within each zone type.

Applying Zone-Based Restraint

- 3.4 In all new development proposals that include the provision of car parking, the car parking standards and zonal-based restraint outlined in this SPG will provide a starting point for discussions with developers on the appropriate level of car parking at each development. The general presumption is to impose the lower (most restrictive) end of each range, but having a range allows development to be tailored to particular circumstances.
- 3.5 For predominantly employment areas, additional consideration should be given to economic indicators such as employment levels. It will remain appropriate for employee parking to be restricted in town centre locations where there are opportunities to walk to shops and other services and the work location is within acceptable distances of a range of passenger transport facilities.
- 3.6 As detailed in paragraph 3.1, the zonal approach applies to urban areas only. In addition to this, the parking standards detailed in Appendix A will be applied directly in rural areas, without restraint, as detailed in paragraph 2.3. Therefore, there is a need to define what areas in the district are urban, and what areas are rural.

¹ Operational parking being for vehicles essential for the operation of the development comprising goods in and out vehicles and exceptionally cars of personnel whose main work activity takes place in the vehicle.

- 3.7 Policy GBSP2 - Towns and Specified Settlements of the District Plan Review (June 2002) states that the following settlements are defined as either a town or a specified settlement:

Brookmans Park	Oaklands & Mardley Heath
Cuffley	Welham Green
Digswell	Welwyn
Hatfield	Welwyn Garden City
Little Heath	Woolmer Green

- 3.8 To ensure consistency with the District Plan Review, these settlements have been defined as urban areas, and are therefore subject to the zonal approach to parking restraint. Details as to how the zonal approach has been applied to each of these settlements are contained in Appendix B.
- 3.9 Zonal maps have been produced for these settlements, showing the various zone types (indicating levels of parking restraint), which can be found in Appendix C.
- 3.10 Rural areas are considered to be areas outside of the main settlements detailed in paragraph 3.7. Any areas not within the areas shown in the zonal maps in Appendix C will be considered as rural areas.
- 3.11 The zonal approach will be applied to all development types that are detailed in Appendix A, except those for residential development (Use Class C3), for which the standards are explained in section 4 below.

4. Residential Car Parking Provision

- 4.1 Residential development will generally be expected to accommodate all parking demand on site. The level of car parking to be provided on site, however, will depend on the accessibility of the site.
- 4.2 Paragraph 62 of Planning Policy Guidance Note 3: Housing, March 2000 (PPG3) states that:
- “Car parking standards that result, on average, in development with more than 1.5 off-street car parking spaces per dwelling are unlikely to reflect the Government’s emphasis on securing sustainable residential environments. Policies which would result in higher levels of off-street parking, especially in urban areas, should not be adopted.”
- 4.3 The previous car parking standards for residential development set out the Hertfordshire Parking SPG were likely to result in providing more than 1.5 off-street parking spaces per dwelling. Therefore, in light of the changes introduced by PPG3, the car parking standards for residential development in Hertfordshire have been revised, to achieve an average of 1.5 off-street parking spaces per dwelling. These are included in Appendix A. The level of provision of parking spaces for residential development is dependant upon the sites accessibility to non-car modes of transport (its zone). Therefore, the maximum standards for residential development allow for a lower parking standard for sites in zones 1 and 2, but otherwise no further zonal restraint needs to be applied.

- 4.4 Where it is appropriate, in accordance with the rest of the guidance contained in this document, the Council will support "car-free" developments where tenants, lessees or purchasers have entered onto legally binding agreements that they will forgo car ownership.

5. Car Parking for Disabled Motorists

- 5.1 The special car parking needs of disabled motorists are to be met in full, irrespective of location. Therefore, for disabled motorists minimum car parking standards will continue to be applied. The parking standards for disabled motorists can be found at the end of Appendix A.

6. Cycle Parking

- 6.1 Appendix A includes cycle parking standards for each Use Class. This is considered important for new development to enable people to cycle. As cycle theft deters greater use, the type of cycle parking provision is important. Cycle stands are satisfactory for short-term cycle parking, but supervised "cycle parks", with at least 50% of stands covered, providing better weather and security protection, will be expected for long-term parking. The provision of shower facilities is also an important consideration, particularly to accompany staff cycle parking and encouraging cycling to work.

- 6.2 The cycle parking standards given in Appendix A attempt to differentiate between short-term and long-term requirements. "Full-time staff equivalents" is the main parameter used to express long-term cycle parking standards as this can be directly related to modal split targets. The long term standards as given in Appendix A relate to a modal split target of 10% by cycle, but should be adjusted (up or down) locally to accord with local targets and/or those set out in Green Travel Plans, as detailed in the Hertfordshire Parking SPG.

7. Parking for Powered Two-Wheeled Vehicles

- 7.1 The parking needs of powered two-wheeled vehicles have also been considered, in the light of criteria published by the motorcycle industry. The Government's official attitude to motorcycling is still evolving although the main suggestion seems to be that replacement of a car trip is probably advantageous, especially if it is by moped or small motorcycle. General guidance is given in PPG13 and the LTP that local authorities should consider appropriate provision for motorcycle parking. The Hertfordshire LTP states that:

"At the smaller end of this range, powered two-wheelers can help deliver environmental improvements if they substitute for single-occupancy car use. However, these benefits will not be realised if the transfer is from walking, cycling or passenger transport"

- 7.2 On this basis, secure motorcycle parking should be considered on its merits for all new development, particularly as its demands on development land are limited, relative to those associated with car

parking (i.e. one car parking space can accommodate about 5 or 6 motorcycles).

7.3 As a guide, the recommendations of the motorcycle industry, as set out in "Powered Two Wheelers – The SMART Choice in Local Transport Plans" (March 1999), include the following:

- As a guide, local authorities should set aside around 5% of the total stock of publicly accessible motor vehicle parking space for motorcycle use;
- Local authorities should also take steps to ensure that workplaces, new developments and other parking not under their direct control, include sufficient provision to ensure pressure is not simply concentrated on local authority provision;
- Parking facilities should be concentrated close to popular destinations in urban centres, near to shops, amenities, offices, etc;
- Users should be given the opportunity to park their machines at secure parking places equipped with robust fixed anchor points to make theft a less attractive proposition.

8. Design of Car Parking

8.1 It is important to consider how parking space is to be designed and laid out in new developments and what impact it may have on the quality of the environment. When considering the layout and design of parking reference should be made to the Design Polices in the District Plan Review and the Supplementary Design Guidance (June 2002).

9. Green Travel Plans

9.1 The Council will require all applications for development that have a significant trip generating potential to be accompanied by a Green Travel Plan (GTP). Policy M4 - Green Travel Plans in the District Plan Review requires this.

9.2 The purpose of a GTP is for an organisation to examine the transport movements that are made to and from its premises, by its employees, clients and customers, and identify measures that can be taken to promote the use of sustainable transport measures for the carrying out of those movements. Amongst other things, the GTP will identify how car trips and car parking can be reduced.

9.3 PPG13: Transport supports this requirement, stating that it is appropriate for local planning authorities to require applications to be accompanied by a Green Travel Plan in the following circumstances:

- For all major developments comprising jobs, shopping, leisure and services;

- For smaller developments comprising jobs, shopping, leisure and services where there would be significant traffic generation and where traffic reduction initiatives already occur;
 - New and expanded school facilities which should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site facilities for changing and cycle storage facilities;
 - Where a plan would help address particular traffic problems.
- 9.4 A guidance note on "Developing a Green Travel Plan," published by the Hertfordshire Technical Chief Officers Association (HTCOA) in March 2001, provides more detailed guidance on the thresholds for the scale of development for which a GTP will be required and on how to prepare a GTP.

10. Developer Contributions

- 10.1 The principle of commuted payments, whereby a sum of money is provided to the local authority to provide public parking in place of a requirement for on-site parking, is no longer generally in use. The Hertfordshire Parking SPG implies a new two-strand approach to transport-related planning obligations (or developer contributions) - section 106 agreements and accessibility contributions.
- 10.2 In accordance with Policy IM2 of the Revised Deposit Version of the Welwyn Hatfield District Plan Review, it is expected that agreements under Section 106 of the Town and Country Planning Act 1990 (known as Section 106 Agreements), or its successor legislation, will continue to be the primary source of developer contributions to provide for infrastructure, services and facilities which are directly related to a new development and necessary to the grant of planning permission. As such, the Council may seek Section 106 Agreements for a range of matters which may or may not be related to car parking or the provision of transport-related facilities.
- 10.3 For transport-related Section 106 Agreements, the level of developer contributions will vary according to the type and scale of the development. Therefore, the exact level of any contribution will be assessed at the time the application is made, in consultation with the highway authority and other relevant agencies, and agreed through negotiation with the developer.
- 10.4 As a general, but not definitive, guide, it would be expected that the larger the development, the higher the level of any associated Section 106 contribution, due to the greater potential for significant trip generation. Also, developments located in areas which are more accessible by non-car modes of transport would be expected to contribute less towards improving access by non-car modes, through Section 106 contributions, than developments located in areas less accessible by non-car modes.
- 10.5 In addition to any highway improvements required, Section 106 contributions should also support necessary improvements in physical

infrastructure to provide for non-car modes of transport, in line with guidance contained in PPG13. Such improvements can include:

- Pedestrianisation
- Personal security improvements e.g. street furniture and lighting
- Footpath network development and surfacing/resurfacing
- Cycle network improvements
- Passenger transport infrastructure improvements
- Provision of bus shelters

10.6 Larger developments could provide contributions to support or improve:

- Bus and railway stations
- Park and ride schemes

10.7 Outside the planning system, the highway authority may also seek contributions from the developer for highway improvements through agreements under Section 278 of the Highway Act 1980 (known as Section 278 Agreements). Works funded through Section 278 Agreements may be undertaken by the highway authority at the expense of the developer or it may be agreed that the developer undertakes works on the highway on behalf of the highway authority.

10.8 At present, the County Council is working on further guidance on accessibility contributions related to parking provision. It is envisaged that such contributions will be used to fund off-site transport measures in the general area or corridor within which the development lies. When the County Council adopts guidance on accessibility contributions, Welwyn Hatfield Council will consider revising this SPG or publishing separate SPG.

11. Parking Provision on Hatfield Aerodrome

11.1 The Hatfield Aerodrome Master Plan (adopted as SPG in November 1999) places a significant emphasis on encouraging the use of more sustainable modes of transport to, from and within the site. This will be achieved through various means, including the provision of, and improvements to, infrastructure that facilitates non-car modes of transport, and the adoption of maximum car parking standards on the site.

11.2 The master plan contains standards for car parking provision on new development on the site, which are based upon Policy 25 of the Hertfordshire Structure Plan, and the Hertfordshire Parking SPG (which was emerging at the time of the publication of the master plan). The standards for car parking provision in the master plan are similar to those detailed in Appendix A of this SPG.

11.3 The development of Hatfield Aerodrome was granted outline planning permission in December 2000, on the basis of the car parking standards outlined in the master plan. Additionally, section 106 contributions have been agreed to provide for non-car modes of transport. Therefore, the car parking standards and zone-based restraint outlined in this SPG will not be applied to Hatfield Aerodrome at this stage.

11.4 Zonal maps for Hatfield Aerodrome will be developed at a later date, once the development is complete. If the proposals for non-car modes of transport outlined in the master plan are implemented, then it is likely that the Hatfield Aerodrome site will consist of areas of Zone 3 and Zone 4 parking restraint.

12. Car Parking Provision in Town Centres

12.1 In general, town centres face competition from out of town retail developments, partially due to the plentiful supply of car parking spaces at such developments. Therefore, some additional car parking provision will be required in town centre development proposals for commercial reasons. However, the level of such provision must be consistent with national and regional transport policy, which seeks to encourage the use of non-car modes of transport.

12.2 The districts two town centres, in Welwyn Garden City and Hatfield, have been identified for retail development in the District Plan Review. New developments in the two town centres will be required to provide additional parking, in line with car parking standards detailed in Policy M19 and this SPG.

12.3 Both town centres are classed as zone 1 parking restraint, as shown in the zonal maps in Appendix C. This reflects both town centres accessibility by non-car modes of transport, and availability of shops and services. This implies that maximum restraint to car parking should be applied to new development in the town centres.

12.4 However, as with all development proposals, the car parking standards and zonal-based restraint outlined in this SPG will provide a starting point for discussions with developers on the appropriate level of car parking at developments in both town centres. This will allow a degree of flexibility, which should ensure that car parking provision at new developments in the two town centres is set at a level that does not compromise the economic viability of the town centres, but reflects the emphasis to reduce car parking provision at new developments as part of a sustainable transport strategy.

12.5 Additionally, it would reasonably be expected for new developments in the two town centres to apply measures to promote the use of non-car modes of transport to and from the development, by its staff, clients and customers. Such methods can be identified through Green Travel Plans.

13. Reviewing the Standards

13.1 The Council's Parking Standards will be reviewed periodically as national, regional and county guidance on parking is reviewed. This guidance will also be reviewed to take into account relevant changes arising from changes in local plan policy. The zonal maps in Appendix C will also be reviewed periodically, to take account any changes that affect the scoring of each cell, for example changes in passenger transport frequencies/routes or improved cycling/walking routes.

APPENDIX A

MAXIMUM DEMAND-BASED CAR PARKING STANDARDS (INCLUDING STANDARDS FOR DISABLED MOTORISTS) & CYCLE PARKING STANDARDS

Maximum Demand-Based Car Parking Standards & Cycle Parking Standards

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
A1 Retail foodstores	a) Small food shops up to 500 m ² gfa	1 space per 30m ²	1 s/t space per 150m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
	b) Food supermarket exceeding 500m ² gfa but not exceeding 2,500m ² rfa	1 space per 18m ² gfa	
	c) Food superstores/hypermarkets exceeding 2,500m ² retail floor area	1 space per 15m ² gfa	1 s/t space per 350m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
	d) Food retail parks	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)	
A1 Non-food retail	a) Non-food retail warehouses with garden centres	1 space per 25m ² gfa	1 s/t space per 350 m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time
	b) Non-food retail warehouses without garden centres	1 space per 35m ² gfa	
	c) Garden centres up to 4,000m ² gfa	1 space per 25m ² gfa	
	d) Garden centres exceeding 4,000m ² gfa	to be decided in each case on individual merits	
	e) Non-food retail parks where individual land use components are known	To be decided in each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)	
	f) Non-food retail parks where individual land use components are not known	1 space per 40m ² gfa (shared parking)	

Use class	Description	Maximum car parking standards	Cycle parking standards
A2 Financial & professional services	Banks, building societies, estate agencies, betting shops	1 space per 30 m ² gfa	1 s/t space per 200m ² gfa plus 1 l/t space per 10 f/t staff note: A2 offices should be treated as B1 offices
	a) Restaurants/cafes b) Public houses/bars c) Hot food takeaway shops (excluding fast food drive thru restaurants) d) Fast food drive thru restaurants e) Roadside restaurants f) Transport cafe	1 space per 5m ² of floorspace of dining area plus 3 spaces per 4 employees 1 space per 3m ² of floorspace of bar area plus 3 spaces per 4 employees 1 space per 3m ² of floorspace of public area plus 3 spaces per 4 employees 1 space per 8m ² gfa 1 space per 4m ² of floorspace of dining area plus 3 spaces per 4 employees 1 lorry space per 3.5m ² gfa plus 3 spaces per 4 employees 1 space per 30m ² gfa 1 space per 35m ² gfa	1 s/t space per 100m ² gfa plus 1 l/t space per 10 maximum staff on site at any one time.
B1 Business	a) B1 (a) offices	1 space per 30m ² gfa	1 s/t space per 500m ² gfa plus 1 l/t space per 10 f/t staff
	b) B1 (b) research & development, high-tech/B1 (c) light industry	1 space per 35m ² gfa	
B2 General industry	General industry	1 space per 50m ² gfa (lorry provision to be checked against benchmark standards)	

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
B8 Storage & distribution	Wholesale distribution, builders merchants, storage	1 space per 75m ² gfa (lorry provision to be checked against benchmark standards)	1 l/t space per 10f/t staff
Business Parks	Mixed B1/B2/B8 (unless heavily orientated to B8) for use where individual land use components are not known.	1 space per 40m ² gfa (lorry provision to be checked against benchmark standards)	1 s/t space per 500m ² gfa plus 1 l/t space per 10 f/t staff
C1 Hotels & hostels	a) Hotels b) Hostels i) Small (single parent or couple with no children) ii) Family (2 adults & 2 children)	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5m ² dining area plus 1 space per 3m ² bar area plus 1 space per 5m ² public area in conference facility plus 1 space per 6m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms	1 l/t space per 10 beds plus 1 l/t space per 10 maximum staff on site at any one time.
		3 spaces per 4 units 1 space per unit	1 l/t space per 3 units

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
C2 Residential institutions	a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	1 space per 5 residents' bed spaces plus 1 space per 2 staff (non resident); parking for resident staff to be based on general needs standard	1 s/t space per 20 beds plus 1 1/t space per 10 staff on duty at any one time
	b) Elderly persons residential & nursing homes (Category 3)	0.25 spaces per resident bed space: parking for resident staff to be based on general needs standard	
	c) Hospitals	1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan): special hospitals must be considered individually	
	d) Education -- halls of residence	1 space per full -time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)	1 1/t space per 10 f/t staff plus 1 1/t space per 3 students

Use class	Description of Development	Maximum car parking standards		Cycle parking standards
		Zones 1 and 2	Elsewhere	
C3 Residential²	a) General needs			
	i) bedsits	0.75 spaces per bedsit	1.25 spaces per bedsit	1 1/2 space per unit if no garage or shed provided
	ii) 1 bedroom dwellings	0.75 spaces per dwelling	1.25 spaces per dwelling	
	iii) 2 bedroom dwellings	1 space per dwelling	1.5 spaces per dwelling	
	iv) 3 bedroom dwellings	1.5 spaces per dwelling	2.25 spaces per dwelling	
	v) 4 or more bedroom dwellings	2.0 spaces per dwelling	3 spaces per dwelling	
	b) Houses in multiple occupation (i.e. separate households sharing facilities)	0.5 spaces per tenancy unit		
	c) Elderly persons accommodation			
	i) retirement dwellings – no warden control, 1 or 2 bedroom (Category 1)	1.5 spaces per unit including visitor space	0.25	1 s/t space per 3 units plus 1 1/2 space per 5 units
	ii) Sheltered dwellings – warden control (Category 2)	0.75 space per unit including visitor space	0.25	

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
D1 Non – residential institutions	a) Public hall/places of assembly (excluding D2)	1 space per 9m ² gfa or 1 space 3 fixed seats plus 3 spaces per 4 staff members	1 s/t space per 200m ² gfa plus 1 l/t space per 10 staff on duty at any one time
	b) Community/family centres	1 space per 9m ² gfa plus 1 space per full-time staff member or equivalent	
	c) Day centres	1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² gfa	
	d) Places of worship	1 space per 10m ² gfa	
	e) Surgeries & clinics	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets	1 s/t space per consulting room plus 1 l/t space per 10 staff on duty at any one time
	f) Libraries, miscellaneous cultural buildings	1 space per 30m ² gfa of freestanding development (otherwise assessed on merits)	1 s/t space per 100m ² gfa plus 1 l/t space per 10 f/t staff
	g) Miscellaneous cultural buildings	2 spaces plus 1 space per 30m ² of public floorspace	

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
<p>D1 Non-residential institutions (continued)</p>	<p>h) Educational establishments (including residential) (i) schools</p> <p>ii) further education</p> <p>iii) nursery schools/playgroups</p> <p>Note: overspill parking for community purposes (outside school day) should be catered for by use of dual purpose surfaces such as school play areas.</p>	<p>1 space per full-time member of staff plus 1 space per 100 pupils plus 1 space per 8 pupils over 17 years old plus 1 space per 20 pupils under 17 years old</p> <p>1 space per full-time member of staff plus 1 space per 5 full-time students</p> <p>1 space per 4 pupils</p>	<p>1 1/2 space per 10 f/t staff plus primary school: 1 1/2 space per 15 students secondary school: 1 1/2 space per 5 students</p> <p>further education: 1 1/2 space per 5 students</p> <p>nursery schools/playgroups: none additional</p>

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
D2 Assembly & leisure	a) Places of entertainment/leisure parks for use when individual land use components are known.	To be decided in each case on individual merits: parking for individual land use components should be based on the standards set out in this Guidance, but with an overall reduction in provision to reflect linked trips on site (all parking should be shared and an overall reduction of 25% should form the starting point for discussion)	On merit, depending upon mix of uses
	b) Places of entertainment/leisure parks for use when individual land use components are not known	1 space per 15m ² gfa (shared parking)	
	c) Cinemas (including multiplexes)	1 space per 3 seats	Cinemas up to 500 seats: 1 s/t space per 20 seats plus 1 1/t space per 10 staff on duty at any one time cinemas over 500 seats: 25 s/t spaces plus 1 s/t space per 100 seats in excess of 500 plus 1 1/t space per 10 staff on duty at any one time

Use class	Description	Maximum car parking standards	Cycle parking standards	
D2 Assembly & leisure (continued)	d) Swimming pools	1 space per 15m ² gfa	1 s/t space per 25m ² gfa	
	e) Tennis/badminton	4 spaces per court	plus 1 l/t space per 10 f/t staff	
	f) Squash courts	3 spaces per court		
	g) Ice rinks	1 space per 12m ² gfa of rink		
	h) Fitness centres/sports clubs	1 space per 15m ² gfa		
	i) Ten pin Bowling	4 spaces per lane		
	j) Indoor bowls	4 spaces per rink		
	k) Outdoor sports grounds			
	i) with football pitches	20 spaces per pitch	1 s/t space per 3 lanes or rink plus 1 s/t space per 25 spectator seats plus 1 l/t space per 10 f/t staff	
	ii) without football pitches	50 spaces per hectare	1 s/t space per 10 players/participants at busiest period	
	l) Golf			
i) 18 hole golf course	100 spaces	10 l/t spaces per 18 holes		
ii) 9 hole golf course	60 spaces	5 l/t spaces per 9 holes		
iii) golf driving range	1.5 spaces per tee	5 s/t spaces per 20/30 tee driving range pro rata to above		
iv) golf courses larger than 18 holes &/or for more than local use	to be decided in each case on individual merits			

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
Motor trade related	a) Showroom car sales	3 spaces per 4 employees plus 1 space per 10 cars displayed	1 l/t space per 10 f/t staff
	b) Vehicle storage	3 spaces per 4 employees plus 2 spaces per showroom spaces or provision at rate of 10% annual turnover	
	c) Hire cars	3 spaces per 4 employees plus 1 space per 2 hire cars based at site	
	d) Ancillary vehicle storage	3 spaces or 75% of total if more than 3 vehicles	
	e) Workshops	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays	
	f) Tyre & Exhaust	3 spaces per 4 employees plus 2 spaces per bay	
	g) Parts stores/sales	3 spaces per 4 employees plus 3 spaces for customers	
	h) Car wash/petrol filling station	3 spaces per 4 employees plus 3 waiting spaces per bay or run in to rows of bays (additional parking is required where a shop is provided)	

Use class	Description of Development	Maximum car parking standards	Cycle parking standards
Passenger transport facilities	a) Rail stations	To be decided in each case on individual merits	5 l/t spaces per peak period train
	b) Bus stations	To be decided in each case on individual merits	2 l/t spaces per 100 peak period passengers

Car parking notes

- gfa = gross floor area
- rfa = retail floor area

Cycle parking notes

- Space = space to park 1 bicycle
- L/t = long term
- S/t = short term
- F/t = full-time staff equivalents
- L/t cycle parking provision at a ratio of 1 space per 10 f/t staff is equivalent to a modal split of 10% by bicycle
- Provision of showers and changing facilities is also important if staff cycling is to be encouraged.

Parking Standards for Disabled Motorists

Notes	Description of Development	Minimum Car Parking Standards
<p>1 The parking needs of disabled motorists shall be met in full irrespective of location i.e. where the zonal procedure results in on-site parking restraint, there shall be no corresponding reduction in disabled spaces.</p> <p>2 The number of disabled spaces specified are part of total capacity, not additional</p>	<p><i>a) Employment generating development</i></p> <p>(i) up to 200 space car park (demand-based as calculated from above standards)</p> <p>(ii) more than 200 space car park (demand-based as calculated from above standards)</p> <p><i>b) Shops/premises to which the public have access/recreation</i></p> <p>(i) up to 200 space car park (demand-based as calculated from above standards)</p> <p>(ii) more than 200 space car park (demand-based as calculated from above standards)</p>	<p>Individual spaces for each disabled employee plus 2 spaces or 5% of total capacity, whichever is greater</p> <p>6 spaces plus 2% of total capacity</p> <p>3 spaces or 6% of total capacity, whichever is greater</p> <p>4 spaces plus 4% of total capacity</p>

	<p>c) Residential</p> <p>(i) General</p> <p>(ii) Elderly persons dwellings up to 10 spaces (demand-based as calculated from above standards) more than 10 spaces (demand-based as calculated from above standards)</p>	<p>1 space for every dwelling built to mobility standards</p> <p>3 spaces</p>
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APPENDIX B

THE ZONING PROCESS

Appendix B: The Zoning Process

This appendix provides further details of the zoning process, described earlier in section 3 of this Guidance.

Definition of Zone Types

In the zoning process, there are 4 different types of zones, each giving a differing level of car parking restraint. These differing zone types are detailed in the table in paragraph 3.2 of this SPG.

In order to determine what zone type each cell in an urban area is, a number of criteria are taken into account, which determine the cells accessibility. These criteria are explained in detail later in this Appendix, but are:

- Proximity to Shopping
- Economic Health of the Town
- Footway and Cycle links that create real alternatives to car usage
- Accessibility of the cell by passenger transport (bus and rail)

Each cell is then assigned a score for each of these criteria. A summary of the scoring for each criterion is detailed in Table B.1. A full explanation of the scoring for each of the criteria is detailed in full later in this Appendix.

Table B.1: Summary of Scoring Criteria

Criterion (and scoring basis)	
<i>Proximity to shopping centre (based on PPG6 criteria):</i>	
Town Centre (best)	4
Suburbs (worst)	0
<i>Economic health of the town (based on Structure Plan and PPG6 criteria):</i>	
Major sub-regional centre (None in district)	4
Minor sub-regional centre (Welwyn Garden City)	3
Town centre (Hatfield)	2
Minor town centre (None in district)	1
<i>Footway and cycle links creating real alternatives to car use:</i>	
Best	2
Worst	0
<i>Passenger transport accessibility:</i>	
Best	6
Worst	0

The scores for each of these criteria are then added together, to give a total score for the cell. It is this total score that will determine the zone type of the cell.

The total score required for each zone type is dependant on each settlements position on the retail hierarchy. This is based upon the settlements position in

the retail hierarchy of settlements defined in Policy 16 of the adopted Hertfordshire Structure Plan. This hierarchy is:

- Major Sub-Regional Centre (highest)
- Minor Sub-Regional Centre
- Town Centre
- Minor Town Centres (as defined in local plans) (lowest)

The general rule is that the higher up the retail hierarchy a settlement is, the higher score that settlement's cells need in order to achieve zone types above zone type 4, i.e. in order for a cell to be classified as zone 3 or higher in a major sub-regional centre, it would need a score higher than that of a cell which is classified as a zone 3 or higher in a minor town centre. This is explained in more detail in Table B.2.

This scoring regime ensures that, for example, minor town centres are not made more attractive for development in terms of parking provision than in major sub-regional centres. Through the application of different scoring regimes for different types of settlement, according to its position on the retail hierarchy, one type of settlement does not instantly become a more preferred option for development due to lesser parking restraint.

Table B.2: Scoring Ranges for each Zone Type

Type of Settlement	Scores needed in order for a cell to be classified as:			
	Zone 1	Zone 2	Zone 3	Zone 4
Major Sub-Regional Centre	15-12	11-8	7-5	4 or below
Minor Sub-Regional Centre	14-11	10-7	6-4	3 or below
Town Centre	13-10	9-6	5-3	2 or below
Minor Town Centre	12-9	8-5	4-2	1 or 0

In Welwyn Hatfield, there are three settlements that are defined under Policy 16 of the Structure Plan as being on the retail hierarchy, Welwyn Garden City, Hatfield, and Little Heath (part of Potters Bar).

Welwyn Garden City

Under Policy 16 of the Structure Plan, Welwyn Garden City is classed as a 'Minor Sub-Regional Centre.' Table B.3 details the scoring regime for cells in

Welwyn Garden City. Zonal maps for Welwyn Garden City are shown in Appendix C.

Table B.3: Welwyn Garden City (Minor Sub-Regional Centre)

	Zone Types			
	1	2	3	4
Scores required for each zone type	14-11	10-7	6-4	3 or below

Hatfield

Under the Policy 16 of the Structure Plan, Hatfield is defined as a 'Town Centre.' Table B.4 details the scoring regime that was used for cells in Hatfield. Zonal maps for Hatfield are shown in Appendix C.

Table B.4: Hatfield (Town Centre)

	Zone Types			
	1	2	3	4
Scores required for each zone type	13-10	9-6	5-3	2 or below

Little Heath

Under the Hertsmere Local Plan, Potters Bar is defined as a 'Minor Town Centre.' As Little Heath is a suburb of Potters Bar, the cells in Little Heath will be scored under the Minor Town Centre scoring criteria. Table B.5 details the scoring ranges required for each zone type in Little Heath. Zonal maps for Little Heath are shown in Appendix C.

Table B.5: Little Heath (Minor Town Centre)

	Zone Type			
	1	2	3	4
Scores required for each zone type	12-9	8-5	4-2	1 or below

Other Areas

As stated in paragraph 3.7 of this SPG, the following settlements in Welwyn Hatfield have been defined as urban areas:

Brookmans Park
 Cuffley
 Digswell
 Oaklands & Mardley Heath

Welham Green
 Welwyn
 Woolmer Green

These settlements are not defined on the Structure Plan retail hierarchy, and are therefore not subject to the scoring regime detailed in Table B.2. However, paragraph 4.11 of the District Plan Review states that these settlements 'offer opportunities for sustainable development' where 'limited development will be allowed which is compatible with the maintenance and enhancement of their character and the maintenance of their green belt boundaries.' The zonal approach to car parking restraint can help to limit development in these settlements that can be viewed as insensitive to the character of these settlements, and their green belt boundaries.

Therefore, these settlements are defined as zone 4 parking restraint in their entirety. Zonal maps for these settlements are shown in Appendix C.

Details of Criteria and Scoring of each Criterion

Proximity to shopping centre

In line with the principles of Planning Policy Guidance Note 6 (PPG6): Town Centres and Retail Developments, the **town centre** is broadly assumed to be the retail/leisure core of the town. The cell that contains the retail/leisure core will be scored as such.

The **edge-of-centre** is assumed to be within about 300 metres easy walking distance of the retail/leisure core. Any cells within 300m easy walking distance of the retail/leisure core are classified as edge-of-centre, and will be scored as such.

Local Centres are situated in residential areas, and they complement the role of the two main town centres in the district. These are defined in Paragraph 13.10 of the District Plan Review as Large and Small Neighbourhood Centres. Any cells that contain local centres will scored as such

Other areas (described as **suburbs**) are areas that do not provide shopping facilities, and will receive no score for this criterion.

Table B.6: Scoring for Proximity to Shopping Centre Criterion

Definition of Shopping Centre	Score
Town Centre	3
Edge-of-Centre	2
Local Centre	1
Suburbs	0

Economic health of town

The cell that encompasses the retail/leisure core of the town can achieve a score between 1 and 4, depending upon the settlement's position on the retail hierarchy. The possible scores for the economic health of a town are detailed in Table B.7.

The retail/leisure core is the focus of attention because town centres are the preferred locations for new development in accordance with principles set out in PPG's 6 and 13.

In certain circumstances (perhaps where employment is the predominant activity), inclusion of additional parameters to measure the strength of the local economy may be considered.

In Welwyn Hatfield, only the cells that encompass the retail/leisure cores of Welwyn Garden City and Hatfield will score any points on this criterion³.

Table B.7: Scoring for Economic Health of Town Criterion

Position of town on retail hierarchy	Score
Major Sub-Regional Centre (none in district)	4
Minor Sub-Regional Centre (Welwyn Garden City)	3
Town Centre (Hatfield)	2
Minor Town Centre (none in district)	1

Footway and cycle links

Each cell can achieve a score ranging from 0 to 2, based on the criteria outlined in Table B.8.

In addition to this, the scoring of each cell for footway and cycle links takes into account any committed schemes with secured funding.

³ Potters Bar is classified as a 'Minor Town Centre' in the Hertsmere Local Plan. However, the retail/leisure core of Potters Bar is not situated in Little Heath. Therefore, no cells in Little Heath score any points for this criterion

Table B.8: Scoring for Footway and Cycle Links Criterion

Description	Score	Criteria
Best	2	<p>Footway links:</p> <ul style="list-style-type: none"> • Pedestrianisation • Well lit and well used ("safe") pedestrian links between retail/leisure core and other centrally located land uses including wide and well maintained pavements, pedestrian-friendly crossing facilities and traffic calming measures • Pedestrian routes avoid long detours, long waits, narrow alleyways or underpasses and are not generally segregated from the roadway or other activity <p>Cycle links (excluding leisure routes):</p> <ul style="list-style-type: none"> • Highly developed cycle lanes (direct and continuous) linking residential areas and public transport interchanges to the retail leisure core and other centrally located land uses, likely to include cycle priority measures such as advanced stop lines and/or toucan crossings
Medium	1	<p>Footway links:</p> <ul style="list-style-type: none"> • No pedestrianisation • Reasonable pedestrian network: not convoluted, pavements of acceptable width and lighting standards, adequate pedestrian crossing facilities, possibly some speed reduction measures <p>Cycle Links (excluding leisure routes):</p> <ul style="list-style-type: none"> • Some cycle linkage (cycle lanes and/or advisory routes) linking residential areas and/or public transport interchanges to the retail/leisure core and other centrally located land uses <p><i>This category can also include cells that have 'good' footway links, but 'poor' cycle links, and vice-versa.</i></p>
Worst	0	<p>Footway links:</p> <ul style="list-style-type: none"> • No pedestrianisation • Poor pedestrian network: convoluted with sub-standard pavements, insufficient lighting, inadequate pedestrian crossing facilities no specific speed reduction measures <p>Cycle links (excluding leisure routes):</p> <ul style="list-style-type: none"> • No specific cycle linkage

Passenger Transport Accessibility

Scores for this criterion are based on the accessibility of each cell to public transport, namely bus and rail services, in terms of physical distance from such services and the service frequency and quality.

To receive any score for this criterion, a cell must be within 400m walking distance of a bus stop and/or 800m walking distance of a rail station. The scoring details for this criterion are detailed in Table B.9.

Rail accessibility criteria

- Maximum walking distance to rail station no more than 800m
- Peak period service frequency (minimum) 1 train every 15 minutes each direction
- Off peak service frequency (minimum) 1 train every 30 minutes each direction
- Good service coverage
- Rail station facilities are good

Bus accessibility criteria

- Maximum walk distance to bus stop/interchange no more than 400m
- Peak period service frequency (minimum) 1 bus every 15 minutes each direction
- Off peak service frequency (minimum) 1 bus every 30 minutes each direction
- Good service coverage
- Bus stop or interchange quality is good

Table B.9: Scoring for Passenger Transport Accessibility Criterion

Description	Score	Criteria
Best	6	Within 800m walk distance of a rail station with the above characteristics and 400m walk distance of a bus stop with the above characteristics
Good	5	Within 800m walk distance of a rail station without some of the above characteristics but within 400m walk distance of a bus stop with the above characteristics
Medium to Good	4	Nearest rail station beyond 800m walk distance but within 400m walk distance of a bus stop with the above characteristics
Poor to Medium	3	Within 400m walk distance of a bus stop with good service coverage peak period headway no greater than 30 minutes and an infrequent off peak service
Poor to Medium	2	Within 400m walk distance of a bus stop with limited service coverage, peak period headway no greater than 30 minutes but no infrequent off peak services
Very Poor	1	Within 400m walk distance of a bus stop with low frequency services and poor service coverage
Worst	0	No bus or rail option within walk distance (800m for rail, 400m for bus)

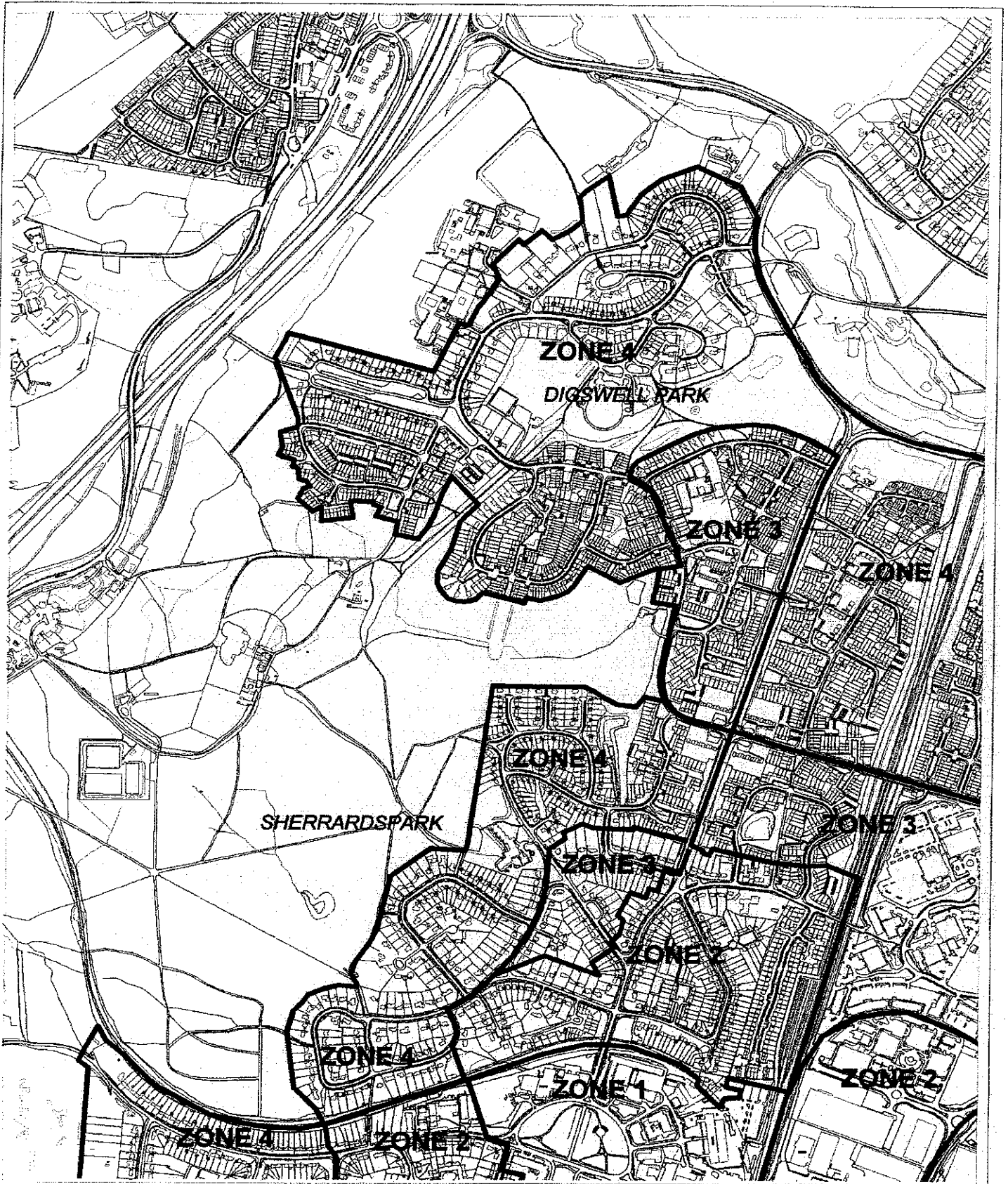
Some cells that were studied did exhibit differing levels of accessibility for bus and rail services. To overcome such problems, the description which best fitted the rail criteria was determined, and the description which best fitted the bus service criteria was determined. The middle ground between each of these

scores was then determined to come up with a figure for passenger transport accessibility for the cell.

For example, a cell exhibits rail accessibility criteria worthy of the 'good' description (a score of 5), but exhibits bus accessibility worthy of the 'poor to medium' description (a score of 3), would be given a score of 4.

APPENDIX C

ZONAL MAPS OF URBAN AREAS IN WELWYN HATFIELD



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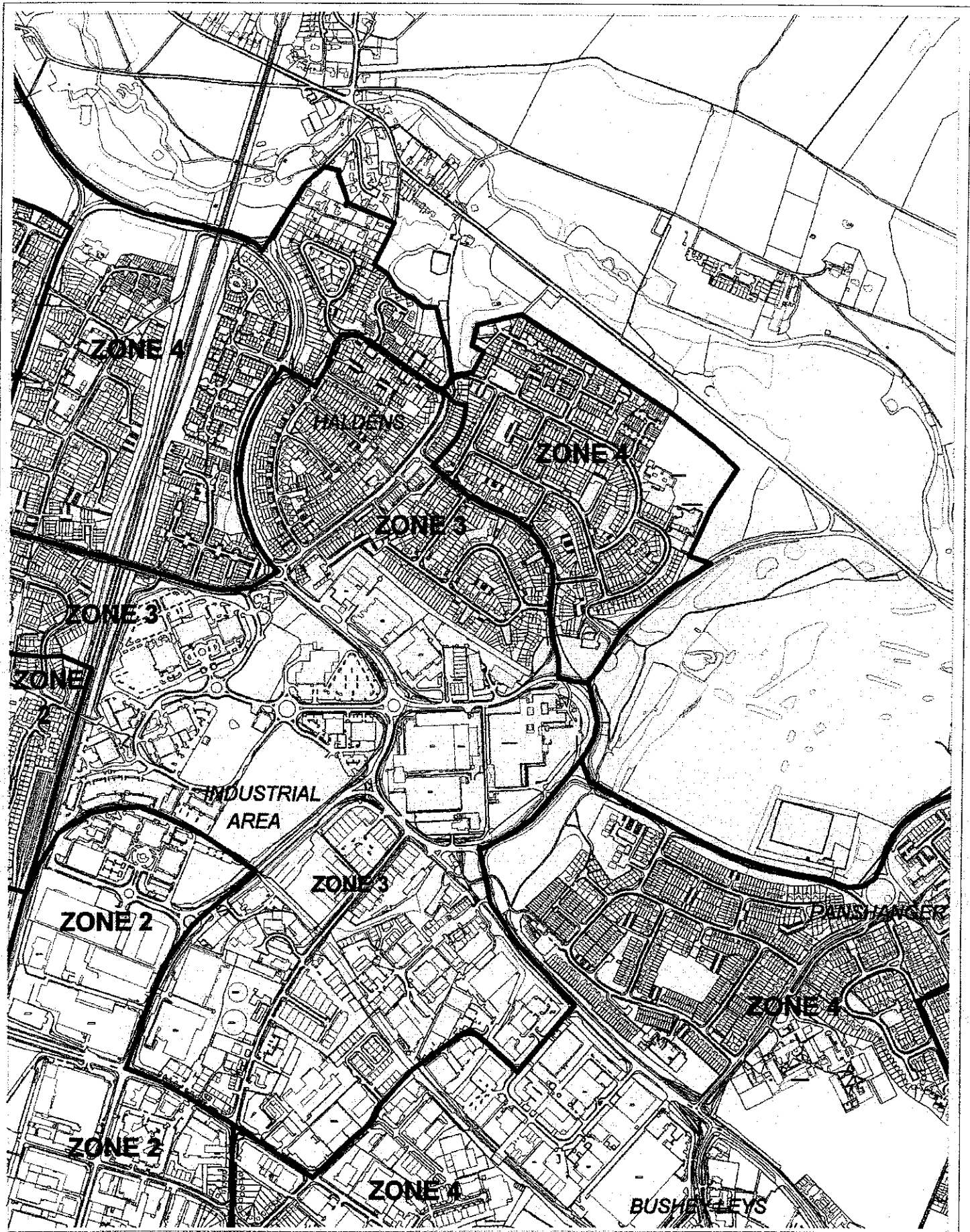
Zonal Maps: Welwyn Garden City - Map 1

SCALE: 1:10000

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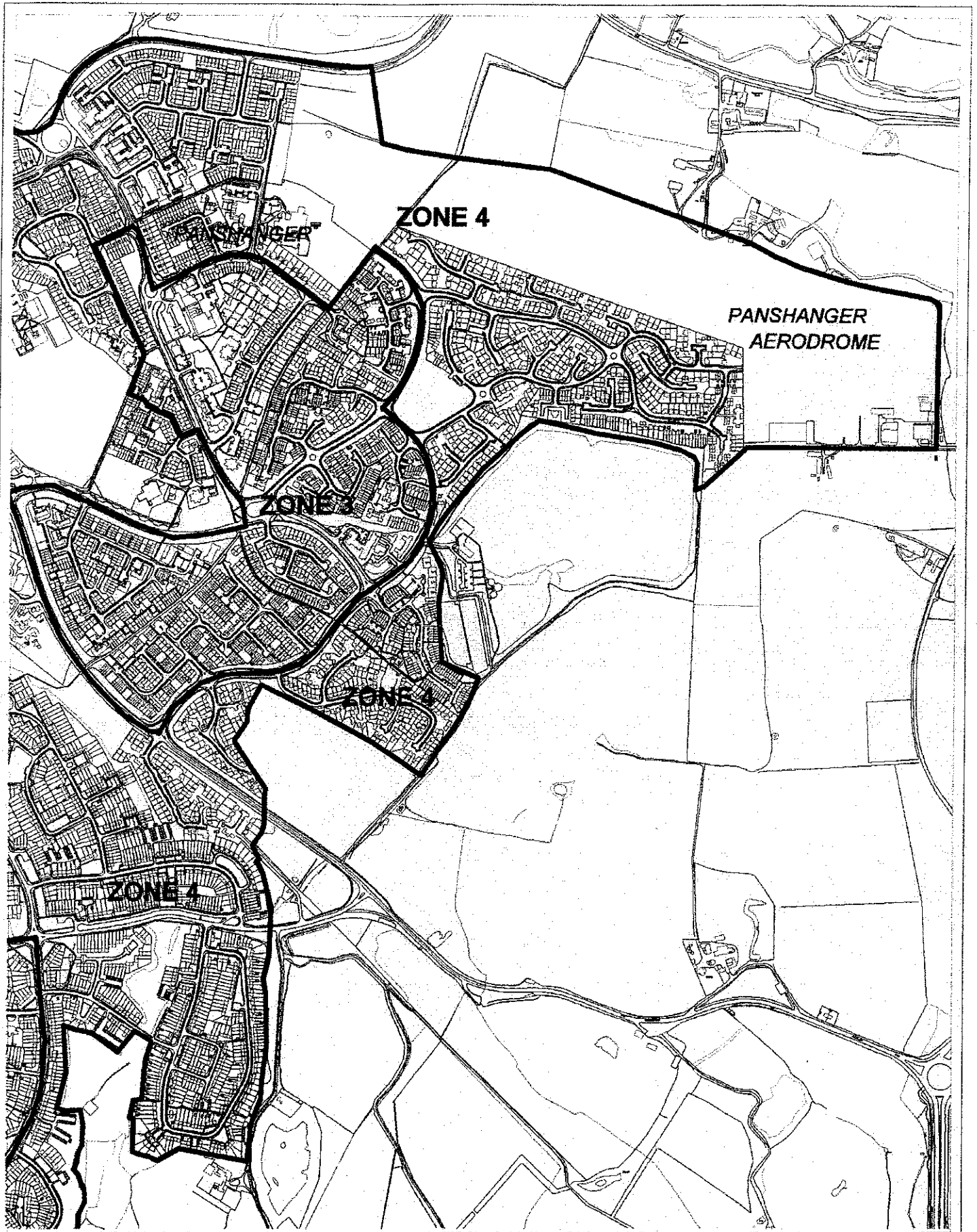
Zonal Maps: Welwyn Garden City - Map 2

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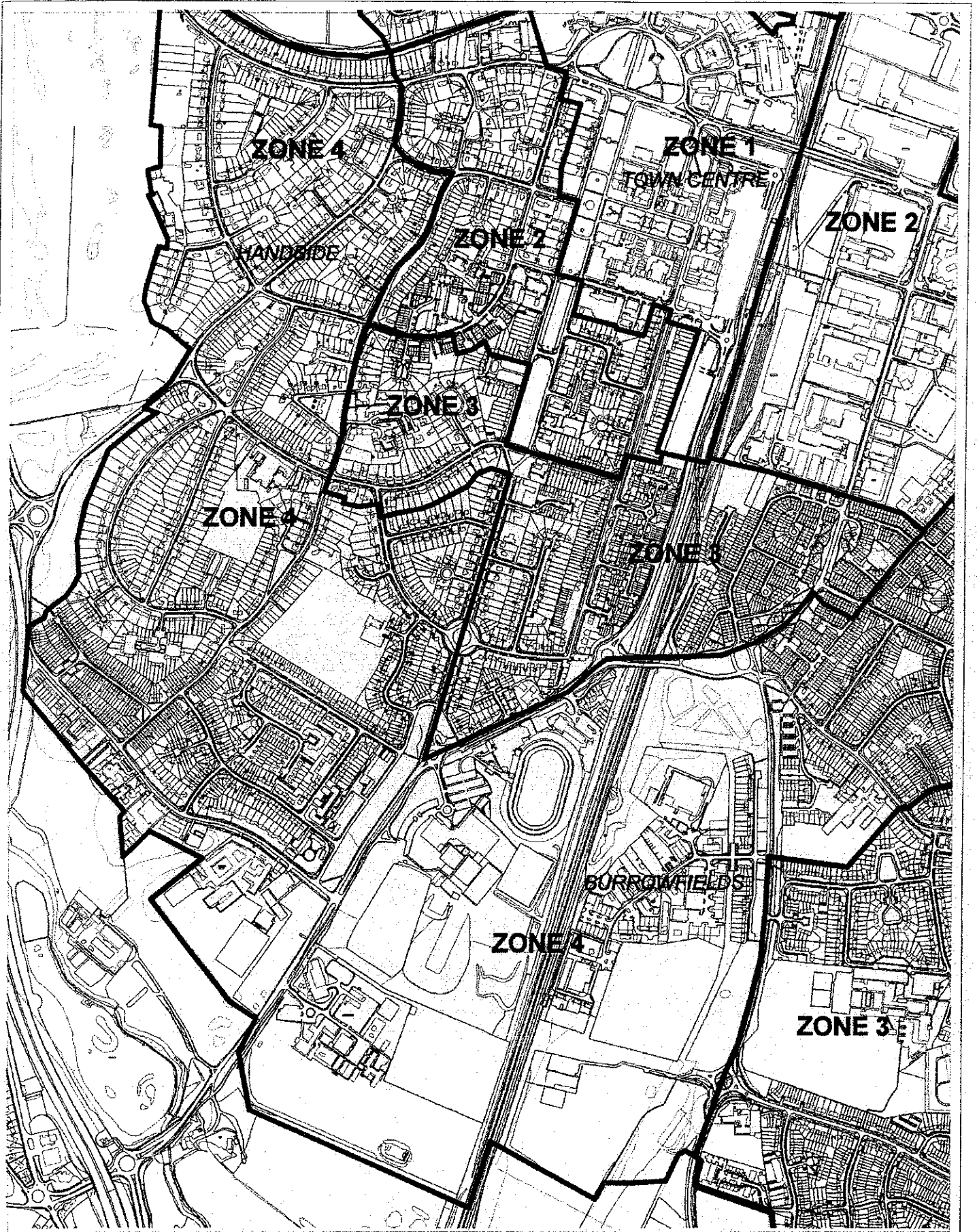


Zonal Maps: Welwyn Garden City - Map 3

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Zonal Maps: Welwyn Garden City - Map 4

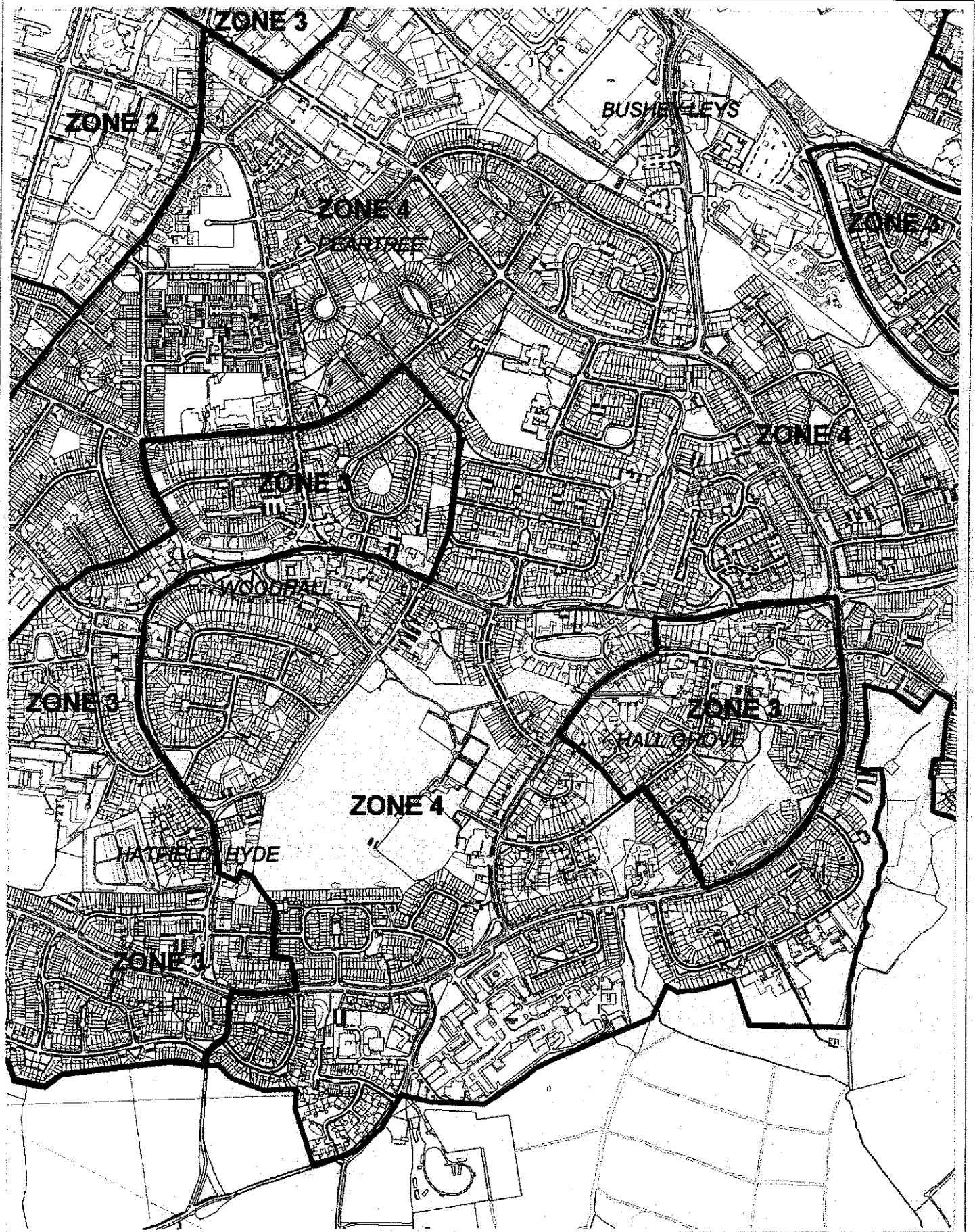
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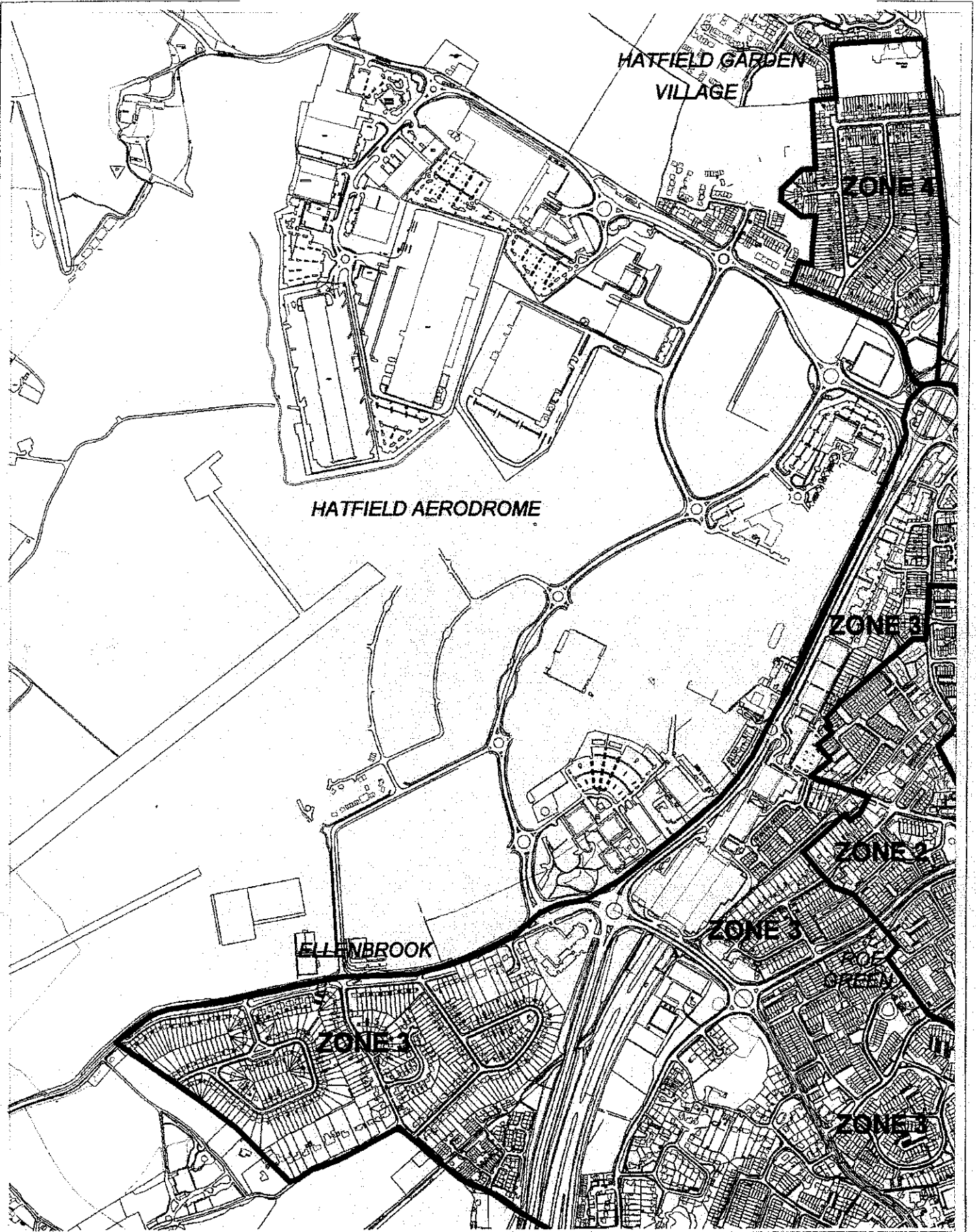
Zonal Maps: Welwyn Garden City - Map 5

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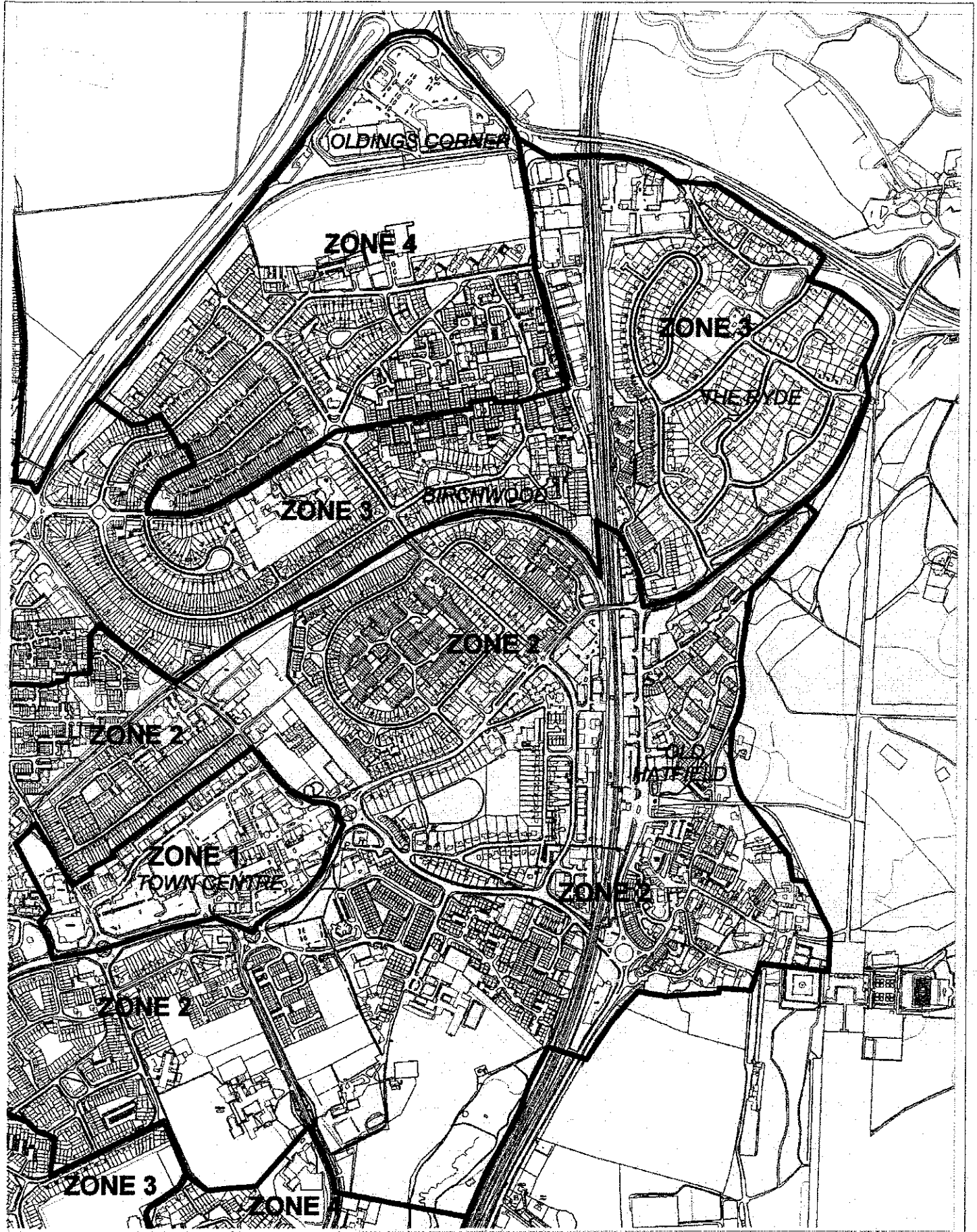
Zonal Maps: Hatfield - Map 1

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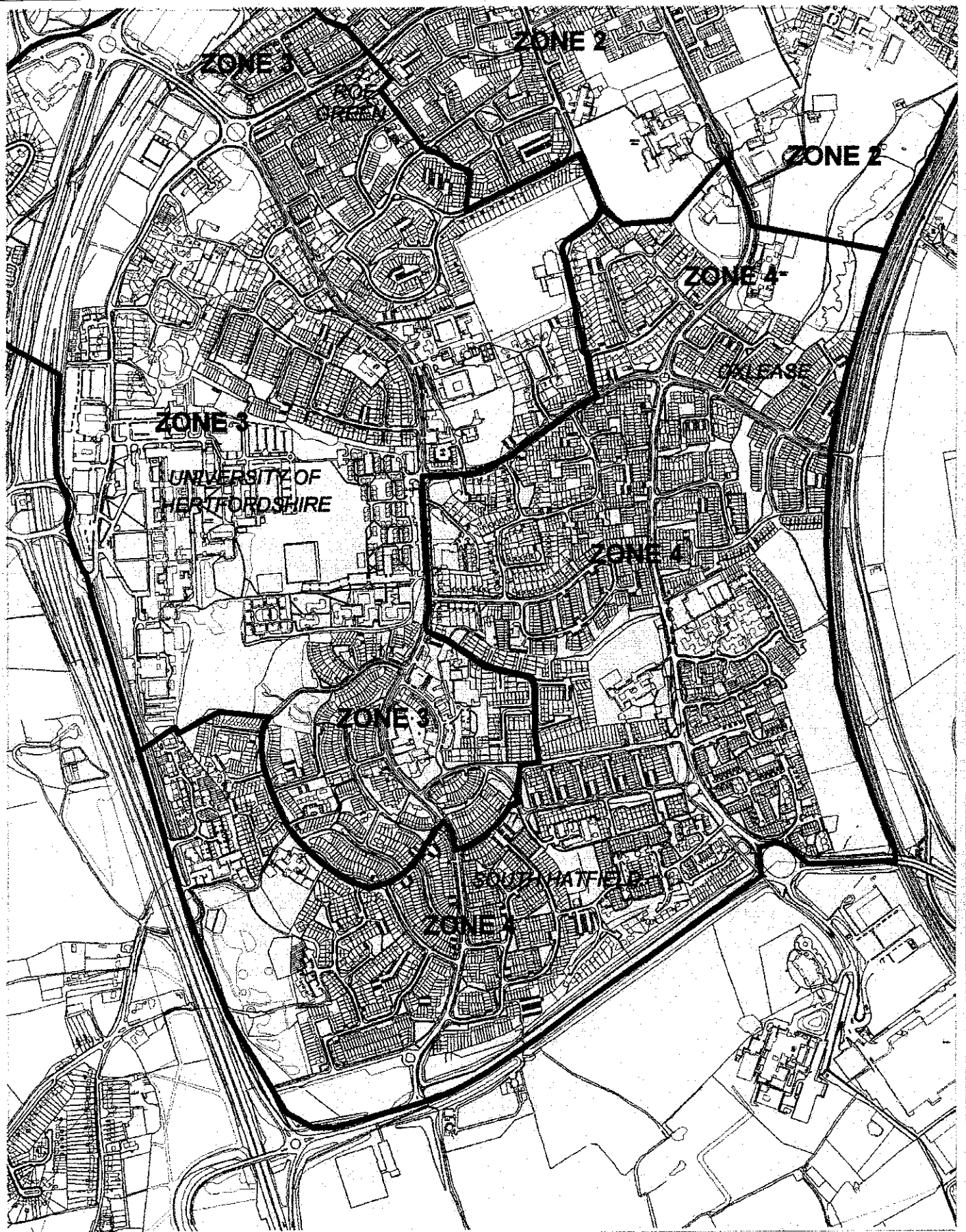
Zonal Maps: Hatfield - Map 2

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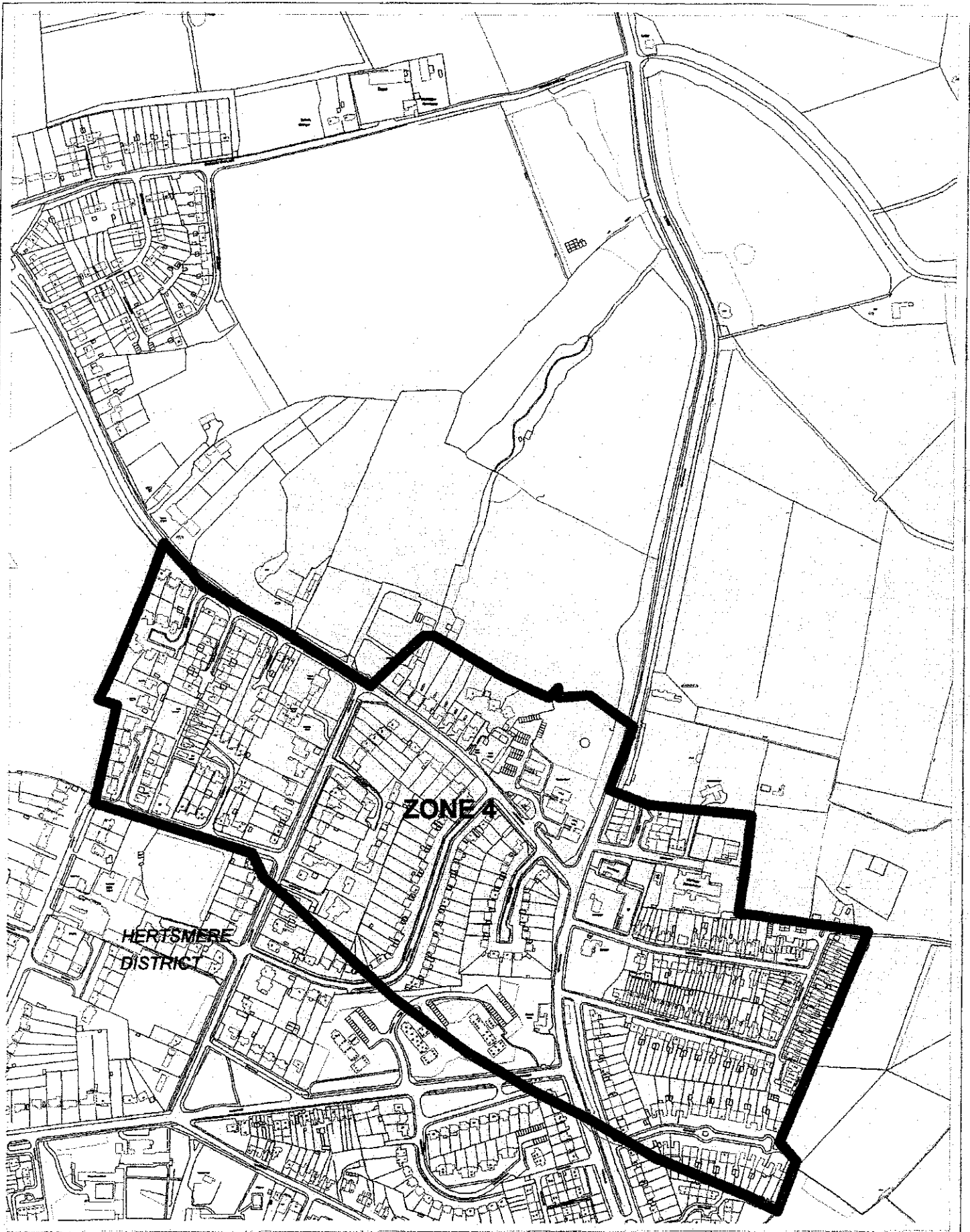
Zonal Maps: Hatfield - Map 3

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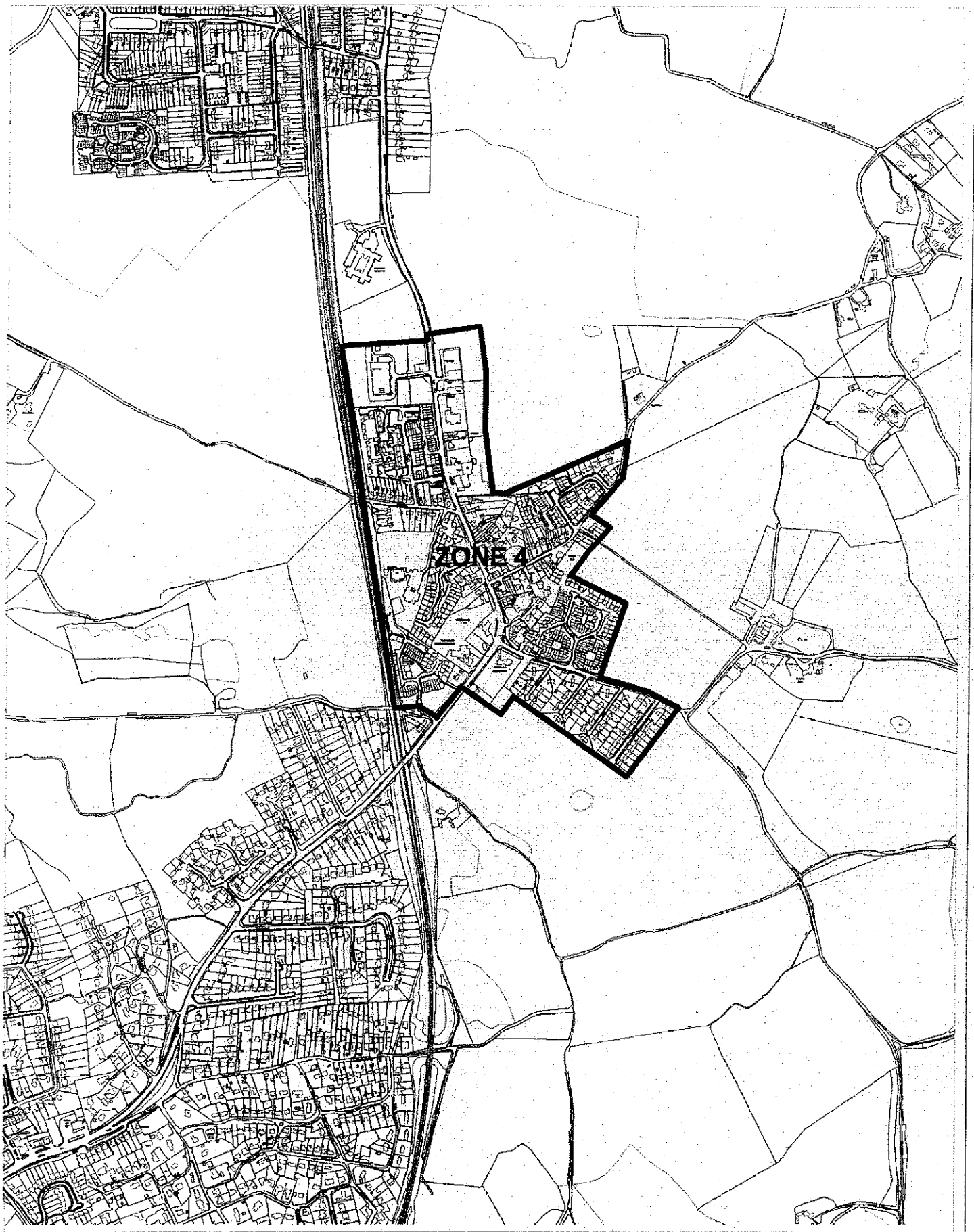
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Zonal Maps: Little Heath

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Zonal Maps: Woolmer Green

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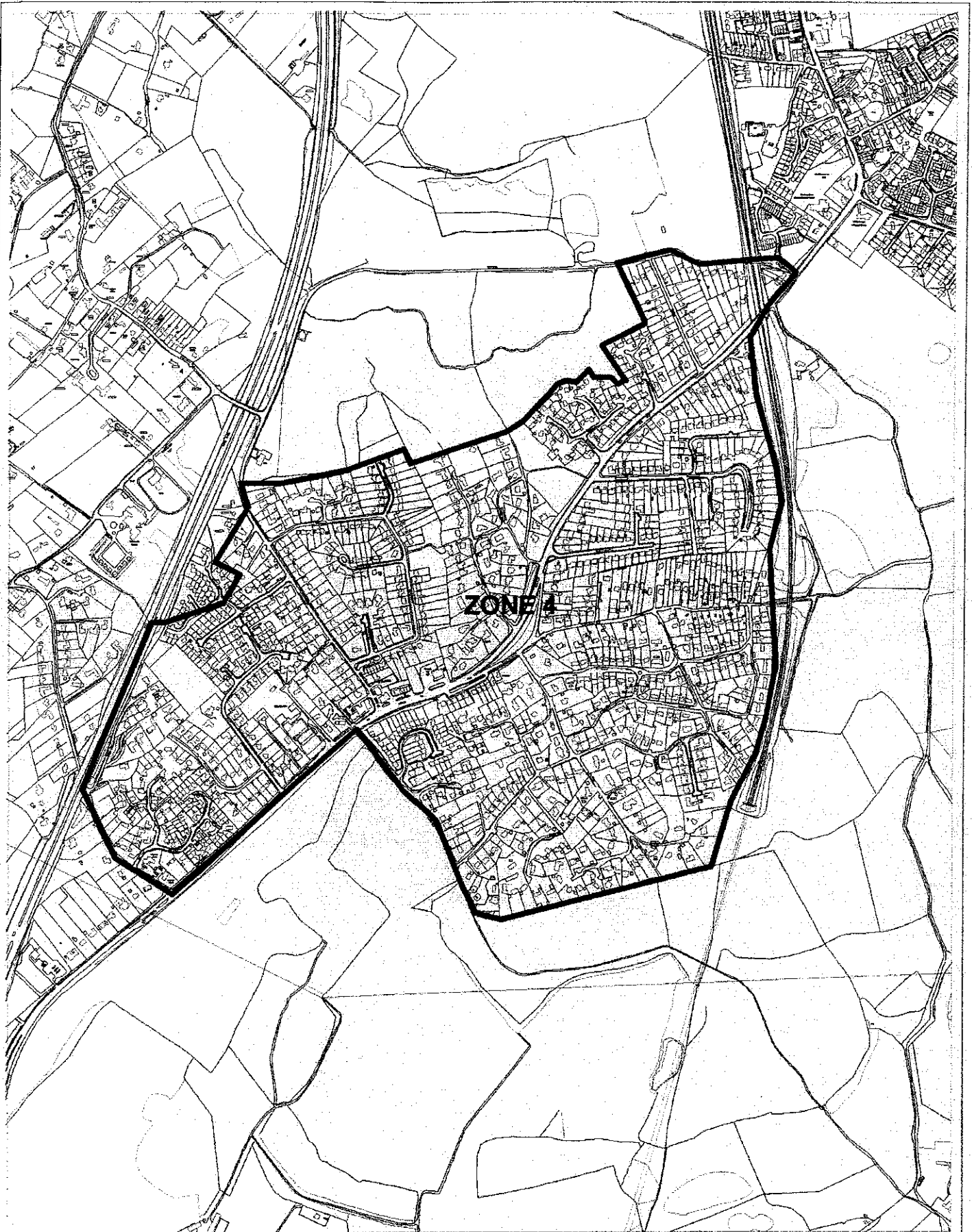
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Zonal Maps: Oaklands & Mardley Heath

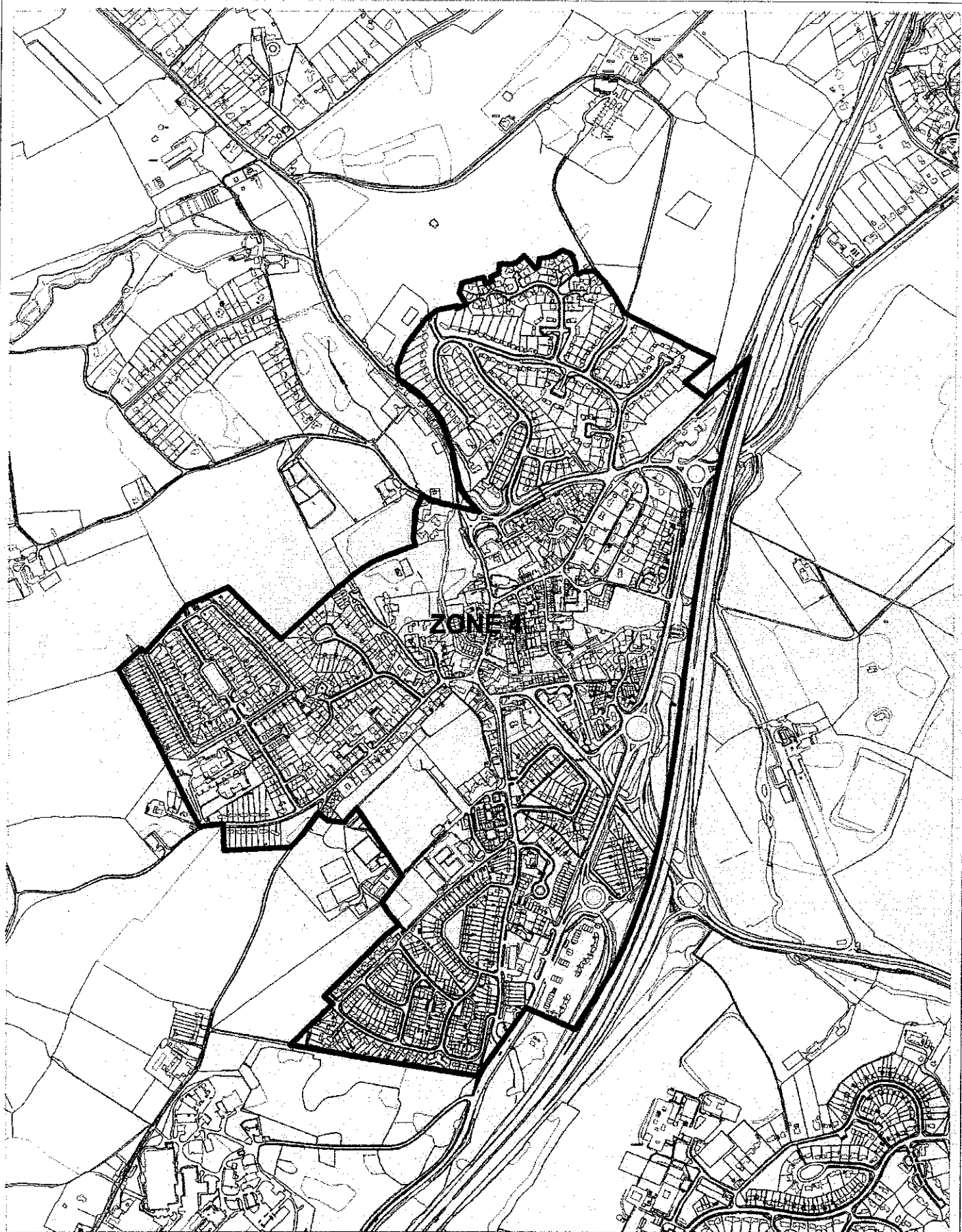
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Zonal Maps: Welwyn

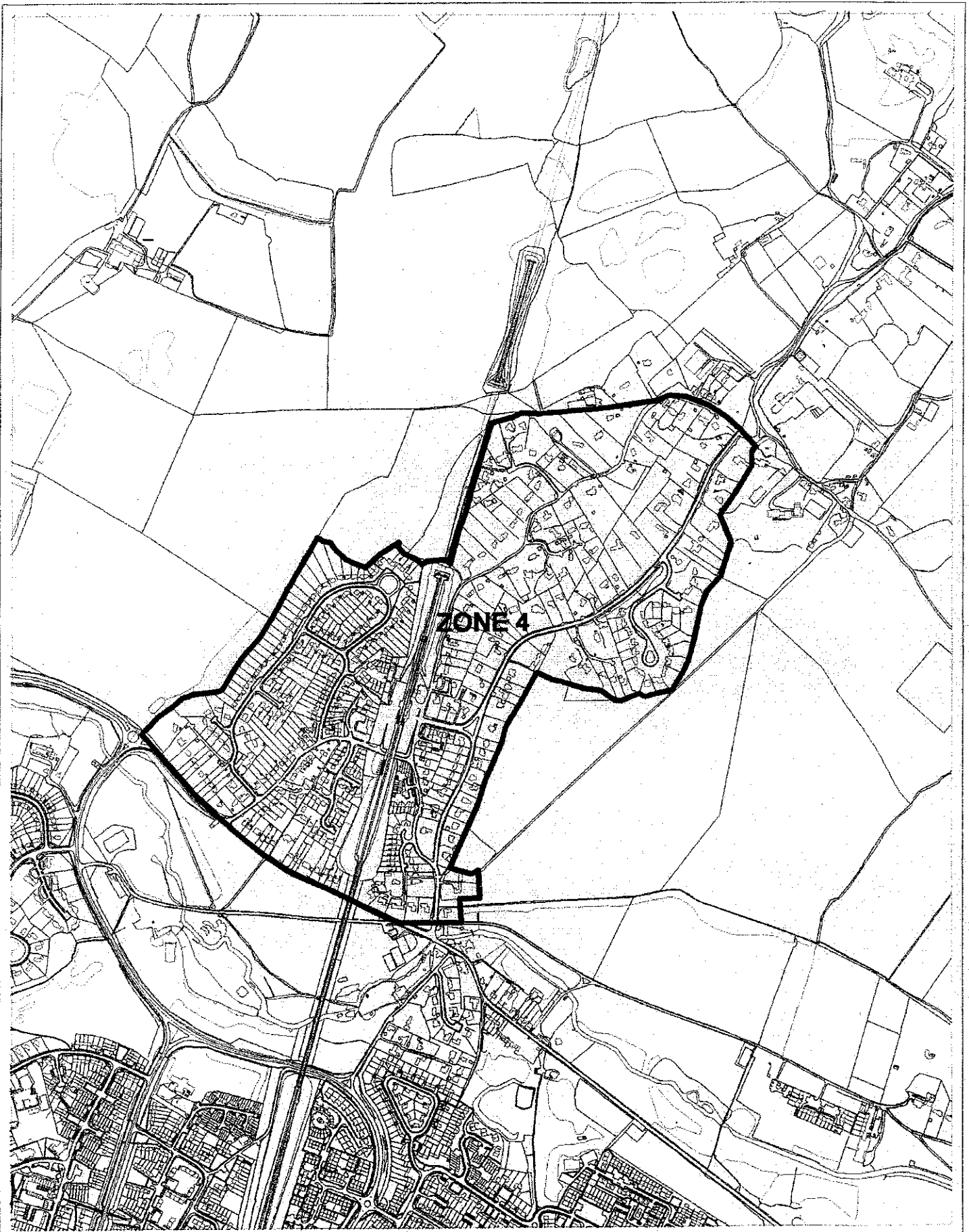
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Zonal Maps: Digswell

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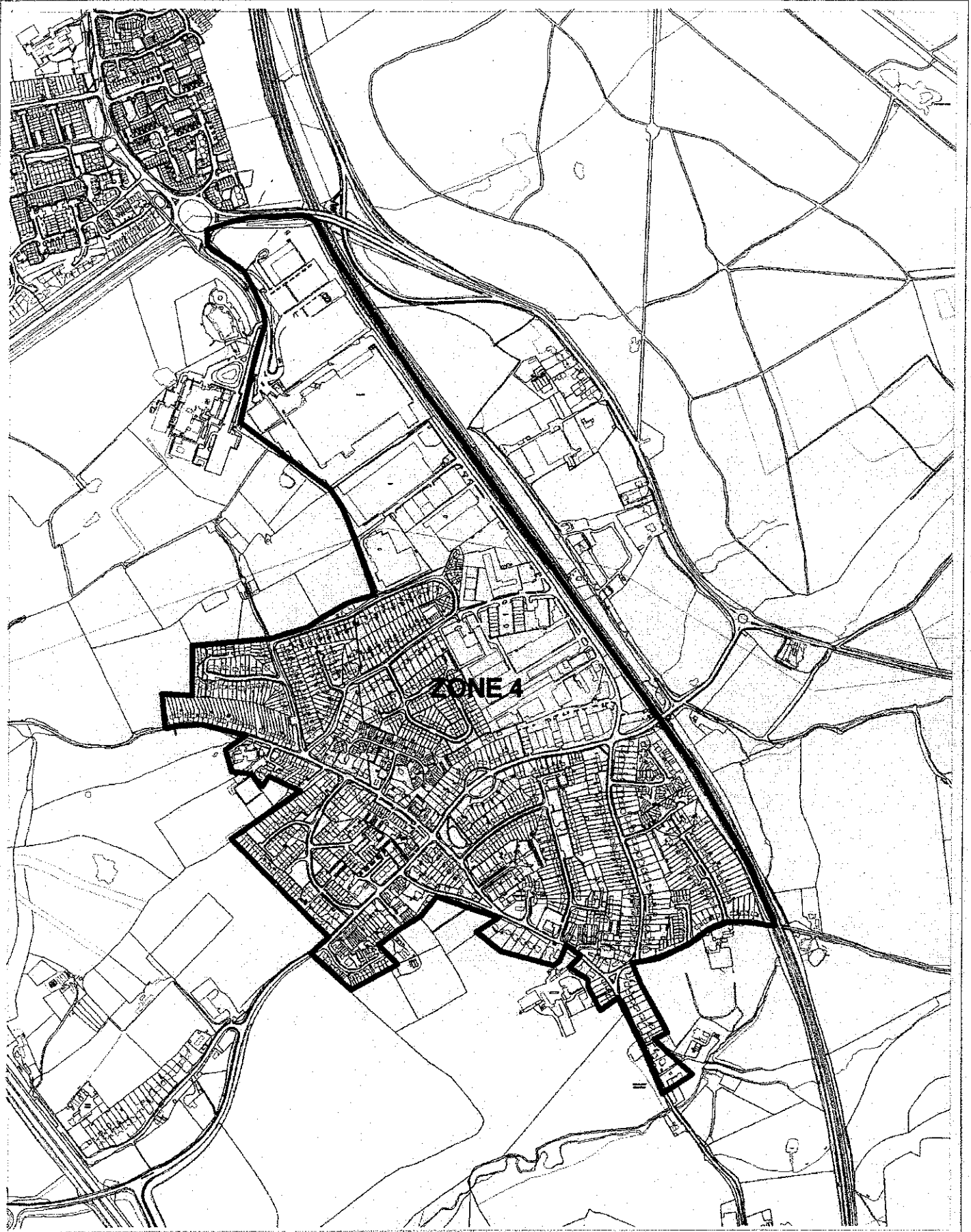
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Zonal Maps: Welham Green

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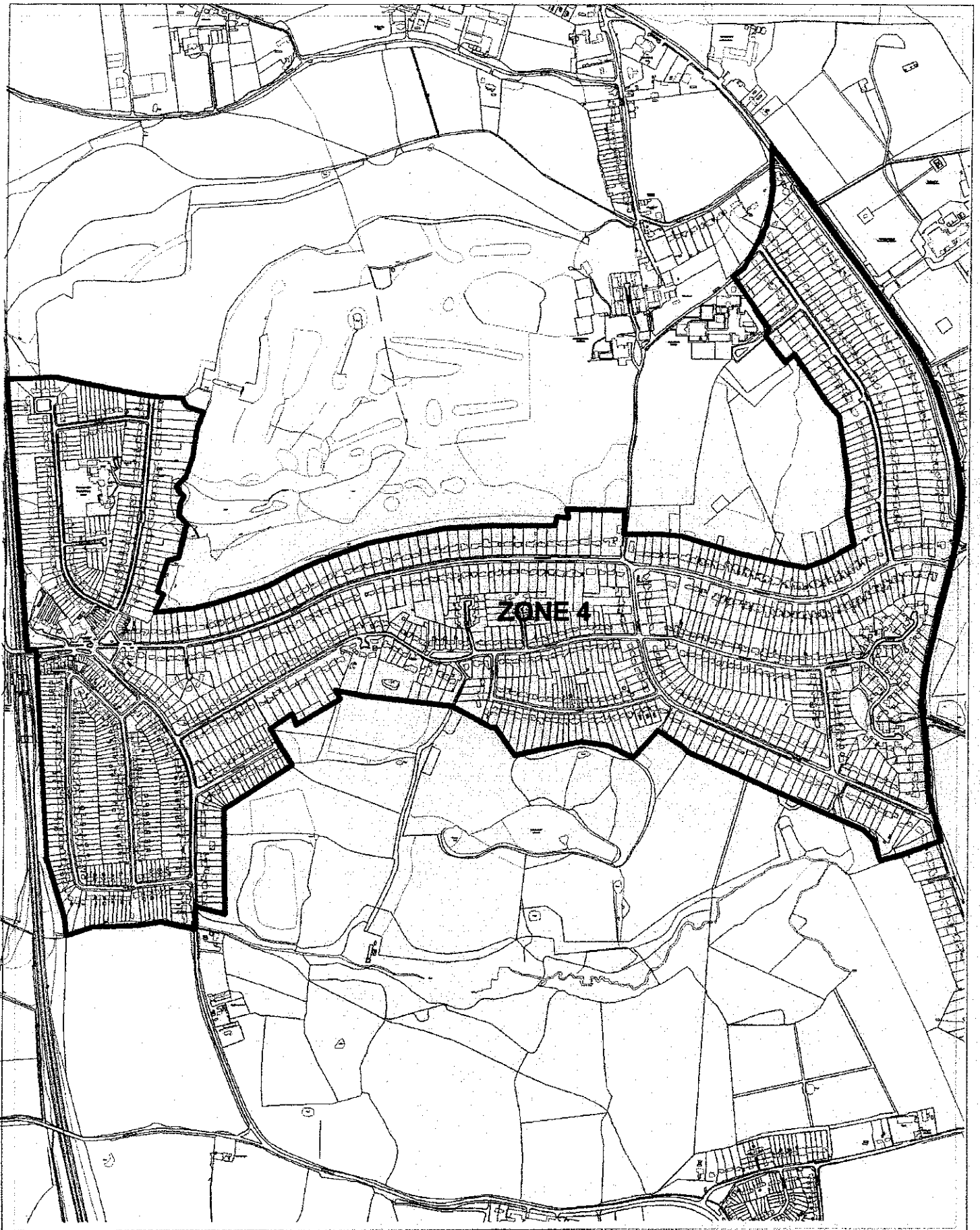
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Zonal Maps: Brookmans Park

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