

CLIENT:	Associated British Ports
PROJECT:	Hill and Smith
SUBJECT:	Cycle Parking Scheme
JOB NO.:	CA13312
DATE:	20.03.2025
PREPARED BY:	Danesh Aryan- Principal Transport Planner

1 INTRODUCTION

1.1 Overview

- 1.1.1 Wardell Armstrong (WA) are commissioned by Associated British Ports to provide a cycle parking scheme in relation to the consented development on land west of Tom Lewis Way, Alexandra Docks, Newport, NP20 2WF (the 'Site').
- 1.1.2 The permitted development comprises demolition of existing container offices and construction of new Portakabin offices and associated works.
- 1.1.3 The Site is located within the jurisdiction of Newport City Council (NCC).

1.2 Planning Context

- 1.2.1 The Site was granted planning permission in January 2025 (application reference: 24/0633). This Technical Note has been produced to discharge Planning Condition 2 of the Decision Notice dated 30th January 2025, as detailed below:

"Except for site clearance and remediation, no development shall take place until a scheme for the provision of cycle parking in accordance with the Council's current standards has been submitted to and approved in writing by the Council as Local Planning Authority. The scheme shall be implemented as approved before any part of the development is brought into use and shall be retained as such thereafter. Notwithstanding the provisions of the Town and Country Planning Act (General Permitted Development) Order 1995 (or any Order revoking or re-enacting that Order) no building works, which reduce this provision, shall take place except following the express grant of planning permission by the Council.

Reason: To ensure that adequate provision is made for parking cycles on the site; and to establish measures to encourage non-car modes of transport in accordance with

Policy T4 of the Newport Local Development Plan 2011 - 2026 (Adopted January 2015)."

- 1.2.2 This Technical Note aims to review the local cycle parking standards and provides advice on the cycle parking requirements for the Site including cycle parking numbers, preferred location and preferred type of cycle parking provision.

2 POLICY AND GUIDANCE

2.1 Newport Local Development Plan 2011-2026

- 2.1.1 The Local Development Plan, adopted in January 2015, aims to guide developments within Newport up to 2026.

- 2.1.2 Policy T4 Parking states that:

"development will be required to provide appropriate levels of parking, within defined parking zones, in accordance with adopted parking standards."

2.2 Active Travel (Wales) Act 2013 – Design Guidance

- 2.2.1 The document, adopted in December 2014, is a statutory guidance and provides advice on the planning, design, construction and maintenance of active travel networks.

2.3 Supplementary Planning Guidance – Sustainable Travel (July 2020)

- 2.3.1 The Supplementary Planning Guidance (SPG) was adopted on 30 July 2020 and supplements policies in the adopted Newport Local Development Plan relating to sustainable travel within new developments.

- 2.3.2 Guidance Note 2 of the SPG outlines cycle parking standards. **Table 1** below sets out the minimum cycle parking standards for office use (Land Use B1).

Table 1 - Minimum Cycle Parking Standards – Use Class B1		
Use Class	Long-Stay	Short Stay
B1 – Office	1 space per 4 staff	1 space per 20 staff

3 CYCLE PARKING REQUIREMENTS

- 3.1.1 The proposed development includes construction of two-storey Portakabin offices (circa 300sqm). A maximum of 30 employees will work from the Site, with an average of 14 employees on site.

- 3.1.2 Based on the cycle parking standards set out in **Table 1** and the maximum number of employees on site (30 employees), a minimum of 10 cycle parking spaces are required for future employees of the Site, comprising 8 long-stay spaces for employees and 2 short-stay spaces for visitors.
- 3.1.3 As stated within the SPG, long-stay cycle parking should be located in a safe, convenient and accessible place. They should be secure, covered, well-lit and have CCTV where feasible.
- 3.1.4 Short-stay cycle parking should be convenient and readily accessible. Short-stay cycle parking should have step-free access and be located within 15 metres of the main site entrance.
- 3.1.5 Cycle parking spaces for both long-stay and short-stay should be accessible to less conventional bicycle types, such as tricycles, cargo bicycles and bicycles with trailers. It is also recommended that supporting facilities such as lockers, showers and changing rooms should be provided.
- 3.1.6 In terms of the type of cycle parking provision, the Sheffield stand is generally preferred for employment sites. This is recommended in 'Active Travel (Wales) Act 2013 – Design Guidance' and 'DfT Traffic Advisory Leaflet 5/02-Key Elements of Cycle Parking'.
- 3.1.7 In summary, a total of 10 cycle parking spaces should be provided in the form of Sheffield stands, comprising 8 long-stay spaces (4 Sheffield stands) for employees secured and covered, and 2 short-stay spaces (1 Sheffield stand) for visitors located close to the main entrance point (within 15 metres) with good level of natural surveillance.

4 CYCLE PARKING PROVISION

4.1 Location

- 4.1.1 The development will provide a total of 8 long-stay cycle parking spaces for employees in the form of Sheffield stands located adjacent to the west of the main entrance. A total of 2 short-stay cycle parking will also be provided for visitors located close to the main entrance to the southwest of the building. The location of cycle parking spaces is indicated on approved drawing CA13057-003-A (Proposed Site General Arrangements and Elevations) which accompanied the consented planning application (refer Appendix A).

4.2 Type and Size

- 4.2.1 Long-stay cycle parking for employees will be provided in the form of 4 Sheffield stands in a lockable and secured shelter. Short-stay cycle parking will be located close to the main entrance in the form of 1 Sheffield stand.
- 4.2.2 The Active Travel (Wales) Act 2013 – Design Guidance provides detailed guidance on layout and dimensions for Sheffield stands. As stated within the document, the recommended gap between stands should be 1,200mm, with a minimum of 1,000mm. The recommended layout and dimensions for Sheffield stands is illustrated in Figure 2 below.

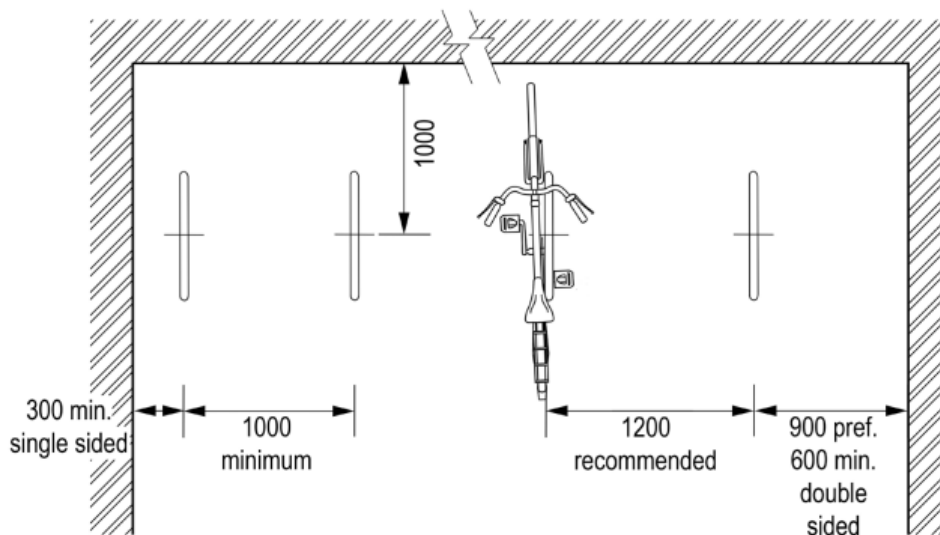


Figure 2 Recommended Layout and Dimensions for Sheffield Stand

- 4.2.3 As stated above, the long-stay cycle parking for employees will be provided in a lockable and secured shelter. These shelters normally have dimensions of circa 4,100mm length, 2,140mm width and 2,150mm height and can accommodate 5 Sheffield stands (10 spaces), as shown in Figure 3 below. Only 4 sheffield stands will be installed (8 spaces), with the remaining space in the shelter to be used for non-standard bikes, such as tricycles and cargo bikes.



Figure 3 **Sheffield Stand Shelter**

4.3 **Motorcycle**

- 4.3.1 Motorcycle parking standards are set out in Appendix 4 of NCC SPG- Parking Standards, Adopted August 2015. The guidance sets out that *“motorcycle parking should be located in a safe, secure and convenient location where other vehicles cannot encroach or obstruct the motorcycle parking area.*

...Motorcycle parking facilities should be located in areas that are visible and therefore allow for informal surveillance.”

- 4.3.2 The guidance proposes that for all classes of development, motorcycle spaces should comprise 5% of provision for car parking, which in this instance equates to a single space. Adequate parking for motorcycles will be provided adjacent to the proposed cycle parking close to the main entrance point.

4.4 **Complimentary Facilities**

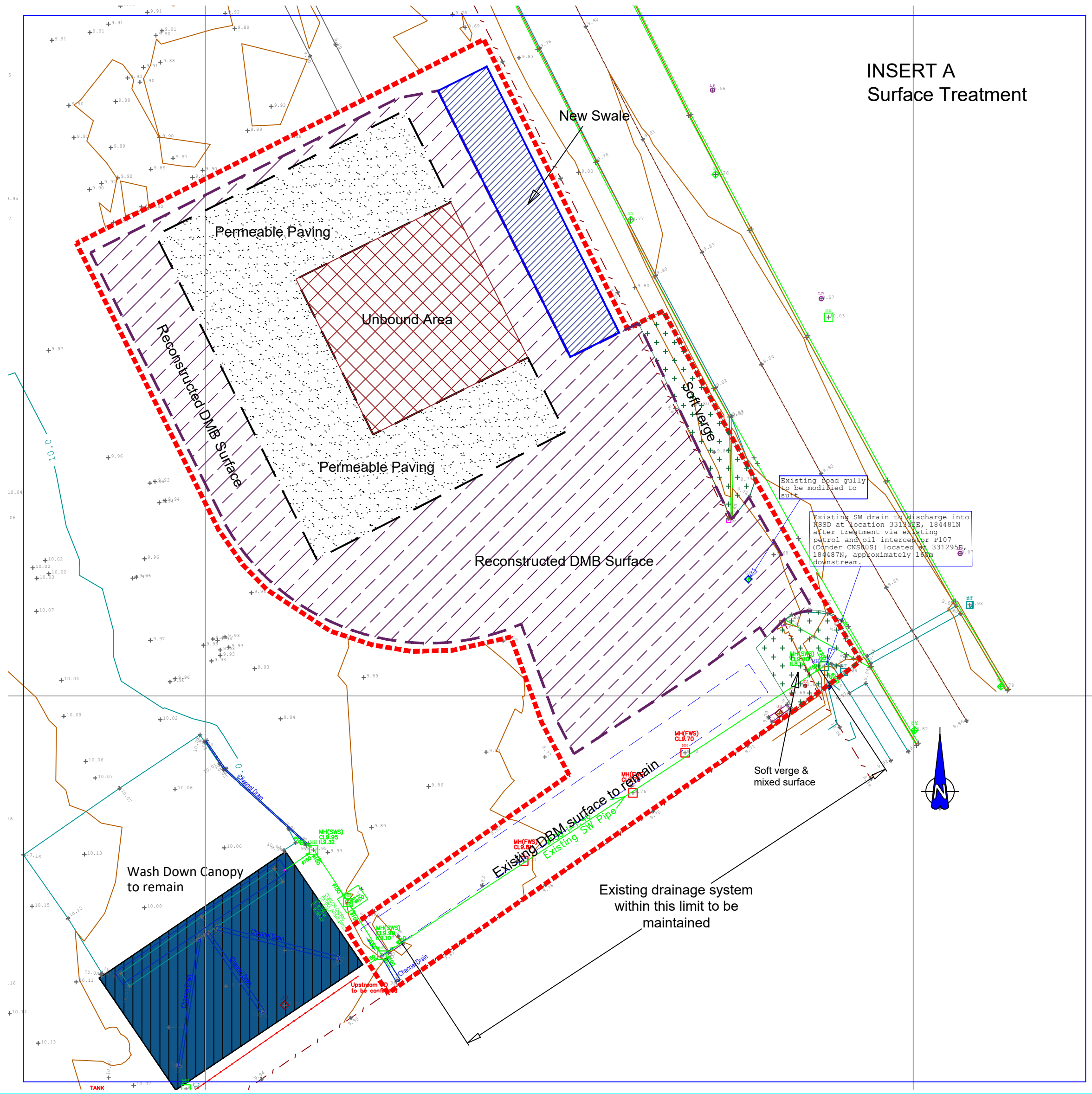
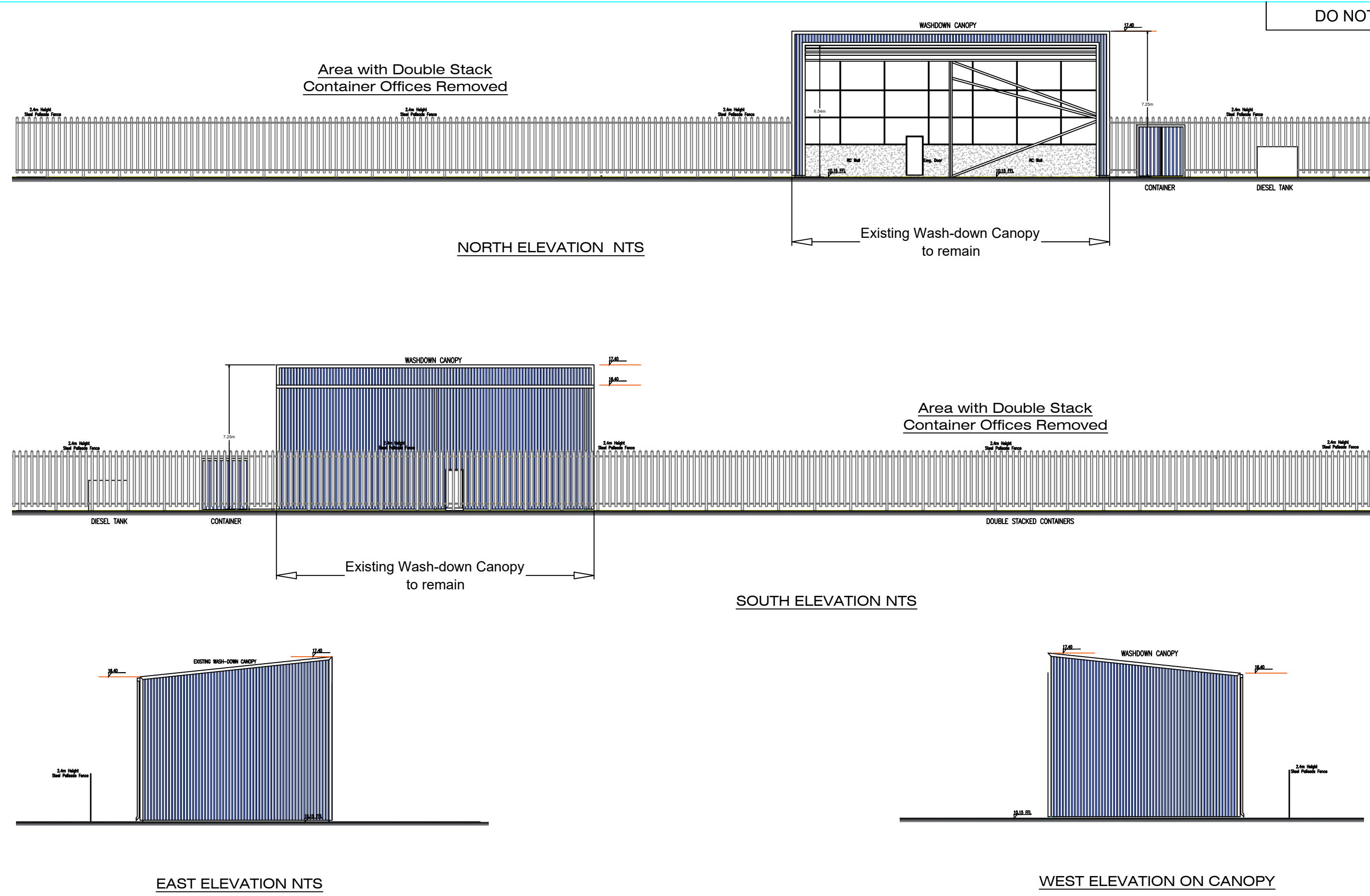
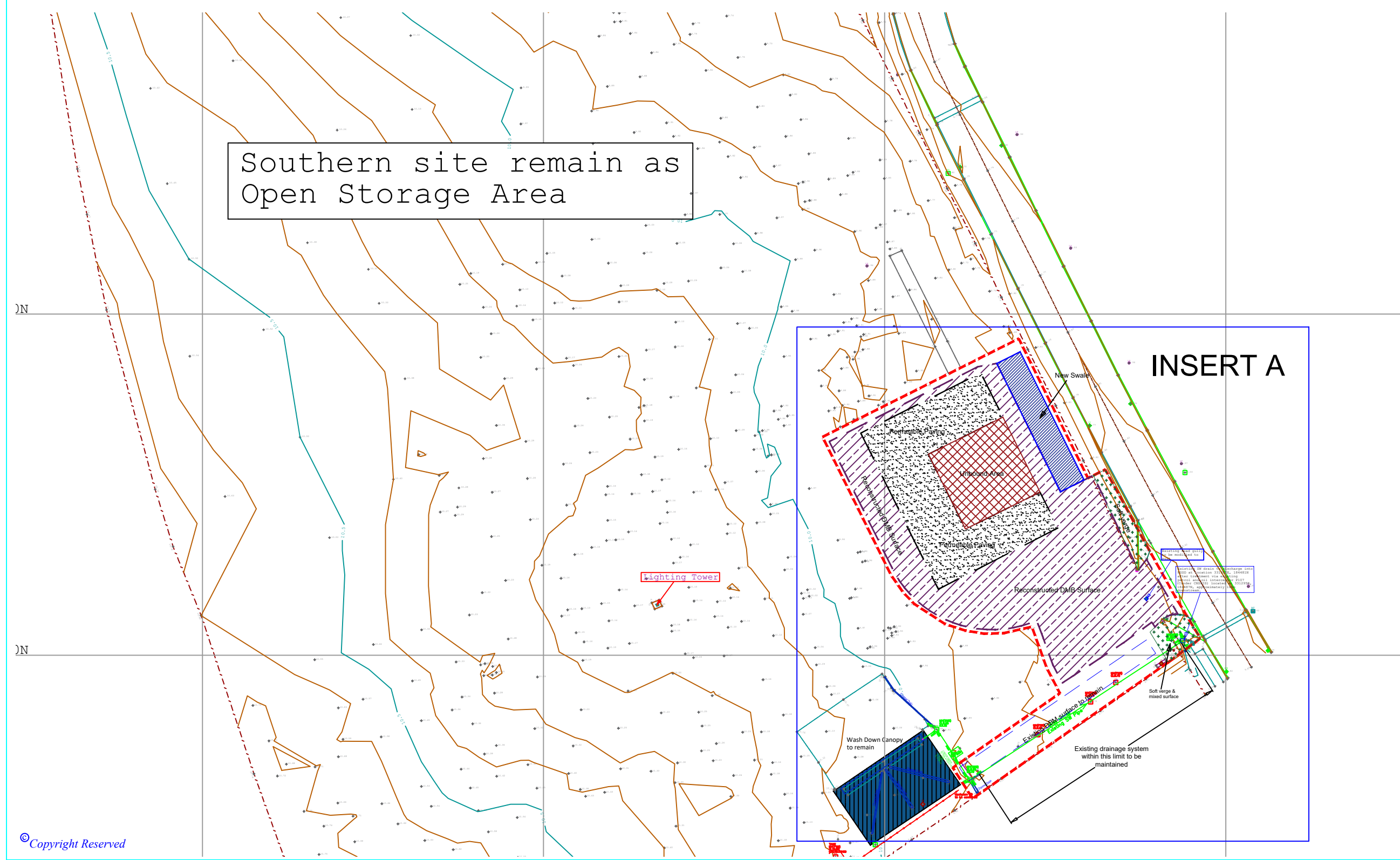
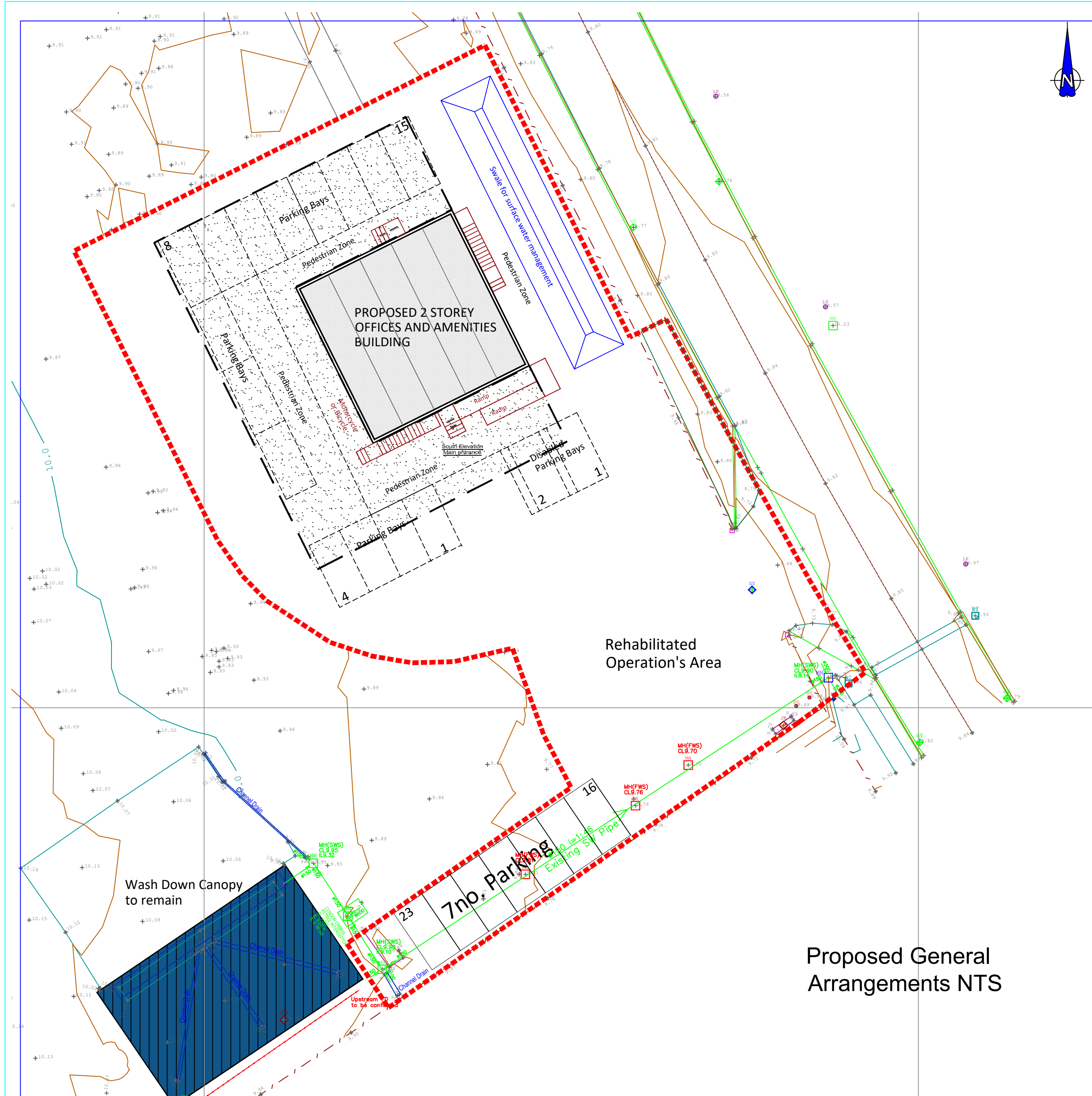
- 4.4.1 The approved ‘Office and Amenities Building Layout and Elevations’ drawing (CA13057-004-A) which accompanied the consented planning application (refer Appendix B) shows that shower and changing facilities will be provided on the ground

floor of the building. This will compliment the proposed cycle storage facilities and encourage trips to be made to the site by cycle.

4.5 **Summary**

- 4.5.1 A total of 8 long-stay cycle parking spaces will be provided for employees in the form of Sheffield stands in a lockable and secured shelter located adjacent to the west of the main entrance. A total of 2 short-stay cycle parking will also be provided for visitors located close to the main entrance to the southwest of the building. Adequate parking for motorcycles will be provided near to the proposed cycle parking close to the main entrance point.

APPENDIX A DRAWING CA13057-003-A



DO NOT SCALE FROM THIS DRAWING

Notes:-

- This drawing is to be read in conjunction with the following Plans:-
 - CA13057-001 Site Location and Application Boundary
 - CA13057-002 Existing Site Layout & Elevations
 - CA13057-004 Office and Amenities Building Layout and Elevations
 - CA13057-005 Proposed Drainage Layout

	Application area (0.163ha)
	3no. double stacked 40ft steel container offices and amenity to be removed (total floor area 160sq.m)
	Existing DBM surface to be removed, regraded and reconstructed as detailed at post infrastructure installation (1196sq.m)
	Area of new permeable paving (352sq.m)
	Area of new unbound paving beneath new office building (150sq.m)
	Area of new Swale to manage surface water runoffs from permeable surface and office building roof (81sq.m)
	Area of road verge permanent reinstatement to match existing (65sq.m)

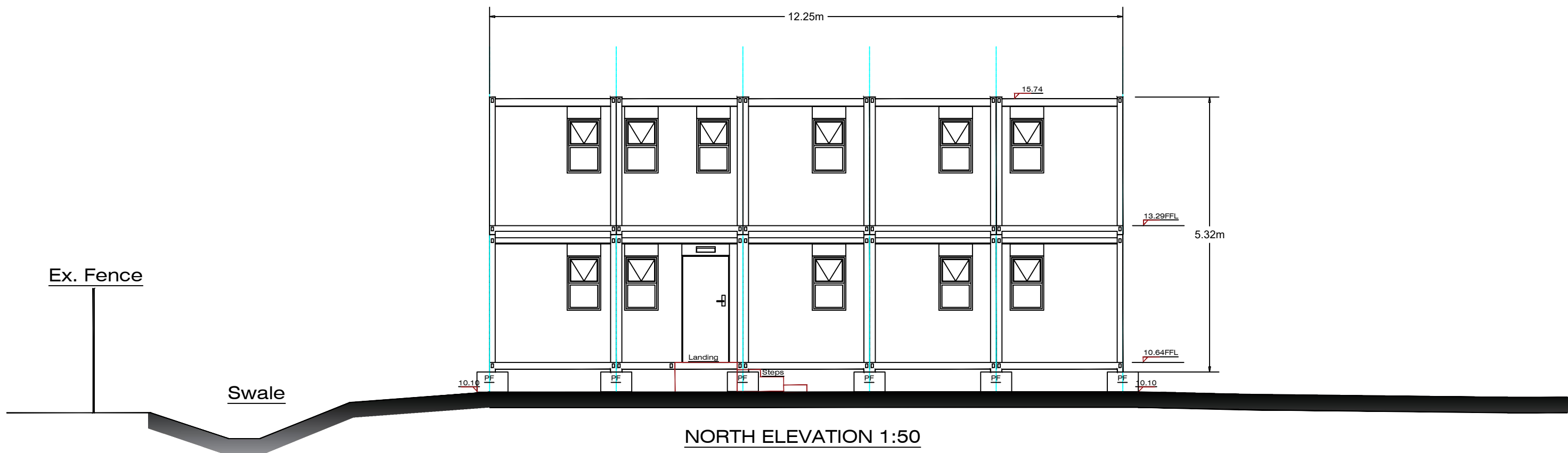
A	Planning Application Issue	01.07.24	PP	ES	SW
REVISION	DETAILS	DATE	ISSUED	CHG	APP
CLIENT	ABP South Wales and Shortsea				
PROJECT	Alexandra Docks, Newport Hill & Smith Compound Development				
DRAWING TITLE	Proposed Site General Arrangements and Elevations				
DRG No.	CA13057 - 003	REV	A		
DRG SIZE	A1	SCALE	As Shown	DATE	27.06.24
DRAWN BY	PP	CHECKED BY	SJ	APPROVED BY	SW

wardell armstrong

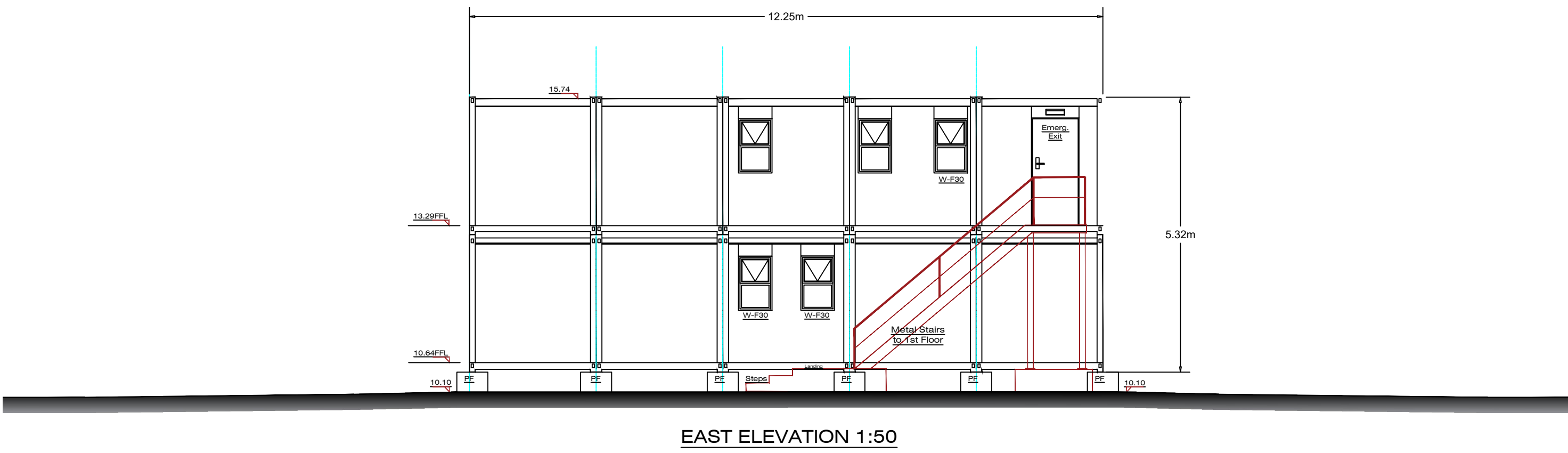
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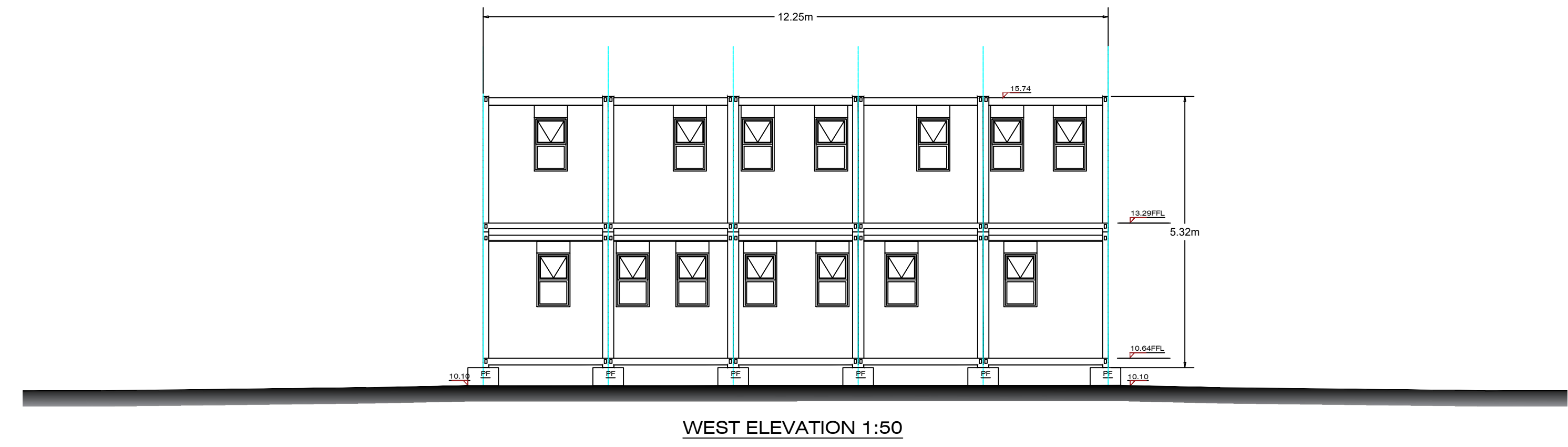
APPENDIC B – DRAWING CA13057-04



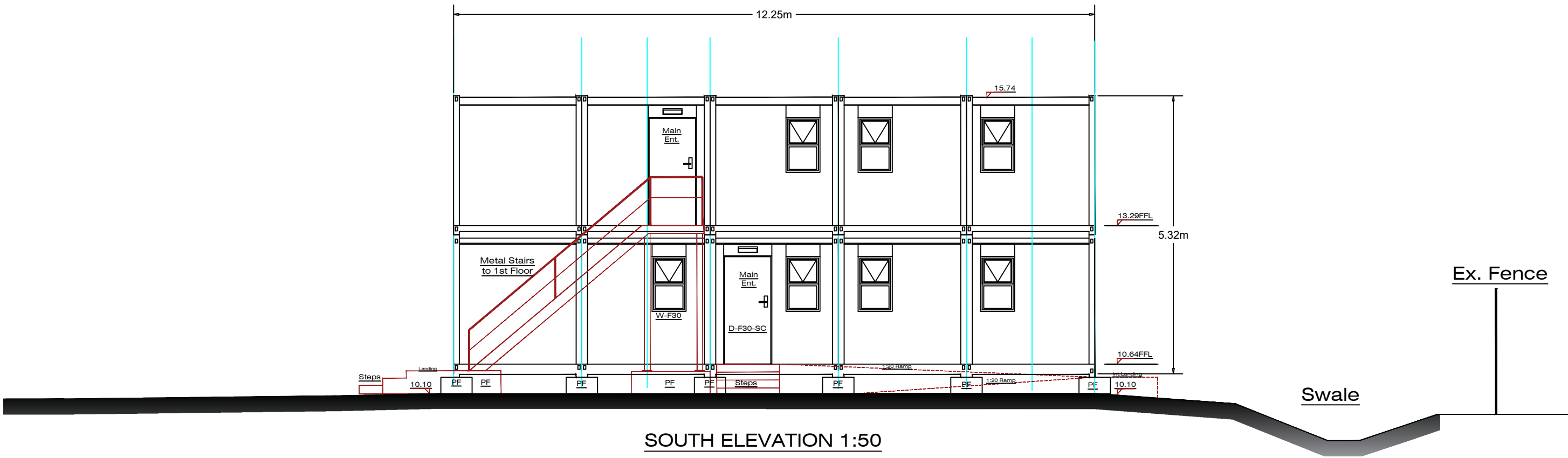
NORTH ELEVATION 1:50



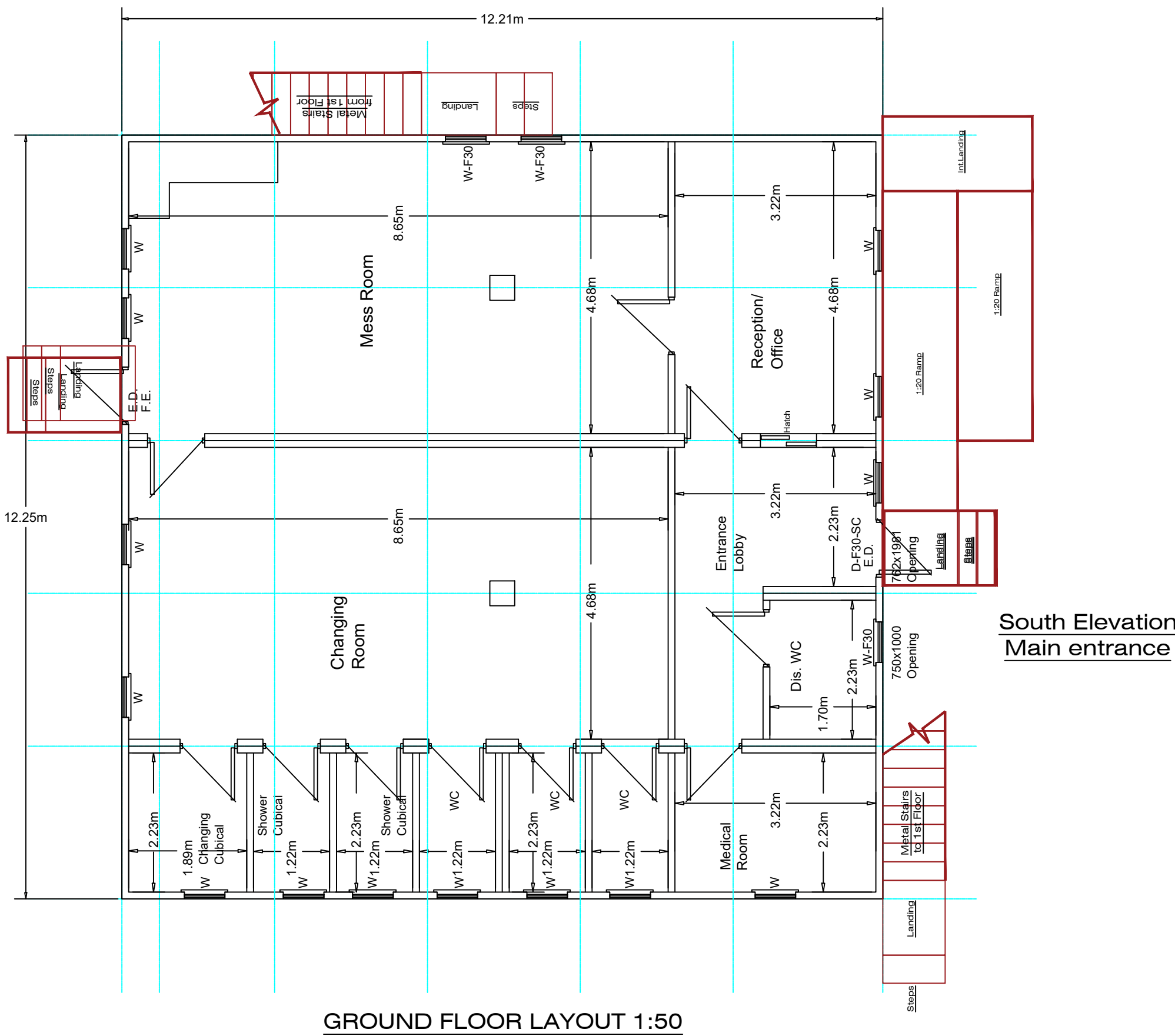
EAST ELEVATION 1:50



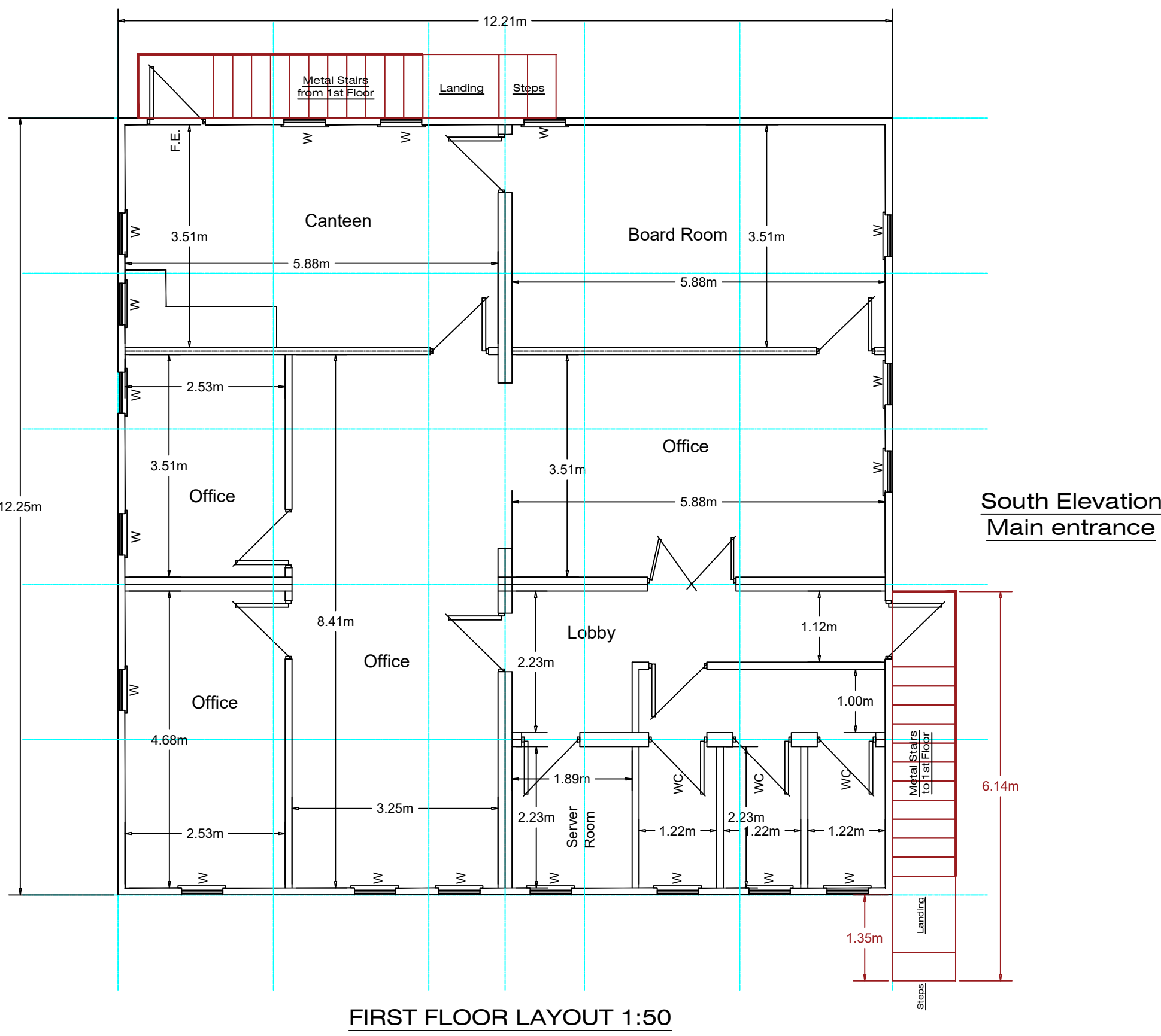
WEST ELEVATION 1:50



SOUTH ELEVATION 1:50



GROUND FLOOR LAYOUT 1:50



FIRST FLOOR LAYOUT 1:50

GENERAL:

1. All dimensions are in millimetres. All levels are in metres.
3. All structural elements, foundation pads and DCB walls are indicative only.
4. The design, installation and commissioning of the modular offices and amenities building to be responsibility of the specialist modular offices Contractor.
5. External finishes and trim colour to be determined in due course to meet with Hill & Smith's requirement.
6. W-F30 denote window with 30 minutes fire resistance construction.
7. D-F30-SC denote door with 30 minutes fire resistance construction, self-closing.

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 - CA13057-005 Proposed Drainage Layout

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