

Cooke, Jacob (Senior Planning Officer)

From: Llwyd Groves | Aquila Concepts <lgroves@aquilaconcepts.co.uk>
Sent: 13 November 2025 13:35
To: Cooke, Jacob (Senior Planning Officer)
Cc: carly; Brooks, Tracey (Head of Regeneration & Economic Development)
Subject: RE: Highway Response 25 0874 Pillbox Hall, 13A Church Street

Jacob,

Thank you for your email below and subsequent attachments.

Please see below the response from our client in this regard.

We thank the Highways Officer for the detailed comments and welcome the opportunity to provide further clarification regarding parking demand, drop-off arrangements and safe access in relation to the proposed change of use.

Scale of Provision and Staffing Requirements

Due to the limited size of the building and the nature of the proposed use, class numbers will be very small. Daytime provision will accommodate a maximum of 10 children, increasing to 15 children at peak times (evenings). This results in very low staff requirements with only two staff members on site at any one time. Consequently, only two dedicated parking spaces are required for staff. No on-site parking is proposed or required for visitors.

Parking Provision and Allocation

The building is owned by the Pill Millennium Trust, who also own the Pill Millennium Centre. All parking associated with the proposed use will utilise the Pill Millennium Centre car park, which is approximately a five-minute walk from the application site. This will operate as the main designated car park for both staff and any visitors who specifically require parking.

This arrangement will be clearly communicated at the point of booking and reinforced within the welcome information provided to all attendees.

In the event that parking at Pill Millennium Centre is busy, there are several public parking options nearby, including:

- Residential on-street parking on Church Street and surrounding streets (limited daytime availability),*
- The public car park at the bottom of Courtybella Terrace*
- The public car park at Mill Parade.*

Drop-Off / Pick-Up Arrangements

As with our main headquarters in Caldicot, the vast majority of users will utilise a drop-off/pick-up model with no need for parents to park. To prevent any build-up of vehicles, session times have been deliberately staggered, ensuring no crossover between classes.

Children arriving by car will be dropped at the front of the building, entering directly via the front entrance and lobby. Drivers will then continue along Church Street / St Michael Street / Clarence

Street / Potter Street to re-join the main road network. This forward-flow arrangement removes the need for turning manoeuvres and mitigates the risk of congestion.

Pedestrian Access and Safety within the Yard/Car Park Area

Visitors who park at Pill Millennium Centre and walk to the building will access the reception area via the side of the building. In these cases, children will be supervised by a parent or guardian at all times.

During informal consultation with adjacent businesses, it was confirmed that vehicle movements within the service yard are minimal, further reducing conflict risk.

All departures from the building will take place through the lobby door directly onto the residential pavement, ensuring pedestrians do not need to navigate through the shared service yard.

Sustainable Travel

Current usage data shows that over 35% of our existing service users walk to sessions, and we expect this proportion to increase at the proposed location, given the residential catchment. Sustainable travel will be proactively encouraged through incentivised pricing for those who walk, bike or use public transport.

A dedicated indoor storage area for scooters and bikes will be provided within the reception area to support active travel.

In summary, while we acknowledge the sensitivity of the surrounding roads and shared service yard, the very small class sizes, staggered timings, forward-flow drop-off system, and designated off-site parking at Pill Millennium Centre ensure that the proposals will not adversely impact highway safety or amenity. We trust that the above information provides sufficient clarity and addresses the concerns raised.

We remain committed to working with Highways to ensure safe, manageable and sustainable access to the site and welcome further communication should they have any remaining concerns.

Please could we kindly request you pass our response on to the highways officer.

With best wishes



Llwyd Groves
Managing Director

07714 160 551

01633 328 551

lgroves@aquilaconcepts.co.uk

Gryson House, The Grove, Pontllanfraith, NP12 2EQ

The content of this message is confidential. If you have received it by mistake, please inform us by an email reply and then delete the message. It is forbidden to copy, forward, or in any way reveal the contents of this message to anyone. The integrity and security of this email cannot be guaranteed over the Internet. Therefore, the sender will not be held liable for any damage caused by the message.

From: Cooke, Jacob (Senior Planning Officer) <Jacob.Cooke@newport.gov.uk>
Sent: 10 November 2025 06:11
To: Llwyd Groves | Aquila Concepts <lgroves@aquilaconcepts.co.uk>
Subject: FW: Highway Response 25 0874 Pillbox Hall, 13A Church Street

Dear L Groves,

Regarding the above site, the Highways Officer has requested some further information as attached.

Can you please provide the additional information by the 24th November?

Kind regards,

Jacob Cooke MRTPI
Senior Planning Officer / Uwch Swyddog Cynllunio
Adfywio a Datblygu Economaidd / Regeneration and Economic Development
Newport City Council / Cyngor Dinas Casnewydd
Civic Centre
Godfrey Road
Newport NP20 4UR
Telephone: 01633 831699

Please Note: I am currently working from home and may not always be reachable on this telephone number. Should you call and fail to get through, please contact me via email. I will aim to respond to all email enquiries by email unless alternative arrangements such as a call via Microsoft Teams are mutually agreed.

When submitting documents by email that are large or those that may contain macros such as Excel type files, it is advised that the sender should check separately with the case officer that the file has been received and not blocked by the Council's automated IT security systems. Wrth gyflwyno dogfennau dros e-bost sy'n fawr neu'r rheiny a all gynnwys macros, megis ffeiliau Excel, argymhellir i'r anfonwr gysylltu â'r swyddog achos i sicrhau fod y ffeil wedi'i dderbyn ac heb gael ei flocio gan systemau diogelwch TG awtomataidd y Cyngor

Nid yw cynnwys yr ebost yma yn ymrwngio Cyngor Dinas Casnewydd tuag at unnrhyw benderfyniad yn y dyfodol ynglun a cheisiadau a materion cynllunio / This email cannot and does not make or imply any commitment on behalf of Newport City Council to a particular decision on any future application for planning permission or any other planning matter.

NEWIDIADAU I'R FFIOEDD AR GYFER CEISIADAU CYNLLUNIO A CHEISIADAU CYSYLLTIEDIG - 01 RHAGFYR 2025 / CHANGES TO FEES FOR PLANNING AND RELATED APPLICATIONS - 01st DECEMBER 2025

Ysgrifennaf i'ch hysbysu bod Rheoliadau Cynllunio Gwlad a Thref (Ffioedd am Geisiadau, Ceisiadau Tybiedig ac Ymweliadau Safle) (Cymru) (Diwygio) 2025 ("Rheoliadau Ffioedd 2025") wedi'u cymeradwyo gan y Senedd ac wedi dod yn weithredol ar 20 Hydref 2025. **Bydd y ffioedd newydd yn daladwy ar gyfer ceisiadau cynllunio, diwygiadau, ceisiadau tybiedig, ac ymweliadau safle yng Nghymru o 01 Rhagfyr 2025.**

Cyhoeddwyd y **Ddogfen Ffioedd** ar ein gwefan, ac mae i'w gweld drwy'r ddolen ganlynol: [Ffioedd ceisiadau cynllunio | LLYW.CYMRU](#)

Please note that the Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) (Amendment) Regulations 2025 ("the 2025 Fee Regulations") were approved by the Senedd and came into force on the 20th October 2025.

The new fees will be payable for planning applications, amendments, deemed applications, and site visits in Wales from 01st December 2025.

*The **Fee Document** has been published on the Welsh Government website, and it can be accessed on the following link: [Planning application fees | GOV.WALES](#)*

Invalid Notices:

Please note that the Town and Country Planning (Fees for Applications, Deemed Applications and Site Visits) (Wales) (Amendment) Regulations 2025 ("the 2025 Fee Regulations") were approved by the Senedd and came into force on the 20th October 2025.

The new fees will be payable for planning applications, amendments, deemed applications, and site visits in Wales from 01st December 2025. This means that any applications invalid at this time will incur the new higher fee.

*The **Fee Document** has been published on the Welsh Government website, and it can be accessed on the following link: [Planning application fees | GOV.WALES](#)*

From: Jackson, Kevin (Traffic Transport & Development Engineer) <Kevin.Jackson@newport.gov.uk>

Sent: 07 November 2025 17:09

To: Cooke, Jacob (Senior Planning Officer) <Jacob.Cooke@newport.gov.uk>; NCC - Planning <Planning@newport.gov.uk>

Subject: Highway Response 25 0874 Pillbox Hall, 13A Church Street

Highway comments attached.

Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to delay.

Disclaimer/Ymwadiad

This email contains information intended for the addressee only and may be confidential, the subject of legal or professional privilege, or be otherwise protected from disclosure. If you are not the intended recipient of this message, please notify the sender immediately and do not disclose, distribute or copy the email to any other party. This email and any attached file are the property of Newport City Council.

When you email Newport City Council, you consent to the Council monitoring and reading any such emails for the purposes of security and legislative compliance. For the full disclaimer please access <http://www.newport.gov.uk/disclaimer>.

Mae'r e-bost hwn yn cynnwys gwybodaeth y bwriedir ar gyfer y derbynnydd yn unig a gall fod yn gyfrinachol, yn destun ragorfraint gyfreithiol neu broffesiynol, neu fel arall wedi'i diogelu rhag cael ei rhyddhau. Os nad chi yw derbynnydd bwriadedig y neges hon, a fydddechystal â rhoi gwybod i'r anfonwr ar unwaith a pheidio â datgelu, dosbarthu neu gopïo'r e-bost i unrhyw barti arall. Mae'r e-bost hon ac unrhyw ffeiliau atodedig yn eiddo i Gyngor Dinas Casnewydd.

Pan fyddwch yn anfon e-bost at Gyngor Dinas Casnewydd, rydych yn cydsynio i'r Cyngor fonitro a darllen unrhyw e-byst o'r fath at ddibenion cydymffurfio â diogelwch ac â deddfwriaeth. I weld yr ymwadiad llawn ewch i <http://www.newport.gov.uk/ymwadiad>