

INTERNAL MEMORANDUM

FROM: HIGHWAYS & TRANSPORT DEVELOPMENT MANAGEMENT; ENVIRONMENT, ASSETS AND TRANSPORT SERVICES

Application No: 25/P/0530/FUL

Development Control Case Officer: Andrew Stevenson

Location: 14 Waterloo Street, Ground Floor 16 Waterloo Street, and 66 Palmer Street, Weston-super-Mare

Proposal: Proposed change of use of 14 Waterloo Street from a charity shop (Use Class E) to a place of worship and education centre (Use Class F1) for the Weston Islamic Education Centre/Mosque. External alterations include the installation of new doors and windows to the rear (Palmer Street elevation), as well as the addition of a raised roof light on the flat roof of 66 Palmer Street. The proposal also includes internal reconfiguration works to form 2 no. self-contained flats across the first and second floor levels of 14 Waterloo Street.

Addendum dated 5 February 2026, Initial comments dated 21 August 2025

Recommendation

No objection (subject to below comments, conditions and recommendations)

Conditions Required

- Travel Plan
- Secure cycle parking
- Construction Management Statement

Recommendations to Applicant

- Early contact with Network Management Team

Formal comments from Highways & Transport Development Management

Addendum dated 5 February 2026

A parking survey demonstrating the availability of parking in the vicinity of the site has not been provided, nor has any information been submitted regarding cycle parking provision. Although the exact capacity has not been provided, the HA considers that there is likely to be a level of available free and paid on-street parking available in the area (see below) and there are a number of public car parks located close to the site. These include Grove Park Car Park (approximately 230 metres away) and The Sovereign Car Park (approximately 280 metres away), which has a total capacity of 850 spaces. Although this is beyond the 200m optimum walking distance, these facilities may partially mitigate the identified shortfall in on-site parking provision.



It is also noted that existing traffic management measures, including double yellow line restrictions, are in place on surrounding roads. These restrictions are subject to enforcement and are therefore expected to limit the extent of inappropriate or obstructive parking in the area.

Furthermore, as set out in initial comments by the HA, the site is in a highly sustainable location. It is within close proximity to several bus stops, including the Weston-super-Mare bus interchange approximately 450 metres away (around a six-minute walk), which provides frequent bus services across the local area and wider region.

The HA requires a Travel Plan is secured by condition, it must set out clear objectives and modal-shift targets, with a time-bound programme for implementation, monitoring, review, and updates. The plan must promote alternatives to private car use to help mitigate parking pressures and include regular monitoring of parking activity and address any emerging issues. The appointed Travel Plan Coordinator must communicate with visitors on a regular basis and oversee the monitoring, promotion and enhancement of measures to support walking, cycling and public transport and reduce trips by private car.

Initial comments dated 21 August 2025

Summary

The development site consists of an existing mosque and Islamic centre, a former charity shop, a dwelling area and a two-storey building located between Waterloo Street and Palmer Street.

The applicant is proposing to expand the existing centre by integrating three previously separate units, including a change of use at 14 Waterloo Street from a former charity shop (Use Class E) to a place of worship and education centre (Use Class F1), and by dividing the existing residential unit into 2x 2-bedroom flats.

Parking Assessment

Further information required

Comments:
Cycle Parking

Local cycle parking standards are set out in the North Somerset Parking Standards SPD and outline the minimum required number of cycle parking spaces for non-residential development, specifying for places of worship and cultural centres: 1 cycle parking space per 6 staff (minimum of 4 spaces); and 1 space per 25sqm. Furthermore, Policy DM28 of the Sites and Policies Plan states that development proposals should meet the council's standards for the parking of bicycles. In line with the Department for Transport's Local Transport Note 1/20 *Cycling Infrastructure Design* (July 2020), 5% of the total proposed cycle parking spaces should be provided for non-standard cycles to accommodate people with mobility issues. Further information and specific guidance can be found within the North Somerset Parking Standards SPD.

Plans do not indicate any cycle parking provision. Section 5.1 of the Design and Access Statement refers to existing external cycle parking availability away from the site; however, this does not satisfy the requirements of the North Somerset Parking Standards SPD. In accordance with Principle 21, designated cycle parking must be provided on-site for each new development. The SPD sets out minimum standards that apply individually to all new proposals, and existing facilities at other sites cannot be counted toward meeting these requirements.

Where on-site provision is not possible, payment in lieu to the council will be sought for the provision of cycle parking in an alternative location plus 10% for maintenance. In such cases, the council will then, where possible, provide a cycle parking facility in the vicinity of the development. Alternatively, on-street solutions, such as cycle 'hangars' should be considered and discussed at the application stage.

For 414sqm of GFA development for a place of worship, the requirement would be 17 cycle parking spaces, plus 1 space for 6 members of staff. **The applicant should submit revised plans demonstrating 18 cycle parking spaces.**

Vehicle Parking

Local car parking standards are set out in the North Somerset Parking Standards SPD and outline the minimum required number of car parking spaces for non-residential development, specifying for places of worship 1 car parking space per 10 seats or per 10sqm open hall area. For residential development, it specifies 3 car parking spaces for a dwelling with 4 bedrooms. Furthermore, Policy CS11 of the Core Strategy states that adequate parking must be provided and managed to meet the needs of anticipated users (residents, workers and visitors) in usable spaces.

According to the North Somerset Council Parking SPD, for the development of a place of worship, 414 sqm GFA would require 42 car parking spaces, and for the 2x 2-bedroom flats, the parking requirement would be 4 spaces; a total parking requirement of 46 spaces. Plans indicate no parking provision for the proposed development.

It should be taken into consideration that in accordance with the North Somerset Parking Standards SPD, for the existing charity shop (area 414sqm), the parking requirement would be 21 spaces based on a parking requirement of 1 space per 20sqm GFA for shops, and 3 spaces for the 4-bedroom flat. Therefore, the parking requirement at the current site would be 24 spaces.

Proposals would therefore increase this parking deficiency by **22 spaces** (requirement of 46 spaces for proposals, deducting the 24-space existing deficiency).

In line with the Parking Needs Assessment included within the North Somerset Parking Standards SPD at appendix B, the council may consider low-car developments in highly accessible locations, less reliant on private vehicles and well served by both public and active modes of travel. The North Somerset Council Parking SPD states that "the council will permit provision below the required parking standard where it is demonstrated to the satisfaction of the council that a

development is highly accessible by alternative modes of transport and there will be no unacceptable impact on non-street parking or highway safety.”

An indicative Non-Residential Parking Needs Assessment has been conducted at the development site. This assessment has been measured against both proposed pedestrians access points, as they are located on different streets; the main men’s entrance on Palmer Street and the main women’s entrance on Waterloo Street. This assessment achieves respective scores of **24** for the men’s entrance and **26** for the women’s entrance. A score of between 21 and 26 on the Parking Needs Assessment would classify the location of the site as ‘Moderate’ and allow for a discount of between 15-25% of the parking requirement. In this case, the parking requirement could be reduced by 6 spaces (25% of parking requirement), resulting in a site parking requirement and therefore deficiency of **17 spaces**.

The applicant has not submitted a transport assessment or travel plan and has not included any evidence of available parking spaces near to the site to account for this deficiency. Principle 13 of the North Somerset Council Parking Standards SPD states that “parking spaces on the public highway within a 200m walking distance of the site may count towards the parking standard if the applicant can demonstrate that it has unused capacity, there is no opportunity to provide car parking closer to the site and it would not unacceptably impact on existing on-street parking provision or on the safety or operation of the public highway”. While Section 5 of the submitted Design and Access Statement demonstrates car parks in the vicinity of the area and includes a list of local streets with available on-street parking, the applicant has not provided any demonstrable evidence of parking availability within 200m of the site.

Parking Services colleagues have advised that the site is located in one of the busiest parts of the town centre for parking. They have expressed concerns that the proposals could lead to increased vehicle use, obstructing neighbouring access points and other road users, and are likely to worsen existing parking pressures.

Unused capacity and the impact of an increase in demand for on-street parking should be demonstrated through parking surveys undertaken during the operational hours of the development on a sample week and/or weekend. The survey should, as a minimum, indicate how many spaces (measured in accordance with the dimensions outlined in Principle 2) are unoccupied at different times on different days and be supported by appropriate plans and corresponding photographs. Prior to undertaking any parking survey, developers should confirm the details of the proposed survey (roads to be surveyed, single/ both sides of the carriageway, survey times etc) with the Highway Authority. The applicant must demonstrate that there is sufficient unused on-street parking capacity (or third party land they will be able to use for parking) within 200 metres walking distance of the site through the undertaking and submission to the Highway Authority of a **parking survey**. The survey should be carried out during the operational hours of the development, including peak periods associated with mosque prayer times on a sample week and weekend. The survey should, as a minimum, indicate how many spaces (measured in accordance with the dimensions outlined in Principle 2 of the Parking Standards SPD) are unoccupied at different times on different days and be supported by appropriate plans and photographs. **Further information required.**

Network Management Team

For information

Comments:

Contact the Network Management Team (01934 888802 or streetworks@n-somerset.gov.uk) for Licences for scaffolding, hoarding & fencing, excavation, temporary arrangements involving retaining walls, mobile elevating work platforms (MEWPs) and builders materials that may be

required on the highway as soon as possible. The Highway Authority does not accept roll on roll off skips on the highway.

Any works carried out by or for a developer which affects the public highway in any way (affecting the carriageway for vehicles/cyclists or pedestrians on the footway) must be co-coordinated in accordance with the New Roads and Street Works Act 1991 (NSWRA 1991) and the Traffic Management Act 2004 (TMA 2004) to minimise disruption to users. Developers are also required to liaise/seek authorisation from the NSC's Network Management Team (email; streetworks@n-somerset.gov.uk or phone 01934 888802) at least one month in advance of the works affecting the highway. For road closures or formal restrictions required to undertake the works, a minimum of three months' notice will be required.

Construction Management Statement

Please condition

Comments:

Taking into account the confined area of the local highway network and the volume of material that may need to be removed/brought to site, the Highway Authority would request that a site appropriate level Construction Management Statement is submitted to the Highway Authority for approval prior to the commencement of works on site. This should include details of:

- a) site deliveries and storage of materials
- b) managing any complaints arising from the works
- c) maintaining access to neighbouring properties
- d) communication to neighbouring properties before construction
- e) car parking for operatives/visitors to site
- f) times of site operation

Please **condition**.