

Swindon cycle parking standard



SWINDON
BOROUGH COUNCIL



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Contents

- 1.0 Introduction
- 2.0 The importance of cycle parking
- 3.0 Principles of cycle parking.
- 4.0 Short-and long-term needs
- 5.0 The Sheffield stand
- 6.0 Other recommended forms of cycle parking
- 7.0 Other forms of cycle parking – limited use
- 8.0 Other forms of cycle parking – not recommended
- 9.0 Weather protection
- 10.0 Extra security
- 11.0 Signs
- 12.0 Maintenance and management issues
- 13.0 Planning and legal issues
- 14.0 Other ways to encourage cycling

Appendices

- A Minimum levels of cycle provision
- B Suppliers of cycle parking and related equipment
- C Conservation areas in Swindon
- D Useful contacts

1.0 Introduction

This cycle parking standard provides essential guidance for

- developers
- land-use planners
- school / workplace travel planners
- building / site / facility managers
- architects
- engineers

The document explains why cycle parking is important and the key principles underpinning cycle parking provision. Specifications are provided for “Sheffield stands” – one of the most basic, but also one of the most effective forms of cycle parking. Diagrams show how to fit and to space Sheffield stands correctly.

Other forms of cycle parking that are approved for use in Swindon are described; so too are designs that are not considered good practice and that are not approved for use. The following “traffic light” format is used:

Red light.

The products described have severe limitations and are not recommended.



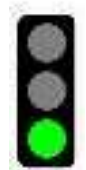
Amber light.

The products described are useful in certain contexts for short term cycle parking.



Green light.

The products described are fit for purpose and are recommended.



As well as cycle parking, the cycle parking standard explains other measures that organisations such as employers should consider to encourage more of their people to travel by bicycle.

The design and layout of cycle parking facilities is more complex than many people realise. However, by following the guidance in this document costly mistakes may be avoided and developers can be confident that they are fully discharging any requirements concerning cycle parking imposed on them by the planning process.

2.0 The importance of cycle parking

Good quality cycle parking is important for a number of reasons:

Crime prevention

Cycle parking stops bikes being stolen. Cycle theft is a nationwide problem with up to half-a-million bikes being taken every year. Much of this is opportunistic and can be prevented by locking the bike to an immovable object. Proper stands make it possible for users to secure both the bike frame and a wheel.

Enclosed forms of cycle parking [see section 8.0] prevent bikes being vandalised or robbed of their components.

Cycle promotion

Good quality, simple to use parking makes cycling easier and more enjoyable. This, in turn, encourages more cycle use.

Well designed, attractive facilities help to raise the status of cycling. They signal that cyclists are welcome and that the bicycle is a legitimate form of transport. Again, this encourages more people to give it a try.

That positive image can also rub off on the organisation providing the facilities. Rows of bikes outside a building suggest that the people inside are environmentally aware, healthy and energetic!

Good design

Cycle parking is an opportunity to enhance a building's appearance. Facilities should not be hidden away, they should be located where they make an impression. Bike parking can be exciting and very attractive.

The presence of proper cycle parking can deter people from leaving their bikes in appropriate places or bringing them into buildings where they may be a nuisance or hazard.

3.0 Principles of cycle parking.

Easy to find. Cycle parking should be located in prominent locations where it is easy to see and to reach. If the parking is in a less-than-obvious location it needs to be clearly signposted.

Easy to access. Parking should be located as close as possible to the cyclists' destination (less than 30 metres is often cited as the maximum distance). If the cycle parking serves a particular building it should be close to the main entrance. If more than one entrance is used, parking should be provided at each one. The cycle parking should be easy to reach without having to negotiate tortuous one-way systems across car parks, lengthy detours, steep ramps or steps.

Easy to use. Cycle parking should be of a type that is easy to understand and to use. It should accommodate all types of cycle, including small wheeled bikes, children's cycles, and, ideally, tandems, tricycles, and bike trailers. Such machines will arrive at some point! Stands should be well laid out with ample space between them. Avoid types of parking that require bikes to be lifted or up-ended.

Secure. No one will use a cycle parking facility if they think their bike is likely to be tampered with or stolen. Choose locations that have a good level of informal surveillance: for example beneath a window or close to a busy reception area. If a site has CCTV, the cameras should be positioned to give a good view of the cycle parking. Fit high quality cycle stands that enable users to lock both the bike's frame and a wheel. If theft is a serious concern provide a lockable shelter, a gated compound, or cycle lockers.

Plentiful. Provide sufficient cycle parking places to meet current demand plus some spare capacity to accommodate new cyclists. On large sites it is preferable to have small clusters of stands in a number of locations rather than everything in a single central point.

Attractive. Cycle parking facilities should be well designed, welcoming and appealing. Choose a high status location (the main entrance, the front of the building) rather than a low status one (behind the bins, the far end of the car park). Stands should be installed on solid surfaces (tarmac, concrete, paving slabs, etc), never on unsurfaced ground or on grass, because this rapidly wears down and becomes muddy and unpleasant. Cycle parking does not require a lot of maintenance and management, but it does require some. This should be factored in at the design and commissioning stage [see section 11.0]

4.0 Short-term and long-term needs

Cyclists come in all shapes and sizes, and people choose to travel by bike for a variety of reasons. However, for the purposes of planning cycle parking it is useful to think in terms of creating short term and long term parking facilities, because people have slightly different priorities at each.

Short term cycle parking is required at shops, libraries, cafes, surgeries, cinemas, etc. These are destinations where bikes are likely to be left for a few hours at most, quite possibly for just a few minutes.

People cycling to such places need the parking to be

- Easy to find and easy to access, otherwise they will simply lock their bikes to the nearest signpost, railings or in other inappropriate places. The cycle parking should be placed as close as possible to the destination.
- Security is, of course, important, but this will be provided by the cyclist using their own lock to secure the bike to an immovable object such as a bike stand.
- Weather protection is appreciated but is not vital.

In such locations parking is typically provided by Sheffield stands [see section 5.0] or similar devices, prominently positioned and properly spaced.

Long term cycle parking is required at employment sites, railway stations and transport terminals, educational establishments, and tourist destinations (where people want to lock up and then explore adjacent attractions). In such places bikes are likely to be left for several hours, and quite possibly overnight.

People cycling to such destinations need the cycle parking to be

- Very secure. Bike owners will secure their bikes with their own lock, but they want the bike to be safe from being vandalised or being robbed of its components.
- Covered. Bikes left in the rain for long periods start to corrode and saddles soak up water.
- Facilities should, of course, be easy to access, but because of the premium they place on security, bike owners are often prepared for a short walk from the long term parking facilities to their ultimate destination. They are also more likely to accept the requirement to register, or pay a small fee, or leave a deposit before gaining access to a facility

In such locations parking is typically provided by cycle shelters, lockable compounds, cycle lockers or similar arrangements. [See section 9.0]

Many places will have a need for both short-term and long-term facilities. Railway stations for example, should have bike stands providing short-term parking outside the ticket office, and long-term ultra-secure cycle storage elsewhere on the site. Employers will need secure, covered, long-term parking for staff that bike to work and short term facilities for visitors and service users.

5.0 The Sheffield stand



Named after the city where it was first used, the Sheffield stand has gradually become the nation's default cycle parking device. They are approved by all UK local authorities, all cycling organisations and are preferred by most cyclists. As well as being one of the best forms of cycle parking, they are also one of the simplest and cheapest.



The stand is formed from an **n** shaped steel tube. Each stand supports two bikes. Cyclists simply lean their bikes against the stand and then secure both the frame and a wheel using a D-lock or cable lock.

Key dimensions [Design Portfolio C.04 Cycle Parking, Cycling England, March 2009] are:

Length 700-1000mm (700mm recommended) Shorter stands do not provide sufficient support and bikes may topple over.

Height 750mm (+/-50mm). Lower stands do not support bikes properly and they may topple over. Taller stands offer fewer locking options.

Tube diameter 50-90mm. Cyclists will not be able to fasten their D-locks around tubes with a broader diameter.

Corner radii 100-250mm.

Sheffield stands are available in two different forms: those that are anchored by being sunk into the ground (sometimes called root fixing or sub-fix) and those that are bolted down. Sink in stands should be embedded to a depth of 300mm and concreted into place. This is the preferred type of stand. Bolt down stands have base-plates at the foot of each post and are fixed to the ground using expansion bolts, usually two per base-plate. Bolt down stands are only suitable for fastening to a solid concrete surface; they should never be used on tarmac, slabs, block paving or other types of surface as the bolts will work loose or crack the paving if the stand is rocked. Bolt down stands have a further disadvantage of being vulnerable to thieves or vandals undoing the bolts.



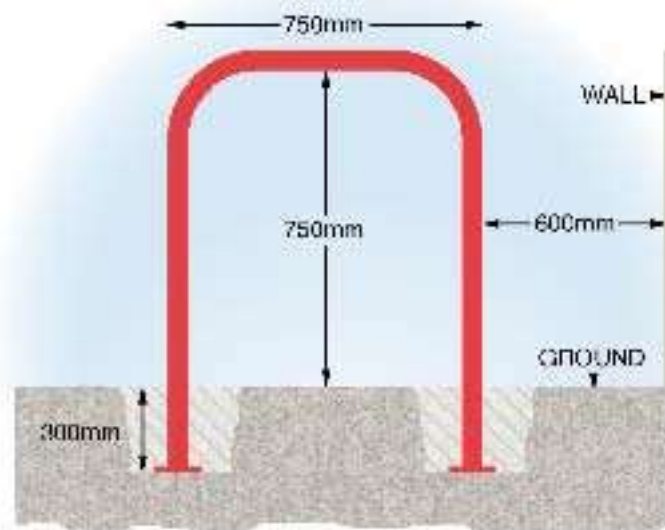
Sheffield stands, are made either from mild steel or stainless steel. Mild steel versions are the cheapest. They will be protected from rusting either by being painted, galvanised or plastic coated (manufacturers call this powder coating). The coatings are available in a range of colours enabling stands to match corporate colour schemes.

Stainless steel Sheffield stands are more expensive than mild steel, but have the advantage of being maintenance free and very long-lasting. They will not rust or tarnish, and many people find the silver finish very attractive. They look like (and indeed are) a high quality product.

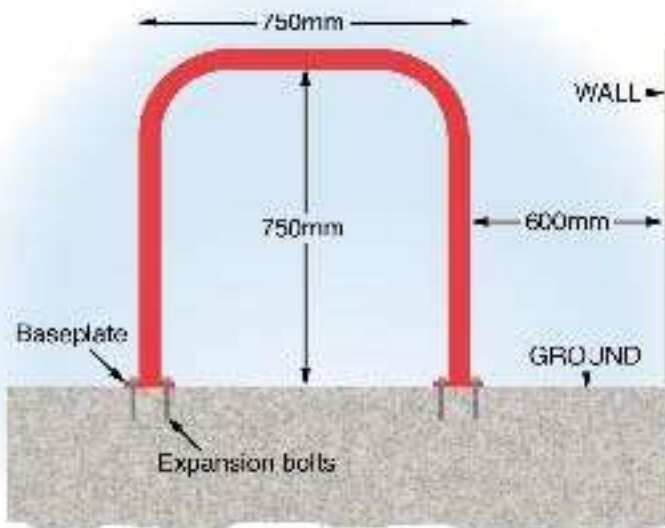
It is absolutely essential that Sheffield stands are spaced correctly. This is quite easy to achieve but instances of incorrect installation abound. The mistakes most often made are to cram stands into small spaces, to install them too close together, to install them too close to a wall or a kerb, or to place them in locations where the stands, and bikes fastened to them, are vulnerable to being damaged by passing vehicles.

The diagram below shows how to install and space Sheffield stands correctly.

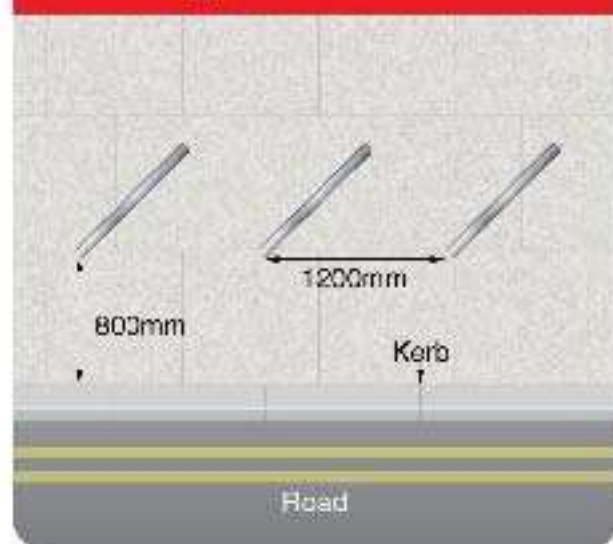
Classic sub-fix Sheffield stand:



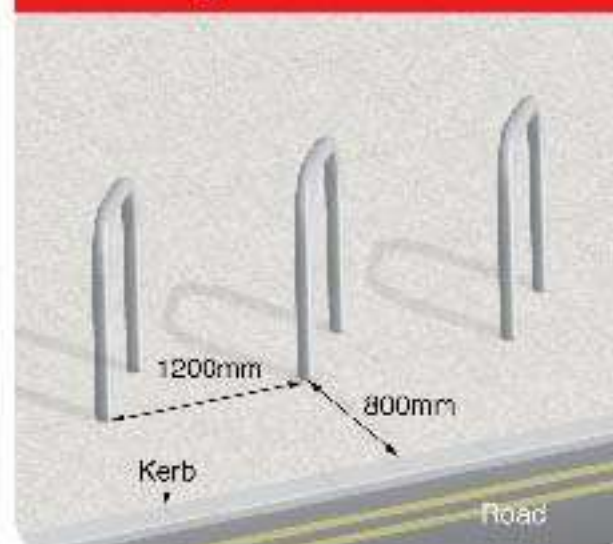
Bolt-down fix Sheffield stand:



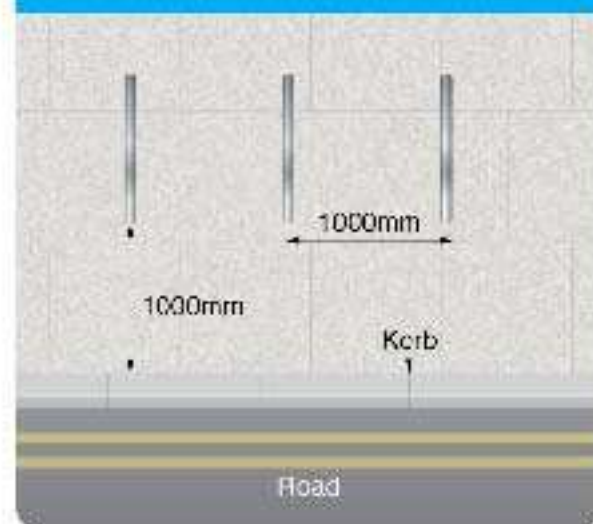
At 45 degrees to kerb



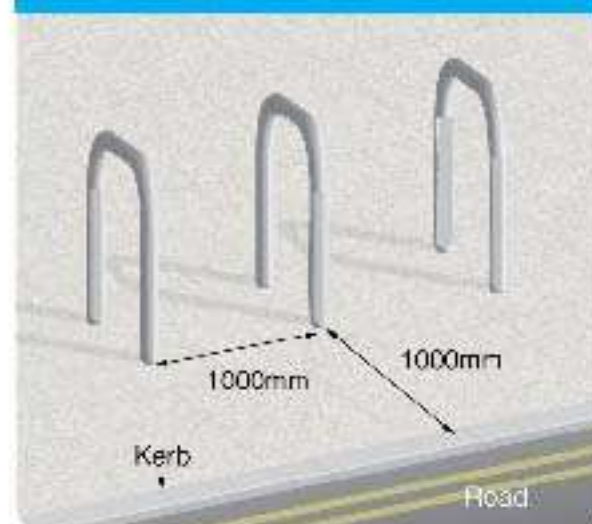
At 45 degrees to kerb



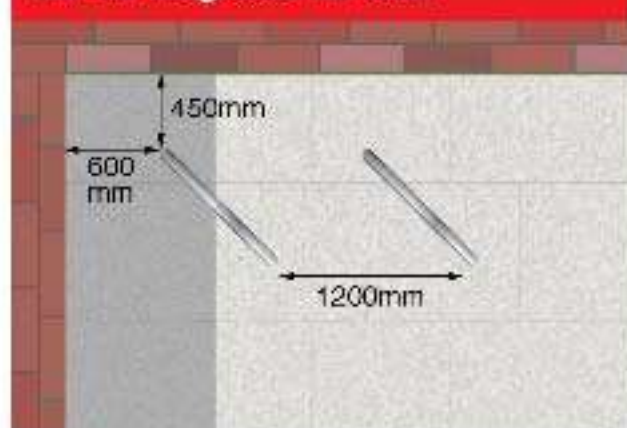
At 90 degrees to kerb



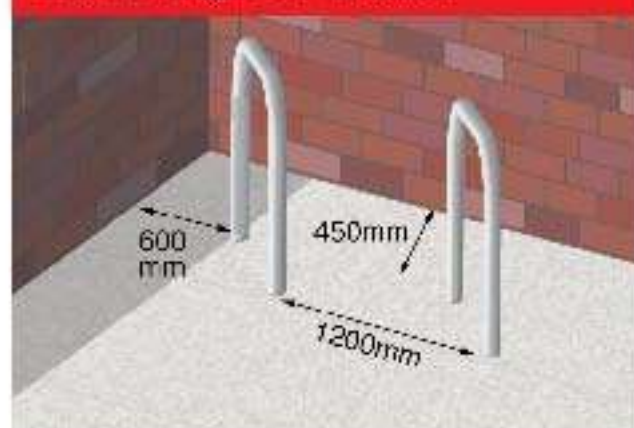
At 90 degrees to kerb



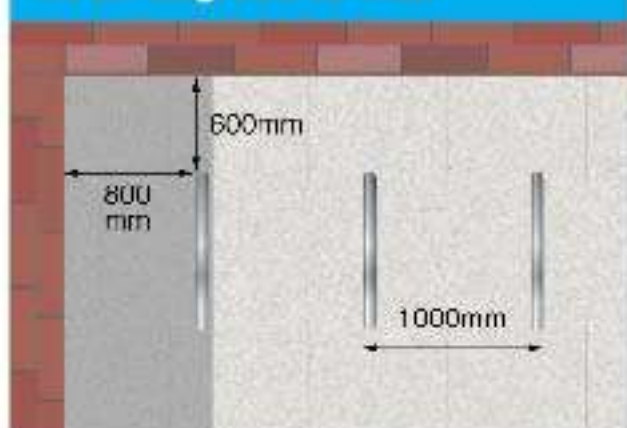
At 45 degrees to wall



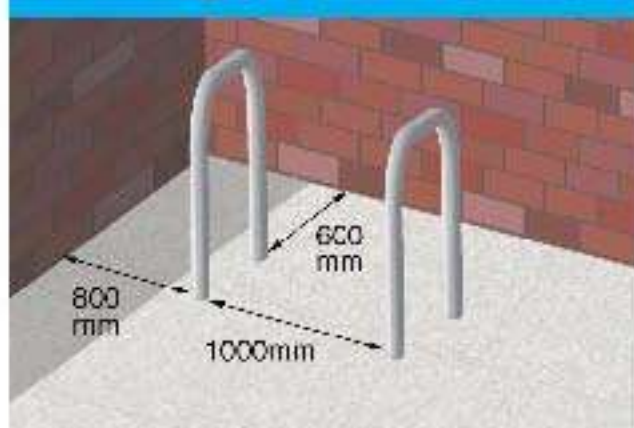
At 45 degrees to wall



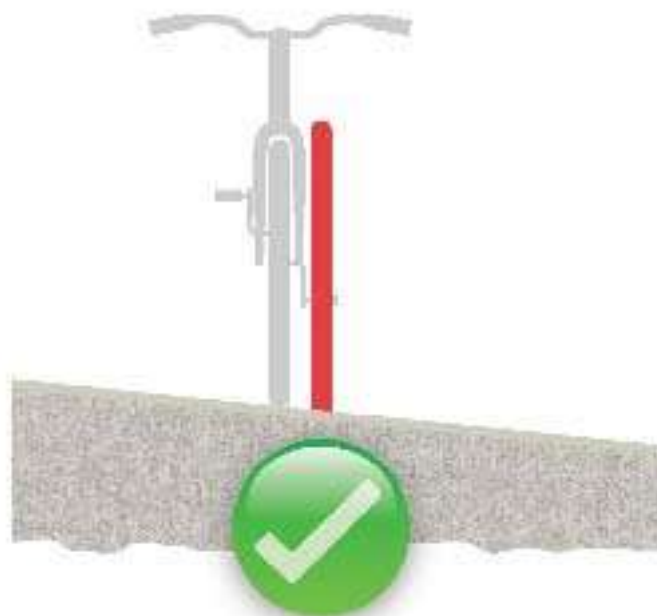
At 90 degrees to wall



At 90 degrees to wall



Stands should be installed on level ground. A slight slope is acceptable but in such circumstances the stands should be aligned at right angles to the slope to prevent bikes from rolling away.



6.0 Other forms of cycle parking -recommended



Manufacturers have reinterpreted the basic Sheffield stand design in many different ways, some more successful than others. The essential requirement is that the stand supports bikes properly and enables a lock to be threaded through one of the wheels and the bike frame. Some of the better Sheffield stand variants are listed below together with other forms of cycle parking that are approved for use.



Stand with additional rail. This is more pedestrian-friendly than the standard Sheffield stand. It has fluorescent bands and a horizontal “tapping rail” close to ground level to aid visually impaired people. The panel can also display a parking symbol or other logo.



Photograph [ParkThatBike](#)



Sloping top tube. Stands of this shape accommodate both adult and children’s bikes. The slope prevents people climbing on to the stand.



Photograph [ParkThatBike](#)



The CaMden stand. An award winning design that enables the frame and both wheels to be secured easily.

The dip in the top tube deters bike owners from simply locking the bike's cross bar to the stand.



Photograph [ParkThatBike](#)



Toast-racks. A number of Sheffield stands may be linked together by horizontal rails at ground level. The resulting device, known as a toast-rack, may be bolted down or left free standing.



Toast-racks can be a useful way of providing temporary cycle parking, or for installing in locations where sinking stands into the ground is not an option, for example within a listed building. As with regular Sheffield stands, the stands should be at least one metre apart.

Photograph Lockit Safe



Photograph Simbars



Wall mounted cycle parking. In places where there is insufficient space to fit stands in the ground, or where the property owner controls the building but not the land around it (shops with no frontage for example) wall mounted cycle parking devices should be considered.



There are various designs to choose from. The most versatile are steel rails or loops mounted 600mm from the ground. At this height it is possible to thread a lock through both the bike's frame and a wheel. Wall mounted cycle parking is not commonplace, so consider adding signs to indicate the presence of the facility.

Photograph Broxap



Two tier cycle racks. Several manufacturers produce wall-mounted or free-standing racks that store bikes on two levels. They are useful in locations with substantial demand for cycle parking but limited space. Some cyclists will find the complexity of such devices off-putting, and some may find them difficult to use.



The security of these devices is generally limited which restricts their application to workplaces, in compounds or cages that are already secure. Maintenance and vulnerability to misuse are additional issues that make them less suitable for public parking.

Photograph Cycle-Works

7.0 Other forms of cycle parking - limited uses



The devices listed below are alternatives to the classic Sheffield stand that are considered to be fit for purpose, but which have a few limitation. They are approved for use to provide short term cycle parking.



The **Plantlock** is a plant container with toughened steel loops either side to which bikes can be locked. The weight of the soil in the trough discourages people from moving them, and they can be bolted to the ground through the drainage holes to enhance security further.



Useful for temporary or short term cycle storage.

Photograph Front Yard Company



The **Cyclehoop** enables existing posts, signs and lighting columns to double as cycle parking, provided of course, that the posts are situated in a safe and convenient location. The disadvantage is that bikes locked in this way are not supported fully and may topple over.



Useful for short term cycle storage.

Photograph Cyclehoop



Novelty stands. Some very imaginative variations of the Sheffield stand are available. At their best they are appealing and visually striking while still being fit for purpose.



The risk however, is aesthetic considerations override practicality and that the stands are difficult to use, or that they do not support bicycles properly. Novelty stands are also likely to be considerably more expensive than traditional stands.

Photographer unknown

8.0 Other forms of cycle parking - not recommended



Many designs of cycle parking are available which appear to be more space efficient, more stylish and more cost effective than the classic Sheffield stand. In practice these devices are barely fit for purpose and are likely to be ignored by cycle users, meaning time and money wasted. These devices are not approved for use.



Butterfly stands or wheel grips. These devices come in a variety of forms. All have serious disadvantages:

- They offer a very low level of security. Bikes can only be locked through the front wheel; and most modern bikes have wheels that are easily detached.
- They do not fit all bike types. Those with small wheels, with narrow tyres, or with wide off-road tyres often do not fit within the grip.
- They do not support bikes properly meaning they can topple over resulting in wheel damage.



They are nicknamed “wheel-benders” by many cyclists and the devices are widely disliked. Do not fit this type of cycle parking.



Photographs [ParkThatBike](#)



Wheel-and-channel racking. Devices of this type are relatively space efficient, but they have several disadvantages:

- They provide no opportunity to secure the bike's frame.
- Bikes are not properly supported and may topple over.
- Wide tyres may not fit the channel.
- They require the bike to be lifted and may therefore be unsuitable for users who lack the physical strength

Do not fit this type of cycle parking.



Narrow stands. These resemble Sheffield stands but do not provide sufficient support for the bike frame. Do not fit this type of cycle parking.



Photograph [ParkThatBike](#)



Slotted slabs. In theory a wheel slips into the slot and the bike stays upright. In practice, the slots fill with dirt and litter, they do not support the bike properly, they scratch wheel rims and provide no means of securing the bike with a lock. Do not fit this type of cycle parking.



Photograph [ParkThatBike](#)



Cycle pin. Many architects and designers find the minimalist lines of this type of device appealing, but they do not support bikes properly. Do not fit this type of cycle parking.



Photograph [ParkThatBike](#)



High density racks. This type of parking is space efficient, but inserting and securing a bike can be difficult, especially when the racks are crowded. Cables may be snagged and paintwork scratched. The racks

offer little or no opportunity to lock both the bike's wheel and frame.



Photograph [ParkThatBike](#)

9.0 Weather protection

Weather protection is always appreciated by cyclists, and for long-term cycle parking it is essential. Bikes stored outdoors are vulnerable to rust, and saddles and luggage tend to soak up rainwater. It is sometimes possible to fit cycle stands under an existing awning or an overhanging roof. Alternatively, a canopy or, better still, a three-sided shelter can be installed. Various designs are available. Some come complete with stands in “toast rack” formation [see section 6.0]. If choosing this type be sure to check that the stands are spaced correctly, with one metre between the stands.



Clear canopy. Structures glazed with clear, acrylic panels give the cycle parking facility a light and airy feel, and they are usually the cheaper option.



Photograph Broxap

Metal canopy. All-metal canopies are a more robust option and are the preferred choice for areas at risk from vandalism.



Photograph [ParkThatBike](#)



Three-sided shelter. Structures of this type offer a good level of weather protection. They benefit from being installed so as to face the prevailing wind thereby reducing the amount of rain being blown into the facility.



Photograph Broxap

10.0 Extra security

Long term cycle parking needs to have a high level of security [see section 4.0] and there are various ways this can be achieved. It can be provided inside an existing building, possibly by adapting a redundant space. Alternatively, bespoke cycle stores or prefabricated shelters can be constructed outside.

All lockable facilities require a management system to ensure that only legitimate users can gain access. The choice of locking mechanism is important. With old fashioned hasp/staple/padlock arrangements there is always the likelihood of keys being lost or misappropriated. Digital keypads are better although, again, there is the risk of access codes being passed on to unauthorised people. Electronic locks, opened by cards or tags that carry a unique code for each user, are the most secure arrangement.

Space within lockable facilities is likely to be at a premium; so when a person no longer needs a cycle parking space it should be made available to others. Enclosed facilities require regular cleaning and maintenance [see section 11.0]. Users sometimes develop bad habits: wedging doors open so that friends can get in, or storing more than one bike in the facility. This can be discouraged by regular inspections and by on-going education. A code of conduct that spells out essential do's and don'ts may also be helpful.



Lockable cycle shelters. Various styles and a wide choice of materials are available.



Photograph Broxap



Photograph Broxap



Photograph SBC



Cycle lockers are common in mainland Europe and are becoming more so in the UK. Older designs of locker are secured by the bike user with their own lock (this is not ideal as people sometimes “claim” a locker but then fail to use it); more modern designs have integral locks and users are given, or rent, a key or electronic smart card.



Lockers offer several advantages over other forms of cycle parking:

- ☑ Bikes are protected from the weather and from being tampered with. ☑ Cyclists can store items such as lights and luggage along with the bike.
- ☑ They are a flexible, modular form of cycle parking. As demand grows, simply add more lockers.
- ☑ They offer a very high level of security. The better lockers are made from extremely tough materials and have locks that are resistant to being picked or forced. Lockers are particularly useful in locations where bicycles are to be left overnight or for lengthy periods.

- ☑ They are a high status form of cycle parking – a personal parking garage – and are usually greatly appreciated and valued by those who use them.





Vertical cycle lockers can be useful where floor space is limited, but they require people to up-end their bikes, and not everyone finds this easy.



Photograph Bikeaway



Cage –type lockers have a rather stark, utilitarian appearance, but they can be an effective way to enhance security. Cages installed out of doors will need the addition of a roof panel to provide weather protection.



Photographer unknown

11.0 Signs

Good facilities in prominent places will be easy to find. However, by necessity, some cycle parking is situated in less-than-obvious locations. In such cases signs are needed to make people aware of the facility's existence and to encourage them to use it.

Signs are particularly useful if a novel or unusual type of cycle parking has been installed (for example wall mounted rails) as many people will be unfamiliar with such devices. Similarly, in the case of lockable forms of cycle parking such as secure compounds or cycle lockers, people need to know how to gain access to the facility. Signs or notices can explain the procedure.

If a facility is used illicitly by motorcyclists, signs can make it clear that this is prohibited and direct them to an alternative location.



On private premises it may be desirable to have signs that utilise an in-house colour scheme or match the organisation's corporate identity.

Cycle parking on the public highway should be indicated using signage approved by the Department of Transport (DfT). Signs to this format may also be used on private premises. Design templates are available free of charge from the DfT's website and they can be reproduced copyright free.

www.dft.gov.uk/trafficsignsimages/

In areas where vandalism is a problem, an alternative to conventional signing is to use surface markings or ceramic sets.



12.0 Maintenance and management issues

Mild steel cycle stands will last for up to 20 years, although the protective plastic coating may start to crack and peel after just a few years. Stainless steel stands last indefinitely. Small clusters of cycle stands require only occasional maintenance:

- Keep the stands clean and litter free.
- Remove any abandoned bikes (Swindon has a bicycle recycling project that will take them.)
- Replace damaged or rusty stands,

More elaborate facilities such as shelters, compounds, and cycle lockers need a regular inspection and maintenance system. The points listed above apply, plus:

- Facilities where access is controlled via keys, combination locks, or a card swipe system needs administering.
- A more rigorous cleaning regime will be needed. Shelters need to be swept regularly.
- Lockers will need to be washed out or steam cleaned periodically.
- Facilities may need repainting every few years. Acrylic panels may need renewing.
- A procedure should be in place so that people can report problems and suggest improvements.

Cycle parking facilities are sometimes abused. For example, a cycle shelter may become a haven for smokers taking a cigarette break, or cycle stands may be utilised by motorcyclists. Facilities therefore need monitoring, and prompt action should be taken to prevent inappropriate usage.

Levels of usage should be reviewed periodically and cycle parking provision expanded as demand grows.

13.0 Planning and legal issues

Cycle parking in new developments

Swindon Borough Council requires all new developments to take into account of cyclists' needs. This includes the creation of safe and convenient access routes from the surrounding cycle network, and the provision of good quality cycle parking within the development.

The exact number of cycle parking spaces required will depend upon the type of development and such provision is set out in Appendix A.

Cycle parking in existing developments

The installation of Sheffield stands or similar devices does not usually need planning permission. However, planning consent is likely to be required for:

- Enclosed forms of cycle parking such as canopies, shelters, compounds, enclosures or rows of cycle lockers.
- Enclosed forms of cycle parking attached to existing buildings where more than half the area of land around the original building is enclosed in a new extension or out-building. Or when the new enclosure increases the volume of the original building by more than 15%.
- Cycle parking sited within 20m of the public highway or more than 3m high.
- Any form of cycle parking, including stands, that are in or near a conservation area or listed building. See Appendix C for a map showing conservation zones within the Borough of Swindon.

Cycle parking in on the public highway

Part IV of the Road Traffic Regulation Act 1984 allows for the provision of off-street parking places for vehicles and authorises the use of any part of a road as a parking place. These powers are extended by Section 63 of the Act to allow provision "in roads and elsewhere of stands and racks for bicycles". A single order under this act can be used to cover cycle parking within the highway in the whole of an administrative area. However, all the individual sites must be set out in the mandatory accompanying Schedule.

In pedestrianised streets, section 115B of the Highways Act 1980 (inserted in Schedule 5 of the 1982 Act), provides for a local authority to place objects or structures on a highway for the purposes of providing a service for the benefit of the public or a section of the public. Where pedestrianised highways have been introduced under section 249 of the Town & Country Planning Act 1990, this also gives local authorities the powers to place objects or structures on the highway.

If waiting and loading restrictions are in force, bicycles (like other vehicles) may not be legally parked on the carriageway or the footway. Where such restrictions are in force, cycle parking can be permitted through an exemption within the existing waiting and loading orders, or by additional orders designating part of the road for cycle parking only.

[Taken from Design Portfolio C.04 Cycle Parking, March 2009, Cycling England]

Disability Discrimination Act

The Disability Discrimination Act 2005 gives people with disabilities rights of access to everyday services. It is important that the location or the use of cycle parking does not impede these rights.

It is also worth noting that the provision of good quality cycle parking can make life easier for people with disabilities. If proper stands are available, cyclists will be less likely to lock their bikes to railings, handrails and other places where they may cause an obstruction.

14.0 Other ways to encourage cycling

In 2010 the Department for Transport launched the **Cycle to Work Guarantee**, a voluntary initiative for employers to help them become more cycle friendly. By joining the scheme organisations can signal their support for cycling and their commitment to providing the facilities and incentives that will make cycling easier, more convenient and more appealing.

Employers from the private, public and third sectors are encouraged to sign up to the guarantee, and, to date, well over a hundred organisations have done so. By adopting the guarantee they show that they are committed to helping develop a healthier, fitter and more productive workforce. They are also playing their part in reducing local traffic congestion and cutting carbon emissions.

There is more information on the Cycle to Work Guarantee website www.cycletoworkguarantee.org.uk and a range of measures that employers may consider introducing are listed below.

Showers and changing rooms

If showers and changing rooms are available people are more likely to cycle, especially if they have a lengthy journey or conditions are wet and muddy. Showers may also be utilised by joggers, runners, motorcyclists, and members of the workforce who want to freshen up if they are working longer hours than usual.

Lockers

Storage space for luggage, waterproofs and cycle helmets, is useful and prevents workspace becoming cluttered. A variety of lockers and cabinets is available.

Toolkit

A communal toolbox is a useful resource and can be provided for under £100. Alternatively, if cyclists can be persuaded to donate a few of their surplus tools and spares, a comprehensive toolkit may be put together for almost nothing. Make sure that everyone knows that the tools are available and where they are kept (this should be somewhere with sufficient space to carry out minor repairs). Emphasise that the system works on trust. People take what they need and then return or replace it. A toolkit should include the following:

- ☐ Puncture repair outfit.
- ☐ Track pump.
- ☐ Spare inner tubes in a range of sizes.
- ☐ Screwdrivers (various sizes).
- ☐ Spanners (various sizes).
- ☐ Chain breaking tool and spare chain links.

- ☐ A set of Allen keys.
- ☐ Spoke key and spare spokes.
- ☐ Oil, grease and WD40.
- ☐ Sundry nuts, bolts, zip-ties and bearing balls.
- ☐ Spare batteries bike lights.
- ☐ Spare brake and gear cables.

Routes

Big car parks, especially those with one-way systems and speed bumps, are designed around the needs of motorists and can be awkward for cyclists to navigate. Alternative arrangements for cycle traffic should be considered. One-way systems could have contra-flow lanes for cyclists marked out. Speed bumps or 'sleeping policemen' could have gaps alongside so that cyclists can bypass them. There should be a very low on-site speed limit.

Opportunities to create new routes for cyclists on and off the site, or to connect the site to quiet roads and nearby cycle paths should also be explored.

Signs

Good signposting [see section 10.0] is important. Not only do signs direct cyclists to the facilities they are seeking, they also send out a powerful message to the rest of the workforce, that cycling is approved and supported by the organisation.

! similar positive message can be conveyed by the organisation's travel literature given to visitors or new employees. This usually has advice about road, rail, and bus travel. Cycling should also be included as a travel option.

Bike Week

Usually in the middle of June, Bike Week is a national celebration of cycling and an opportunity to demonstrate the bicycle's potential as a means of transport. Across the country all kinds of events take place including sponsored rides, Doctor Bike clinics and cycle festivals. Many employers offer staff who cycle to work a free breakfast. Visit the Bike Week website www.bikeweek.org.uk for more information.

Charity bike rides

Charity rides provide an opportunity for individuals or a team from a particular organisation to raise money for a good cause. Such events are usually very enjoyable, they foster a team spirit and they showcase the potential of the bicycle as a means of transport.

Doctor Bike

Many bike shops and cycling organisations offer a Doctor Bike service. A mechanic will visit workplaces, schools, colleges, community centres or events such as festivals and carnivals. They will examine people's bikes and make on-the-spot repairs. The event is eye-catching and entertaining and can result in large numbers of bikes being made safe and roadworthy.

Mileage allowances

HMRC regulations allow employers to pay cyclists an allowance for any cycle travel made as part of their job. At present the allowance is currently 20p per mile for business journeys. Higher payments will be subject to tax.

An alternative way of offering an incentive for cycle use is to 'pay' people in the form of extra time off. Some companies give staff an extra five minutes holiday every time they cycle to work. For regular cyclists these small allowances can amount to an extra two-and-a-half days' leave each year.

Pool bikes

A pool of bicycles can be useful for travelling across large sites or campuses, for short business trips, site visits, or for staff to reach nearby shops or cafes at lunchtime. Bikes intended for this purpose should be of a good quality and equipped with mudguards, a luggage rack, a bell and a D-lock. The bikes will require regular servicing and they will need to be insured.

The pool bike system will also need administering and publicising. A helpful guide to pool bikes is available from Transport for London. www.tfl.gov.uk/assets/downloads/businessandpartners/Poolbikes-for-business.pdf

Bike purchase scheme

Cycle to Work is the name of a tax incentive that allows employees to obtain bikes and commuting equipment such as lights, locks and panniers completely tax free. The employee chooses the bike and accessories, their employers buy it and is able to reclaim VAT and capital allowances against corporation tax. The bike is leased to the employee with monthly payments being deducted from the employee's salary. At the end of the lease period the employee buys the bike for a nominal cost.

The savings on list price can be 50 percent or more. For more information see en.wikipedia.org/wiki/Cycle_to_Work_scheme

Guaranteed ride home

Some people are deterred from cycling due to fears that they may not be able to get home if their bike developed a serious mechanical problem, if it were to be stolen, or if they had to change their working hours at short notice. Employers can address these concerns by guaranteeing staff a free taxi ride home in the event of an emergency or an unexpected disruption. Such occurrences will be rare so the costs are likely to be minimal, but the offer gives employees peace of mind.

Cycle skills training

Cycle training for adults is growing in popularity and is a proven way of increasing people's skill and confidence and encouraging them to cycle. Courses are available to suit all ability levels from complete beginners through to accomplished cyclists who want to develop their skills further.

Maps

Swindon has a growing network of cycle routes both on-and off-road. These are all shown on the Swindon Cycle Map together with leisure rides and useful information such as the location of cycle shops. Copies are available free of charge and employers are welcome to stock and distribute the map.

Bicycle User Group

A workplace Bicycle User Group or BUG is a loose association of staff who cycle, or who are thinking of doing so, and it works to improve conditions and to persuade more people to give cycling a try. The _UG is a way of focusing cyclists' views and coming up with a coherent plan. A single representative can then meet with key people and contribute constructively to making the workplace more cycle friendly. A BUG might have a social aspect too and organise leisure rides or fun events.

Appendix A

Minimum levels of cycle provision.

C3 Dwelling houses and flats	1 space per unit. (Garages 6m x 3m are considered to fulfil this requirement)
C2 Residential schools, Colleges and Hospitals	Treated on merits based on a Transport Assessment
D1 Nursery/Crèche/Infant Schools up to 7yrs old	1 per 10 staff (Cycle parking for Infant pupils assessed on merits)
D1 Primary 7-11yrs/Secondary Schools/Further and Higher Education	1 per 10 staff/students
D1 Special Schools	Assessed on merits
Employment Development	4 spaces (2 'Sheffield' racks) plus 2 spaces per each 500m above 1000m gross floor area.
Retail and Leisure Development	4 spaces (2 'Sheffield' racks) plus 2 spaces per each 500m above 1000m together with the above standard for employees.

Appendix B

Suppliers of cycle parking.

This section concerns the number of manufacturers of cycle parking equipment. The list is not exhaustive and Swindon Borough Council does not endorse or favour any particular manufacturer.

Be cautious when viewing manufacturers' catalogues or talking to sales people! As well as producing some excellent products many companies persist in producing and marketing types of cycle parking that do not meet modern day needs and that are not approved for use by this cycle parking standard [see section 7.0]. Take care not to be mis-sold.

You can download a list of suppliers at <http://www.swindontravelchoices.co.uk/wp-content/uploads/2017/07/Swift-suppliers-list.pdf>

Appendix C

Conservation areas in Swindon.

Conservation areas are designated to protect the built heritage from being inconsiderately harmed. Individual 'listed buildings' have their own protection, but sometimes it is the character of an area that is important. In conservation areas, planning applications are needed for certain types of development that would not be required elsewhere. Conservation policy is not intended as a negative form of control, but as a positive method of protecting the locality's distinctive character.

Proposals for the construction of cycle parking facilities in conservation areas should be to a high standard of design. Designs that have an unacceptable effect on their locality's landscape and character are unlikely to receive planning consent.



The 28 conservation areas in Swindon are shown on the map above. Larger maps of individual conservation areas can be viewed on-line at

www.swindon.gov.uk/environment/planning/listingandconservation/environment-planningconservation-areas.htm

Appendix D

Useful contacts.

This section lists a number of people responsible for cycling related projects and services. The list is not exhaustive and Swindon Borough Council does not endorse or favour any particular organisation.

Organisation	Contact	Contact details
Cycling UK (National cycling organisation)		http://www.cyclinguk.org/
Cycle Medic (Bike Doctor and mobile mechanic)	Lewis Lawton	cycle.medic@btinternet.com 01793 783442 or 07962 118849 www.mobilecyclemedic.com
Cycling Now 07802 396611 (Bikeability cycle training for children and adults)	Neil Daycock	neil.daycock@ntlworld.com

Swindon Borough Council contacts

Travel Plan Officer	Claire Fleming	cfleming@swindon.gov.uk 01793 466292
Road Safety Officer	Jane Deeley	JDeeley@swindon.gov.uk
TDM Manager	Syed Shah	sshah@swindon.gov.uk 01793 466406

