

MEMORANDUM

From:	Chief Officer, Environment & Technical	To:	Chief Officer Economy & Planning
		FAO::	Jenni Perkins
Our Ref:	ET/DC/DB/P/2024/0106	Your Ref:	P/2027/0106
Date:	29/05/2024		

TOWN AND COUNTRY PLANNING ACT 1990

NEWID DEFNYDD ADEILAD O DDOSBARTH B1 (SWYDDFA) I C1 (GWESTY FFLATIAU) YN CYNNWYS ESTYNIAD I'R TO / CHANGE OF USE OF BUILDING FROM CLASS B1 (OFFICE) TO C1 (APARTHOTEL) INCLUDING ROOF EXTENSION

THE OLD REGISTRY 23 CHESTER STREET WREXHAM

Grid Ref: E 333594 N 350473

I refer to your consultation / email dated 28/02/2024 in respect of the above.

The proposed development is for the conversion of the previous Walker Smith and Way offices into a 13 unit apart hotel.

We note there was a previous successful application for residential use as follows: P/2018/0175

Access and Parking

The 12 space rear car park is accessed via an existing shared drive, possibly in wcbc assets ownership.

Can the applicant demonstrate that 23 Chester St has an unrestricted right of access across the shared driveway for vehicles and pedestrians, and confirm proposed frequency and type of access required to service this proposed application?

We note that the existing parking is to be retained maintaining the 12 number car park spaces that currently exist. Spaces should be clearly marked and a proposed signage and directions scheme be submitted for approval to avoid wrongly parked vehicles and unnecessary congestion.

Can the applicant confirm that an "Aparthotel" means there will be no requirement for a restaurant nor dining facility requiring regular servicing and deliveries? Any planning permission granted may need to be qualified to exclude such facilities without further consultation and consideration of the complications and increased facilities required.

The site is in a sustainable location. We would suggest that any shortfall in parking spaces for the total number of bedrooms in accordance with LPGN16e can be accommodated with a contribution towards off-site parking locally to compensate.

Full details of secure cycles storage and refuse storage and collection is required prior to final approval or alternatively, conditioned for submission & approval preconstruction. LPGN16e should be consulted to provide the size and capacity of the cycling facilities required.

A detailed Construction Traffic Management Plan would be required prior to commencement for approval, as contractors parking and deliveries would need to be strictly controlled to safeguard neighbours, pedestrians and local amenities. Vehicle loadings and size would need to be agreed together with protection of the access road and a cleaning regime.

This access is in a very sensitive location, with pedestrians crossing the driveway, and is in regular use by third parties.

Due to the proximity of the electric car parking spaces and other shared parking areas considerate contracting practices and communication is recommended during the construction phase.

Post construction, a Service and Delivery management plan should be agreed in the interest of maintaining a clear, clean and safe access. This should include size of vehicles used for maintenance, laundrette services, and refuse collection.

Can the applicant demonstrate there is a drop-off area for short-term loading/unloading on a dimensioned plan? Adequate turning provision within the parking area is required, with pedestrian segregation, and avoiding the potential for HGV's or cars reversing into the shared access areas.

Any works to the front elevation will need to be supported with applications for the necessary scaffold permits, plant access &/or closures. Please see the Appendix below with contact details for streetworks licences etc.

Can the applicant provide details for approval of improvements to the front elevation to remove trip hazards along the building frontage?

Active Trave

In keeping with Welsh active travel guidance we recommend the applicant coordinates with Gwen.Thomas@[wrexham.gov.uk](mailto:Gwen.Thomas@wrexham.gov.uk) to agree a list of relevant and proportional active travel improvements local to the scheme to encourage active travel usage between the bus/train station and this development.

We would suggest a joint meeting with Wrexham County Borough Council Assets and Development Control teams prior to development control being able to support the proposal. We would recommend that the applicant takes advantage of the environmental highways team's consultations service with an onsite meeting to review the details and also to reduce the potential for inefficient bureaucracy with repeated resubmissions and reappraisals.

We have enclosed our standard Guidance Note in the Appendix below to assist the applicant in coordinating highway interface works with the correct parties within WCBC

Conclusion

Prior to being able to support this proposal, further information is required including:

1. A detailed rear parking area, with parking, maintenance parking and deliveries, turning provision for service vehicles and pedestrian access. Outline details of the proposed service vehicle restrictions would be required.
2. Details of improvements to the front elevation tripping hazards.
3. An adequate area set aside for refuse, laundry, cycle storage etc.

Pre-commencement conditions could be applied for a CTMP, detailed cycle storage in accordance with LPGN16, and contributions towards active travel improvements and offsite parking.



Appendix

Highways Development Control Standard Advisory Note

In the interests of maintaining highway safety, and to avoid obstruction of the public highway (in contravention of the Highways Act), The Applicant is advised to coordinate with the highway authority at highwayroadworks@wrexham.gov.uk in advance of commencement of the development/works with respect to:

1. Skip, scaffolding, hoarding or A frame/signage (Permit required for these items, if on the public highway);
2. Use of a parking space for a set down/delivery area;
3. Record a dilapidation survey of the adjacent carriageway prior to commencement (to avoid being asked to repair damage by the Applicant whilst carrying out their works);
4. If any lane closure or obstruction of the highway is required for a crane or similar;
5. Protection against dust and debris blowing onto the public highway
6. Construction traffic parking locally avoiding nuisance to others;
7. If the Applicant's scope of work includes new apparatus in the highway, such as new mains services then a Section 50 licence will be required. *Insurances and demonstration of competency to carry out works in the public highway will be required.*
8. Lowering of kerbs or minor pavement alterations require Section 184 agreement. *Insurances and demonstration of competency to carry out works in the public highway will be required.*
9. A section 278 agreement works agreement is required for more significant alterations to the existing highway
10. Any temporary works affecting traffic lights, [pedestrian/cycle road crossings, or bus stops require pre-planning and permits;
11. For applications with a private driveway (either existing or proposed) connecting onto the public highway, the following conditions of approval apply:
 - No surface water from the applicants site should be allowed to drain onto the public highway,
 - The first 5m* minimum (for residential property) should be hard paved, avoiding gravel or loose chippings from spreading.
 - No gate should be built in a location where it would result in a car obstructing the highway whilst being unlocked, and it should not swing out and over a pavement or any other part of the highway.

*The hard paved length and set back if required is subject to the applicants proposed vehicular length

The applicants should allow a minimum of 4 weeks' notice for any of the above standard requirements, and 6-8 weeks for lane closures & road closures (lead times may change without notice subject to workload and complexity). Any works involving Trunk roads should be coordinated separately and directly with the North & Mid Wales trunk Road Agency. For larger sites with a significant impact upon the highway, a Construction Traffic Management Plan will be required.