

MEMORANDUM



From:	Chief Officer, Environment & Technical	To:	Chief Officer Planning & Regulatory
		FAO:	Amy Brittain
Our Ref:	ET/DC/MM/P/2023/0094	Your Ref:	P/2023/0094
Date:	14 th April 2023		

Unit G, Yale Business Village, Ellice Way, Wrexham
Change of Use of Building from Class E (Business) to Class D1 (Education Use)

Further to your email / consultation dated 05/04/2023 in respect of the above, I comment as follows-

The application submitted is for the change of use of Unit G, Ellice Way, Yale Business Park, Wrexham from Offices (Class E) to Education use (Class D1), including an ancillary student training kitchen/café. Planning permission is also sought for a new entrance door and canopy to the southeast elevation and the erection of a covered cycle shelter.

Transport Assessment

Since the application is for a change of use to an educational premises a Transport Assessment is required, however a Transport Statement (TS) will be accepted, since a TS is proportionate to the scale of the proposed development. The Planning Policy Wales, Technical Advice Note 18 Transport (TAN 18) details what should be included in the TS. It is noted that the planning application is not for a typical school however, the applicant is required to demonstrate improvements for safe cycling and walking routes, restricting car access near to pedestrian routes, and a framework for travel planning activity.

Site Access and Layout

The development site is located off Ellice Way on Wrexham Technology Park which is an unadopted road. I understand that WCBC – Asset Management Section are responsible for / maintain Ellice Way. I would recommend that you consult with the Asset Management Section to discuss the suitability of the proposed development.

The applicant suggests that students will travel by shared taxi, public transport or, some, by parents dropping them off. The proposal shows no change to the existing access for vehicles and pedestrians. However, since the change of use will result in a change in travel patterns to the site there is a highways concern regarding arrangements for dropping off and picking up.

The applicant is required to provide evidence of arrangements within the site for a designated safe drop off / pick area for the types of vehicles likely to be used. This should include space for larger vehicles such as minibuses to turn. A vehicle swept path of a larger vehicle is required. Clarification with regards to servicing needs for the proposed development (Education) land use should also be provided.

Parking

Wrexham County Borough Council's (WCBC's) parking standards (Local Planning Guidance note No. 16) states that for the land use category D1, 2 car spaces plus 1 car space per 25sqm gross floor space is required, as well as 1 cycle space per 250sqm gross floor space.

The floor area for the existing building is 815sqm. Applying these parking standards to the proposed floor area of 815sqm results in a maximum parking requirement for 35 car parking spaces and 4 cycle spaces. It is stated that the development will use the existing parking provision, which is currently 32 parking spaces (including 3 mobility spaces), and 10 cycle parking spaces which is within the parking requirements. It is noted that the existing cycle parking will benefit from a new shelter.

The applicant states that the site can accommodate up to 50 students and that the maximum staff on site will be 35, although this figure doesn't seem to include other staff such as cleaners. Clarification is required from the applicant regarding total staffing numbers and whether any students will drive to the development.

There is a highway safety concern that if the parking provision for staff / students is not sufficient that there will be a displacement of vehicles onto the surrounding highway and possibly at unsuitable locations such as part on the footways. The applicant is required to demonstrate how parking will be managed for all staff / students and how travel via car will be minimised. It is recommended that a Car Park Management Strategy is included in the TS.

Accessibility and Active Travel

The applicant states that all staff and students are encouraged to travel by bus, walk or cycle. The applicant is required to demonstrate in the TS how accessible the site is for staff / students by non-private car mode of travel.

Travel Plan

It is recommended that the applicant produces a Travel Plan for this site to reduce the number of staff / students accessing the site by single occupancy car trips. This Travel Plan should include measures which promote sustainable travel. This Travel Plan should follow TAN18 guidance.

Conclusion

Additional information is required for this planning application, particularly relating to student and staff travel to and from the site. Therefore, a Transport Statement and Travel Plan is requested in line with TAN18 guidance.

- The Transport Statement should include evidence of the following:
 - Establish travel to the site by mode for staff and students;
 - Outline a strategy for accommodating mini-bus vehicles within the development, as well as detailing an access management plan;
 - A management plan for pick-up/drop off arrangements, particularly for taxis, mini-buses, and private vehicles;
 - Car Park Management Strategy;
 - Active travel assessment, including walking and cycling links; and
 - Public transport assessment, showing whether the development site is accessible by bus, particularly when comparing the proposed land use start and end times to bus service frequency at those times.

- A Travel Plan:
 - This should provide a long-term strategy which aims to encourage people to use alternative means of travel to single occupancy car trips. It should include a range of measures which encourage people to walk, cycle, use public transport and share car journeys.

It is recommended that the applicant has scoping discussions with the Highway Authority to agree the scope for the Transport Statement and Travel Plan. Subject to review and approval by Highways, these supporting documents will be required for Highways to approve the planning application for the site.

A handwritten signature in black ink, appearing to be 'R. Khan' or similar, written in a cursive style.

Chief Officer, Environment & Technical