MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO::	Philip Mullineux
Our Ref:	ET/DC/DB/P/2025/0368	**Your Ref:**	P/2025/0368
Date:	22/08/2025		

TOWN AND COUNTRY PLANNING ACT 1990

NEWID DEFNYDD YR ADEILAD O DDOSBARTH B1 (SWYDDFEYDD) I DDOSBARTH D3 (ANHEDDAU) GAN GYNNWYS NEWID FFENESTRI SIOPAU I FFENESTRI DOMESTIG, AGORIADAU FFENESTRI NEWYDD A GWAITH CYSYLLTIEDIG / CHANGE OF USE OF BUILDING FROM CLASS B1 (OFFICES) TO CLASS D3 (DWELLINGS) INCLUDING REPLACEMENT OF SHOP WINDOWS TO DOMESTIC WINDOWS, NEW WINDOW OPENINGS AND ASSOCIATED WORKS

CONTACT WREXHAM, COUNCIL OFFICES, 16 LORD STREET, WREXHAM, LL11 1LG

I refer to your consultation / email dated 29/04/2025 in respect of the above.

We have reviewed the application to convert the existing office block to residential use fronting onto the pedestrianised Lord St but with limited vehicular access to other elevations via Duke St & Egerton St.

Within the LHA response to the Preliminary Enquiry P/2025/001 dated 31/03/2025 the following was requested to enable the Local Highway Authority to appraise the proposal:

- *Full scaled drawings and details showing secure lockable long term cycle parking in accordance with LPGN16. (The area shown on the initial sketch plan looks inadequate as 2 spaces per flat are referred to in the Guidance Note).* - **Following review of the information included within the full application, there is only a statement referring to maximum standards and how this proposal should be permitted flexibility in the two cycle spaces per flat maximum requirement. The LHA request clarity on what is proposed, why the resultant number is justified, and how it will be accommodated on a scaled plan showing equipment, access arrangements etc.**

- *Full scaled bin store proposals demonstrating bin sizes and recycling options that there is adequate space designated with good access for refuse collection. Confirmation that the applicant proposes a private arrangement for collection rather than via WCBC's own collection as is more common for apartment schemes would be appreciated*.- **Whilst there is an area shown in the plan, this needs to be detailed and highlighted on a scaled plan. To assist, we enclose a schedule provided by WCBC Refuse team, if WCBC LA refuse collection is used.**

- *An entrance/entrances fully compliant with mobility standards should be detailed and proposed*.- **No further information provided to our knowledge?**
- *Explanation of a clear access for cyclists and bins to and from the cycle parking and refuse area, as the currently proposed 2 sets of doors and a porch area to access through may be challenging for cyclists to access*. – **Detailed layout of the bike stores required, as noted above. Is the gate access into the cycle store controlled via a keypad or similar secured entry? Opening inwards, not onto the highway is acceptable.**
- *Active Travel proposals to justify any shortfall in parking arrangements***. The LHA request the applicant coordinates directly with the lead active travel manger Mrs Gwen Thomas contactable by emailing gwen.thomas@wrexham.gov.uk. It is noted there is no formal policy in place to refer to the scale of contribution.**
- *A Construction Traffic Management Plan demonstrating how the construction phase can be managed with minimal impact upon the surrounding highway will be required. This is normally conditioned prior to commencement of any works.*- **The Pre App Consultation response acknowledges a CTMP can be conditioned also.**
- *A full schedule of accommodation and population/floor area will be required and demonstration of proposed encouragement to use public transport required. This often takes the form of a Travel Plan including associated measures to encourage active/sustainable travel*.- **An accommodation schedule has been provided in the full application, and reference made to the sustainable location.**
- *Surface Water Drainage arrangements would require the approval of the SAB officer typically, although this would be outside the realms of the planning process, as a technical matter*.- **It is understood that this scheme would be subject to the SAB officer's approval.**

Other comments:

- In the absence of any car parking as referred to in LPG16, the LHA have historically requested contributions for improving car parking facilities locally. It is noted that some parking previously available for the existing office use has been lost. St Marks Road multi storey car park has closed with, to our knowledge, no proposals to re-open. It is noted there is no formal policy in place to refer to the scale of contribution.

- It is noted that replacement windows are proposed at ground floor level. For consistency, the LHA request that whilst it is a low risk given the height and location, any opening lights be restricted to avoid the risk of pedestrians colliding with the opened windows.

On a practical level, it would be worth reviewing similar recent successful applications for conversions/changes of use that are publically available on the portal to see typical details accepted.

Summary

The information provided should be expanded to include:

1. In the absence of 2 secure cycle spaces per apartment, the applicant fails to provide alternative proposals and an explanation of the same. A scaled plan showing how the spaces will be provided and an explanation of the security arrangements should be provided.
2. There is no demonstration of how the refuse collection area is adequate to accommodate the apartments and population proposed, including recycling facilities. We enclose a schedule of bins and recycling facilities* required for residential developments and request a scaled plan demonstrating how this area is used, including access provisions for refuse collection, without obstructing the public highway. * The attached is relevant if the applicant utilises WCBC LA collection. Private contractors may have different facilities.
3. Demonstration that the Ground Floor windows will not open in such a way as to risk injury to pedestrians or cyclists. Entrance detailing should be coordinated with the Local Highway Authority.
4. Can the applicant make contact with WCBC Active Travel officer, Mrs Gwen Thomas, to consider Active Travel improvements to justify an under provision in parking spaces?

On receipt of the above, the LHA can provide a final conclusion as part of the consultation response.

Should this application be successful, the LHA request the applicant considers the Guidance Note appended below and coordinates directly with the Highway Roadworks team in advance of carrying out works on or immediately adjacent to the adopted highway.



Chief Officer, Environment & Technical

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 form 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.