MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO::	Sharon Holman
Our Ref:	ET/DC/AC/P/2025/0802	**Your Ref:**	P/2025/0802
Date:	4th December 2025		

TOWN AND COUNTRY PLANNING ACT 1990

DISCHARGE OF CONDITIONS 10 (SERVICE DELIVERY MANAGEMENT PLAN) AND 11 (BICYCLE PARKING) OF PLANNING PERMISSION P/2025/0186 / RHYDDHAU AMODAU 10 (CYNLLUN RHEOLI CYFLWYNO GWASANAETH) A 11 (PARCIO BEICIAU) O GANIATÂD CYNLLUNIO P/2025/0186

LAND AT, BORDER RETAIL PARK, WREXHAM, LL13 8NG

We refer to the above application.

The Local Highway Authority (LHA) has reviewed the submitted application and understands that it seeks to discharge the following conditions of Planning Permission P/2025/0186:

1. **Condition 10**: Service and Delivery Management Plan.
2. **Condition 11**: On-Site Bicycle Parking Facilities.

It is understood that Planning Permission P2025/0186 relates to a variation of conditions attached to Planning Permission P/2024/1174, which approved the Erection of a Coffee Shop with Drive thru, Associated Access, Landscaping, and Servicing, at the Border Retail Park, Wrexham.

Condition 10 – Service and Delivery Management Plan
As part of this current application, a one- page 'Servicing and Deliveries Management Plan' (SDMP) has been submitted.

The SDMP states that servicing will take place from the coffee shop car park, in an area that will be cordoned off to customers prior to servicing taking place. Goods will be trolleyed into the building via the rear door of the unit, adjacent to the bin store. A zebra crossing will be provided across the drive-thru lane to serve as the trolley route.

The SDMP also states that deliveries will occur within pre-arranged time slots, allowing the designated parking area to be cordoned off in advance.

Although Drawing No. 18980 THPR XX XX DR A 130 – Proposed Cycle Provision (submitted for Condition 11) shows the location of the area of car parking proposed for servicing, the SDMP does not include a plan showing this.

A detailed plan should be provided as part of the SDMP to show both the location where service vehicles would park, and also the trolley route where goods would realistically be taken.

The SDMP should also explain in detail how the servicing area will be kept clear of parked cars (e.g. how far in advance would cones be placed), and when this cannot be achieved because a vehicle remains parked, an alterative parking location and corresponding trolley route.

The SDMP notes that "*Servicing could take place at quieter coffee shop trading periods during the day, to reduce customer/service vehicle conflict both with coffee shop customers*". However, the SDMP does not elaborate on this. In our Highways Response to the initial application (P/2024/1174), we recommended that servicing times be clearly detailed and controlled through the Servicing Management Plan.

The SDMP should therefore specify proposed servicing times and provide justification for these timings for LHA approval.

The current SDMP also outlines the type and number of deliveries expected, which broadly aligns with the information provided as part of the original application and referred to in our Highways Response.

Condition 11 On-Site Bicycle Parking Facilities

In our Highways Response to the original Planning Application (P/2024/1174), the LHA referred to WCBC's Local Planning Guidance Note No 16, which for A3 uses, requires 1 cycle parking space per 40 sq m of public floor area. Based on the proposed 100 sq m of public floor area, 3 cycle parking spaces are required. Our highways response also noted that *"Some secure long stay cycle parking spaces should be provided for staff in a secure lockable compound".*

Drawing No. 18980 THPR XX XX DR A 130 – Proposed Cycle Provision - provided as part of this current application indicates:

- Three Sheffield cycle stands near the disabled bays and outdoor seating on the eastern side of the building.
- A secure lockable cycle parking area near the bin store for staff.

The cycle parking provision shown meets the LHA's requirements and is therefore considered to be acceptable. The condition can therefore be discharged.

Summary

<u>Condition 10 – Service and Delivery Management Plan</u>

Before Condition 10 is discharged, the LHA recommends that further details be provided within the SDMP, namely:

- A plan/drawing showing the location where service vehicles would park together with the trolley route, including an alternative if the parking place cannot be used.

- Details of how the proposed service area will be kept clear of parked cars, and an alternative area if parked cars cannot be removed.

- Delivery times together with a justification.

<u>Condition 11 – On-Site Bicycle Parking Facilities</u>

Provided that the cycle facilities are provided in accordance with Drawing No. 18980 THPR XX XX DR A 130 – Proposed Cycle Provision, the LHA is of the view that this Condition can be discharged.

KWEdwards

Contracts & Engineering Manager

On behalf of Chief Officer, Environment & Technical