MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO::	Sharon Holman
Our Ref:	ET/DC/AC/P/2025/0802 Rev 1	**Your Ref:**	P/2025/0802
Date:	16th January 2026		

TOWN AND COUNTRY PLANNING ACT 1990

DISCHARGE OF CONDITIONS 10 (SERVICE DELIVERY MANAGEMENT PLAN) AND 11 (BICYCLE PARKING) OF PLANNING PERMISSION / 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 condition for Planning Permission P/2025/0186:

1. **Condition 10**: Service and Delivery Management Plan.

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
The LHA has previous provided comments on the 'Servicing and Deliveries Management Plan' (SDMP) submitted by the applicant. The LHA requested the following be provided:

- 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

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.

The applicant has submitted drawing **18980 THPR XX XX DR A 131 – Proposed Service Provision**, which identifies the intended parking position for service vehicles and the associated trolley route to the store.

The submitted plan meets the information requested by the LHA and provides sufficient detail on both the main and contingency servicing arrangements. On this basis, the information is considered acceptable.

Details of how the proposed service area will be kept clear of parked cars, and an alternative area if parked cars cannot be removed.
The applicant has outlined that servicing will be undertaken within the site's car park, using an area that will be coned off prior to each delivery to prevent it being occupied by customer vehicles. The proposed servicing point is located at the quieter end of the car park, away from the main retail units, which reduces the likelihood of regular parking demand affecting this space.

Staff will have sight of the delivery area from inside the unit, allowing them to monitor any bays that cannot be coned off in advance. Where vehicles remain parked within the intended servicing area, the applicant proposes that adjacent bays will instead be coned off to provide an alternative space for the delivery vehicle. The car park operates with a 90-minute maximum stay, which limits the duration of any potential obstruction.

On the basis of the information provided, the LHA considers that the proposed measures are sufficient to ensure the servicing area can be kept clear as required, with a workable alternative available if the primary location is not accessible. The arrangements are therefore regarded as acceptable.

Delivery times together with a justification
The applicant has provided information on the expected delivery operations for the proposed coffee shop. Core and fresh stock deliveries are anticipated around three times per week using 15-tonne and 18-tonne rigid vehicles. Non-perishable items would be delivered once a fortnight by similar vehicle types, and milk deliveries would arrive daily by van, excluding Sundays. Each delivery is expected to take approximately 30 minutes. Refuse and recycling collections are expected up to twice per week.

The applicant has confirmed that deliveries would occur within pre-arranged time slots that typically repeat on a weekly cycle. The operator will be informed of delivery slots in advance, allowing staff to prepare the designated servicing area accordingly. Finalised delivery times for this site will not be known until the supplier is appointed, though the applicant indicates that the operational procedure would remain the same regardless of the exact timing.

Based on the information provided, the LHA notes that while the exact delivery times for this site are not yet confirmed, the applicant has identified the expected delivery frequency, vehicle types, and the process for managing deliveries on-site once time slots are issued. A contingency delivery location has also been set out. On this basis, the proposed delivery arrangements are considered acceptable.

Summary
Based on the information submitted, the LHA is satisfied that the applicant has addressed the requested details regarding delivery operations, the management of the servicing area, and the availability of a secondary unloading point. **The servicing and delivery arrangements are therefore considered acceptable and the LHA are satisfied that Condition 10 can be discharged**.

KWEdwards
Contracts & Engineering Manager

Chief Officer, Environment & Technical