MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO:	Sarah Duckworth
Our Ref:	ET/DC/DB/P/2025/0816	**Your Ref:**	P/2025/0816
Date:	16/02/2026		

TOWN AND COUNTRY PLANNING ACT 1990

CHANGE OF USE OF BUILDING FROM CLASS A1 (RETAIL) TO CLASS A3 (HOT FOOD TAKEAWAY)

1A NEW HIGH STREET, RUABON, WREXHAM, LL14 6NL

We refer to your consultation / email dated 27/10/2025 in respect of the above.

This application relates to changing the use of the former convenience store (Class A1) to a hot food takeaway (Class A3).
The existing road that the site is High Street, or B5605, a classified road subject to 20 mph passing the site. Immediately outside the site are the zig zag road markings linked to the controlled crossing. Parking on the controlled area is considered an offence and must be avoided at all times.

Access
The existing rear access for parking and moped access is via the covered access, that is shared with other users.

To enable the LHA to provide a full assessment on this application the following information should be provided: -

A service delivery management plan that explains the methodology of delivering raw materials. It is understood (Via email) that the food delivery to customers addresses will be via moped, parked in the rear yard.
The rear yard is also to be used for staff parking relating to this application, as well as upper floor residential use. It is unclear if other neighbouring properties have access/legal right to use this space.

The LHA request **a dimensioned and scaled plan that clearly identifies parking allocation for each plot, including moped, cycle parking provision, refuse storage and adequate turning** to ensure all vehicles can enter and leave the site in a forward gear.

Confirmation that the private refuse collection vehicles will be small enough to access the rear yard safely is also requested.

The LHA request a statement relating to construction traffic management on a **construction traffic management plan**. This should clarify how the construction will be managed in terms of contractors' vehicle parking, deliveries, welfare, skips/waste removal etc
Subject to provision of the above information the LHA will be able to complete their assessment of the application.

Summary:
To enable the LHA to finalise their appraisal of this proposal from a highways perspective, can the following be provided:

- A Service Delivery Management Plan (including deliveries of raw materials to the address, that avoids parking on the crossing zig zags, or the junctions nearby.)
- A dimensioned plan of the car parking to the rear, with allocation of spaces, 3rd party access rights, refuse storage, moped and cycle provision, and turning provision.
- Confirmation of refuse collection vehicle access.
- A CTMP, or suitably worded condition that ensures the construction works do not compromise highway safety nor inconvenience neighbours

KWEdwards
Contracts & Engineering Manager

On Behalf of 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 ask 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.