MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO:	Sharon Holman
Our Ref:	ET/DC/PP/P/2026/0251	**Your Ref:**	P/2026/0251
Date:	29/04/2026		

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: NEWID DEFNYDD O GAREJ DDWBL/CAMPFA I FFLAT LLAWR CYNTAF (DOSBARTH C3b) AC YSTAFELL GEMAU LLAWR GWAELOD GAN GYNNWYS CREU BALCONI / CHANGE OF USE FROM DOUBLE GARAGE/GYM TO FIRST FLOOR FLAT (CLASS C3b) AND GROUND FLOOR GAMES ROOM INCLUDING CREATION OF BALCONY

LOCATION: CROESHOWELL COTTAGE, CROESHOWELL LANE, BURTON, ROSSETT, WREXHAM, LL12 0LB

I refer to your consultation / email dated 24/04/2026 in respect of the above.

General

The proposed development comprises the change of use of a double garage / gym to a ground floor games room and first floor flat including creation of balcony.

It is understood that the one bedroom flat is to accommodate a young person of sixteen (16) years of age and over living independently with support (when required) from full time staff in the main house Croeshowell Cottage (Part of Woodlands Limited) therefore, no extra staff will be employed to help out with the day to day running of the converted garage.

It is assumed that the young person indicated already lives at the main dwelling and is possibly cared for by staff that already visit the property on a daily basis and whether there is a changeover of staff where additional parking may be required. It is not clear if this only involves one staff member. **The LHA recommend that this detail is clarified.**

Access

The proposed development site is located on Croeshowell Lane which is an unclassified road subject to a 20mph speed limit.

Based on typical speeds of 20mph any proposed / existing access would require visibility splays of 2.4 x 25m in both directions measured to the nearside edge of the adjoining highway.

Visibility from the existing access is adequate in the southerly direction providing a splay in excess of 2.4 x 25m measured to the nearside edge. However, visibility in the north westerly direction is inadequate proving a splay of approximately 2.4 x 4m measured to the nearside edge. Visibility is impeded in this direction by the existing hedgerow. This hedgerow is encroaching over the existing adopted highway ie/ footway / verge and needs to be removed / cutback. If the hedgerow was removed, visibility would be significantly improved from the access and the footway / verge would be available for pedestrians to use whilst walking along this section (close to bend). It is recommended that the applicant liaises with the WCBC Contracts & Engineering Manager to discuss these works (contact: keith.edwards@wrexham.gov.uk).

The LHA recommends the applicant provides a suitably scaled plan indicating the removal / cutting back of the hedge along the site frontage clear of the adopted highway and demonstrates the full extent of the proposed / required visibility splays.

The existing access is approximately 8m wide reducing 2.4m wide at 6m behind the edge of carriageway. The access is surfaced with loose bound materials. The access would benefit from 5m of hard bound surfacing.

Parking & Turning Provision

Adequate parking & turning provision will need to be provided within the curtilage of the site.

There would appear to be space for around 5 cars plus turning within the site curtilage. However, the LHA request the following :-

- Details of the number of bedrooms for the existing dwelling.

- Number of staff that are employed at the site and whether there is any shift change where increased parking is required.

- A suitably scaled layout plan indicating the proposed spaces and turning area (including annotated dimensions).

Conclusion

In conclusion, the LHA request the following information:-

- **General**

  It is assumed that the young person indicated already lives at the main dwelling and is possibly cared for by staff that already visit the property on a daily basis and whether there is a changeover of staff where additional parking may be required. It is not clear if this only involves one staff member. **The LHA recommend that this detail is clarified.**

- **Access**

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- **Parking & Turning Provision**

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  - Details of the number of bedrooms for the existing dwelling.
  - Number of staff that are employed at the site and whether there is any shift change where increased parking is required.
  - A suitably scaled layout plan indicating the proposed spaces and turning area (including annotated dimensions).

Supplementary Notes

The applicant's attention should be drawn to item nos. 1, 2, 3, 4 & 5 of the supplementary notes.

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 / 171 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.

KW Edwards

Contracts & Engineering Manager

On behalf of Chief Officer, Environment & Technical