SERVICE DELIVERY & WASTE MANAGEMENT PLAN

Prepared by Telford Planning Associates in Support of a Planning Application

Application Reference	P/2025/0608
Proposal	Change of use of former Barclays Bank to a coffee shop
Site Location	Bridge Road, Wrexham Industrial Estate, LL13 9PS
Local Planning Authority	Wrexham County Borough Council
Document Date	4 May 2026
Document Version	1.0 — For Planning Submission

This document has been prepared to accompany the above planning application and sets out the service delivery and waste management arrangements for the proposed use.

1. Introduction

This Service Delivery and Waste Management Plan (SDWMP) has been prepared to support planning application reference P/2025/0608 submitted to Wrexham County Borough Council. The application relates to the proposed use of the former Barclays Bank on Bridge Road, Wrexham Industrial Estate as a small coffee shop.

This document sets out the arrangements that will be put in place to manage deliveries to the premises and the storage and collection of waste generated by the business. It demonstrates that the proposed use can be operated in a manner that does not cause unacceptable harm to the amenity of the surrounding area or to highway safety.

The industrial estate context of the site means that deliveries and waste collections can be accommodated in an environment already accustomed to commercial vehicle activity, and the scale of the proposed coffee shop means that service and waste requirements will be modest.

2. Description of the Proposed Use

The proposed development involves the conversion of an existing unit on the industrial estate for use as a small independent coffee shop. The key characteristics of the proposed use are as follows:

- A small-scale coffee shop serving hot and cold beverages, light snacks, and takeaway food and drink
- A typical maximum customer capacity of approximately 20–30 covers within the premises
- Operating hours anticipated to be approximately 06.30 to 15:00, Monday to Saturday, and 08:00 to 14:00 on Sundays and Bank Holidays (subject to any planning conditions)
- A small number of staff — likely 2 to 4 at any one time during trading hours
- Use of standard commercial catering equipment including espresso machines, refrigeration, and food preparation surfaces

3. Service Deliveries

3.1 Nature and Frequency of Deliveries

Given the small scale of the proposed coffee shop, deliveries will be modest in both frequency and size. The anticipated delivery requirements are summarised below:

Delivery Type	Frequency	Vehicle Type	Approx. Time
Coffee beans & consumables	Weekly	Small van	07:00–09:00
Milk & dairy products	2–3 times/week	Small van	06:30–08:00
Food & light provisions	2–3 times/week	Small van	07:00–09:00
Dry goods & packaging	Fortnightly	Small/medium van	07:00–09:00
CO_2 gas cylinders	Monthly	Small van	07:00–09:00
Ad hoc / miscellaneous	As required	Car / small van	Varies

3.2 Delivery Management

The following measures will be adopted to manage deliveries in a safe and orderly manner:

- All deliveries will be made within the application site only and within the parking/loading areas as shown on the enclosed plan references: VEHICLE ENTERING SP-25-092-07 and VEHICLE EXITING SP-25-092-08
- Deliveries will be arranged, where possible, outside of the busiest customer periods, typically before 09:00 or after 15:00 when the premises are closed.
- Delivery drivers will be instructed not to obstruct emergency access routes, neighbouring unit accesses, or pedestrian routes
- The proprietor will maintain a delivery schedule and communicate preferred time windows to all regular suppliers
- Unloading will be carried out swiftly and efficiently; delivery vehicles will not be left unattended with engines running
- Where possible, deliveries will be consolidated to minimise the number of individual vehicle movements

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- Delivery vehicles will be private car and vans up to a maximum of a large van (L3.4m x W1.7m) all of which are capable of turning within one standard parking space. Should deliveries arrive while the business is trading, parking bays 1 and 2 will be coned off to enable turning within the site.

The industrial estate setting provides a suitable environment for deliveries. The estate roads are designed to accommodate commercial vehicle traffic and provide sufficient space for delivery vehicles to manoeuvre and load/unload safely.

4. Waste Management

4.1 Types of Waste Generated

The proposed coffee shop will generate a range of waste streams typical of a small food and beverage business. These are categorised below:

Waste Stream	Examples	Approximate Volume
General waste	Cups, lids, napkins, food packaging, non-recyclable items	2–4 bin bags/day
Recycling (dry)	Card/cardboard, paper, plastic bottles, tins/cans	2–4 bags or boxes/week
Food waste (organic)	Coffee grounds, food preparation waste, unsold perishables	1–2 caddy collections/day
Glass	Bottles from syrups, milk cartons, soft drinks	Minimal — 1 box/week
Cardboard	Delivery packaging and cartons — flattened for collection	4–6 flattened sheets/week

4.2 Waste Storage

Adequate bin storage will be provided at or adjacent to the building. The following arrangements will be put in place:

- A designated external bin storage area as shown on the site plan, will be provided and screened from public prior to the use commencing
- Separate bins will be provided as identified on the site plan for general waste, dry recycling, food waste, and cardboard to facilitate source-segregated collection
- All bins will have secure, close-fitting lids to prevent odour, pest access, and wind-blown litter
- Bins will be of a suitable commercial size, (3 x 140ltr) with additional capacity available for peak periods

- The bin storage area will be kept clean and tidy at all times; spillages will be cleaned promptly

- Bins will not be stored on the public highway or in a manner that obstructs pedestrian or vehicle routes

4.3 Waste Collection

Commercial waste collection will be arranged with a licensed waste contractor. The following principles will apply:

- A formal commercial waste collection contract will be in place prior to opening, with a licensed waste carrier
- Collections will be scheduled to take place after normal business hours (3pm), on weekdays where possible, to avoid disruption to the estate at unsociable hours and no customers cars are parked within the site.
- All service deliveries and waste collections will take place from within the application site and all delivery and collection vehicles will enter and leave the site in a forward gear.
- The attached plans ref: SP-025-092-07(vehicles entering) and SP-025-092-08 (vehicles exiting) illustrate how such vehicles will manoeuvre within the site and which parking spaces (1,2,8,9 and 10) will be coned off to avoid them being used should delivery and/or service vehicles need to visit the site during opening hours. The attached plans show the vehicle type and size for which the arrangements have been made.
- The frequency of collections will be matched to the volumes generated — it is anticipated that general waste will require collection 2–3 times per week, with recycling weekly and food waste at least 3 times per week
- Waste Transfer Notes will be retained as required by the Environmental Protection Act 1990 and the Duty of Care Regulations
- The business will register a Waste Transfer Note with the waste contractor and retain copies for a minimum of two years

4.4 Food Waste — Specific Measures

As a food and beverage business, specific attention will be given to the management of food waste and used coffee grounds to avoid odour and pest issues:

- Coffee grounds will be stored in a sealed container and collected as food waste; where practicable, spent grounds will be offered for reuse (e.g. composting or collection schemes)
- Food waste will be stored in a lidded caddy with a liner bag changed daily
- External food waste storage containers will be cleaned regularly with appropriate sanitising products
- Any liquid food waste (e.g. surplus milk) will be disposed of via foul drainage only; it will not be placed in food waste bins

4.5 Grease and Trade Effluent

Any wastewater from the coffee shop, including from cleaning and food preparation, will be discharged to the foul sewer. A grease trap or interceptor will be installed in the drainage system serving the unit prior to opening, in accordance with the requirements of Dwr Cymru Welsh Water and to prevent blockages in the sewer network. The grease trap will be maintained and emptied by a licensed contractor on a regular schedule.

5. Minimising Impacts on the Surrounding Area

The following additional measures will be adopted to ensure that the operation of the coffee shop does not cause unacceptable impacts on neighbouring businesses on the industrial estate or on the wider area:

- All waste will be secured within the bin storage area between collection days — no bags will be left outside of bins
- Litter generated by customers leaving the premises will be managed through the provision of external litter bins adjacent to the entrance, which will be emptied daily
- Staff will conduct regular litter picks of the immediate vicinity of the unit
- Deliveries and collections will be coordinated to avoid conflict with peak arrival and departure times of other businesses on the estate
- Delivery drivers will be briefed on expected behaviour on the estate, including speed limits, noise minimisation, and not blocking access routes
- The proprietor will maintain contact details of the estate management and neighbouring businesses and will respond promptly to any complaints regarding deliveries or waste management

6. Sustainability

The business will seek to minimise its environmental impact and adopt sustainable practices in its operations, including:

- Sourcing products from suppliers who use minimal or recyclable packaging
- Providing customers with the option to use reusable cups, with a discount incentive
- Offering paper-based or compostable single-use cups and packaging in preference to non-recyclable plastics
- Maximising recycling rates by ensuring all staff are trained in waste segregation procedures
- Exploring partnerships with local composting schemes or community groups to divert coffee grounds and food waste from landfill
- Monitoring waste volumes and implementing waste reduction measures on an ongoing basis

7. Summary and Conclusion

This Service Delivery and Waste Management Plan demonstrates that the proposed small coffee shop at an industrial estate in Wrexham can be operated in a manner that:

- Keeps delivery vehicle movements to a modest, manageable level appropriate to the scale of the business
- Schedules deliveries to minimise conflict with other estate users and during appropriate hours
- Provides appropriate, segregated waste storage with sufficient capacity for the volumes generated
- Ensures waste is collected by a licensed contractor in accordance with statutory Duty of Care obligations
- Takes active steps to minimise litter, odour, and pest risk
- Adopts sustainable practices to reduce waste generation and maximise recycling

The industrial estate context is well-suited to accommodating the modest service delivery and waste management requirements of a small coffee shop. The proposed use will not give rise to unacceptable impacts on the amenity of neighbouring businesses, highway safety, or the environment. The measures set out in this document will be implemented in full prior to and throughout the operation of the business.

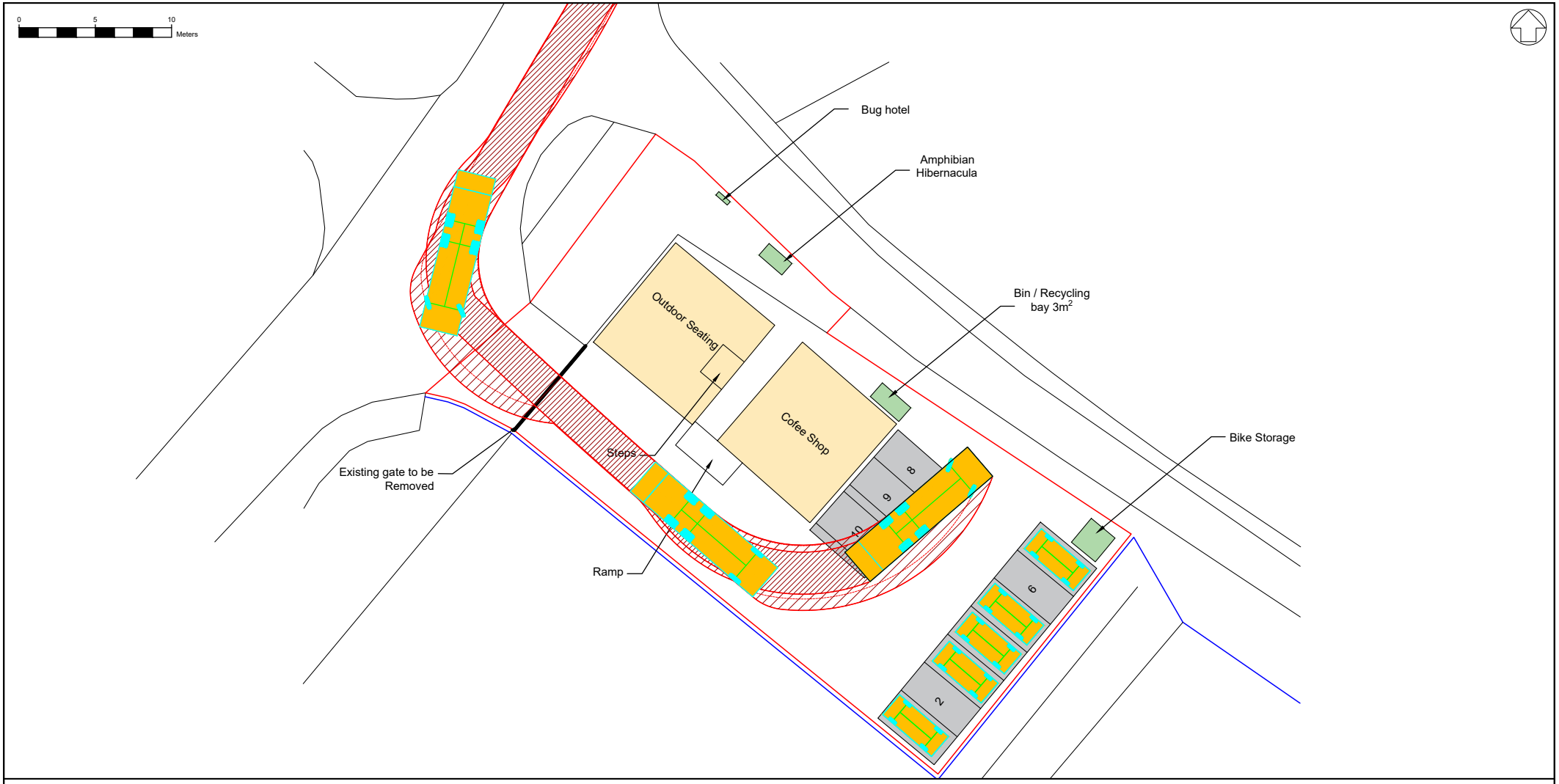
This document should be read alongside the other supporting documents submitted with application reference P/2025/0608.

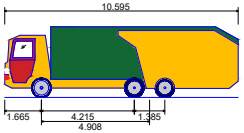
Declaration

The information contained in this Service Delivery and Waste Management Plan is accurate to the best of the applicant's knowledge and belief. The measures described herein will be implemented and maintained for the lifetime of the use.

Planning Application Reference: P/2025/0608

Eric Telford B.A, B.Sc, Principal, Telford Planning Associates





Phoenix 2-23W (with Elite 2 6x4 chassis)	
10.595m	Overall Length
2.530m	Overall Width
3.205m	Overall Body Height
0.410m	Min Body Ground Clearance
2.500m	Track Width
4.00s	Lock-to-lock time
9.250m	Curb to Curb Turning Radius

LEGEND

- CHASSIS OUTLINE FORWARD DIRECTION
- VEHICLE BODY OUTLINE FORWARD
- CHASSIS OUTLINE REVERSE DIRECTION
- BODY OUTLINE REVERSE DIRECTION
- VEHICLE FEATURES FORWARD DIRECTION
- VEHICLE FEATURES REVERSE DIRECTION
- TARGET POINTS

TITLE:

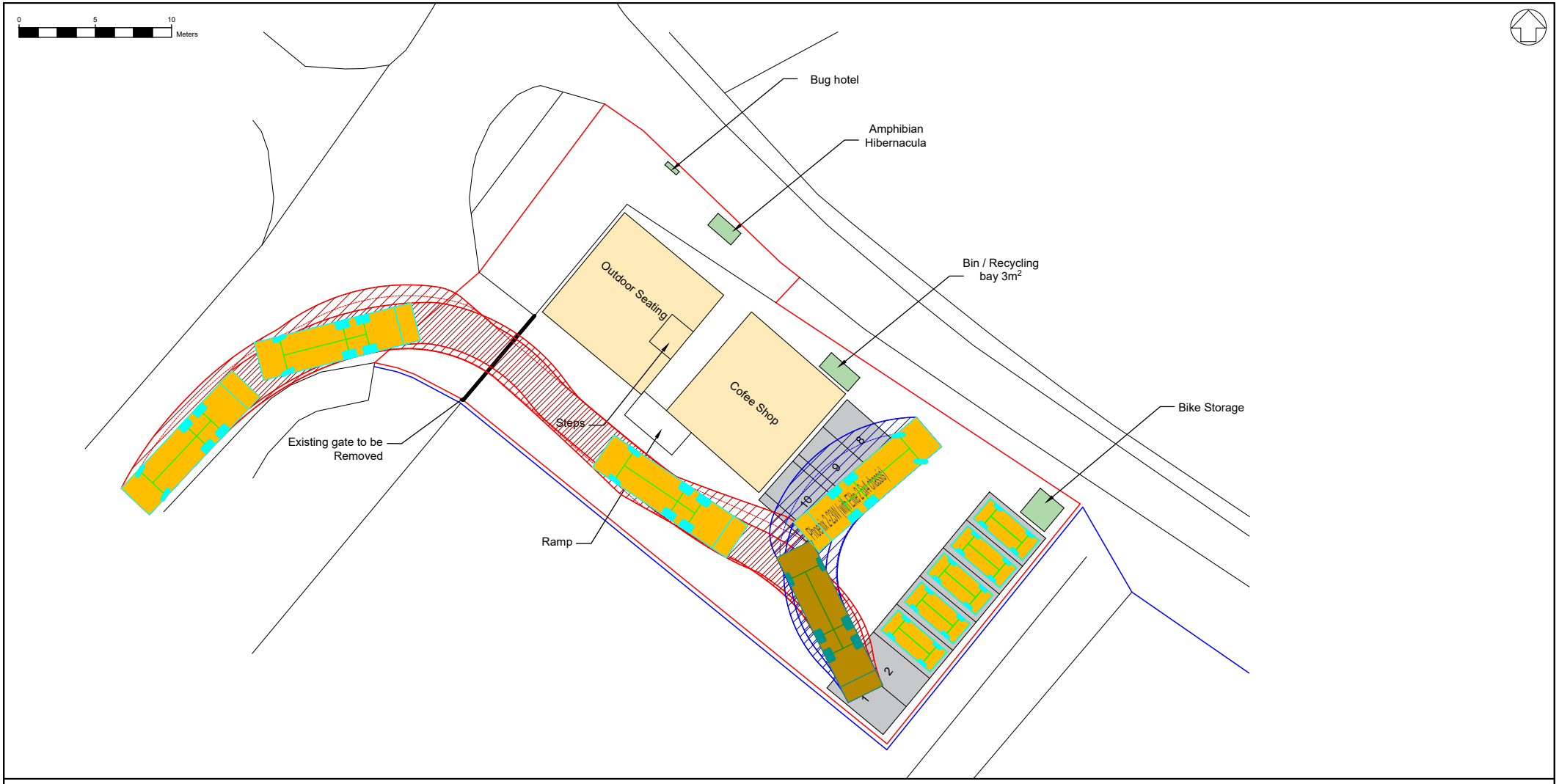
VEHICLE ENTERING

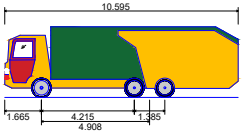
DWG NO:

SP-25-092-07

SCALE:

1:250





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- VEHICLE FEATURES FORWARD DIRECTION
- VEHICLE FEATURES REVERSE DIRECTION
- TARGET POINTS

TITLE:

VEHICLE EXITING

DWG NO:

SP-25-092-08

SCALE:

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