MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO::	Sarah Duckworth
Our Ref:	ET/DC/DB/P/2025/0951	**Your Ref:**	P/2025/0951
Date:	18/05/2026		

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: TRAWSNEWID YSGUBOR/ADEILAD ALLANOL YN LLETY GWYLIAU HUNANGYNHWYSOL / CONVERSION OF BARN/OUTBUILDING TO SELF-CONTAINED HOLIDAY LET

LOCATION: GREENWAYS, TARTS HILL, HANMER, WHITCHURCH, SY13 3DR

I refer to your consultation / email dated 22/12/2025 in respect of the above.

On reviewing amended proposals downloaded on 24 February 2026, the Local Highway Authority advise as follows:

1) The proposed plan includes for 2nr parking spaces within a 5m wide car port, which is too narrow to allow adequate pedestrian, wheelchair or pram access alongside parked vehicles. As the property is only a relatively small single bedroom dwelling, one space will suffice, leaving adequate room for circulation around. **Can the applicant amend the proposed plan to show 1 space and adequate safe circulation.** Guidance on this can be found in LPG16 Fig C note 2 relating to width of drives to allow pedestrian access. LPG16 also refers to a 1 bedroomed C3 dwelling requiring a maximum of 1.5 spaces per unit, but as this property is unlikely to house more than one person, then one space is deemed acceptable to the LHA.

2) Can the applicant add a note on the amended plan confirming the car park/port will remain open, and will not be closed in with doors thus creating a garage. LPG16 excludes a garage from being considered as a parking space. Alternatively, the LPA could include a suitably worded condition prohibiting the addition of doors to the car port.

3) Cycle parking and refuse collection should be incorporated onto the proposed plan.

4) The applicant is required to demonstrate there is a temporary set down area for offloading and space for a skip as well as off-road construction vehicle parking. In the absence of such information a standard condition requiring submission of a Construction Traffic Management Plan for LHA approval prior to commencement of construction could be applied.

5) The applicant is required to provide details of the hard landscaping to the front, which should include a drainage proposal to separate private and highway run off. This should clearly demarcate the private and highway boundary.

6) External lighting should be approved and avoid a glare that could dazzle passing drivers if linked to PIRs.Can an appropriately worded condition by applied seeking approval of external lighting, by the LHA prior to occupation?

Should the LPA be minded to support this application, the LHA would suggest the following standard conditions are applied to any approval:

HW03 **ACCESS SURFACE (5 metres)**
014R Prior to first use of the vehicular access hereby approved, the access shall be surfaced with hard bound materials (e.g. bituminous macadam) for a minimum distance of 5 metres behind the adjoining highway.

HW21 **PARKING TO BE KEPT CLEAR**
018R The vehicular parking area as shown on the plans(s) numbered. **[*INSERT PLAN NOS. WTH REVISION REFERENCES WHERE RELEVANT*]** shall be fully laid out, surfaced and drained prior to first use of the development. These areas shall thereafter be permanently retained and kept free of any obstruction, and made available solely for the parking and turning of vehicles at all times.

A standard CTMP condition could be applied in the absence of details requested in point 3 not being provided prior to planning committee.
A condition could also be applied prohibiting the installation of garage doors to the front of the car port.

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 184/171 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.