MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO:	Matthew Roberts
Our Ref:	ET/DC/DB/P/2026/0216	**Your Ref:**	P/2026/0216
Date:	19/06/2026		

Town and Country Planning Act 1990

PROPOSAL: NEWID DEFNYDD LLAWR CYNTAF AC AIL LAWR O DDOSBARTH A3 (MANWERTHU MASNACHOL/CAFFI) I DDOSBARTH C2 (ANNEDD) A NEWIDIADAU I'R WEDD FLAEN / CHANGE OF USE OF FIRST AND SECOND FLOORS FROM CLASS A3 (COMMERCIAL RETAIL/CAFE) TO CLASS C3 (DWELLING) AND ALTERATIONS TO FRONT ELEVATION
LOCATION: 7 HIGH STREET, WREXHAM, LL13 8HP

I refer to your consultation / email dated 1 May 2026 in respect of the above.

This proposed change of use to C3 includes the following proposed works:-

1) Ground floor access and stairwell
2) First floor circulation and living area
3) Second floor bedroom

The development is in a sustainable city centre location, thereby negating the need for dedicated parking. Inward opening doors are noted onto the pavement.

Can the applicant provide details of a proposed bin store within the applicant's demise, together with provision for cycle parking. Lockable cycle parking is requested in lieu of vehicular parking to demonstrate sustainable development.

Should this proposal be supported, the Local Highway Authority would request a condition be applied requesting a Construction Traffic Management Plan prior for Local Highway Authority approval prior to commencement of works.

This should clearly demonstrate how the works can be carried out without interrupting pedestrian and vehicular access. We refer the applicant to the contacts and guidance in the appendices below.

Summary

Subject to provision of the following the Local Highway Authority have no further comment to make

1. Provision of cycle storage shown on a plan

2. Provision of a refuse store and collection, also on a plan

3. Inclusion of a suitably worded condition requesting submission and approval of a CTMP prior to construction. We draw the applicant's attention to the guidance notes below for arranging skips, scaffold, set down areas etc.

Suggested Condition

ZJ45 026R	**CONSTRUCTION TRAFFIC MANAGEMENT PLAN** No part of the development shall commence until a Construction Traffic Management Plan including provisions for contractor parking has been submitted to and approved in writing by the Local Planning Authority and the plan as is approved has been fully implemented.

Supplementary Notes

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

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.