MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO:	Jenni Perkins
Our Ref:	ET/DC/PP/P/2026/0087 Res(3)	**Your Ref:**	P/2026/0087
Date:	26/06/2026		

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: CODI GOFOD SWYDDFA NEWYDD AC ADEILAD LLES STAFF / ERECTION OF NEW OFFICE SPACE AND STAFF WELFARE BUILDING

LOCATION: KNOLTON FARMHOUSE CHEESE, OSWESTRY ROAD, OVERTON, WREXHAM, LL13 0LG

I refer to your consultation / email dated 23/06/2026 and revised Site Plan (Drg. Noi. Ty/1692/PL10B) in respect of the above.

General

The proposed development comprises the erection of a new office accommodation and staff welfare building (436m^2 gfa) to replace the existing sub-standard office buildings. It is understood that the existing office buildings will be repurposed for storage rather than retained as additional office accommodation.

Access

It is assumed that the main access serving the development site is the access located at the south western end of the site frontage.

The proposed development site is served off the B5069 Oswestry Road which is a classified road subject to a 60mph speed limit. Based on typical speeds of 60mph, any proposed / existing access would require visibility splays of 2.4 x 215m in both directions measured to the nearside edge of the adjoining highway in accordance with TAN 18.

However, a previous planning consent at the site (ref: P/2011/0202) included a condition which requires the provision of visibility splays from the main access of 2.4 x 113m to the south west and 2.4 x 105m to the north east measured to the nearside edge (this was based on speed survey carried out at that time). Based on these requirements, visibility appears adequate from the main access.

The existing main access is approximately 40m wide reducing around 6m wide at approximately 22m behind the adjoining highway. The access is surfaced with hard bound materials.

Parking & Turning Provision

Adequate parking & turning provision will be required in accordance with LPGN 16.
It is assumed that the proposed office accommodation will come under a Class B1 Use. LPGN 16 Class B1 Use requires a maximum of 1 car space per 30m^2 gfa. Based on a proposed floor area of 436m^2 gfa, the proposed offices would require a maximum of 15 spaces.

The Existing Layout Plan (Drg. No. Ty/1692/P202) appears to indicate 38 existing spaces. The revised Proposed Layout Plan (Drg. No. Ty/1692/PL10B) indicates the provision of 27 spaces which is considered acceptable**.**

It is understood that 80 staff are employed at the site and there will be no additional staff employed as a result of the proposed development. The applicant has indicated that the site operates a shift pattern which results in peak parking demand never involving the full 80 staff headcount being on site at any one time.

Turning provision at the site appears acceptable.

Cycle Parking / Shelter

Adequate cycle parking / shelter will need to be provided for the proposed development in accordance with LPGN 16 / Active Travel Guidance. The submission of the existing / proposed cycle parking / shelter provision (including annotated dimensions) is requested.

The revised plan indicates a rectangular area allocated for cycle parking / shelter which measures approximately 1.9m x 4m. The caption included on the plan refers to the provision of 12 cycle parking spaces plus a covered shelter which would be considered acceptable. However, the area allocated on the plan would be insufficient for the above provision.

The LHA recommends the applicant agrees the appropriate / required details with our Active Travel Section (email: gwen.thomas@wrexham.gov.uk) and indicates such provision on a suitably scaled plan.

Conclusion

In conclusion, LHA request the following additional information:-

- Cycle Parking / Shelter

  Adequate cycle parking / shelter will need to be provided for the proposed development in accordance with LPGN 16 / Active Travel Guidance. The submission of the existing / proposed cycle parking / shelter provision (including annotated dimensions) is requested.

  The revised plan indicates a rectangular area allocated for cycle parking / shelter which measures approximately 1.9m x 4m. The caption included on the plan refers to the provision of 12 cycle parking spaces plus a covered shelter which would be considered acceptable. However, the area allocated on the plan would be insufficient for the above provision.

  The LHA recommends the applicant agrees the appropriate / required details with our Active Travel Section (email: gwen.thomas@wrexham.gov.uk) and indicates such provision on a suitably scaled plan.

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