MEMORANDUM

From:	Chief Officer, Environment & Technical	**To:**	Chief Officer Economy & Planning
		FAO:	Sharon Holman
Our Ref:	ET/DC/PP/P/2026/0353	**Your Ref:**	P/2026/0353
Date:	03/08/2026		

TOWN AND COUNTRY PLANNING ACT 1990

PROPOSAL: NEWID DEFNYDD YR AIL LAWR O SWYDDFEYDD I 6 FFLAT HUNANGYNHWYSOL / CHANGE OF USE TO SECOND FLOOR FROM OFFICES TO 6 SELF CONTAINED FLATS

LOCATION: 22 TO 26 LORD STREET & 10 TO 14, EGERTON STREET, WREXHAM

I refer to your consultation / email dated 19/06/2026 in respect of the above.

General

The proposed development comprises the proposed change of use of existing offices on the 2nd floor to 6 no. 1 bedroom apartments.

Access

The development site is located on the corner of Egerton Street & Lord Street which are both unclassified roads.

Lord Street is a pedestrianized zone with no vehicular access along this section. There is existing access to the site via Egerton Street to a parking / loading area at the rear of the development site.

Parking & Turning Provision

The LHA understand that the proposed development has no off-street parking provision. However, the site is located in Wrexham City Centre and is considered be in a highly sustainable location in close proximity to Wrexham Bus Station. It is considered that the proposed development is likely to appeal to those who do not own a car. It would therefore be considered acceptable to support the proposed development without any designated parking provision in this instance.

Cycle Parking / Storage

Sufficient space to provide at least 2 secure cycle parking spaces per dwelling. In the case of flats, this should be provided via safe and secure communal cycle parking areas.

In areas where long stay bicycle parking facilities are required, developers should provide more secure parking facilities in the form of cycle cages or lockable bicycle shelters. Alternatively, secure compounds within buildings may be acceptable, providing that they are located at ground floor level and are accessible.

All cycle parking areas should be located in well lit areas that are overlooked from the building they serve and/or from other buildings in the area.

The submitted layout plan (Drg. No. A104) does not indicate the above details. **The LHA recommend that a more detailed plan (including annotated dimensions) is provided indicating the specific proposed cycle parking / storage provision which will need to comply with LPGN 16 / Active Travel Guidance.**

The LHA recommends that the applicant contacts our Active Travel Section in respect of providing appropriate cycle spaces / shelters where possible. Further advice / clarification can be obtained by contacting Gwen Thomas (Strategic Transport Manager) on Tel: 01978 729667 or email: gwen.thomas@wrexham.gov.uk

Waste / Recycling

It is important that any proposed bin store / compound is of adequate size / design to accommodate the required number / type of bins and is suitably located to serve such a development ie/ in close proximity to the adjoining highway. The LHA strongly recommend that you consult with our Senior Waste Strategy Officer Gabrielle Povey (Senior Waste Strategy Officer) on 01978 729640 to discuss the above detail and the adequacy of any area allocated to waste collection.
However, it may be the case that refuse / recycling at the premises is dealt with by a private contractor. **The LHA request clarification on this detail.**

The waste / recycling details indicated on the submitted layout plan (Drg. No. A104) are inadequate.

If it is intended that WCBC Waste Department are to collect the bins / recycling, then they have advised as follows:-

- **The required bins will be:-**
    - **6 no. 240L General Waste Bins**
    - **12 no. Plastic Boxes for recycling**
    - **6 no. Blue Bags**
    - **6 no. food caddies**

- **A suitably scaled plan indicating a suitable storage compound (including annotated dimensions) plus a suitable collection point within close proximity to the highway. Such a collection point must not impede any vehicles entering the private service area or impede pedestrian movements.**

Conclusion

In conclusion, the LHA request the following information:-

- **Cycle Parking / Storage**

  Sufficient space to provide at least 2 secure cycle parking spaces per dwelling. In the case of flats, this should be provided via safe and secure communal cycle parking areas.

  In areas where long stay bicycle parking facilities are required, developers should provide more secure parking facilities in the form of cycle cages or lockable bicycle shelters. Alternatively, secure compounds within buildings may be acceptable, providing that they are located at ground floor level and are accessible.

  All cycle parking areas should be located in well lit areas that are overlooked from the building they serve and/or from other buildings in the area.

  The revised layout plan (Drg. No. A104) does not indicate the above details. **The LHA recommend that a more detailed plan (including annotated dimensions) is provided indicating the specific proposed cycle parking / storage provision which will need to comply with LPGN 16 / Active Travel Guidance.**

  The LHA recommends that the applicant contacts our Active Travel Section in respect of providing appropriate cycle spaces / shelters where possible. Further advice / clarification can be obtained by contacting Gwen Thomas (Strategic Transport Manager) on Tel: 01978 729667 or email: gwen.thomas@wrexham.gov.uk

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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