

Date: 29 May 2026
Application: 261171



WOKINGHAM
BOROUGH COUNCIL

WBC Highways

Development Management &
Compliance

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 261171

Applicant: Mrs and Mrs Geraldine & Eileen Ward

Site Address: Charlton Lane, Swallowfield, Berkshire

Parish:

Grid Reference: Easting - 0, Northing - 0

Type of Development: Minor Gypsy and traveller pitches (1-9)

Proposal: Full application for the change of use of land to a caravan site for the proposed erection of 5no. gypsy and traveller pitches, each incorporating a static caravan, touring caravan, single-storey day room, bin store, associated parking, access, boundary treatment, hardstanding and hard and soft landscaping.

Case Officer: Helen Maynard

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 261171. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **19 June 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [TD]		
Service	WBC Highways	App No:	261171
Address:	Charlton Lane, Swallowfield, Berkshire.		
Proposal:	Full application for the change of use of land to a caravan site for the proposed erection of 5no. gypsy and traveller pitches, each incorporating a static caravan, touring caravan, single-storey day room, bin store, associated parking, access, boundary treatment, hardstanding and hard and soft landscaping.		
Type of Development:	Minor Gypsy and traveller pitches (1-9)		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

General

The applicant is proposing to change the use of the existing vacant land to site 5 no. gypsy and traveller pitches, each with a static caravan, touring caravan, day room, bin store and parking. The existing site access onto Trowes Lane will be use.

The applicant sought pre-application advice on the proposals. Highways have prepared a response to the proposals that reiterates much of that raised in the pre-application response.

The applicant has prepared an Access Appraisal, which is welcomed.

Traffic Impacts

The traffic generated from 5 pitches is unlikely to have significant impacts on the wider highway network.

Sustainability

There are limited local facilities within acceptable walking distance from the site, making the site an unsustainable location nor is there any bus service within acceptable walking distance, making car the main mode for this development. Meanwhile, Trowes Lane is subject to national speed limit. There is no street lighting and existing public footway/cycleway along the site frontage to provide safe and attractive environment for considering sustainable travel modes.

Highways would normally have concluded that this site was unsustainable.

However, the inspector's decisions on the sites immediately to the north of this site (162498, 230422), as well as the inspector's decision for the site at Lenette, Church Road (200880), have concluded that these site locations were acceptable. As these are of similar distances from local services, highways will follow the inspectors' conclusions and will have no objection on site sustainability for the proposal.

Access

The existing access arrangements will be retained for use.

The existing site access via Trowes Lane will be utilised. WBC's minimum dimension for shared access is 4.1m. The proposed access meets the requirement.

The applicant has provided demonstration of a fire tender vehicle entering and leaving the site access in forward gear to within 40m of all habitable parts of the Site.

The applicant has provided swept path analysis of a fire tender vehicle entering and leaving the site access in forward gear to within 40m to the furthest point of any habitable area. This shows overrun of the Plot 5 boundary, which shall be revised. The applicant is also expected to demonstrate a fire tender entering and leaving the site in the same direction. Supplementary assessment is required.

It also shows lock to lock turning, which is not preferable. It requires the entirety of the access for manoeuvre. The applicant shall consider increasing the carriageway width between Plot 3 and 5 to facilitate widening. Highways will request this be secured by condition as turning space to be retained.

The proposed access gate is set back 10m from the edge of the public highway which is likely adequate. The gate is proposed to open outwards. Highways request the gate open inwards to ensure adequate space for vehicles to wait off the carriageway. Revised plans should be provided to show this.

The applicant has indicated that the track/surface is to be made of a permeable material. Highways request the access be surfaced with a permeable and bonded material across the entire width of the access for a distance of 10m measured from the carriageway edge. This is to ensure no overspill of material onto the highway. This will be conditioned.

Visibility

Trowes Lane is subject to the national speed limit. The proposals will incur the intensification in use of the access arrangement, and as such visibility splays shall be provided.

The applicant has provided a speed survey, and visibility splays in accordance with the 85th percentile speed recorded and MfS Sight Stopping Distance. The appendix shows the 85th percentile speed recorded was 32.6mph northbound and 31.6mph southbound. Visibility splays of 2.4m x 45.0m (to the north) and 47.0m (to the south) have been provided according to an adjusted wet weather speed, which undermines the principle of visibility assessment and underestimates the required SSD. The applicant shall not factorise the actual speeds in dry weather to wet-weather speeds. Revision is required.

The sightlines shall be across land within the applicant's control or highway land. Highways Authority will seek to secure by condition the maintenance at all times of land within the visibility splays to be cleared of any obstruction exceeding 0.6m in height.

Parking

While it is not clearly labelled, each pitch will have up to six habitable rooms for a static unit plus a day room. According to the WBC Parking Standards, the development of such scale in Village location will require two driveway parking per pitch within the red line boundary. If all those parking spaces will be allocated, one additional visitor parking shall be provided. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

Based on the submitted plan, two parking spaces of dimensions 4.8m x 2.4m are proposed per pitch. While the proposed driveway of each pitch will likely have sufficient space for parking spaces of suitable dimensions, the parking spaces shall be revised to 5m x 2.5m. One additional visitor parking space will be required. Notably, this will need to be provided in a location that does not conflict with the fire tender tracking.

The applicant was advised the above at pre-application. The applicant should provide revised plans that demonstrate car parking spaces of adequate dimension, and an additional unallocated visitor space.

The Planning Statement states that vehicles can access and egress the site in forwards gear, which is welcomed.

Cycle Parking

The Planning Statement sets out that cycle storage can be provided within each plot. The applicant should indicate this on plans. Alternatively, Highways will seek to secure this by condition.

Refuse Collection Strategy

A bin store is proposed per pitch, with a refuse store is situated adjacent to the access gate. As the site will be gated and the internal road of access will remain private, according to Manual for Streets, the bin collection areas shall not be placed exceeding the maximum carrying distances for households (30m) and refuse collection operators (25m) from the public highways.

The distances between the bin stores of Pitches 3-5 and the communal refuse collection point will exceed acceptable carrying standards. The applicant should address this as part of this proposal.

Conditions & Reasons (if required)			
Date:	19/06/2026	Signed:	JP [TD]