

Date: 2 March 2026
Application: 260209



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260209

Applicant: ROONEY

Site Address: Highfield Park, Eversley Road, Arborfield, RG2 4PP

Parish: Arborfield and Newland

Grid Reference: Easting - , Northing -

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

Proposal: Full application for the change of use of land to a residential caravan site comprising the siting of seven static caravans for residential occupation, alongside ecological enhancements and associated ancillary works, utilising the existing vehicular access.

Case Officer: Marcus Hillman

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 260209. 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 **23 March 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [TH]		
Service	WBC Highways	App No:	260209
Address:	Highfield Park, Eversley Road, Arborfield, RG2 4PP.		
Proposal:	Full application for the change of use of land to a residential caravan site comprising the siting of seven static caravans for residential occupation, alongside ecological enhancements and associated ancillary works, utilising the existing vehicular access.		
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 proposals are for the change of use of land to a residential caravan site comprising of 7 plots. The application form states that the proposed plots will use the “existing vehicular access”.

However, given the existing conditions and absence of approved council record, unless the applicant can justify that it is an existing lawful access for vehicles, it is to be considered as a new access, which is discussed further below. It has therefore been referred to throughout this response as ‘the proposed access’.

The applicant has not provided a significant amount of information such as a proposed access arrangements, internal access road design, site layout, parking, cycle storage, refuse strategy etc, which is disappointing. Those details are essential for a full planning application.

WBC Highways have provided a response on the information given, ultimately to allow the applicant to provide further information if they wish to proceed. However, it should be noted that WBC Highways are likely to object to the application on the basis of insufficient information regarding the proposed new access, highway safety and lack of pedestrian infrastructure and connectivity to local amenities.

Traffic Impact

The traffic generated from the seven plots of caravans are unlikely to have significant impacts on the wider highway network.

Sustainability

The applicant has submitted a statement titled '*Access to Services & Amenities*' (dated May 2025) which is welcomed. However, the distances to local amenities and facilities within the document exceed the preferred maximum of IHTs Guidelines for Providing Journeys on Foot.

Despite the distance to services, there are no pedestrian or cycle connections between the site and surrounding infrastructure, or a crossing point near the proposed access to provide continuous connection with the pedestrian and cycle network along Eversley Road and Baird Road. Should the applicant wish to continue with the proposals, WBC Highways would expect the applicant to suggest suitable improvements to enhance the site sustainability and accessibility.

The implementation of a footway and crossing in the location of the proposed access will have to consider potential impacts on services, land ownership, draining and utilities to determine its viability.

Given the site will be access via the A327 Eversley Road, a Stage 1 RSA will be expected for any proposed alteration that will impact on road user behaviours, or change the outcome of a collision.

Due to the above, Highways would object to the proposals on the grounds of sustainability unless the applicant can suggest any suitable contributions and/or improvements.

Access

The proposals would require a new access onto the A327 Eversley Road, which lead to a new shared internal access road to the site.

Visibility splays are to be assessed according to DMRB given that the speed limit of the road is 50mph, which requires visibility splays of 2.4m x 160m to be provided. The sightlines shall be across land within the applicant's control or highway land and shall be clear of obstructions to visibility exceeding 0.6m in height. Alternatively, this can be assessed based on the speed limits of the 85-percentile speed provided by the applicant submitting full speed survey results for the road where the access is located. This is to set out the Annual Average Daily Traffic (AADT) flows.

A Stage 1 Road Safety Audit report is required for a new access onto an A-road which is to be submitted by the applicant. It should be noted that this also requires the speed survey results to be reported.

The access would require a new access junction / dropped kerb to be installed subject to the proposed access arrangement, which requires separate consultation with WBC Traffic Management Team.

Depending on the AADT, further highway works may be required, such as implementing a ghost island, in line with DMRB CD123.

The design of the internal road would have to be designed in line with WBC living Streets: Highways Design Guide (2019) and should be designed to adoptable standards even if it is to remain as a private road. The applicant states that there is an existing concrete road, however no evidence of this has been provided, for example the submitted habitat layout plan includes images of a dirt track instead of a concrete road. For the proposed scale of development, the access road will need to be upgraded to a minimum width of 4.1m to accommodate two-way traffic.

A proposed site layout plan has not been provided; however, the furthest point of the red line is well outside of the 40m threshold from the public highway for emergency access. In turn, the applicant is expected to demonstrate the manoeuvring of a fire tender vehicle entering and leaving the site access in the forward gear with the below dimensions:



DB32 Fire Appliance	
Overall Length	8.680m
Overall Width	2.180m
Overall Body Height	3.452m
Min Body Ground Clearance	0.337m
Max Track Width	2.121m
Lock to Lock Time	6.00s
Kerb to Kerb Turning Radius	7.910m

The access shall be surfaced with a permeable and bonded material across the entire width of the access for a distance of 10m measured from the carriageway design. This is to be secured by condition.

As the proposed access is situated near a street lighting column, a telegraph pole and what appears to be a utilities box, the WBC Streetworks / Highway Assets teams may need to be consulted by the applicant.

The applicant shall provide swept path analysis of the largest vehicle assumed to be required to access and egress each pitch, such as a touring caravan. This should demonstrate access and egress to / from each plot in the forward gear. This is also required to be undertaken at the site access with two-way movement with a large saloon car, in addition to along the internal access road. It should be noted that under no circumstances shall vehicles reverse from the site access into the A327, and all manoeuvring is to be shown to occur within the red line.

As mentioned above in '**Sustainability**', the applicant may wish to provide the required information for a new access. However, if they do not also consider the

access provision for pedestrians and cyclists, then WBC Highways would likely object to this application on the grounds of both sustainability and the proposed access arrangements.

Parking

Parking is to be provided in line with WBC Parking Standards, and each parking space is to have the minimum dimensions of 2.5m x 5.0m. The applicant is required to provide a plan showing the proposed site layout which includes parking spaces with the correct dimensions.

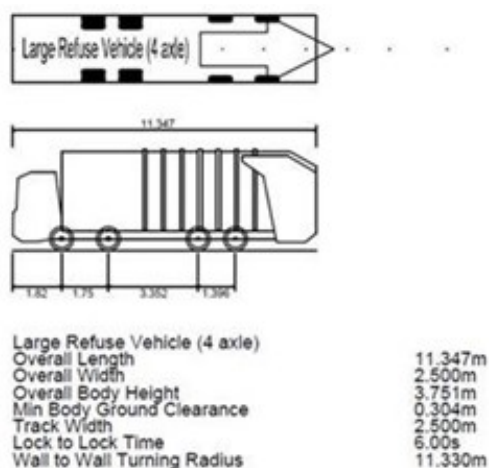
The applicant shall confirm the number of proposed allocated, unallocated and unallocated visitor parking spaces, in addition to location of parking spaces. It would be welcomed if the applicant submits a completed WBC Parking calculator, which presents the required number of spaces.

Cycle Provision

Cycle storage is to be provided in line with WBC Parking Standards. In general, one cycle parking allocation will be required per caravan for 3 or less habitable rooms, two for 4-5 habitable rooms and 3 for 6+ habitable rooms. The proposed cycle storage is to be indicated on a plan.

Refuse Collection Strategy

In line with MfS, the maximum carrying distances for households is 30m, and refuse collection operators is 25m from a refuse collection point. Given the length of the site and the distance of the point from the public highway, a refuse vehicle will have to enter the site to undertaken refuse collection. In turn, swept path analysis is required to demonstrate the manoeuvring of a refuse vehicle entering and leaving the site access in the forward gear with the below dimensions:



It is recommended that the applicant consults with the councils Cleaner & Greener team regarding refuse collection.

Construction Method Statement

A framework demolition and construction method statement is requested to be submitted.

Conditions & Reasons (if required)			
Date:	18.03.2026	Signed:	JP [TH]