

Date: 10 July 2026
Application: 260810



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260810

Applicant: Mr D Adler

Site Address: 53 to 55, Crockhamwell Road, Woodley, RG5 3JR

Parish: Woodley

Grid Reference: Easting - , Northing -

Type of Development: Minor All other developments

Proposal: Full application for proposed replacement windows at the first floor, including a new covered cycle store and refuse storage area.

Case Officer: Claire Moore

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 260810. 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 **5 August 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	260810
Address:	53 to 55, Crockhamwell Road, Woodley, RG5 3JR.		
Proposal:	Full application for proposed replacement windows at the first floor, including a new covered cycle store and refuse storage area.		
Type of Development:	Minor All other developments		
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

The applicant proposes to partially replace the existing windows and to install a new cycle store and refuse storage area within the existing parking area.

Replacement of Windows

The Highways Authority has no objection to replacement of windows subject to informative (Incidental works affecting the highway).

Proposed Cycle Store and Refuse Storage Area

However, as the proposed cycle store and refuse storage area are proposed within the existing parking area, the impact to level of parking provisions has to be assessed. The applicant shall clarify the existing and proposed parking arrangement of this proposal.

If there will be a reduction of parking provisions, the applicant is required to justify the remaining parking would be sufficient to accommodate the existing parking demand.

Communal cycle store with Sheffield stands is expected to meet the requirements in Table 11-2 of LTN 1/20. It is noted that the scale would be 1:100 instead of 1:200 for a 3.3m x 2.1m

The spacing between Sheffield stands is currently shown at 800mm, whereas a minimum spacing of 1m is required. In addition, the clearance between the stands

and the edge of the cycle store should be no less than 500mm, but the plans indicate this is approximately 400mm.

Table 11-2: Recommended and minimum dimensions for banks of Sheffield stands

	Recommended	Minimum
Bay length (length of cycle parked on a stand)	2m	2m
Bay length (tandems, trailers and accessible cycles)	3.0m	2.5m
Access aisle width (if larger cycles use the end bay only)	3m	1.8m
Access aisle width (if large cycles use internal bays)	4m	3m
Edge access aisle + one bay to the side	5m-6m	3.8m-5m
Central access aisle + one bay to each side	7m-8m	5.8m-7m
Spacing between stands	1.2m	1.0m
Gap between stand and wall (part of bay width)	700mm (typical wheel diameter)	500mm

Meanwhile, the Highways understand that 10m maximum carrying distances for the refuse collection operator / public highway apply to communal bin store, the applicant shall confirm the proposed refuse storage area is proposed at a suitable position. Alternatively, the applicant may have to arrange waste collection from private operator.

To avoid overspilling of wastes and recyclables to the driveway, the required area of the refuse collection point shall also be confirmed with the council's Cleaner & Greener team.

Conditions & Reasons (if required)

Date:	22/7/2026	Signed:	JP
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