

Date: 10 December 2025
Application: 251897



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 251897

Applicant: Mrs Louise Hall

Site Address: 35 Unit 13 Falcon Business Park, Ivanhoe Road, Finchampstead,
Wokingham, RG40 4QQ

Parish: Finchampstead

Grid Reference: Easting - 477158, Northing - 164658

Type of Development: Other Change of Use

Proposal: Full application for change of use from B2 to E(d).

Case Officer: Rowan Reynolds

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 251897. 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 **4 January 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	(Name) (Job title)		
Service	WBC Highways	App No:	251897
Address:	35 Unit 13 Falcon Business Park, Ivanhoe Road, Finchampstead, Wokingham, RG40 4QQ.		
Proposal:	Full application for change of use from B2 to E(d).		
Type of Development:	Other Change of Use		
Site Visit Made:	Yes/No		

Summary Of Recommendations

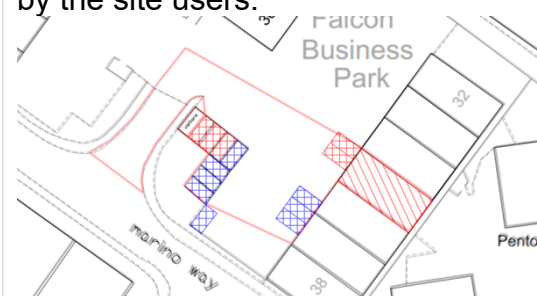
- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

The Highways received the revised site plans, parking agreement and parking management plan to address Highways comments dated 8th September 2025 and multiple follow-up discussions between 29th October and 12th November 2025.

The framework Parking Management Plan and the parking agreement with the adjacent site are acceptable for a maximum site capacity of 9 (outside the typical weekday working hours of 08:00-17:00). There are at least 15 minutes passing time between classes, which can minimise the risk of overspill parking demand.

The Highways have, however, overlaid the application red line, and are aware that one of the proposed parking provisions have not been included in the red line. As commented previously, all parking shall be included as part of the application red line/blue line. While that parking space might not be essential for complying the council's parking requirement, the applicant shall confirm if that space will be utilised by the site users.



Subject to the application red line/blue line is revised and justified with Certificate B, the Highways will have no objection to the proposal subject to conditions below:

Conditions & Reasons (if required)

The Highways will recommend the following to be conditioned:

1. PARKING MANAGEMENT STRATEGY

Prior to the first occupation of the development, a Parking Management Strategy for the management of the parking arrangements shall be submitted to and approved in writing by the local planning authority. The submitted Parking Management Strategy shall include details of the management of all parking spaces, monitoring of all parking and submission of parking agreement(s) for utilisation of off-site allocated spaces of other owners. The PMS shall thereafter only be implemented as approved and remain in place for the lifetime of the development.

Reason: To ensure satisfactory development in the interests of amenity and highway safety in accordance with Wokingham Borough Core Strategy Policies CP1, CP6 and CP21.

2. (Recommended wordings) SITE CAPACITY

No more than five site users shall be allowed for the use hereby permitted at any time of the day, unless for the scenarios approved in the parking management strategy.

Reason: To ensure satisfactory development in the interests of amenity and highway safety in accordance with Wokingham Borough Core Strategy Policies CP1, CP6 and CP21.

Date:	16/12/2025	Signed:	JP
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