

Date: 19 September 2025
Application: 251814



**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,

PN Class AA det comm storeys Consultation

Application Number: 251814

Applicant: TVP Investments Ltd

Site Address: 400 Regus House, Thames Valley Park Drive, Wokingham, Earley, RG6 1PT

Parish: Earley

Grid Reference: Easting - 474177, Northing - 173960

Type of Development:

Proposal: Prior approval submission for erection of a two storey upwards extension to provide 32no residential units on the 4th and 5th floor with associated plant, car and cycle parking.

Case Officer: Joanna Carter

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 251814. 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 **29 September 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	251814
Address:	400 Regus House, Thames Valley Park Drive, Wokingham, Earley, RG6 1PT.		
Proposal:	Prior approval submission for erection of a two storey upwards extension to provide 32no residential units on the 4th and 5th floor with associated plant, car and cycle parking.		
Type of Development:			
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

Background

The site is in relation to a previous planning approval 241855 for (PN Class MA) and a planning refusal 241853 for (PN Class AA). This application is a resubmission of 241853 to address the previous refusal reason on fire safety impacts. The original transport statement has been submitted together with the same proposed parking arrangement, and proposed floor plans for the 4th and 5th floors. Cumulative impacts of the development have only been assessed in 241855, but not 241853.

The Highways had no objection to the previous PN Class AA application, subjects to the existing office floor areas will continue to operate and remain unaffected by the proposal. This presumption remains relevant as stated in Planning Statement Paragraph 6.3 and Transport Statement Paragraph 1.3.3.

It shall be remained that Highways second response for 241855 dated 12th September 2024 have highlighted that the proposals for 241853 and 241855 cannot be delivered concurrently, as there would not be sufficient parking spaces to be converted into bin/cycle stores as proposed in the transport statement.

General

The proposal will extend the existing 4 storey commercial building (Use Class E) by two storeys upwards to provide 32 no. of residential units (Use Class C3) under Prior

Approval Class AA. Among those, 26 units will consist of two habitable rooms, and 6 units will consist of three habitable rooms.

The key highways considerations for PN Class AA are transport and highways impact of the development. It is relevant to note that the existing office floor areas will continue to operate, remaining unaffected by the proposals.

Access

The existing vehicular and pedestrian accesses from the main entrance will be retained, which is unlikely to induce adverse impacts to the existing access arrangement.

Parking

Parking for this proposal

The applicant proposes one allocated parking space per flat in Section 3.4. According to the WBC Car Parking Standards, the development of such scale in Urban location will require 6 visitor parking spaces and 7 unallocated parking spaces, resulting in a minimum of 45 off-street parking spaces.

Cumulative Development Parking

The TS includes the cumulative impacts of the existing office uses. The existing office uses of 3755m² would require 125 parking spaces based on the Borough's current standards

Under this proposed development there would need to be 32 allocated spaces 6 unallocated and 7 visitor spaces, resulting in a total of 45 spaces.

179 no. parking spaces are shown on the existing site plan. Drawing No. PD-004 (Rev. 2) has indicated 125 spaces for the existing office use; 32 allocated spaces 7 unallocated and 6 visitor spaces for the residential uses; and 5 DDA parking spaces. Four of the existing parking spaces have been converted into cycle and bin storage. The proposed level of parking is generally acceptable.

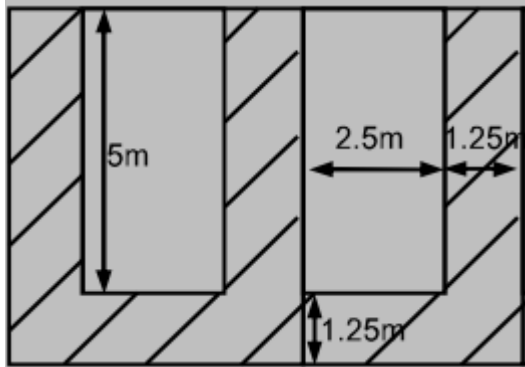
However, the applicant is advised to reallocate one of the unallocated spaces to visitor parking, and to clarify whether the proposed DDA spaces will be utilised by the residential and/or office uses.

Parking Layout

Meanwhile, while the applicant suggests that the DDA spaces are retainment of existing provisions, the site photo indicates that the DDA spaces have yet to be provided for the existing use at the proposed positions:



According to the WBC Car Parking Standards, extra space is required for disabled parking and recommended dimensions as indicated:



Each parking space shall have minimum dimensions of 5.0m x 2.5m and a 6.0m clearance shall be provided between the two rows of parking spaces.

To ensure the safety of blue badge parking users and consistency of aisle clearance, the hatched buffer zone of the DDA spaces shall not be count towards the required aisle clearance. The Highways will recommend the associated hatched zone of the DDA spaces to be set back into the landscape buffer to align with the outer edge of the standard parking bays.

A parking management strategy is required to ensure that parking for both uses is managed. This strategy will be secured by condition.

Traffic Impacts

The proposal will generate an additional 8 and 9 two-way vehicle trips during the AM and PM peaks respectively. Therefore, there would be no adverse impacts to the wider highway network are expected.

Cycle Parking

1 cycle parking is proposed per unit, which is acceptable.

A proposed Refuse & Bike Storages Plan is submitted, which is welcomed. The plan indicates that 50 no. cycle parking to be provided within the bike store, which include 5 no. Sheffield stands (for 10 no. spaces) and 20 no. two-tier bike racks (for 40 no. spaces), and an additional of 5 no. Sheffield stands to be provided for visitors.

The proposed dimensions of the bike store have been designed in line with LTN 1/20 and the dimensions of cycle racks available in the market, which are acceptable.

Refuse Collection Strategy

The applicant proposes to retain the existing refuse collection arrangement for commercial uses, which is acceptable.

With reference to WBC's Waste and recycling Guidance Notes for Developers, the distance between the bin store for flats and the parked refuse vehicle shall be no more than 10 metres. The council's Cleaner & Greener team shall be consulted if

this standard applies to private collection. If so, the Highways will expect to see swept path for the proposed dimensions of refuse vehicle for refuse collection the site in forward gear.

To avoid overspilling of wastes and recyclables to the driveway, the required area of the proposed bin store shall be confirmed with the council's Cleaner & Greener team.

Conditions & Reasons (if required)			
Date:	23/9/2025	Signed:	JP