

Date: 19 May 2026
Application: 260954



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260954

Applicant: Ellies Place Ltd

Site Address: 94 Hartsbourne Road, Earley, Wokingham, RG6 5SJ

Parish: Earley

Grid Reference: Easting - 474040, Northing - 171176

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use from Residential Dwelling to Care Home.

Case Officer: Kieran Neumann

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 260954. 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 **10 June 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	Stantec JD		
Service	WBC Highways	App No:	260954
Address:	94 Hartsbourne Road, Earley, Wokingham, RG6 5SJ.		
Proposal:	Full application for the proposed change of use from Residential Dwelling to Care Home.		
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

General

The development proposes to change the existing 4-bed dwelling into a children's home (Class C2) for up to four children between the ages of 5 and 18 years.

The covering letter appended to the application states that the property comprises a four-bedroom dwelling with off-street parking for three vehicles, cycle storage, and an internal ground floor office and sleep-in facility to support 24-hour staffing. The submitted documents do not specify how many staff will be on site but do state that a minimum staffing ratio of 1:1 will be maintained, implying that there will be four members of staff on site.

The applicant is required to clarify the operation details, including staff rotas, arrangement of staff changeovers and visitor management, to ensure the parking demand can be properly managed.

Accessibility

The Sustainable Travel Policy document submitted by the applicant states that the site is within reasonable walking distance of local amenities, shops, and services, and is well served by Reading Buses routes connecting the area to Reading town centre and the wider conurbation.

Staff will be encouraged to travel via sustainable means, with information about local bus routes, cycle routes, and rail connections will be provided to all staff at the point of recruitment and will be displayed within the staff accommodation area of the

home. Similarly, young people resident at the home will be supported and encouraged to use public transport, cycling, and walking as their primary means of travel within the local area.

The nearest bus stops with a service are the Beech Lane/Wilderness Road stops, located a 450m walk north east of the site, which exceeds the 400m maximum walking distance requirement. In spite of the limited accessibility, it is reasonable to consider some of the staff travel to work trips could be made by sustainable travel modes.

Traffic Impact

The Planning Statement submitted with the application states that Staff will travel to and from the property at shift change times, which are distributed across the day and night and do not give rise to peak-hour traffic concentrations. It is acknowledged that the trip generation during peak periods would be similar to the existing dwelling.

Parking

According to the WBC Parking Standards, Residential Care Homes will require one car parking space per full time equivalent staff member, plus one visitor space per three residents. Assuming there are four residents with a 1:1 staffing ratio, this equates to four staff parking spaces and one visitor space. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The driveway has capacity for three parking spaces, and the parking note and plan submitted by the applicant confirms this. These spaces are independent of each other and occupying one will not obstruct access to the adjacent bays. There is therefore the residual demand of one staff space and one visitor space which cannot be accommodated on the driveway.

The Sustainable Travel Policy document submitted by the applicant states that there will be a rolling shift pattern and that staff vehicles will arrive and depart at various times throughout the day and night, and that there will not typically be more than two or three staff vehicles on site simultaneously.

The parking plan submitted by the applicant states that the property also benefits from ample on-street parking availability along Hartsbourne Road and the surrounding area. It continues that any such use would typically be occasional and supplementary in nature, ensuring that the operational needs of the property can be comfortably accommodated without causing obstruction or inconvenience to nearby residents.

Clarification of the site's operational details, including staff rotas, arrangement of staff changeovers and visitor management, would enable the parking demand to be determined and assessed as to whether any residual parking demand that cannot be met on the site is occasional and supplementary.

The Good Neighbour and Community Engagement Plan submitted by the applicant states that staff will be encouraged to use the on-plot driveway parking provision available at the site in preference to on-street parking, in order to minimise any impact upon parking availability for neighbouring residents. The management of the

home will ensure that vehicles belonging to staff and visitors are not parked in a manner that obstructs neighbouring driveways, footpaths, or sight lines. As every house in the local area is served with a driveway, the surrounding highway network features many dropped kerbs, resulting in few suitable places to park on street close to the property.

The existing dropped kerb is located at the east of the site. This will not adequately serve the proposed parking spaces. A centralised dropped kerb arrangement would better serve the three car parking spaces. The applicant should seek separate consent from WBC's Traffic Management team.

Cycle Provision

Cycle provision should be provided in accordance with WBC standards that require 1 cycle storage space per 5 members of staff.

The existing garage remains suitable for cycle storage, which is acceptable. The Sustainable Travel Policy indicates that there would be the provision of secure cycle storage for three bicycles at the property, which is in excess of the policy requirements.

Refuse Collection

The applicant has specified the location of the bin store, and Highways are of the opinion that this will not impede parking provision or vehicle access/egress manoeuvres. It is considered that the waste will be of a domestic nature and the existing kerbside collection will remain suitable.

Date:	04/06/2026	Signed:	JD
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