

Date: 11 November 2025
Application: 252738



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

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Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 252738

Applicant: The Owner and/or Occupier

Site Address: 5 Elm Lane, Earley, Wokingham, RG6 5UE

Parish: Earley

Grid Reference: Easting - 473825, Northing - 170818

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of the property to a children's residential care home (Use Class C2) plus erection of a single storey side extension to the existing rear outbuilding and installation of fencing.

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 252738. 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 **2 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SW]		
Service	WBC Highways	App No:	252738
Address:	5 Elm Lane, Earley, Wokingham, RG6 5UE.		
Proposal:	Full application for the proposed change of use of the property to a children's residential care home (Use Class C2) plus erection of a single storey side extension to the existing rear outbuilding and installation of fencing.		
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 proposed works compromises of a change of use of the existing residential dwelling (*Use Class C3*) to a children's residential care home (*Use Class C2*) and side extension to rear outbuilding.

The existing residential development consists of 6 bedrooms and 10 habitable rooms. It is understood that the proposed site will have capacity for 4 children aged between 5-17 years old. The proposed site will consist of 6 bedrooms and 11 habitable rooms.

Traffic Impacts

A Transport Technical Note (dated October 2025) was submitted as part of the application and sets out the proposed trip generation for the site which has been calculated using a first principles method. The proposals indicate a shift of travel patterns with no trips to be generated during the peak hours of the wider highway network. However, an intensification of use of the site beyond the peak hours, with an anticipated net impact of 19 additional two-way trips between 0700 – 1900. Highways consider the first principles assessment and increase in two-way trips to be acceptable.

Access

The existing access is provided via Elm Lane and is to be retained. This is to be accessed via the existing dropped kerbs. The proposed access arrangements are acceptable.

Given the proposed intensification of use, adequate visibility splays must be provided for vehicles exiting the property. Any existing obstructions, such as hedges, should be addressed to maintain clear sightlines. This is to be provided on a plan.

Parking

In accordance with the WBC Parking Standards, Residential Care Homes will require one car parking space per full time equivalent staff member and 1 visitor parking per 3 residents.

The application app suggests that the site will have 10 no. full time equivalent staff members, which matches with the daily staff numbers in paragraphs 1.6 and 3.7 of the Transport Technical Note. The Highways therefore assume that all staff are counted toward FTE staff. It is stated that there will be a maximum of six staff working in a single shift, and at most eight staff between the staff changeover period (14:00-15:00) as suggested in paragraph 3.8.

Paragraph 3.11 of the Transport Technical Note states that the site is anticipated to generate a parking demand for up to 5 staff cars on the site during the busiest period (*between 2-3pm when staff handover shifts*), which is assuming that 37.5% of staff will use sustainable travel modes.

Despite the site proximity to a regular bus service (claret 21) and it is reasonable to assume some of the car trips can be offset by sustainable travel modes, it will require coordination among the staff to cap the parking demand during the handover periods. The applicant is required to provide further details to ensure the parking demand during the staff changeover can be properly managed.

While it is understood that the visitor parking demand would lower than care homes that solely serve the local catchments, there will be no available parking spaces for visitors between 07:00-15:00. The applicant is advised to reconsider the suitable periods for visitors based on the anticipated availability of on-site parking.

Drawing 'EL05:510 Rev' shows 5 proposed car parking spaces within the site boundary. Each parking space has dimensions of 5.0m x 2.5m and 6.0m isle width between parking spaces. It is welcomed that the applicant has stated vehicles will manoeuvre on site and enter the public highway in the forward gear. It is recommended to move Parking Spaces 2-5 towards the dwellings to facilitate the manoeuvring of Parking Space 5.

Alternatively, the applicant may wish to consider arranging the proposed parking along the building frontage. Parking spaces along the property frontage must include sufficient width for a central pedestrian walkway.

The applicant shall consider parking management to be implemented to ensure efficient use of available spaces and prevent congestion.

Cycle Provision

Section 3.27 of the Planning Statement states staff are not expected to rely solely on private cars, as some are likely to reside locally and utilise the range of sustainable transport options available nearby. The site's location within a residential area further supports active travel for staff living in the vicinity. Therefore, the provision of cycle parking is welcomed.

It is understood that the site will provide 2 cycle parking spaces. The cycle provision is in line with WBC standards and is acceptable (*1 LT space per 5 members of staff*).

Drawing 'EL05:502 Rev' (*Proposed Floor Plans*) illustrates a store, which is approximately 1.50m x 2.75m. The proposed cycle parking arrangements are acceptable.

Refuse Collection

It is expected that the existing refuse collection remains suitable for the proposed site however, to avoid overspilling of wastes and recyclables to the driveway, the required area of the refuse collection point shall be confirmed with the council's Cleaner & Greener team.

Conditions & Reasons (if required)

Date:	26/11/2025	Signed:	JP [SW]
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