

Date: 15 January 2026
Application: 252868



**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,

Full Planning Approval Consultation

Application Number: 252868

Applicant: Jo Lovell

Site Address: 54 Denmark Street, Wokingham, RG40 2BB

Parish: Wokingham Town

Grid Reference: Easting - 481084, Northing - 168328

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of first floor to post-16 SEND hub, including full replacement of external fenestration, installation of a new double-door entrance at first floor level, installation of a new heat pump system, replacement of existing AC units at roof level and installation of additional solar panels.

Case Officer: Connie Davis

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 252868. 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 February 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	252868
Address:	54 Denmark Street, Wokingham, RG40 2BB.		
Proposal:	Full application for the proposed change of use of first floor to post-16 SEND hub, including full replacement of external fenestration, installation of a new double-door entrance at first floor level, installation of a new heat pump system, replacement of existing AC units at roof level and installation of additional solar panels.		
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 applicant proposes to change the use of first floor of the site from historic library (Use Class F1(d), previously noted as D1) to post-16 SEND hub (Use Class F1(a), previously noted as D1) with a café (Use Class E(b), previously noted as A3). For consistency of WB Highways latest standards, Class F1/E(b) might be referred as Class D1/A3, respectively. Five existing parking spaces will be retained.

The lower ground and ground floors of the site was in relation to a previous planning consent 223290 for CoU to Use Class B8, which the permission has been expired since December 2025.

Insufficient details have been submitted for the Highways to determine the acceptance of impacts of this proposal. The Highways would have expected to review the proposed breakdown of area, operating hours and site capacity for staff and visitors according to the Use Classes. The applicant shall confirm if the proposed café is ancillary, or independent from the proposed SEND hub.

Meanwhile, as the proposed uses are not clearly classified under the Highways standards, the applicant is also expected to clarify if the proposed nature of the post-

16 SEND hub, which may be similar to a secondary school (Use Class F1(a)), and/or a local community hall (Use Class F2(b)).

Traffic Impacts

Subject to the confirmation of nature, capacity and operating hours of the site, the Highways may expect the applicant to assess the net trip generation of the proposal during the peak hours.

Parking and Cycle Parking

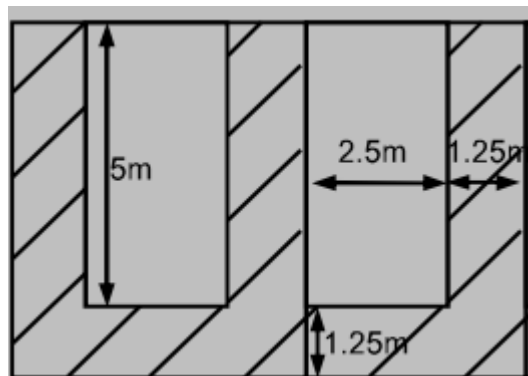
While the site has good access to sustainable modes of travel and is adjacent to a public car park, the applicant is still expected to assess the net changes of parking demand of the existing and proposed uses, according to the WBC Car Parking Standards, to justify the sufficiency of the proposed parking.

According to the WBC Car Parking Standards, the parking requirements for Classes A3, D1 and D2 (now noted as Classes, E(b), F1(d)/F1(a) and F2(b)) are as follows:

User Class	Car Parking Requirement	Cycle Parking Requirement
A3	1 space / 5m ² of public space	1 space per 125m ² (20% LT, 80% ST)
D1 (Library)	1 space/30m ²	1 LT space per 5 staff and 1 ST space per 5 staff for visitors
D1 (Secondary Schools, Colleges)	1 space / full time staff, plus 1 space / post-17-year-old students	1 LT space per 3 students and 1 LT space per 5 staff
D2 (other)	1 space/20m ² of public space	1 ST space per 15 per period visitor and 1 LT space per 5 staff

The applicant is required to confirm whether the 5 retained parking spaces are allocated spaces for first floor only, or unallocated spaces to be shared among the split occupancy. All allocated parking shall be included in the application red line.

Subject to the nature of the site, provisions of disabled parking space(s) might be required. Extra space is required for disabled parking and recommended dimensions as indicated:



If the proposed parking provisions would not be sufficient, less parking provision may be acceptable on a case-by-case basis due to site sustainability. However, mitigation measures including but not limited to Parking Management Strategy and/or Travel Plan would be expected. Additional cycle parking would be welcomed in the event of insufficient on-site parking provisions.

If the applicant might intend to utilise any unallocated parking spaces of the wider/adjacent site, parking survey data shall be provided to verify the existing parking utilisation.

Conditions & Reasons (if required)			
Date:	26/1/2026	Signed:	JP