

Date: 2 April 2026
Application: 260652



**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: 260652

Applicant: Apacord Ltd

Site Address: Eastheath House, Eastheath Avenue, Wokingham, RG41 2PR

Parish: Wokingham

Grid Reference: Easting - 480383, Northing - 167821

Type of Development: Other Change of Use

Proposal: Full application for Temporary planning permission for Change of Use of part of the existing buildings on site from E(g), B2 & B8 to Class E(d) Indoor Sport.

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 260652. 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 **26 April 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	260652
Address:	Eastheath House, Eastheath Avenue, Wokingham, RG41 2PR.		
Proposal:	Full application for Temporary planning permission for Change of Use of part of the existing buildings on site from E(g), B2 & B8 to Class E(d) Indoor Sport.		
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 Highways received the updated assessment to address to the Highways responses dated 21st April 2026. Additional Highways comments dated 11th May 2026 are indicated in blue.

The site has a total floorspace of 1,000 sqm. The applicant proposes to change the use of the site from permitted Use Class E(g)(i), B2 and B8 to Use Class E(d), for three indoor padel courts. The site is currently vacant. The site proposes to have a total of 6 full-time equivalent staff members.

Proposed Operations

The applicant suggests that the site will open from 07:00 to 23:00 daily. The site has a maximum capacity of 10 players per an hourly session.

The staff will be working in two-shift, with a maximum of two staff members to be on-site at any one time. This is inconsistent with the proposed 6 no. of full-time equivalent staff in the application form. Clarification is required.

Traffic Impacts

The applicant has assessed the traffic impacts by first principles assessment. While the methodology is acceptable in principle, the applicant shall reconfirm the maximum numbers of on-site staff as discussed in 'Proposed Operations' section.

Parking

Similarly, the applicant has assessed the parking demand by first principles assessment.

The updated assessment confirms that the site has access to 12 car parking spaces adjacent to the service yard, instead of the 35 no. parking spaces as proposed in the application form and the proposed site plan.

While the proposed parking provision are insufficient to accommodate the temporary parking demand between two sessions, the applicant suggests that the sessions will run for 55 minutes to ensure the courts are clear for the next booking. For this instance, a Parking Management Strategy will be conditioned to ensure the parking demand will be managed properly.

Meanwhile, unless the applicant would suggest otherwise, the staff for the evening session will likely arrive before the staff for the morning session leave the site, resulting in additional temporary parking demand for staff. Management measures shall be proposed.

The applicant shall also confirm if all proposed parking spaces are allocated parking to this site. If the applicant might intend to utilise any unallocated parking spaces of the wider site, parking survey data shall be provided to verify the existing parking utilisation of the wider site. [This is still relevant.](#)

Cycle Provisions

According to the WBC Parking Standards and the proposed details, the proposal will require 1 short-term cycle parking for visitor and 1 long-term cycle parking for staff.

The proposed provision of 10 cycle parking spaces is acceptable. Details of provision can be secured via conditions.

Conditions & Reasons (if required)

Subject to the confirmation of a maximum of two staff members to be on-site at any one time, the Highways will have no objection to the proposal subject to the following conditions:

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 and monitoring of all parking spaces. 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. CF4 - PARKING (AS APPROVED)

3. CF9 - CYCLE PARKING (TO BE APPROVED)

The Highways Authority shall be reconsulted if more than two staff members are anticipated to be on-site at any one-time.

Date:

11/5/2026

Signed:

JP