

Date: 29 August 2025
Application: 251892



**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: 251892

Applicant: Ayro Properties Limited

Site Address: Land lying to the East Side of Whitley Wood Road, Off Mitford Close, Shinfield, RG2 8JQ

Parish: Shinfield

Grid Reference: Easting - 472923, Northing - 169619

Type of Development: Minor Dwellings (1-9)

Proposal: Full application for the proposed erection of 4 no. dwellings in two semi-detached blocks with associated amenity space, landscaping, parking and access, plus works to the adopted highway and relocation of 1 no. streetlight.

Case Officer: Marcus Watts

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 251892. 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 **19 September 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	251892
Address:	Land lying to the East Side of Whitley Wood Road, Off Mitford Close, Shinfield, RG2 8JQ.		
Proposal:	Full application for the proposed erection of 4 no. dwellings in two semi-detached blocks with associated amenity space, landscaping, parking and access, plus works to the adopted highway and relocation of 1 no. streetlight.		
Type of Development:	Minor Dwellings (1-9)		
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

A Pre-application (Reference 241874) has been submitted prior to the formal planning application. The Highways have provided recommendations based on the submitted scheme with six dwellings in total. The proposed scale of development has been reduced from six dwellings to four dwellings in this application.

The applicant proposes to erect four new dwellings, two with five habitable rooms and two with six habitable rooms. Each dwelling will have either one driveway parking or one garage parking space.

The site location is acceptable in terms of access to sustainable modes of travel. The site has acceptable access to the pedestrian and cycle network, and public transports.

Traffic Impacts

The traffic generated from four new dwellings are unlikely to have significant impacts on the wider highway network.

Access

The proposed dwellings will be accessed via Mitford Close, which is an adopted unclassified cul-de-sac with a turning head at the end of the close. The applicant

proposes to convert part of the existing tarmac to shared surfacing for pedestrian and parking, which will have encroached the existing public highway.

Notwithstanding the separate approval for stopping up the public highway, the proposed narrowing of turning head will likely lead to adverse impacts on highway functions, which is unacceptable. The applicant may wish to reduce the scale of the development to avoid alternation of existing turning head.

Requirements for stopping up the public highway

A stopping up order by DfT is required to remove highway rights to permanently close or divert a highway. Prior to a separate approval for stopping up the public highway, the applicant is advised to liaise with the council's Highway Assets, Property and Legal teams.

Manoeuvring

While the applicant provides the swept path analysis for fire tender and a luton box van, the swept path for refuse vehicle shows that the refuse vehicle body and chassis would overrun the footway adjacent to 27 Mitford Close, which is not acceptable.

Paragraph 4.10 of the TS also suggests that council's refuse vehicles do not turn around this end of the road, so that the swept path for refuse vehicle has not been assessed.

While the planning officer may wish to reconfirm the existing route for refuse collection with the council's Cleaner & Greener team, the swept path for refuse vehicle is used as a proxy of other HGVs. Meanwhile, the future refuse collection services will have to be extended to serve the proposed dwellings. The swept path for refuse vehicle is therefore required.

Service Margin

It is also relevant to note that proposed narrowing will remove the existing service margin on the road. According to the WBC's Highways Design Guide, the recommended service margin shall be 2m wide where development is proposed, and 1m wide where street lighting is presence. The proposed narrowing and parking arrangement will not be able to provide a new service margin of recommended width.

Should discussion of stopping up the public highway be successful with the council's Highway Assets, Property and Legal teams, the applicant will be required to demonstrate all services can be accommodated within the proposed width of service margin, and no existing/proposed service to be located under the carriageway.

Miscellaneous

As the proposal involves relocation of street lighting column, separate consent is required from the council's Streetworks and Asset Management teams.

Meanwhile, the recommended maximum width of each dropped crossing by the Traffic Management team is 3.6m. Separate consent will be required from the Traffic Management team for the proposed width and location of the new dropped crossing.

Parking

According to the WBC Parking Standards, the development of such scale in Urban location will require a minimum of seven parking spaces within the red line – four allocated parking spaces, two unallocated parking and one visitor parking. Each parking space shall have minimum dimensions of 5.0m x 2.5m.

The applicant proposes one driveway parking space for two of the dwellings, and one garage parking of dimensions 6m x 3.1m for another two dwellings, which count towards a total of three parking provisions within the red line and are insufficient.

The applicant shall be reminded that each single garage will only contribute to 0.5 parking provision. The applicant may wish to convert the proposed garage into carport.

Given there are no observed site constraints that prevent off-street parking spaces to be provided, the applicant is required to accommodate all parking spaces within the red line.

If insufficient off-street parking can be provided for four new dwellings, the applicant may wish to consider reducing the scale of the development and to provide parking spaces in form of parking court.

EV Charging Points

Each new dwelling will be expected to provide a minimum of one EV Charging Point under the latest Building Regulations (Approved Document S). EVCP has been indicated on the floor plan for each dwelling, which is welcomed.

This may be subject to further authorisation via Building Control.

Cycle Provisions

According to the WBC Parking Standards, two cycle parking allocation will be required per dwelling with 5 habitable rooms.

Secure cycle store with internal dimensions of 1.95m x 0.83m has been proposed for each dwelling, which will only be suitable for storing two cycles. However, due to the provision of garage and direct access to the rear garden, the Highways can accept the proposed cycle provisions in this instance.

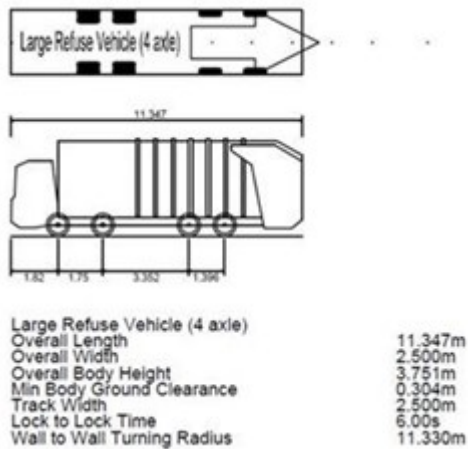
Refuse Collection Strategy

According to Manual for Streets, the maximum carrying distances for households (30m) and refuse collection operators (25m) from the collection point.

Notwithstanding if the existing refuse collection has already utilised this end of the road for turning, the refuse collection service will have to be extended to serve the new dwellings.

While the Highways can unlikely accept the proposed changes on the public highway, given part of the existing turning head is proposed to be removed, it is uncertain if the refuse vehicle can manoeuvre along Mitford Close. The applicant is

required to demonstrate the existing refuse collection will not be affected with the swept path for refuse vehicles entering and leaving the site in forward gear with the following standards:



Conditions & Reasons (if required)

Date:	8/9/2025	Signed:	JP
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