

Date:
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

Additional Highways comments dated 5th January 2026 are indicated in blue.

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. The proposed training room will be replaced by a proposed childrens study room, which has no impact to the total numbers of habitable rooms.

WBC Highways welcome the submission of the further information requested for application 252738. The previous comments on traffic impacts, cycle provision and refuse collection will remain relevant, so that those sections are not recapped in this response.

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.

The submitted 'Drawing ELM-RGP-XX-XX-DR-T-002' shows the appropriate visibility splays from the existing access. The submitted drawing is acceptable.

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 form 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 (dated October 2025). The Highways therefore assume that all staff are counted toward FTE staff. It is stated that there will be a maximum of four to six staff working in a single shift, and at most six staff between the staff changeover period (14:00-15:00) as suggested in paragraph 3.8.

Drawing 'EL05:510 Rev P1' shows 6 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. The provision of an additional parking space is welcomed by WBC Highways. The swept path analysis demonstrates vehicle entry/egress to the site in forward gear. This is acceptable.

Section 1.10 outlines the alteration of the previous floor plan which removes the training room in favour of a childrens study room to mitigate the overaccumulation caused by visitor parking demand. It is understood that a spare parking space will be available to accommodate visitor demand. This is acceptable.

Despite the site will likely have sufficient parking spaces to accommodate the parking demand of all staff during the staff handover shifts, Paragraph 3.12 of the Transport Technical Note (dated December 2025) 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). It is understood this shall be supported by staff members opting for sustainable modes of transport such as public transport, active travel, and car sharing. Staggering the shift handovers may be considered to mitigate the peak demand during staff handover. The applicant may also wish to confirm that no visitors will be on-site during the daytime staff handover shifts.

In principle the outlined parking provision is acceptable and shall be secured via condition. Car Park Management Plan shall be submitted in this proposal or when discharging the condition.

Conditions & Reasons (if required)

1. CF4 – PARKING (AS APPROVED)
2. CG1 - CYCLE PARKING (APPROVED)
3. CG3 - VISIBILITY SPLAYS (APPROVED)

4. CG4 - VISIBILITY SPLAYS FOR PRIVATE DRIVES
5. CG5 - SURFACING OF ACCESS
6. 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 of all parking spaces and monitoring of all parking. 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.

Date:	5/1/2026	Signed:	JP [SW]
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