

Date: 17 October 2025
Application: 252380



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: 252380

Applicant: .

Site Address: 94 Reading Road, Finchampstead, Wokingham, RG40 4RB

Parish: Finchampstead

Grid Reference: Easting - 476968, Northing - 163030

Type of Development: Minor All other developments

Proposal: Full application for the proposed erection of an outbuilding, repositioning of the main entrance gate, demolition of a side extension of the existing main building, erection of a barrier and changes to site layout plus additional car parking spaces.

Case Officer: Kieran Neumann

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 252380. 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 **7 November 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	Stantec (TH)		
Service	WBC Highways	App No:	252380
Address:	94 Reading Road, Finchampstead, Wokingham, RG40 4RB.		
Proposal:	Full application for the proposed erection of an outbuilding, repositioning of the main entrance gate, demolition of a side extension of the existing main building, erection of a barrier and changes to site layout plus additional car parking spaces.		
Type of Development:	Minor All other developments		
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 proposals consist of the erection of an outbuilding for lightweight storage, the removal of a lean-to extension of the existing warehouse, repositioning of the main entrance gate, and additional car parking spaces for staff. A HGV waiting area is proposed to be located near the site access.

It is considered acceptable that there is no change in floor area of the site as the new outbuilding is proposed for sole use of storage in an area which is already being used for storage.

The site is located on a section of the A327 Reading Road which is subject to 40mph speed limit.

The LHA have provided comments on several aspects of the proposals which are numbered below.

Access

Gates

The proposals include changes to the location of the entrance gate. The existing gate consists of two swing gates located approximately 20m from the edge of the

public highway. The proposals are to install a sliding gate and a swing gate approximately 17m from the edge of the public highway.

The submitted proposed site plan (ref: 2656-P3-B) shows that the swing gate will be for HGVs to use when parked in the dedicated HGV waiting area. The sliding gate is to the west of this. There is sufficient length to accommodate a 16.0m HGV waiting outside the gates if closed, therefore the LHA do not have any concerns regarding the repositioning of the gate.

Pedestrian and Cycle Access

The LHA have concerns regarding pedestrian and cycle access and visibility to the site and recommended that the applicant reconsider the positioning of the HGV waiting area. This is for the following reasons:

1. In regard to pedestrian and cycle access to the site, the LHA do have concerns regarding safety. The proposed positioning of the HGV waiting area would block the route for those travelling from the south - east on the A327 Reading Road along the existing footway into the site, forcing pedestrians/ cyclists into the main access route to the service yard where HGVs may be egressing. The submitted documents do not specify pedestrian or cycle routing at the site access. If they enter / egress the site via the office / welfare building, then this should be clarified by the applicant.
2. A parked HGV in the waiting area would restrict visibility for pedestrians crossing between the parking area and the office / welfare building. There is also a safety concern for pedestrians crossing between the parking area and the office / welfare building when a HGV is manoeuvring into the waiting area.

Parking and Turning

Staff Parking

There is an existing informal parking area to the east of the site access for up to 5 staff parked cars. To the west of the site access there are 4 existing parking spaces. The proposals state that an additional 5 parking spaces are to be provided to the west of the site access in the form of tandem parking bays.

It is recommended that the level of staff parking is reconsidered to ensure that parking is provided in line with the WBC Parking Standards. This is due to the following reasons:

3. There is a discrepancy between the number of additional spaces that are proposed (5) and the number of spaces shown on the proposed site plan (ref: 2656-P3-B) which only shows 3 additional spaces. The applicant is required to clarify the proposed level of parking. All parking spaces are to be a minimum of 5.0m x 2.5m in line with WBC Parking Standards.
4. The application form states that the proposed site comprises of 117.96 sqm of B8 Storage and Distribution. As the site has been used as B8 Storage and Distribution use, unless the additional B8 use is not ancillary to the current

operations, the applicant is advised to assess the total parking demand of the overall B8 use.

5. Given parked cars are owned by different car owners, the proposed staff parking arrangement with tandem parking is not suitable.

Cycle Storage

The plans do not indicate the location of cycle storage. This is to be provided in line with the WBC Parking Standards.

HGV Waiting Area

As mentioned above in '**Access**', the positioning of the HGV waiting area is to be reconsidered by the applicant. This is for the following reasons mentioned above, and as follows:

6. To the west of the site access, the distance shown between the car parking spaces and the edge of the HGV waiting area is 5.6m. In line with WBC Parking Standards, this distance is required to be a minimum of 6.0m.

Turning

The submitted proposed site plan (ref: 2656-P3-B) shows a 16.0m HGV positioned in the loading bay and in the waiting area.

Given the turning area of yard has been altered, the applicant is expected to demonstrate how vehicles manoeuvre within the site to get into these positions and to enter and egress the site in the forward gear. Swept Path Analysis of the proposed HGV is required to be provided to the LHA which demonstrates these movements.

Conditions & Reasons (if required)

Date:	31.10.2025	Signed:	Stantec (TH)
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