

Date: 5 May 2026
Application: 260822



**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: 260822

Applicant: Mr Heath Potter

Site Address: Crosfields School, Shinfield Road, Shinfield, Wokingham, RG2 9BL

Parish: Shinfield

Grid Reference: Easting - 473290, Northing - 169844

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of 1no. bungalow (Use Class C3) to Supported Living Accommodation (Use Class C2) plus external alterations.

Case Officer: Claire Moore

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 260822. 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 **27 May 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	TD		
Service	WBC Highways	App No:	260822
Address:	Crosfields School, Shinfield Road, Shinfield, Wokingham, RG2 9BL.		
Proposal:	Full application for the proposed change of use of 1no. bungalow (Use Class C3) to Supported Living Accommodation (Use Class C2) plus external alterations.		
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 development proposals are to change the existing bungalow (Use Class C3) to a Supported Living Accommodation (Use Class C2). However, all submission documents refer to the change to a Nursery. As such, Highways have provided a response regarding the change of use to a Nursery.

It is understood that there is an existing nursery on site that accommodates 3- to 4-year-olds, with 19 children enrolled for the new term.

The proposed nursery would accommodate up to 20 2-year olds. 5 staff members would be required, although it is anticipated that only 2 staff would be externally recruited initially.

The applicant previously sought pre-application advice from WBC Highways (13/10/2025 – Ref: 252247). Highways stated the following:

- A parking survey will be required to evidence capacity in the car parks;
- The existing Travel Plan and Parking Management Strategy should be updated to reflect the proposals;
- Assessment of trip generation required, using school travel surveys or TRICS; and

- Highways considers the site to be in a sustainable location, with no objection in principle.

It is noted that the pre-application Planning Statement suggests that there would be capacity for 40 additional pupils. This has not been mentioned in this submission, and as such this Highways response considers the proposal to “*accommodate up to an additional 20 children*” only.

It is assumed that the proposed nursery would be ancillary to the existing school.

Sustainability

Highways welcome the assessment of transport conditions, and agree the site is well-located to enable sustainable travel to and from the site.

Access

The Transport Statement sets out that “*Crosfields Close is the main access to the school, and provides access to the nursery.*” If any changes to the access arrangement are proposed, these should be set out.

Traffic Impact

Section 6 of the Transport Statement includes a TRICS trip generation assessment to ascertain the traffic impacts of the proposal for 20 nursery pupils.

The results from the assessment show 37 two-way vehicle trips, with 8 two-way trips in the AM peak and 6 two-way trips in the PM peak. This is considered acceptable.

It is noted that the School has recently created a holding bay for pushchairs, scooters and bikes that will encourage sustainable travel to the site.

Number of Car Parking Spaces

The LHA are satisfied with the approach taken to car parking provision for the application. However, highways previously advised at preapplication stage that the shortfall in car parking should be mitigated by a Travel Plan. The applicant should provide a Travel Plan.

According to WBC Parking Standards, proposals for ‘D1 Nursery’s and Creche’ will require one car parking space per full-time member of staff. This equates to five car parking spaces.

The Transport Statement provided by the applicant states that no new parking spaces will be provided. The demand for the northern ‘Staff Parking Area’ comprising 40 parking spaces will be redistributed to the other parking areas and instead will be used as a pick-up / drop-off for the nursery.

Highways previously advised that a parking survey “*should capture the parking demand for staff and parents/visitors separately, and justify that the net increase of*

parking demand from the proposal can be ‘absorbed’ into the existing provision”. A parking survey undertaken by the applicant found that there was ample spare capacity in other car parks within the site to accommodate this displaced demand.

The applicant stated that the full parking survey report is provided in Appendix B, however this has not been submitted. The applicant should resubmit the Transport Statement with all appendices in full.

Parking Management Strategy

The previous pre-application advice requested the Parking Management Strategy be updated as part of a new application. The applicant should provide this strategy, or alternatively Highways will seek to secure this by condition.

Cycle Storage

Secure cycle parking provision should be provided in accordance with WBC standards that require 1 cycle storage space per 5 members of staff. One space would be required for this proposal.

The Transport Statement states that the school has 18 cycle parking bays that currently do not near capacity. Cycle parking will be assessed based on policy compliance, not current use.

The applicant should either demonstrate that the existing provision is policy compliant, or should indicate new provision, preferably located near to the proposed nursery.

Refuse Collection Arrangement

It is expected that the refuse collection for the proposed site will be incorporated into the site-wide arrangement. Details should be provided of bin store locations and turning areas for the refuse vehicle should be provided, which demonstrate to the LHA that the maximum carry distances set out in Manual for Streets are not exceeded.

Travel Plan

The Transport Statement refers to a Travel Plan; however this has not been included as part of the submission. The applicant should seek to provide the Travel Plan.

Summary

Further information as requested above is required before Highways can make a full assessment of the development proposals.

Date:	15/05/2026	Signed:	TD
--------------	------------	----------------	----