

Date: 16 March 2026
Application: 260527



**WOKINGHAM
BOROUGH COUNCIL**

SDL Highways

Development Management &
Compliance

P.O. Box 157

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Berkshire, RG40 1BN

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Dear SDL Highways,

Full Planning Approval Consultation

Application Number: 260527

Applicant: Mr L McSweeney

Site Address: Lm Park, Toutley Road, Wokingham, RG41 1DB

Parish: Wokingham

Grid Reference: Easting - , Northing -

Type of Development: Minor All other developments

Proposal: Full application for a new detached office building with associated external works.

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 260527. 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 **9 April 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	SDL Highways	App No:	260527
Address:	Lm Park, Toutley Road, Wokingham, RG41 1DB.		
Proposal:	Full application for a new detached office building with associated external works.		
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 wider site is in relation to the existing industrial building of 168 sqm and containers for Use Classes B1(c) [currently referred as 'E(g)(iii)'] and B8 approved under Planning Application 192956.

The applicant proposes to erect a new office building (Use Class E(g)(i), previously noted as B1(a)) of 452 sqm. The office building is located at the rear of existing structure. The Highways assume the proposed office building is ancillary to the existing business. The application form has states that the proposal will increase the numbers of staff from 8 full-time staff to 16 full-time staff.

Access and Internal Road Arrangement

The existing site access will be utilised, which is welcomed.

The applicant shall confirm if the internal roads are designed to be shared surface. If not, the applicant shall clarify the existing pedestrian route within the site and proposed relevant extension of the existing route. It is advised to provide a 2m wide footway to provide continuous pedestrian connection between the new office building and the existing pedestrian network onto Toutley Road.

While the applicant has provided a swept path analysis in Drawing No. 7007:25:2A, it is unclear what vehicle has been used for the assessment. The applicant shall provide the specification of that vehicle. Subject to the details provided, the

Highways may require the applicant to submit additional swept path analysis for fire tender and refuse collection vehicle.

Traffic Impacts

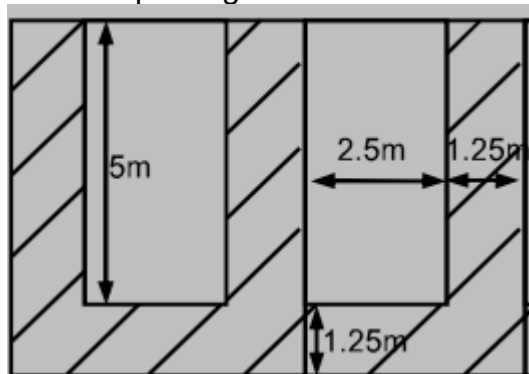
While the Highways would have expected to review the net increase in trip generation of the site during the peak hours, the Highways have assessed the trip generation of the proposal based on the approved trip rates in WBC transport model (WSTM4). The proposed trip generation of 8 and 7 two-way movements in the AM and PM peak, respectively, which can be acceptable for this instance.

Parking

The previous approval has assessed the parking demand based on Class B1(c). According to the WBC Car Parking Standards, the parking requirements for Class B1(a)/(c) are as follows:

User Class	Car Parking Requirement	Cycle Parking Requirement
B1	Less than 2500m ² : 1 space/25m ² More than 2500m ² : 1 space/30m ²	1 LT space/150m ²

Each parking space shall have minimum dimensions of 5.0m x 2.5m. The minimum dimensions for parallel parking space are 6m x 2.5m. Extra space is required for disabled parking and recommended dimensions as indicated:



While the existing parking spaces stated in the application form does not align with the approved details in 192956, the total parking provision of 27 no. parking spaces can likely accommodate the overall parking demand of the site, which is acceptable.

The applicant shall review the dimensions of the proposed parking spaces, particularly for #10 and #23.

In view of the proposed orientation of parking and proximity to sliding gate, the applicant shall demonstrate the manoeuvring with a large saloon car entering and leaving Spaces #13 and #14. Rearrangement of parking space may be required.

As there will be delivery van accessing the site occasionally, the applicant shall clarify the proposed frequency of delivery. Subject to the proposed delivery arrangement, the applicant shall consider providing a loading/unloading area for the delivery van, which shall not obstruct the access of the proposed parking spaces.

Cycle Provisions

Secure cycle store is proposed on the site plan, which is welcomed. However, the proposed cycle store does not meet the cycle parking requirements for Sheffield stands in Table 11-2 of LTN 1/20. The details of the proposed cycle store shall be provided in this proposal or when discharging the condition.

Refuse Collection Arrangement

The applicant shall clarify the arrangement for the extended refuse collection for the proposed office building. The bin collection point shall be indicated on the plan, if applicable.

Conditions & Reasons (if required)

Date:	23/3/2026	Signed:	JP
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